

LAKE FOREST LIBRARY

Budget FY2015

Approved March 11, 2014

Comments on FY15 Budget

With lower inflation, the 1.95% increase in the levy/tax based revenue should give us enough revenue to meet expenditures, begin to address ADA issues and built our reserves.

I have included a 0-2.5% merit increase in salary; last year, most libraries again reported increases in the range of 3-4%. The estimate from the City is a 2.5% average increase; but last year, they did offer salary increases, range adjustments and step increases. We know that the IMRF rate (Illinois Municipal Retirement Fund) has increased in the last few years because of decline in investment revenue, and that continues to increase. I don't have estimates for medical insurance or dental from the City. We can adjust if necessary.

The Long Range Plan FY2015 Capital Expