



Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the
First Floor Meeting Room of the Park Ridge Public Library
20 S. Prospect Avenue, Park Ridge, IL
On the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act. Please contact Library Administration for additional information or to request accommodations.

LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
Tuesday, October 11, 2022 at 7:00 P.M.
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

BUDGET & FINANCE

1. Approve September 13, 2022 Minutes
2. FY23 Budget – final version
3. 5 year Levy Forecast
4. Other

BUILDING & GROUNDS

1. Approve September 13, 2022 Minutes
2. Project updates
3. Other

PLANNING & OPERATIONS

1. Approve September 13, 2022 Minutes
2. Task calendar review and update
3. Collection box policy – new
4. Other

NO MEETINGS:

COMMUNICATIONS & DEVELOPMENT, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING, PERSONNEL, RESOURCES

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

September 13, 2022 at 7:00 p.m.

ROLL CALL

Trustees Present:

Co-Chair: Gregg Rusk and David Somheil; Josh Kiem; Danielle Powers; Lauren Rapisand; Theresa Renaldi, Joseph Steinfelds,

Trustees Absent: Alexandra Hanba, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Staci Greenwald, John Priala, Library Staff

Alderman Charlie Melidosian

Treasurer Somheil opened the Budget and Finance Committee meeting at 7:16 p.m.

PUBLIC COMMENT

None

Trustee Powers made a

MOTION: to approve the minutes of August 9, 2022

Trustee Kiem seconded the motion.

Roll Call Vote: Yes: Kiem, Powers, Rapisand, Rusk, Steinfelds

Abstain: Renaldi, Somheil

Motion passed

ADP CONTRACT

Director Bertucci referenced the memo in the packet that provides background information on the City's conversion to MUNIS payroll which necessitates the Library's transition to ADP as a standalone entity. She noted one change to the memo which is that she asked ADP to provide pricing for a three year contract in addition to two year pricing.

The result is that ADP has quoted the same price for year three as that quoted for year two. It is her recommendation that the Board enter into a three year contract with ADP.

Trustee Kiem inquired about requirements in the Board's Purchasing Policy with regard to multi-year contracts.

Director Bertucci replied that the policy allows for multi-year contracts, with Board approval.

Trustee Steinfelds made a

MOTION: to approve the ADP Payroll Software Conversion Agreement in the amount of \$26,830.10 for year one and the annual amount of \$19,455.10 for year two and year three

Trustee Somheil seconded the motion.

Roll Call Vote: Yes: Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfelds

Motion passed

FY23 DRAFT BUDGET REVIEW

Director Bertucci began by thanking Trustees Rusk and Somheil for their input in reviewing and discussing the draft budget with staff prior to tonight's meeting. She then reviewed the current consolidated year to date revenue and expenditure report noting the current status of revenues and expenditures for FY22 as a starting point for FY23 budgeting. She noted that currently the Library has received 58% of budgeted revenue with the next tax receipts expected in January, 2023 due to the delay in issuance of tax bills. With regard to Capital Expenditures, it was noted that the telephone replacement project and the masonry wall project should be completed prior to year-end and will spend down that FY22 budget line. With regard to the Library's Fund Balance, it is now at approximately seven months of expenditures and will continue to be spent down while waiting for tax receipts.

MINUTES

PARK RIDGE PUBLIC LIBRARY

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September 13, 2022 at 7:00 p.m.

Director Bertucci then directed the committee's attention to the memo on page 36 of the packet which provides a high level overview of the draft FY23 budget. With regard to budgeted FY 23 revenues, she stated that she had spoken last week with the City's Finance Director, Chris Lipman, who informed her of an expected increase in Personal Property Replacement Tax (PPRT). It is expected that the Library will receive approximately \$215,000 in PPRT which is a significant increase over prior years and will partially offset the additional expenses being assumed by the Library as a result of the change in assumptions for City provided services, i.e., the City has historically levied for employer IMRF contributions and employer payroll taxes for Library employees and will now transfer those expenses to the Library's budget, approximately \$314,000, in FY 23. As a result of this expected increase in revenue, Director Bertucci is recommending that the Library's 2022 levy remain at the same level as the 2021 levy, \$4,088,160.

Trustee Rapisand asked if given the proposed flat levy, is the understanding reached with the City that the Library would be assuming additional costs (approx. \$314,000) and thus would need to levy for those costs still in place. Her concern is that although there is an anticipated increase in PPRT receipts in 2023, that may not always be the case and the Library may in the future increase the levy to cover the additional costs being assumed.

Director Bertucci acknowledged Trustee Rapisand's concern and added that it will be important to emphasize this point when presenting the Library's budget and levy to the City Council. The Library's levy in future years may increase due to these additional costs.

Trustees Rusk and Somheil stated that an excellent job had been done in preparing the packet of budget materials presented in the packet. Director Bertucci added that the delay in tax receipts makes a strong case for the Library maintaining adequate reserves to cover this circumstance.

With regard to Capital Projects, Director Bertucci noted that a new strategy is being implemented to provide funding for technology related projects. The Bruce Michel trust was established to fund technology upgrades and the FY23 budget anticipates using \$50,000 from this trust for necessary upgrades. Discussion ensued related to other planned capital projects being budgeted for in FY23 followed by discussion of Capital carryforwards into FY23.

Director Bertucci noted that in the future, the Board may want to consider the way in which the carryforward of funds from the Fire Suppression project is handled. Possible options include continuing to carry those funds forward as has been done in the past, using these funds as seed for HVAC work included in the FY24 Capital Budget or moving the funds forward as a Capital restriction.

2022 LEVY REQUEST

To conclude the discussion of the FY23 proposed budget, Director Bertucci noted that some changes might occur in various line items but that for the most part, the values presented in the packet will remain unchanged.

Director Bertucci then reviewed the memo on page 47 of the packet that discusses the 2022 Levy Resolution along with a chart showing the history and forecast of Property tax receipts. Trustee Rusk asked Director Bertucci to update the chart using the assumption that the second tranche of property tax receipts is not received in January as expected. Director Bertucci replied that she would bring that information, along with a three year forecast, to the October meeting.

Trustee Somheil made a

MOTION: to approve the Library 2022 Levy Resolution in the amount of \$4,088,160

Trustee Rusk seconded the motion.

Roll Call Vote: Yes: Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfels

Motion passed

This item will not be included on the Consent Agenda for the September Board meeting but will instead be on the agenda as New Business.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

September 13, 2022 at 7:00 p.m.

OTHER

None

Treasurer Somheil adjourned the meeting at 7:59 p.m.

DRAFT



Memorandum

Memo Date: October 6, 2022
From: Joanna Bertucci, Library Director
Alyson Doubek, Finance Manager
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: October 11, 2022
Action Requested: For approval
Subject: FY23 Budget

Changes made to the operating budget since the September 13 Committee of the Whole meeting are listed below as well as in **blue** text in the body of the memo.

1. **Employee Benefits: \$655,267**
 - a. **Moved ADP payroll expense to General Contractual as per budgeting best practices, \$30,000 decrease**
2. **Building Maintenance: \$176,500**
 - a. **Due to the increased cost per therm of natural gas (\$1.24 September 2022 vs. \$0.53 September 2021) we have increased the natural gas budget to \$22,000 from the draft amount of \$18,000.**
3. **General Contractual: \$165,100**
 - a. **Now includes \$30,000 for ADP contract**
4. **Supplies: \$62,500**
 - a. **Increased office supplies/furnishings from \$10,000 to \$15,000 in anticipation of the need to replace tables in the first floor meeting room.**

Background:

The FY23 budget was developed by the Library Director and the Finance and Administrative Services Manager in consultation with Department Managers. The FY21, SY21, and to some extent the FY22 budgets planning cycles were heavily impacted by the ongoing COVID-19 pandemic, as well as the fiscal year conversion. We built this budget with the hope that FY23 will bring relative stability to the Library and the broader landscape, as COVID-19 has seemingly settled into the endemic stage. As part of this planning process, the Management team reviewed our Strategic Plan progress and initiatives and goals for FY23. Bringing all these components together, we have highlighted the areas of incremental costs over the FY22 budget below. A full analysis of expenditures begins on the 3rd page of this memo.

Salaries comprise 53% of the proposed operating budget. Retaining and attracting high level staff is the first and top priority for any service organization. Our Strategic Plan values of **service** and **expertise** call for providing the “highest level of services to all library users” and that we listen to our users and are responsive to their feedback. The \$104,380 previously approved for salary increases allows us to reward our high achieving staff in line with the Library market and salary benchmarks for our organization.

For FY23, the Library will take on approximately \$314,000 in new costs in **employee benefits** for payroll taxes, pension contributions (IMRF), and a payroll service provider. While these are new costs to the Library, taking on payroll processing will allow the Library to **innovate** and “do things better,” as we plan to use our new payroll service to convert our independent application, hiring, and onboarding process into one cohesive virtual environment. This consolidation will minimize duplication of tasks between Department Managers and the Business Office, as well as cut down on the number of paper forms shuffled between departments.

We learned during the pandemic that the Library is more than our building and that easy access to our virtual spaces and electronic offerings is critical. With that in mind, this budget includes approximately \$60,000 for **data processing**, funded by the 2022 Per Capita Grant, to redesign the Library’s website. The current website was launched in 2009, redesigned in 2015 and is in need of a refresh. While the website is functional, it is very layered and sometimes it takes several clicks to get to premium



Memorandum

resources. When we go to RFP for website design services, we will challenge bidders to demonstrate how their services will help us to improve **access** to our eResources and online content.

In order to maintain our tradition of excellent collections and allow opportunities for our community to pursue **education and lifelong learning** endeavors, the **library resources** budget has been increased by 3%. This budget is the second largest operating expense and is approximately 14% of the proposed FY23 budget. The upcoming year's budget shows an overall 14% increase in spending on eContent in both adult and youth departments. A new budget line was added to support new additions to our unique and one of a kind, *Exploration Library* collection. The fiscal year transition (SY21 to FY22) resulted in under budgeting for databases in FY22. In order to accommodate the fiscal year conversion, we have budgeted additional funds to bridge the gap.

On the capital side, the ongoing maintenance and improvement of the Library building is funded solely from the Library's budget, while the property and building itself are owned by the City of Park Ridge. In FY23, the Library plans to make **technology equipment improvement** a priority, specifically, updating audiovisual equipment in the 1st and 3rd floor meeting rooms and replacing technology items in the Library's Media Lab. In order to accomplish this task, the Library plans to fund technology equipment and replacement from the Bruce A. Michel Trust held at Northern Trust Bank. As of July 31, 2022 approximately \$217,600 is being held in Trust for the library to use for technology upgrades.

Our revised capital needs assessment helps us to plan and budget for the upkeep of our beloved Library building. The Library Board has committed to pursuing ADA accessibility for the restrooms in youth services, a project deferred from the renovation. At the September 13 Buildings and Grounds COW meeting, the Board will be presented with a proposal to convert one of the current restrooms to a low sensory space to serve patrons on the autism spectrum. Additionally, the Library will apply for the *Illinois State Library's Live and Learn Construction* grant to offset the improvements to the first floor children's restrooms. If awarded, the Library will be granted \$50,000 to put towards the project. Additional funds have been allocated for exterior repair projects including column repair, cupola repair, window repairs and replacement, and lighting upgrades.

REVENUE ACCOUNTS	FY21 ACTUAL	SY21 ACTUALS ANNUALIZED	FY22 BUDGET	FY22 ACTUAL September 30, 2022	FY23 PROPOSED BUDGET
Local Government Taxes	\$ 4,182,675	\$ 2,022,089	\$ 4,088,661	\$ 2,353,460	\$ 4,233,161
Per Capita State Grant	\$ 46,850	\$ 55,283	\$ 55,283	\$ 58,493	\$ 108,500
Other Receipts	\$ 43,928	\$ 52,566	\$ 61,333	\$ 63,835	\$ 137,000
	\$ 4,273,453	\$ 2,129,938	\$ 4,205,277	\$ 2,475,788	\$ 4,478,661

The draft FY23 budget assumes a **0% increase to the Library's levy**. As of August 1, 2022 the Library has \$3,827,791 in its cash operating account¹. The rationale behind requesting a flat levy is that [the Illinois Department of Revenue \(IDOR\)](#) forecasts a significant increase over last year's collection of Personal Property Replacement Tax (PPRT) revenues. PPRT revenue is collected by the State of Illinois and paid to local governments to replace money that was lost by governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.

The City of Park Ridge anticipates \$1,532,555 in PPRT revenue, of which the Library's share is approximately \$214,500².

For FY22, the Library budgeted \$70,000 in PPRT revenue. This increase adds \$144,500 to our revenue stream, a significant increase in this revenue line. For comparison, a 2% budget increase would be approximately \$81,800. This increase in

		FY2023 Budget Allocation	FY2022 Projection
General	71.00%	\$ 1,088,114.05	\$ 818,807.50
Police	5.00%	\$ 76,627.75	\$ 57,662.50
Fire	5.00%	\$ 76,627.75	\$ 57,662.50
IMRF	5.00%	\$ 76,627.75	\$ 57,662.50
Library	14.00%	\$ 214,557.70	\$ 161,455.00

¹ The Library began deficit spending the month of August as second installment property tax payments have been delayed. Due to the timing of the 2nd installment of the 2021 tax levy, the Library will likely see 3 tranches of property tax receipts posted to our general ledger in 2023.

² Chart provided by Chris Lipman, Finance Director, City of Park Ridge.



Memorandum

PPRT revenue offsets any need to increase the tax levy and follows the City's revenue strategy for funding the FY23 budget.

Other revenue sources for FY23 include, the Library Per Capita Grant and Illinois State Library's Live and Learn Grants. The Per Capita Grant was established by the Illinois State Library to assist public libraries to improve and increase library services within their service areas. For FY23 the Library is anticipating \$58,493 in Per Capita Grant funding. Additionally, the Library will apply for the Illinois State Library's Live and Learn Construction grant to offset the improvements to the first floor children's washrooms. If awarded, the Library will be granted \$50,000 to put towards the project. Lastly, other receipts include interest on investments, Friends of the Library donations, proctoring fees, copy machine revenue, meeting room fees, promotional item sales, collection agency proceeds, and gift funds.

Operating Budget Detail

5. Salaries: \$2,453,800

- a. Salaries are calculated by spreadsheet with each position, hourly rate, and hours by department. Salaries are benchmarked to Library industry compensation data to ensure that compensation aligns with the Library's compensation philosophy and minimum wage mandates.
- b. The FY23 salary plan was approved at the August 16, 2022 Regular Board meeting. The approved salary plan includes: \$104,380 in increases in the following areas:
 - i. \$75,730 for 4% average merit pool increases
 - ii. \$11,500 for one-time bonuses
 - iii. \$17,150 for adjustments based on updated pay grade/scale and minimum wage adjustments
- c. This value represents 54% of the proposed operating budget. ILA recommends that up to 60% of the Library's operating budget be allocated to staff salaries.

6. Employee Benefits: 655,267

- a. **Moved ADP payroll expense to General Contractual as per budgeting best practices, \$30,000 decrease**
- b. Budgeted amounts provided by City Finance Department; current values represent a 5.3% increase in PPO and 4% increase in HMO health insurance over FY22.
- c. A significant change in the FY22 includes \$314,000 in costs for employee FICA taxes, IMRF employer contributions, and implementation of a payroll service independent from the City of Park Ridge. These new costs make up 6% of the increase to the total operating budget over FY22.
 - i. FICA: Estimated at \$190,000. Ms. Doubek will work with the City of Park Ridge Finance Department to confirm this estimate.
 - ii. IMRF: Estimated at \$94,000. City of Park Ridge Finance Director advised the Library to budget 4.5% in employer contributions. The IMRF rate of 1.45% that was previously provided is preliminary and City Finance Director Chris Lipman advised increasing this line.
- d. ILA recommends that up to 70% of the Library's operating budget be allocated to salaries and benefits. For the FY22 proposed budget, the Library plans to spend 64% of the operating budget on staff salaries and benefits.

7. Data Processing: \$322,000

- a. This budget line includes CVI (managed IT) contract approved in July 2022, this two-year contract valued at \$148,500 commences on September 1, 2022.
- b. This also includes funds for CCS (local consortium) and OCLC (global cooperative) 12 month contracts. The proposed budget includes an overall 3% increase for these contracts.
- a. The Library will be going to RFP at the end of 2022 to select a firm to redesign the Library's website. The approximately \$58,000 in Per Capita funds were added to the budget line to account for this project.

8. Building Maintenance: \$176,500



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- a. **Due to the increased cost per therm of natural gas (\$1.24 September 2022 vs. \$0.53 September 2021) we have increased the natural gas budget to \$22,000 from the draft amount of \$18,000.**
- b. Decreased 10% from FY22 as the duct cleaning project is complete.
- c. This line includes general maintenance agreements, HVAC equipment maintenance, building supplies and natural gas.

9. Membership, Recruiting and Training: \$29,000

- a. Reduced by 13% from FY22 for virtual conference registrations and professional membership fees for the Library and staff. It is likely that professional conferences (ALA, ILA, & PLA) will maintain a virtual format and additional funds will not be needed for out-of-state conferences.
- b. Includes \$5,000 for tuition reimbursement program

10. Equipment Rental: \$27,000

- a. Includes \$20,000 for copier lease, approved in December 2021. The additional \$7,000 is earmarked for equipment rental maintenance and postage machine lease. Reduced by 16% as copier lease came in under estimated budget.

11. Consulting Services: \$20,000

- a. Reduced by 38%. This line will be revisited in FY25 when current Strategic Plan expires. The current budget is sufficient to cover expenses related to any outside expertise (architectural/engineering, accounting, human resources) the Library may need during the FY.

12. Public Relations: \$40,000

- a. This budget includes funding for the Library's print newsletter (4x year), promotional items, and public relations expenses. Funding was higher in FY22 (\$48,600) as this line includes Per Capita Grant funds earmarked for the interior signage project.

13. General Contractual: \$165,100

- a. **Now includes \$30,000 for ADP contract**
- b. This budget line includes telephone and internet service, postage, printing, bibliotheca service contract and program expenses. After reviewing actual expenses and current contracts, this budget has been reduced to \$135,100 for FY23.

14. Audit: \$9,300

- a. \$9,300 for FY23 audit in line with the Library's 4-year contract with Lauterbach & Amen. This budget will increase 3.5% in FY24 as per our contract.

15. Special Counsel: \$25,000

- a. This is the library's budget for legal counsel. The Library works with Robbins Schwartz for matters related to human resources, laws pertaining to public bodies and general council. The City of Park Ridge's attorney, Ancel Glink, represents the City and the Library for tax rate objection work. It is important that the Library maintain a healthy special counsel fund as the events that require the need for counsel are often unanticipated.

16. Supplies: \$62,500

- a. **Increased office supplies/furnishings from \$10,000 to \$15,000 in anticipation of the need to replace tables in the first floor meeting room.**
- b. This line includes copier supplies, supply lines for each department as well as furniture.
- c. The proposed FY23 supplies budget shows a significant decrease over FY21, SY21, and FY22. Prior budgets included additional funds (provided by the 2021 Per Capita Grant) for the 3rd floor meeting room furniture and



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new desk and storage furniture pieces for the Loft. These projects will be complete by December 31, 2022 and the supplies budget has been adjusted accordingly.

17. Staff Appreciation: \$2,000

- a. \$2,000 for general staff appreciation (National Library Workers’ Day, retirements, condolence/illness acknowledgement, holiday party)

18. Computer Materials: \$30,000

- a. Funds for purchase of routine, non-capital technology items and software licenses for staff and public PCs.

19. Library Resources: \$646,500

- a. The overall library resources budget has increased from FY22 by approximately 3%.
- b. The total library resources budget is 14% of the operating budget. ILA recommends that libraries spend a minimum of 8-12% on collections. The Board should be proud that the Library is able to maintain strong funding for our resource collections as we know that our community deserves and expects a wide variety of library resources.
 - i. Youth Services
 - 1. Print collections remain flat over FY22
 - 2. Increased Lib E-Books by 20% to allow for purchasing of additional copies of popular titles.
 - 3. Multimedia (DVDs, BluRay, and Music CDs) was decreased by 33% percent. A portion of these funds will shift to the Youth Program line to accommodate increased programming now that in-person programming is more robust.
 - ii. Adult Services
 - 1. Print collections remain flat over FY22, with the exception of a 20% decrease in most wanted titles. After evaluation, we discovered that this value was used when the library leased most wanted titles from Baker & Taylor. The proposed allocation of \$18,000 is sufficient for this collection.
 - 2. The audiobook budget increased by \$5,000 in order to meet demand. This includes playaways and books on CD.
 - 3. The adult eBooks budget increased by \$5,500 to be able to meet demand for consistent usage of the Library’s digital collections (OverDrive, Hoopla, and Kanopy)
 - 4. Recordings (CDs) decreased by \$2,000 due to a decrease in usage.
 - 5. The online database budget was increased from FY22. This increase is a result of a renegotiation of database contract terms with the change in fiscal year.
 - 6. A new budget line for *Exploration Library* items to the library resources account. Previously, items for the *Exploration Library* were purchased from supply lines. This is not best practice as this items are part of the circulating collection.

OPERATING ACCOUNTS Updated 10/4/22	FY21 REVISED BUDGET	SY21 REVISED BUDGET ANNUALIZED	FY22 REVISED BUDGET	FY23 PROPOSED BUDGET	PROPOSED FY23 CHANGE FROM FY22
Salaries	\$2,341,539	\$2,431,029	\$2,379,104	\$2,453,800	3%
Employee Benefits	\$338,116	\$229,058	\$355,168	\$655,267	84%
Data Processing	\$255,000	\$270,050	\$257,000	\$322,000	25%
Building Maintenance	\$172,500	\$202,499	\$193,772	\$176,500	-9%
Membership, Recruiting, Training	\$33,500	\$23,000	\$33,500	\$29,000	-13%
Equipment Rental	\$24,500	\$40,499	\$32,000	\$27,000	-16%
Consulting Services	\$65,000	\$48,000	\$32,000	\$20,000	-38%
Public Relations	\$46,500	\$63,750	\$48,600	\$40,000	-18%
General Contractual	\$123,500	\$146,749	\$139,100	\$165,100	19%
Audit	\$8,200	\$8,200	\$9,000	\$9,300	3%



Memorandum

Special Counsel	\$25,000	\$25,001	\$23,000	\$25,000	9%
Supplies	\$179,500	\$149,076	\$115,000	\$62,500	-46%
Staff Appreciation	\$1,650	\$1,100	\$2,000	\$2,000	0%
Computer Materials	\$30,000	\$18,000	\$30,000	\$30,000	0%
Library Resources	\$650,500	\$722,750	\$626,000	\$646,500	3%
	\$4,295,005	\$4,378,761	\$4,275,244	\$4,663,967	9.1%

While this increase seems high over FY22, it is important to note that approximately 8% of the proposed increase (\$314,000) is due to the new costs to the Library for FICA taxes, IMRF, and payroll service implementation and contract.

Capital Budget

Technology Replacement: \$50,000

1. Increased budget amount for FY23. The Library plans to fund technology equipment and replacement using funds from the Bruce A. Michel Trust. As of July 31, 2022 the approximately \$217,600 are being held in Trust for the library to use for technology upgrades. Funding technology replacements from the Trust is a strategy to offset the levy request. The donation line projects income at \$55,000. \$5,000 for miscellaneous donations and \$50,000 to be drawn from the Trust.
 - a. Proposed suggested projects include 1st and 3rd Floor meeting room AV upgrades (projector, camera, and sound).
 - b. Additional or replacement equipment for the Media Lab and The Studio

Capital Projects: \$290,000

New Projects as per Capital Needs Assessment - 2023

ADA Restrooms	\$ 114,000
Wood columns repair (old entrance/Touhy)	\$ 29,000
Concrete work column bases (Prospect entrance)	\$ 7,200
Roof cupola repairs and painting	\$ 7,200
Window replacement and repair - lower level Prospect	\$ 63,900
Lighting - circuit breaker to switches	\$ 21,700
Architect/Engineering Fees	\$ 47,000
FY23 Budget	\$ 290,000

If the Illinois State Library Grant is awarded, the budget would be offset by the \$50,000 grant award, bringing the total amount paid for capital projects from Library funds to **\$240,000**

FY22 CARRY FORWARDS

Carry forwards will be presented for Board approval in February 2023 and the budget will be amended, these costs are not included in budget request.

Budgeted Amount as per 2021 Capital Needs

Assessment/Lintels	\$ 94,000
Building Improvements – Ice Melt System	\$ 12,877
Replacement PA System	\$ 16,900
Building Improvements – Remainder of funds originally allocated for Fire Suppression Project carried forward from SY21	\$ 265,208
FY23 Carry Forward Estimate	\$ 388,985

Capital Restriction



Memorandum

- The Capital Restriction was set at \$228,100.
 - HVAC contingency

Attachments:

- FY23 summary budget
- FY23 detail budget

FINAL DRAFT

**Park Ridge Public Library
Consolidated YTD Revenue and Expenditures Comparison
Library Fund**

REVENUE ACCOUNTS		FY19 REVISED BUDGET	FY19 ACTUAL	FY20 REVISED BUDGET	FY20 ACTUAL	FY21 REVISED BUDGET	FY21 ACTUAL	SY21 REVISED BUDGET	SY21 REVISED BUDGET ANNUALIZED	SY21 ACTUALS	SY21 ACTUALS ANNUALIZED	FY22 REVISED BUDGET	FY22 ACTUAL through September 30, 2022	FY23 PROPOSED BUDGET
Local Government Taxes		\$ 5,646,287	\$ 6,086,963	\$ 2,665,743	\$ 2,589,781	\$ 4,165,813	\$ 4,182,675	\$ 1,767,135	\$ 1,767,135	\$ 2,022,089	\$ 2,022,089	\$ 4,088,661	\$ 2,353,460	\$ 4,233,161
Per Capita State Grant		\$ 29,101	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 55,283	\$ 55,283	\$ 55,283	\$ 58,493	\$ 108,500
Other Receipts		\$ 87,000	\$ 123,261	\$ 122,106	\$ 130,737	\$ 110,850	\$ 43,928	\$ 55,848	\$ 60,772	\$ 35,044	\$ 52,566	\$ 61,333	\$ 63,835	\$ 137,000
TOTAL REVENUE		\$ 5,762,388	\$ 6,257,074	\$ 2,834,699	\$ 2,767,368	\$ 4,323,513	\$ 4,273,453	\$ 1,869,833	\$ 1,874,757	\$ 2,112,417	\$ 2,129,939	\$ 4,205,277	\$ 2,475,788	\$ 4,478,661

ACCOUNT #	OPERATING ACCOUNTS	FY19 REVISED BUDGET	FY19 ACTUAL	FY20 REVISED BUDGET	FY20 ACTUAL	FY21 REVISED BUDGET	FY21 ACTUAL	SY21 REVISED BUDGET	SY21 REVISED BUDGET ANNUALIZED	SY21 ACTUALS	SY21 ACTUALS ANNUALIZED	FY22 REVISED BUDGET	FY22 ACTUAL	FY23 PROPOSED BUDGET
9100	Salaries	\$ 2,436,144	\$ 2,129,505	\$ 2,400,000	\$ 2,163,382	\$ 2,341,539	\$ 2,048,505	\$ 1,620,686	\$ 2,431,029	\$ 1,469,693	\$ 2,204,539	\$ 2,379,104	\$ 1,502,895	\$ 2,453,800
9210	Employee Benefits	\$ 423,200	\$ 400,189	\$ 405,020	\$ 402,943	\$ 338,116	\$ 332,807	\$ 152,705	\$ 229,058	\$ 151,705	\$ 227,558	\$ 355,168	\$ 226,650	\$ 655,267
9317	Data Processing	\$ 249,568	\$ 256,173	\$ 253,000	\$ 239,558	\$ 255,000	\$ 237,885	\$ 180,033	\$ 270,050	\$ 144,157	\$ 216,236	\$ 257,000	\$ 208,865	\$ 322,000
9321	Building Maintenance	\$ 176,000	\$ 147,645	\$ 145,000	\$ 91,680	\$ 172,500	\$ 97,274	\$ 134,999	\$ 202,499	\$ 117,218	\$ 175,828	\$ 193,772	\$ 128,718	\$ 176,500
9324	Membership, Recruiting, Training	\$ 24,500	\$ 22,083	\$ 37,500	\$ 35,235	\$ 33,500	\$ 6,751	\$ 15,333	\$ 23,000	\$ 8,240	\$ 12,360	\$ 33,500	\$ 11,792	\$ 29,000
9351	Equipment Rental	\$ 14,600	\$ 12,421	\$ 24,500	\$ 7,330	\$ 24,500	\$ 8,770	\$ 26,999	\$ 40,499	\$ 3,286	\$ 4,929	\$ 32,000	\$ 11,648	\$ 27,000
9359	Consulting Services	\$ 35,000	\$ -	\$ 37,000	\$ 19,485	\$ 65,000	\$ 70,353	\$ 32,000	\$ 48,000	\$ 23,853	\$ 35,779	\$ 32,000	\$ 2,500	\$ 20,000
9360	Public Relations	\$ 29,000	\$ 15,301	\$ 33,600	\$ 32,924	\$ 46,500	\$ 13,506	\$ 42,500	\$ 63,750	\$ 32,825	\$ 49,238	\$ 48,600	\$ 40,881	\$ 40,000
9385	General Contractual	\$ 93,000	\$ 61,155	\$ 98,950	\$ 70,689	\$ 123,500	\$ 73,937	\$ 105,166	\$ 146,749	\$ 73,462	\$ 110,192	\$ 139,100	\$ 73,100	\$ 165,100
9416	Audit	\$ -	\$ -	\$ -	\$ -	\$ 8,200	\$ 8,200	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 9,000	\$ 8,700	\$ 9,300
9425	Special Counsel	\$ 30,000	\$ 6,156	\$ 30,000	\$ 20,001	\$ 25,000	\$ 8,548	\$ 16,667	\$ 25,001	\$ 2,094	\$ 3,141	\$ 23,000	\$ 11,795	\$ 25,000
9510	Supplies	\$ 71,700	\$ 37,742	\$ 104,683	\$ 79,928	\$ 179,500	\$ 37,034	\$ 99,184	\$ 148,776	\$ 47,799	\$ 71,699	\$ 115,000	\$ 52,135	\$ 62,500
9511	Staff Appreciation	\$ -	\$ -	\$ -	\$ -	\$ 1,650	\$ 1,499	\$ 1,100	\$ 1,650	\$ 1,100	\$ 1,650	\$ 2,000	\$ 1,393	\$ 2,000
9520	Computer Materials	\$ 86,365	\$ 2,875	\$ -	\$ -	\$ 30,000	\$ 28,062	\$ 12,000	\$ 18,000	\$ 3,190	\$ 4,785	\$ 30,000	\$ 20,086	\$ 30,000
9540	Library Resources	\$ 597,300	\$ 523,374	\$ 620,350	\$ 526,899	\$ 650,500	\$ 521,537	\$ 481,933	\$ 722,183	\$ 431,463	\$ 647,194	\$ 626,000	\$ 432,250	\$ 646,500
9493	Transfer Out	\$ 100,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Operating Budget	\$ 4,366,377	\$ 3,614,619	\$ 4,264,603	\$ 3,690,054	\$ 4,295,005	\$ 3,494,669	\$ 2,929,705	\$ 4,378,641	\$ 2,518,484	\$ 3,773,527	\$ 4,275,244	\$ 2,733,409	\$ 4,663,967
	Capital Projects Budget													
9901	Machinery and Equipment	\$ -	\$ 100,000	\$ 46,850	\$ 75,000	\$ 30,000	\$ 28,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9908	Computer Equipment	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 3,687	\$ 29,000	\$ 43,500	\$ 19,001	\$ 28,502	\$ 22,500.00	\$ 14,249.53	\$ 50,000.00
9963	Building Repairs	\$ 2,335,000	\$ 2,219,149	\$ 386,270	\$ 262,303	\$ 1,182,877	\$ 619,484	\$ 620,000	\$ 930,000	\$ 285,015	\$ 427,522	\$ 609,985.00	\$ 34,432.89	\$ 290,000.00
	Total Capital Projects Budget	\$ 2,335,000	\$ 2,319,149	\$ 433,120	\$ 337,303	\$ 1,282,877	\$ 652,003	\$ 649,000	\$ 973,500	\$ 304,016	\$ 456,024	\$ 632,485.00	\$ 48,682.42	\$ 340,000.00
	TOTAL EXPENDITURES	\$ 6,701,377	\$ 5,933,768	\$ 4,697,723	\$ 4,027,357	\$ 5,577,882	\$ 4,146,673	\$ 3,578,705	\$ 5,352,141	\$ 2,822,500	\$ 4,229,551	\$ 4,907,729	2,782,091	5,003,967
	LIBRARY SURPLUS (DEFICIT)	\$ (938,989)	\$ 323,306	\$ (1,863,024)	\$ (1,259,989)	\$ (1,254,369)	\$ 126,780	\$ (1,708,872)	\$ (3,477,384)	\$ (710,084)	\$ (2,099,612)	\$ (702,452)	\$ (306,303)	\$ (525,307)

10/4/2022

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Park Ridge Public Library															
2	Detailed YTD Revenue and Expenditures Comparison															
3	Library Fund															
4	FUND OBJECT	DESCRIPTION	FY19 REVISED BUDGET	FY19 ACTUAL	FY20 REVISED BUDGET	FY20 ACTUAL	FY21 REVISED BUDGET	FY21 ACTUAL	SY21 REVISED BUDGET	SY21 REVISED BUDGET ANNUALIZED	SY21 ACTUALS ANNUALIZED	SY21 ACTUALS ANNUALIZED	SY21 FORECAST	FY22 REVISED BUDGET	FY22 YTD ACTUALS (9/30/2022)	FY23 BUDGET 0% Levy Increase
5	201	Library Revenues														
6	201	811000	\$ 5,556,287	\$ 5,995,750	\$ 2,565,743	\$ 2,492,506	\$ 4,127,470	\$ 4,074,241	\$ 1,735,464	\$ 1,735,464	\$ 1,960,186	\$ 1,960,186	\$ 1,735,464	\$ 4,018,661	\$ 2,142,667	\$ 4,018,661
7	201	812000	\$ 35,000	\$ 24,053	\$ 45,000	\$ 24,567	\$ -	\$ 16,683	\$ -	\$ -	\$ 3,583	\$ 3,583	\$ -	\$ -	\$ 57,541	\$ -
8	201	831500	\$ 55,000	\$ 67,160	\$ 55,000	\$ 72,708	\$ 38,343	\$ 91,751	\$ 31,671	\$ 31,671	\$ 58,321	\$ 58,321	\$ 31,671	\$ 70,000	\$ 157,267	\$ 214,500
9	201	833000	\$ 29,101	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 55,283	\$ 55,283	\$ 55,283	\$ 55,283	\$ 58,493	\$ 108,500
10	201	854000	\$ 45,000	\$ 45,251	\$ 35,000	\$ 35,218	\$ 45,000	\$ 1,044	\$ 15,000	\$ -	\$ 5,241	\$ 7,862	\$ 15,000	\$ 15,000	\$ 6,995	\$ 10,000
11	201	854001	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,500	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -
12	201	872000	\$ 2,500	\$ 12,322	\$ 15,000	\$ 18,931	\$ 10,000	\$ 2,051	\$ 3,333	\$ 5,000	\$ 28	\$ 42	\$ 3,333	\$ 3,333	\$ 334	\$ 1,000
13	201	875500	\$ -	\$ -	\$ 28,606	\$ -	\$ 11,350	\$ 13,198	\$ 9,515	\$ 14,273	\$ -	\$ -	\$ 9,515	\$ 15,000	\$ -	\$ 55,000
14	201	877000	\$ 40,000	\$ 66,623	\$ 40,000	\$ 76,251	\$ 40,000	\$ 27,635	\$ 25,000	\$ 37,500	\$ 29,667	\$ 44,501	\$ 25,000	\$ 25,000	\$ 45,461	\$ 70,000
15	201	877007	\$ 1,000	\$ 378	\$ 1,000	\$ 337	\$ 1,500	\$ -	\$ 1,000	\$ 1,500	\$ 108	\$ 162	\$ 1,000	\$ 1,000	\$ -	\$ 500
16	201	877050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,045	\$ -
17	201	877500	\$ (1,500)	\$ (1,313)	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,000	\$ 1,500	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 500
18		TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ 156,716	\$ 156,716	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19		TOTAL LIBRARY REVENUES	\$ 5,762,388	\$ 6,257,074	\$ 2,834,699	\$ 2,767,368	\$ 4,323,513	\$ 4,273,453	\$ 1,869,833	\$ 1,874,757	\$ 2,112,417	\$ 2,129,939	\$ 1,878,266	\$ 4,205,277	\$ 2,479,803	\$ 4,478,661
20																
21	2015011	Library Administration														
22	2015011	910000	\$ 346,930	\$ 327,537	\$ 385,000	\$ 342,959	\$ 305,150	\$ 289,953	\$ 263,538	\$ 395,307	\$ 213,970	\$ 320,955	\$ 187,000	\$ 375,245	\$ 231,819	\$ 387,498
23	2015011	910010	\$ -	\$ 5,748	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	2015011	921000	\$ 270,678	\$ 256,426	\$ 267,250	\$ 257,140	\$ 209,759	\$ 209,759	\$ 100,435	\$ 150,653	\$ 100,435	\$ 150,653	\$ 100,435	\$ 222,107	\$ 160,913	\$ 233,878
25	2015011	921001	\$ 121,663	\$ 115,350	\$ 109,935	\$ 106,435	\$ 95,367	\$ 95,367	\$ 42,868	\$ 64,302	\$ 42,868	\$ 64,302	\$ 42,868	\$ 104,291	\$ 53,057	\$ 108,462
26	2015011	921002	\$ 2,581	\$ 2,650	\$ 2,819	\$ 2,819	\$ 2,970	\$ 2,970	\$ 980	\$ 1,470	\$ 980	\$ 1,470	\$ 980	\$ 2,140	\$ 915	\$ 2,140
27	2015011	921003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	2015011	921004	\$ -	\$ -	\$ -	\$ 11,533	\$ 7,000	\$ 1,691	\$ 1,000	\$ 1,500	\$ -	\$ -	\$ 1,000	\$ 7,000	\$ -	\$ 7,000
29	2015011	921005	\$ 26,429	\$ 23,914	\$ 23,390	\$ 23,390	\$ 21,535	\$ 21,535	\$ 6,859	\$ 10,289	\$ 6,859	\$ 10,289	\$ 6,859	\$ 18,786	\$ 11,764	\$ 18,786
30	2015011	921009	\$ 1,849	\$ 1,849	\$ 1,626	\$ 1,626	\$ 1,485	\$ 1,485	\$ 563	\$ 845	\$ 563	\$ 845	\$ 563	\$ 845	\$ -	\$ 1,000
31	2015011	921030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,000
32	2015011	921031	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,000
33	2015011	921099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	2015011	931700	\$ 152,968	\$ 167,520	\$ 165,000	\$ 156,460	\$ 165,000	\$ 157,459	\$ 95,200	\$ 142,800	\$ 91,116	\$ 136,674	\$ 95,200	\$ 165,000	\$ 150,151	\$ 230,000
35	2015011	932400	\$ 5,000	\$ 3,792	\$ 5,000	\$ 4,809	\$ 6,000	\$ 1,650	\$ 3,333	\$ 5,000	\$ 2,601	\$ 3,902	\$ 3,333	\$ 6,000	\$ 4,494	\$ 6,000
36	2015011	933100	\$ 2,500	\$ 1,964	\$ 2,500	\$ 1,292	\$ 2,500	\$ 1,200	\$ 2,000	\$ 3,000	\$ 864	\$ 1,296	\$ 1,267	\$ 2,500	\$ 1,971	\$ 3,000
37	2015011	933200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
38	2015011	933800	\$ 17,000	\$ 16,327	\$ 30,000	\$ 29,134	\$ 25,000	\$ 3,901	\$ 10,000	\$ 15,000	\$ 4,775	\$ 7,162	\$ 4,400	\$ 20,000	\$ 5,327	\$ 15,000
39	2015011	935100	\$ 8,000	\$ 7,921	\$ 22,500	\$ 5,553	\$ 22,500	\$ 6,851	\$ 5,667	\$ 8,501	\$ 2,802	\$ 4,203	\$ 3,000	\$ 8,000	\$ 2,851	\$ 5,000
40	2015011	935101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 22,000	\$ 8,070	\$ 20,000
41	2015011	935102	\$ 2,000	\$ 1,765	\$ 2,000	\$ 1,777	\$ 2,000	\$ 1,919	\$ 1,332	\$ 1,998	\$ 484	\$ 727	\$ 600	\$ 2,000	\$ 727	\$ 2,000

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	FUND OBJECT	DESCRIPTION	FY19 REVISED BUDGET	FY19 ACTUAL	FY20 REVISED BUDGET	FY20 ACTUAL	FY21 REVISED BUDGET	FY21 ACTUAL	SY21 REVISED BUDGET	SY21 REVISED BUDGET ANNUALIZED	SY21 ACTUAL	SY21 ACTUALS ANNUALIZED	SY21 FORECAST	FY22 REVISED BUDGET	FY22 YTD ACTUALS (9/30/2022)	FY23 BUDGET 0% Levy Increase
42	2015011 935900	LIB CONSULT SERV	\$ 35,000	\$ -	\$ 37,000	\$ 19,485	\$ 65,000	\$ 70,353	\$ 32,000	\$ 48,000	\$ 23,853	\$ 35,779	\$ 31,000	\$ 32,000	\$ 2,500	\$ 20,000
43	2015011 936000	PUBLIC RELATIONS	\$ 10,400	\$ 6,231	\$ 18,600	\$ 16,695	\$ 30,500	\$ 6,736	\$ 30,500	\$ 45,750	\$ 21,312	\$ 31,968	\$ 30,500	\$ 28,600	\$ 24,640	\$ 20,000
44	2015011 936001	PUBLIC RELATIONS NEWSLETTER	\$ 18,600	\$ 9,070	\$ 15,000	\$ 16,229	\$ 16,000	\$ 6,770	\$ 12,000	\$ 18,000	\$ 11,513	\$ 17,270	\$ 12,000	\$ 20,000	\$ 16,241	\$ 20,000
45	2015011 937800	LIB BNK SERV CHG	\$ 1,500	\$ 1,175	\$ 4,000	\$ 3,005	\$ 3,500	\$ 3,179	\$ 2,333	\$ 3,500	\$ 2,474	\$ 3,712	\$ 2,333	\$ 3,600	\$ 3,182	\$ 3,600
46	2015011 937900	LIB INSURANCE	\$ 10,000	\$ 6,329	\$ 7,000	\$ 6,328	\$ 7,500	\$ 7,101	\$ 7,500	\$ 11,250	\$ 2,952	\$ 4,428	\$ 7,500	\$ 7,500	\$ 3,844	\$ 7,500
47	2015011 938501	GNL CNTRL SVC/TELEPHONE	\$ 12,000	\$ 12,178	\$ 12,000	\$ 9,706	\$ 12,500	\$ 9,672	\$ 8,333	\$ 12,500	\$ 6,906	\$ 10,359	\$ 8,333	\$ 12,500	\$ 9,274	\$ 12,500
48	2015011 938502	GNL CNTRL SVC/POSTAGE	\$ 18,000	\$ 6,380	\$ 17,000	\$ 8,728	\$ 14,500	\$ 9,281	\$ 9,667	\$ 14,501	\$ 4,149	\$ 6,224	\$ 9,001	\$ 12,000	\$ 9,757	\$ 12,000
49	2015011 938503	GNL CNTRL SVC/INTERNET	\$ 12,000	\$ 10,335	\$ 12,000	\$ 9,680	\$ 12,500	\$ 8,865	\$ 8,333	\$ 12,500	\$ 7,295	\$ 10,942	\$ 8,333	\$ 11,500	\$ 4,841	\$ 11,500
50	2015011 938504	GNL CNTRL SVC/PRINTING	\$ 11,000	\$ 5,398	\$ 9,000	\$ 5,994	\$ 11,500	\$ 120	\$ 6,000	\$ 9,000	\$ 93	\$ 139	\$ 6,000	\$ 6,000	\$ 1,927	\$ 3,500
51	2015011 938506	GNL CNTRL SVC/BIBLIOTHECA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 22,000	\$ 22,953	\$ 34,430	\$ 22,000	\$ 24,500	\$ -	\$ 24,500
52	2015011 938509	GNL CNTRL SVC/PAYROLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
53	2015011 941600	AUDIT FEES	\$ -	\$ -	\$ -	\$ -	\$ 8,200	\$ 8,200	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 9,000	\$ 8,700	\$ 9,300
54	2015011 942500	GENERAL COUNSEL	\$ 30,000	\$ 6,156	\$ 30,000	\$ 20,001	\$ 25,000	\$ 8,548	\$ 16,667	\$ 25,001	\$ 2,094	\$ 3,141	\$ 2,500	\$ 23,000	\$ 11,795	\$ 25,000
55	2015011 951001	OFF SPLS-PHOTOCOPY	\$ 7,900	\$ 4,706	\$ 7,000	\$ 3,614	\$ 7,500	\$ 4,668	\$ 3,333	\$ 5,000	\$ 2,903	\$ 4,354	\$ 3,333	\$ 5,500	\$ 2,569	\$ 5,000
56	2015011 951002	OFF SPLS-OTHER SUPPLIES	\$ 9,600	\$ 2,743	\$ 8,000	\$ 6,421	\$ 5,800	\$ 2,345	\$ 3,867	\$ 5,801	\$ 3,691	\$ 5,537	\$ 3,800	\$ 5,800	\$ 4,018	\$ 4,800
57	2015011 951003	OFF SPLS FURNISHINGS	\$ 4,500	\$ 2,181	\$ 49,683	\$ 49,659	\$ 127,000	\$ 6,398	\$ 63,650	\$ 95,475	\$ 25,708	\$ 38,562	\$ 37,000	\$ 65,000	\$ 18,108	\$ 15,000
58	2015011 951100	LIBRARY SUPPLIES	\$ 2,600	\$ 1,109	\$ 2,000	\$ 1,319	\$ 2,500	\$ 24	\$ 1,467	\$ 2,201	\$ 437	\$ 656	\$ 500	\$ 2,500	\$ 806	\$ 1,500
59	2015011 951103	STAFF APPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ 1,650	\$ 1,499	\$ 1,100	\$ 1,650	\$ 1,100	\$ 1,650	\$ 1,100	\$ 2,000	\$ 1,393	\$ 2,000
60	2015011 952000	COMPUTER MATERIALS	\$ 86,365	\$ 2,875	\$ -	\$ -	\$ 30,000	\$ 28,062	\$ 12,000	\$ 18,000	\$ 3,190	\$ 4,785	\$ 12,000	\$ 30,000	\$ 20,086	\$ 30,000
61	2015011 990800	COMPUTER EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 3,687	\$ 29,000	\$ 43,500	\$ 19,001	\$ 28,502	\$ 15,000	\$ 22,500	\$ 14,250	\$ 50,000
62		Total Library Administration	\$ 1,227,063	\$ 1,006,753	\$ 1,245,303	\$ 1,121,791	\$ 1,317,416	\$ 981,249	\$ 831,925	\$ 1,232,688	\$ 638,342	\$ 953,313	\$ 668,138	\$ 1,284,413	\$ 789,991	\$ 1,636,465
63																
64	2015012	Library Facility (Maintenance)														
65	2015012 910000	REGULAR SALARIES	\$ 131,182	\$ 135,123	\$ 185,000	\$ 138,134	\$ 176,883	\$ 150,743	\$ 117,615	\$ 176,423	\$ 106,984	\$ 160,475	\$ 98,000	\$ 182,731	\$ 115,741	\$ 194,541
66	2015012 932103	BLDG MNT CNTR-GENL MAINT	\$ 93,600	\$ 102,923	\$ 77,600	\$ 50,825	\$ 101,000	\$ 50,171	\$ 87,333	\$ 131,000	\$ 77,061	\$ 115,591	\$ 87,000	\$ 102,272	\$ 46,053	\$ 100,000
67	2015012 932104	BLDG MNT CNTR-ELEV MAINT	\$ 6,400	\$ 4,872	\$ 6,400	\$ 2,055	\$ 6,500	\$ 4,434	\$ 4,333	\$ 6,500	\$ 768	\$ 1,152	\$ 1,500	\$ 6,500	\$ 4,005	\$ 6,500
68	2015012 932105	BUDG MNT CNTR-HVAC EQUIP	\$ 45,000	\$ 14,711	\$ 30,000	\$ 18,853	\$ 30,500	\$ 22,540	\$ 20,333	\$ 30,500	\$ 23,429	\$ 35,144	\$ 24,600	\$ 55,000	\$ 54,025	\$ 30,000
69	2015012 952100	BUILDING SUPPLIES	\$ 21,000	\$ 12,228	\$ 21,000	\$ 12,926	\$ 19,500	\$ 10,312	\$ 13,000	\$ 19,500	\$ 7,094	\$ 10,640	\$ 3,400	\$ 15,000	\$ 14,018	\$ 18,000
70	2015012 955000	NATURAL GAS	\$ 10,000	\$ 12,911	\$ 10,000	\$ 7,021	\$ 15,000	\$ 9,817	\$ 10,000	\$ 15,000	\$ 8,867	\$ 13,300	\$ 3,500	\$ 15,000	\$ 10,617	\$ 22,000
71	2015012 990100	MACHINERY AND EQUIPMENT	\$ -	\$ -	\$ 46,850	\$ -	\$ 30,000	\$ 28,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	2015012 990400	MOTOR EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73	2015012 996300	BUILDING REPAIRS	\$ 2,335,000	\$ 2,219,149	\$ 386,270	\$ 262,303	\$ 1,182,877	\$ 619,484	\$ 620,000	\$ 930,000	\$ 285,015	\$ 427,522	\$ 400,000	\$ 609,985	\$ 34,433	\$ 290,000
74		Total Library Facility	\$ 2,642,182	\$ 2,501,916	\$ 763,120	\$ 492,117	\$ 1,562,260	\$ 896,333	\$ 872,614	\$ 1,308,921	\$ 509,217	\$ 763,825	\$ 618,000	\$ 986,488	\$ 278,892	\$ 661,041
75																
76	2015013	Library Technical Services														
77	2015013 910000	REGULAR SALARIES	\$ 307,557	\$ 217,322	\$ 295,000	\$ 291,453	\$ 293,025	\$ 286,730	\$ 197,077	\$ 295,616	\$ 192,793	\$ 289,189	\$ 204,000	\$ 243,755	\$ 159,474	\$ 253,431
78	2015013 910010	SAL/LIBRARIANS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
79	2015013 931702	DATA PROCESSING/OCLC	\$ 13,000	\$ 11,248	\$ 15,000	\$ 12,208	\$ 15,500	\$ 13,803	\$ 10,333	\$ 15,500	\$ 9,950	\$ 14,925	\$ 9,200	\$ 15,000	\$ 10,713	\$ 15,000
80	2015013 935100	EQPT RNTL-MAINTENANCE	\$ 4,600	\$ 2,735	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81	2015013 949300	TRANSFER OUT	\$ 100,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
82	2015013 951100	LIBRARY SUPPLIES	\$ 33,000	\$ 14,225	\$ 24,000	\$ 8,380	\$ 19,500	\$ 11,674	\$ 13,000	\$ 19,500	\$ 6,755	\$ 10,132	\$ 6,000	\$ 19,500	\$ 17,005	\$ 19,500
83	2015013 990100	MACHINERY & EQUIPMENT	\$ -	\$ 100,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84		Total Library Technical Services	\$ 458,157	\$ 345,530	\$ 409,000	\$ 387,041	\$ 328,025	\$ 312,207	\$ 220,410	\$ 330,615	\$ 209,498	\$ 314,247	\$ 219,200	\$ 278,255	\$ 187,193	\$ 287,931
85																
86	2015014	Library Adult Reference Expenditures														
87	2015014 910000	REGULAR SALARIES	\$ 497,192	\$ 358,928	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88	2015014 951100	LIBRARY SUPPLIES	\$ 1,000	\$ 155	\$ 1,000	\$ 195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89	2015014 954001	LIB RSRCS-ADULT BOOKS	\$ 92,000	\$ 65,375	\$ 78,000	\$ 62,286	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90	2015014 954003	LIB RSRCS-PERIODICALS	\$ 18,000	\$ 16,582	\$ 18,000	\$ 18,241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	2015014 954006	LIB RSRCS-MICROFILM	\$ 1,600	\$ 1,254	\$ 1,600	\$ 565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92	2015014 954010	LIB RSRCS-CD ROM	\$ 150,000	\$ 108,765	\$ 135,000	\$ 120,864	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
4	FUND OBJECT	DESCRIPTION	FY19 REVISED BUDGET	FY19 ACTUAL	FY20 REVISED BUDGET	FY20 ACTUAL	FY21 REVISED BUDGET	FY21 ACTUAL	SY21 REVISED BUDGET	SY21 REVISED BUDGET ANNUALIZED	SY21 ACTUAL	SY21 ACTUALS ANNUALIZED	SY21 FORECAST	FY22 REVISED BUDGET	FY22 YTD ACTUALS (9/30/2022)	FY23 BUDGET 0% Levy Increase
93			\$ 759,792	\$ 551,059	\$ 233,600	\$ 202,151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94																
95	2015015	<u>Library Youth Services</u>														
96	2015015 910000	REGULAR SALARIES	\$ 442,393	\$ 466,877	\$ 535,000	\$ 499,489	\$ 549,054	\$ 432,910	\$ 348,602	\$ 522,903	\$ 310,478	\$ 465,716	\$ 291,000	\$ 530,283	\$ 333,745	\$ 532,390
97	2015015 915200	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
98	2015015 938506	GNL CNTRL SVC/PROGRAM	\$ 10,500	\$ 9,136	\$ 19,600	\$ 15,439	\$ 31,500	\$ 21,697	\$ 21,000	\$ 31,500	\$ 17,460	\$ 26,190	\$ 21,000	\$ 31,500	\$ 25,895	\$ 35,000
99	2015015 951100	LIBRARY SUPPLIES	\$ 4,100	\$ 4,487	\$ 4,500	\$ 4,918	\$ 5,500	\$ 2,086	\$ 3,667	\$ 5,501	\$ 3,556	\$ 5,334	\$ 3,667	\$ 5,500	\$ 3,328	\$ 5,500
100	2015015 954002	LIB RSRCS-CHILDREN BOOKS	\$ 101,000	\$ 79,909	\$ 120,250	\$ 95,435	\$ 75,000	\$ 74,376	\$ 50,000	\$ 75,000	\$ 54,336	\$ 81,504	\$ 50,000	\$ 75,000	\$ 45,754	\$ 75,000
101	2015015 954003	LIB RSRCS-PERIODICALS	\$ 2,000	\$ 1,287	\$ 1,500	\$ 1,466	\$ 1,500	\$ 75	\$ 1,000	\$ 1,500	\$ -	\$ -	\$ 500	\$ 3,000	\$ 2,594	\$ 1,500
102	2015015 954004	LIB RSRCS-AUDIO BOOKS	\$ 12,000	\$ 13,672	\$ 23,500	\$ 13,445	\$ 19,000	\$ 13,376	\$ 12,667	\$ 19,001	\$ 12,286	\$ 18,430	\$ 12,667	\$ 19,000	\$ 12,968	\$ 19,000
103	2015015 954005	LIB RSRCS-AUDIO VISUAL	\$ 17,000	\$ 14,808	\$ 23,500	\$ 17,198	\$ 24,000	\$ 6,198	\$ 16,000	\$ 24,000	\$ 12,408	\$ 18,612	\$ 15,574	\$ 24,000	\$ 7,411	\$ 16,000
104	2015015 954008	LIB RSRCS-MISCELLANEOUS	\$ 1,000	\$ 1,010	\$ 3,000	\$ 2,215	\$ 3,000	\$ -	\$ 2,000	\$ 3,000	\$ 743	\$ 1,115	\$ 1,000	\$ 3,000	\$ -	\$ -
105	2015015 954010	LIB RSRCS-VIDEOGAMES	\$ 3,500	\$ 3,304	\$ 6,000	\$ 3,457	\$ 6,000	\$ 4,569	\$ 4,000	\$ 6,000	\$ 4,293	\$ 6,440	\$ 3,000	\$ 6,000	\$ 3,008	\$ 5,000
106	2015015 954012	LIB RSRCS-E-BOOK	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ 5,491	\$ 7,000	\$ 10,500	\$ 4,624	\$ 6,936	\$ 7,000	\$ 12,750	\$ 7,342	\$ 21,000
107	2015015 954015	LIB RSRCS-RECORD MUSIC	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 615	\$ 3,333	\$ 5,000	\$ 287	\$ 431	\$ 1,500	\$ 1,250	\$ 189	\$ -
108	2015015 954019	LIB RSRCS-CHILDREN NONFICTION	\$ -	\$ -	\$ -	\$ -	\$ 36,500	\$ 23,636	\$ 24,333	\$ 36,500	\$ 23,235	\$ 34,853	\$ 24,333	\$ 36,500	\$ 16,204	\$ 36,500
109		Total Library Children's Services	\$ 593,493	\$ 594,490	\$ 736,850	\$ 653,061	\$ 766,554	\$ 585,029	\$ 493,602	\$ 740,403	\$ 443,707	\$ 665,561	\$ 431,241	\$ 747,783	\$ 458,438	\$ 746,890
110																
111	2015016	<u>Library Patron Services</u>														
112	2015016 910000	REGULAR SALARIES	\$ 363,645	\$ 348,421	\$ 460,000	\$ 378,782	\$ 465,530	\$ 414,583	\$ 309,662	\$ 464,493	\$ 298,171	\$ 447,256	\$ 280,000	\$ 469,414	\$ 302,549	\$ 482,960
113	2015016 931701	DATA PROCESSING	\$ 83,600	\$ 77,405	\$ 73,000	\$ 70,890	\$ 74,500	\$ 66,623	\$ 74,500	\$ 111,750	\$ 43,091	\$ 64,636	\$ 70,600	\$ 77,000	\$ 48,000	\$ 77,000
114	2015016 951100	LIBRARY SUPPLIES	\$ 6,000	\$ 4,881	\$ 4,500	\$ 3,238	\$ 7,200	\$ 8,516	\$ 7,200	\$ 10,800	\$ 2,350	\$ 3,525	\$ 3,600	\$ 7,200	\$ 4,055	\$ 7,200
115		Total Library Circulation	\$ 453,245	\$ 430,707	\$ 537,500	\$ 452,910	\$ 547,230	\$ 489,722	\$ 391,362	\$ 587,043	\$ 343,611	\$ 515,417	\$ 354,200	\$ 553,614	\$ 354,605	\$ 567,160
116																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
4	FUND OBJECT	DESCRIPTION	FY19 REVISED BUDGET	FY19 ACTUAL	FY20 REVISED BUDGET	FY20 ACTUAL	FY21 REVISED BUDGET	FY21 ACTUAL	SY21 REVISED BUDGET	SY21 REVISED BUDGET ANNUALIZED	SY21 ACTUAL	SY21 ACTUALS ANNUALIZED	SY21 FORECAST	FY22 REVISED BUDGET	FY22 YTD ACTUALS (9/30/2022)	FY23 BUDGET 0% Levy Increase
117	2015017	Library Adult Services														
118	2015017 910000	REGULAR SALARIES	\$ 347,245	\$ 269,549	\$ 540,000	\$ 512,565	\$ 551,897	\$ 473,586	\$ 384,192	\$ 576,288	\$ 347,298	\$ 520,947	\$ 306,000	\$ 577,676	\$ 359,567	\$ 602,980
119	2015017 938506	GNL CNTRL SVC/PROGRAM	\$ 15,000	\$ 7,434	\$ 18,350	\$ 11,809	\$ 30,000	\$ 14,022	\$ 20,000	\$ 30,000	\$ 9,179	\$ 13,768	\$ 20,000	\$ 30,000	\$ 14,381	\$ 25,000
120	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	\$ 3,000	\$ 2,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
121	2015017 951100	LIBRARY SUPPLIES	\$ 3,000	\$ 3,255	\$ 3,000	\$ 2,184	\$ 3,000	\$ 1,324	\$ 2,000	\$ 3,000	\$ 1,401	\$ 2,101	\$ 1,100	\$ 2,500	\$ 1,251	\$ 2,500
122	2015017 951102	LIBRARY MAKERSPACE SUPPLIES	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,500	\$ -	\$ 1,000	\$ 1,500	\$ 998	\$ 1,497	\$ 1,000	\$ 1,500	\$ 994	\$ 1,500
123	2015017 954001	LIB RSRCS-ADULT BOOKS FICTION	\$ 65,000	\$ 52,281	\$ 69,000	\$ 52,545	\$ 64,000	\$ 58,068	\$ 42,667	\$ 64,001	\$ 41,224	\$ 61,836	\$ 42,667	\$ 64,000	\$ 45,202	\$ 64,000
124	2015017 954003	LIB RSRCS-PERIODICALS	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 13,964	\$ 12,000	\$ 18,000	\$ 3,889	\$ 5,834	\$ 12,000	\$ 19,000	\$ 16,872	\$ 20,000
125	2015017 954004	LIB RSRCS-AUDIO BOOK	\$ 30,000	\$ 28,313	\$ 22,000	\$ 21,613	\$ 16,000	\$ 16,049	\$ 10,667	\$ 16,001	\$ 12,593	\$ 18,890	\$ 10,667	\$ 16,000	\$ 14,261	\$ 21,000
126	2015017 954005	LIB RSRCS-AUDIO VISUAL	\$ 40,000	\$ 43,259	\$ 40,000	\$ 33,438	\$ 40,500	\$ 37,131	\$ 27,000	\$ 40,500	\$ 29,438	\$ 44,157	\$ 27,000	\$ 40,500	\$ 23,107	\$ 40,500
127	2015017 954006	LIB RSRCS-MICRO	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,385	\$ 1,433	\$ 1,433	\$ 1,426	\$ 2,140	\$ 1,426	\$ 2,500	\$ 1,441	\$ 2,500
128	*2015015 954008	LIB RSRCS-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -
129	2015017 954010	LIB RSRCS-CD ROM/VIDEOGAMES	\$ 12,000	\$ 12,682	\$ -	\$ -	\$ 2,000	\$ 1,841	\$ 1,333	\$ 2,000	\$ 1,359	\$ 2,038	\$ 1,333	\$ 2,000	\$ 1,492	\$ 2,000
130	2015017 954011	LIB RSRCS-MWL	\$ 22,000	\$ 20,686	\$ 22,000	\$ 21,156	\$ 22,000	\$ 7,105	\$ 14,667	\$ 22,001	\$ 5,641	\$ 8,461	\$ 8,500	\$ 22,000	\$ 6,884	\$ 18,000
131	2015017 954012	LIB RSRCS-E-BOOKS	\$ 27,200	\$ 57,092	\$ 55,000	\$ 61,137	\$ 84,500	\$ 84,500	\$ 59,500	\$ 89,250	\$ 59,500	\$ 89,250	\$ 59,500	\$ 86,500	\$ 60,735	\$ 92,000
132	2015017 954013	LIB RSRCS-YA GAMES	\$ 3,000	\$ 3,095	\$ 2,000	\$ 1,838	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
133	2015017 954015	LIB RSRCS-RECORD	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 2,161	\$ 5,333	\$ 8,000	\$ 2,330	\$ 3,495	\$ 5,333	\$ 8,000	\$ 4,543	\$ 6,000
134	2015017 954017	LIB RSRCS-ADULT NONFICTION	\$ -	\$ -	\$ -	\$ -	\$ 78,000	\$ 63,023	\$ 52,000	\$ 78,000	\$ 45,153	\$ 67,730	\$ 52,000	\$ 74,000	\$ 44,832	\$ 74,000
135	2015017 954018	LIB RSRCS-DATABASES	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ 107,974	\$ 135,000	\$ 202,500	\$ 116,696	\$ 175,044	\$ 135,000	\$ 108,000	\$ 117,411	\$ 130,000
136	2015017 954020	LIB RSRCS - EXP LIB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500
137		Total Library Adult Services	\$ 567,445	\$ 500,436	\$ 772,350	\$ 718,285	\$ 1,056,397	\$ 882,133	\$ 768,792	\$ 1,152,472	\$ 678,125	\$ 1,017,188	\$ 683,526	\$ 1,057,176	\$ 712,974	\$ 1,104,480
138																
139																
140																
141		TOTAL LIBRARY EXPENDITURES	\$ 6,701,377	\$ 5,933,768	\$ 4,697,723	\$ 4,027,356	\$ 5,577,882	\$ 4,146,673	\$ 3,578,705	\$ 5,352,141	\$ 2,822,500	\$ 4,229,551	\$ 2,974,305	\$ 4,907,729	\$ 2,782,091	\$ 5,003,967
142																
143		LIBRARY SURPLUS (DEFICIT)	\$ (938,989)	\$ 323,306	\$ (1,863,024)	\$ (1,259,988)	\$ (1,254,369)	\$ 126,779	\$ (1,708,872)	\$ (3,477,384)	\$ (710,084)	\$ (2,099,612)	\$ (1,096,039)	\$ (702,452)	\$ (302,288)	\$ (525,307)
144																
145	10/4/2022															



Memorandum

Memo Date: October 5, 2022
From: Alyson Doubek, Finance Manager
Joanna Bertucci, Library Director
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: October 11, 2022
Action Requested: For discussion
Subject: 5-year levy forecast

Background:

At the September 20, 2022, Regular Board meeting, the Library Board passed a 0% increase to the 2022 Library levy in the amount of \$4,088,160.

Notes regarding 5 year levy forecast:

- Reflects assumptions that services and operations will remain unchanged.
- Includes the recent change the Library will absorb staff payroll, FICA and IMRF costs.
- Forecasts that every dollar will be spent each year including maximum staffing costs.
- Forecast also includes the following:
 - Increased revenue by \$50,000 to \$100,000 annually with strategy to utilize gift funds to offset levy request.
 - Increased consulting expenditures by \$25,000 for new Strategic Plan in FY25.
 - Increased capital expenditures by \$200,000-\$400,000 for phased HVAC project between FY24-26.
 - Increased expenditures by \$50,000 for FY24 new PC's.

Considerations:

The Board approved the Capital Needs Assessment August 17,2021 and received a final 10-year assessment in October.

Attachments:

1. Revenue and Expense Forecast FY23 through FY27
 - Includes FY22 Library Year End Projections – September 2022

PRPL Revenue and Expense Forecast FY22 through FY27

Updated October 4, 2022

	12 months - 2% levy increase from prior year FY22 Revised Budget	12/31/2022	0% levy increase	4.0%	6.0%	6.0%	7.0%	
	FY22 Forecast	FY23 Proposed Budget	FY24 Forecast	FY25 Forecast	FY26 Forecast	FY27 Forecast		
Revenues								
Property Tax Revenue Current - Net	\$ 4,088,661	\$ 2,200,208	\$ 4,018,661	\$ 4,108,358	\$ 4,280,826	\$ 4,460,535	\$ 4,691,636	
Property Tax Revenue - Net Delayed	\$ -	\$ -	\$ 1,735,000	\$ -	\$ -	\$ -	\$ -	
Personal Property Replacement Tax	\$ -	\$ 160,000	\$ 214,500	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	FYs24-27 Estimate; State of IL provides estimate annually
Per Capita State Grant	\$ 55,283	\$ 58,493	\$ 108,500	\$ 58,493	\$ 58,493	\$ 58,493	\$ 58,493	
COVID Related	\$ -	\$ 11,045	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Receipts (fees, donations, gift funds)	\$ 61,333	\$ 70,400	\$ 137,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	Develop a strategy to utilize gift funds to offset levy request
TOTAL REVENUE	\$ 4,205,277	\$ 2,500,146	\$ 6,213,661	\$ 4,516,851	\$ 4,689,319	\$ 4,869,028	\$ 5,100,129	

Operating Expenditures

Salaries	\$ 2,379,104	\$ 2,141,193	\$ 2,453,800	\$ 2,527,414	\$ 2,603,236	\$ 2,681,334	\$ 2,734,960	Annual 3% increase thru FY25 to comply with Min.Wage; 2% increase in FY26
Employee Benefits	\$ 355,168	\$ 355,169	\$ 655,267	\$ 681,478	\$ 708,737	\$ 737,086	\$ 766,570	Annual 4% increase
Data Processing	\$ 257,000	\$ 257,000	\$ 322,000	\$ 259,570	\$ 262,166	\$ 264,787	\$ 267,435	FY23 Website project FY24 1% increase
Building Maintenance	\$ 193,772	\$ 193,772	\$ 176,500	\$ 178,265	\$ 181,706	\$ 190,791	\$ 200,330	Starting FY23 1% increase
Membership, Recruiting and Training	\$ 33,500	\$ 15,800	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	Flat from FY22 Forecast
Equipment Rental	\$ 32,000	\$ 16,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,540	\$ 28,091	Starting FY26 2% increase; copier lease ends 2026
Consulting	\$ 32,000	\$ 7,500	\$ 20,000	\$ 20,000	\$ 45,000	\$ 20,000	\$ 20,000	FY25 new Strategic Plan
Public Relations	\$ 48,600	\$ 44,600	\$ 40,000	\$ 40,400	\$ 40,804	\$ 41,212	\$ 41,624	Starting FY23 1% increase
General Contractual	\$ 139,100	\$ 139,100	\$ 165,100	\$ 166,751	\$ 168,419	\$ 170,103	\$ 171,804	Starting FY23 1% increase
Audit	\$ 9,000	\$ 9,000	\$ 9,300	\$ 9,300	\$ 9,300	\$ 9,300	\$ 9,800	Contract thru FY24 audit in FY25
Special Counsel	\$ 23,000	\$ 15,800	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	Flat from FY22 Forecast
Supplies	\$ 115,000	\$ 95,000	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	Flat from FY23 proposed
Staff Appreciation	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Flat from FY22 Forecast
Computer Materials	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	Flat from FY22 Forecast
Library Resources	\$ 626,000	\$ 626,000	\$ 646,500	\$ 646,500	\$ 646,500	\$ 646,500	\$ 646,500	Flat from FY22 Forecast
Total Operating	\$ 4,275,244	\$ 3,947,934	\$ 4,663,967	\$ 4,705,178	\$ 4,841,367	\$ 4,937,153	\$ 5,035,614	

Capital Expenditures

Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Computer Equipment	\$ 22,500	\$ 22,500	\$ 50,000	\$ 100,000	\$ 25,000	\$ 25,000	\$ 25,000	FY24 New PCs
Building Repairs	\$ 609,985	\$ 275,000	\$ 290,000	\$ 500,000	\$ 600,000	\$ 700,000	\$ 150,000	FY24-26 HVAC; phase project to bridge FYs
Total Capital	\$ 632,485	\$ 297,500	\$ 340,000	\$ 600,000	\$ 625,000	\$ 725,000	\$ 175,000	

TOTAL EXPENDITURES **\$ 4,907,729** **\$ 4,245,434** **\$ 5,003,967** **\$ 5,305,178** **\$ 5,466,367** **\$ 5,662,153** **\$ 5,210,614**

Unrestricted Balance Projections

Beginning Unrestricted Balance (as of 12/31/2021)	\$ 4,083,861	\$ 2,338,573	\$ 3,548,267	\$ 2,759,940	\$ 1,982,892	\$ 1,189,768
Excess Budgeted (Deficit)	\$ (1,745,288)	\$ 1,209,694	\$ (788,327)	\$ (777,048)	\$ (793,124)	\$ (110,485)
Ending Unrestricted Balance	\$ 2,338,573	\$ 3,548,267	\$ 2,759,940	\$ 1,982,892	\$ 1,189,768	\$ 1,079,283
Average monthly operating expenses	\$ 328,995	\$ 388,664	\$ 392,098	\$ 403,447	\$ 411,429	\$ 419,635
# of months of operating expenses	7	9	7	5	3	3

Restrictions

Capital Restrictions	\$ 228,096	\$ 228,096	\$ 228,096	\$ 228,096	\$ 228,096	\$ 228,096	\$ 228,096
Technology Restrictions	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Total Restrictions	\$ 378,096	\$ 378,096	\$ 378,096	\$ 378,096	\$ 378,096	\$ 378,096	\$ 378,096

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

September 13, 2022 at 7:00 p.m.

ROLL CALL

Trustees Present: Committee Chair: Joseph Steinfels, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil
Trustees Absent: Alexandra Hanba, Deepika Thiagarjan
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Staci Greenwald, John Priala, Library Staff
Alderman Charlie Melidosian

PUBLIC COMMENT

None

Chairman Steinfels called the meeting to order at 7:59 p.m.

APPROVAL OF MINUTES

Trustee Steinfels made a

MOTION: to approve the minutes of August 9, 2022

Trustee Rapisand seconded the motion

Roll Call Vote: Yes: Kiem, Powers, Rapisand, Rusk, Steinfels,
Abstain: Renaldi, Somheil

Motion passed

LOW SENSORY SPACE PROPOSAL

Director Bertucci reviewed the memo on page 52 of the packet which provides a high level overview of the proposed project along with budget implications for the two possible courses of action; one ADA compliant washroom and one low sensory room vs. two ADA compliant washrooms. She and Ms. Greenwald then made a PowerPoint presentation that further detailed the specifics of the project along with cost considerations, strategic plan implications, an update on what other area libraries are doing with low sensory spaces, and data on the prevalence of autism and other neuro-divergent conditions. The presentation also included a mock-up of how the low sensory space could look in the space that is available.

Discussion ensued with regard to the use and naming of the space, the size of the space, the results of the experiment done to close one washroom on a trial basis to gather data on the impact of having only one washroom in the children's room and the cost differential between the two options being considered. Trustee Steinfels expressed concern with losing a toilet fixture given the expanding population of Park Ridge and the level of foot traffic in the department.

Trustee Renaldi asked if another experimental closure could take place prior to the Board meeting and Director Bertucci agreed that the Youth Services staff would do that. Trustee Rusk stated his opinion that this proposed use of space is an excellent way to demonstrate the strategic plan goal of innovation. Trustee Kiem thanked staff for the excellent presentation and the data on the washroom closure experiment.

After conducting a straw poll to indicate the level of support existing for the project, it was the committee's consensus that this be placed on the agenda for the 9.20.22 Board meeting under New Business.

CAPITAL PROJECT UPDATES

Director Bertucci updated the committee on the status of each of the pending building projects as summarized in the memo on page 59 of the packet.

OTHER

None

Meeting was adjourned at 8:57 p.m.



Memorandum

Memo Date: October 7, 2022
From: Joanna Bertucci, Library Director
 John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: October 11, 2022
Subject: Building Projects Updates

<i>Project</i>	<i>October 2022 – Activity to date</i>
<i>Exterior Masonry Wall</i>	Demolition began on Monday, September 26. The owner, architect, and contractor will meet on Monday, October 10 to review the masonry mockup and discuss project progress. Any updates from the progress meeting will be shared at the COW meeting.
<i>Children’s Acoustic</i>	The Children’s Acoustic project schedule for public bid process was developed in September and is as follows: <ul style="list-style-type: none"> • October 7: Project out for public bid • October 20: Contractor walk thru • November 3: Bid opening • November 8: Bid results discussion at COW • November 15: Contract award
<i>Ice Melt System</i>	Cary Electrical Contractors were onsite on Thursday, October 6 to confirm placement of replacement roof snow sensors and new gutter sensors. These items will be installed by the end of October. After installation, a third party electrician from Integrated Design and Supply will test the system in the coming weeks.
<i>Telephone System</i>	Phone system installation completed Wednesday, October 5. The installation and cut over to the new system were seamless for staff and patrons. John and I will be working with CVI for a recommendation to make needed updates to our public announcement system.
<i>Email Migration</i>	Microsoft licenses have been purchased and CVI is in the process of configuring those licenses. Staff are performing cleanup of inboxes. Timeline for migration and implementation TBD
<i>File Server</i>	Equipment has been ordered; waiting on two components. Due to the computer chip shortage we are expecting these parts to be received by the end of October. Timeline for migration and implementation TBD.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

September 13, 2022 at 7:00 p.m.

Vice-President Kiem called the Committee of the Whole meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present: Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Joseph Steinfels

Trustees Absent: Alexandra Hanba, President; Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Staci Greenwald, and John Priala, Library staff
Alderman Charlie Melidosian

PUBLIC COMMENT ON NON-AGENDA ITEMS

Vice-President Kiem asked if there were any comments on non-agenda items. None were noted.

COMMITTEE CHAIR APPOINTMENTS

Vice-President Kiem noted that President Hanba is absent from tonight's meeting due to illness. In her absence, he has received a message from her regarding committee chair appointments for the 2022-23 term. He delivered the message which thanked those trustee who expressed their willingness to serve as committee chairs this year. She also thanked those trustees who previously served.

The following trustees will serve as committee chairs for this year:

Budget & Finance Committee – Gregg Rusk and David Somheil, Co-Chairs

Planning & Operations Committee – Deepika Thiagarajan, Chair

Personnel Committee – Lauren Rapisand, Chair

Building & Grounds Committee – Joseph Steinfels, Chair

Resources Committee – Josh Kiem, Chair

Vice-President Kiem called the Planning & Operations committee of the whole meeting to order at 7:02 p.m. In the absence of Committee Chair Thiagarajan, Vice-President Kiem will preside over the meeting.

Trustee Steinfels made a

MOTION: to approve the minutes of August 9, 2022

Trustee Rapisand seconded the motion.

Roll Call Yes: Kiem, Powers, Rapisand, Rusk, Steinfels,

Abstain: Renaldi, Somheil

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Co-Chair Kiem reviewed the status and changes to the calendar noting that all previously scheduled tasks for the month of September had been completed and that review of the Strategic Plan had been added to September's task list and would be completed at this evening's meeting.

STRATEGIC PLAN PROGRESS AND UPDATE

Director Bertucci began by stating that review of the Strategic Plan will be undertaken on an annual basis as part of the annual budgeting process. She then provided background information with regard to the original development of the current Strategic Plan which occurred in 2020 and covers the planning period of 2021 through 2025. The deliverables from the planning process included the Library's mission, vision and strategic values statements. Also developed were four initiatives in support of the plan.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

September 13, 2022 at 7:00 p.m.

In order to provide the update that is presented in the packet, the Library's management team looked at the initiatives, the progress to date, and a look forward to next steps. Director Bertucci then asked for any questions on the material presented.

Trustee Renaldi asked if Director Bertucci felt that some of the initiatives had seen more progress than others to which Director Bertucci replied that she feels that since she was hired in June, 2021, much of the focus has been on initiative #3-Align with strategy and set the stage for development. Much work has been completed to update the groundwork from which other initiatives can better be addressed.

Trustee Rusk asked if consideration had been given to adding new or modifying existing initiatives, given the time that has transpired since initiatives were originally developed. He further added that he would challenge staff to quantify the outcomes whenever possible.

Trustee Rapisand stated that if any changes are needed, this would be the right time to discuss that. Trustee Rusk agreed and stated that the Strategic Plan should be a living document. Vice-President Kiem asked that if any of the trustees had ideas for new or modified initiatives, they forward those to President Hanba, Trustee Rapisand and Director Bertucci.

Trustee Somheil noted the lower percentage of cardholders currently, when compared with pre-pandemic levels, and suggested this be added as an action item to the initiatives, going forward.

OTHER

None

The meeting was adjourned at 7:16 p.m.



BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY22

MAY 2022

- Statement of Economic Interest due to Cook County
- IT Service Contract out to bid
- Approve CCS and OCLC annual fees
- Tuition reimbursement
- Policy manual work

JUNE 2022

- Nominating committee appointed
- Approve resolution for non-resident library cards
- Policy manual work

JULY 2022

- B&F review levy forecast
- Review budget assumptions for City-provided services
- Approve IT Service contract
- Audit presentation – July COW
- Annual Trustee Anti-Harassment Training

AUGUST 2022

- Welcome new and reappointed trustees
- Election of officers
- New Trustee orientation – 8/15/22 @ 5PM
- Discuss draft summary FY23 budget and goals
- Discuss 5-year levy and reserves strategy
- Review and approve FY23 salary plan
- Secretary review of closed session minutes

SEPTEMBER 2022

- Board committee chairs assigned – COW Mtg.
- B&F review levy forecast
- Review draft summary budget
- Review Board calendar and strategic plan initiatives
- ~~Recognize former trustees~~

OCTOBER 2022

- Approve FY23 Operating budget
- Approve 2022 Levy request - *completed September 2022*
- **5 YR levy forecast**
- Per capita grant requirements assigned
- Recognize Former Trustees

NOVEMBER 2022

- Review per capita grant requirements
- Approve 2023 days closed schedule
- City of Park Ridge budget workshop, **November 16**
- Submit following year calendar for Board information – FY23

DECEMBER 2022

- Approve per capita grant request
- City approves levy, **December 5, 2022**
- Library Director annual review

FY23

JANUARY 2023

- Annual Cyber Security presentation
- Review Board Bylaws
- Statistical collection review and discussion
- Solicit nominations for annual Library Award

FEBRUARY 2023

- Budget carryforwards from FY22
- Secretary review of closed session minutes

MARCH 2023

- Annual Library Certification due to State Library
- Library award nominations due
- Receive FY report (IPLAR)

APRIL 2023

- B&F review levy forecast
- Receive FY Annual report (Marketing)
- Library Award presentation
- FY22 audit field work

*Updated: October 1, 2022



Memorandum

Memo Date: September 29, 2022
From: Joanna Bertucci, Library Director
Meeting Type: Planning and Operations Committee of the Whole
Meeting Date: October 11, 2022
Subject: Charity Collection Container policy - new

Background:

As part of the Park Ridge Public Library's commitment to community engagement, the Library has been providing space for charity collection containers sponsored by, or designed to benefit, local non-profit community organizations. In the past year, such collections have benefited WINGS, Maine Township Food Pantry, and the Salvation Army toy drive and diaper drive.

Recommendation:

As the Library is seeing an uptick in requests for charity collection contains, I respectfully propose the attached policy for approval and inclusion in the Library's Policy and Procedure manual.

C23. CHARITY COLLECTION CONTAINER POLICY

POLICY:

As part of the Park Ridge Public Library's commitment to community engagement, the Library provides limited areas for charity collection containers sponsored by, or designed to benefit, local non-profit community organizations.

RULES:

1. Priority for Use:
 - a. Library sponsored collections
 - b. Collections by non-profit organizations based in Park Ridge
 - c. Collections by all other non-profits
2. Limits of Use: At the discretion of the Library Director, the Library reserves the right to limit the number of charity collection containers. A donation container cannot be in the library for more than 30 days at a time.
3. Procedures: Organizations wishing to place a collection container in the Library must submit an application which can be found on the Library's website at _____. Collection containers placed without prior approval will be removed. In order to have a request considered, an application must be completed at least two weeks in advance. Completed applications should be returned to the Business Office for review by the Library Director.
 - a. The organization requesting placement of a collection container must provide a durable receptacle and signage indicating the name of the charity, a list of items that can be donated; how the donated goods will be used. The Library is not responsible for the security of the collection box or its contents. The Library will determine the placement of the container.
 - b. Authorized representatives must make arrangements with the Library Director or Facilities Manager for pick-up and are responsible for emptying the container on a regular basis during the collection period. Collection containers and any items in them will become the property of the Library if not picked up within 7 days of the end of the collection period.
 - c. The Library reserves the right to adjust or cease collection at any time. Containers may be removed by the Library without notice.
 - d. The Library will not issue acknowledgements of donations made to collection containers.
4. Hosting a container does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event or viewpoint. The organization may state that the Library is a collection point but not that the Library is sponsoring or endorsing the project.
5. Any appeals for changes to, or exceptions to, any portion of the Charity Collection Container policy will be considered. An organization wishing to file an appeal shall submit it to the Library Director in writing. The Director will respond in writing.



Charity Collection Container Application

Name of Organization: _____

Purpose of Organization: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Dates of Collection: _____ through _____

Purpose of collection and type of items collected: _____

Signature of Authorized Representative: _____ Date: _____

The organization agrees that:

- The Park Ridge Library is not responsible for the security of the collection container or its contents. Organization personnel are responsible for checking the box and emptying its contents
- The Library will determine the location of the container. The Library reserves the right to adjust or cease collection at any time. Containers may be removed by the Library without notice.
- The organization may state that the Library is a collection point but may not state or imply that the Library is sponsoring or endorsing the project.
- Collection containers and their contents not picked up within seven days after the project ends will become the property of the Library.

Approved By: _____

Date: _____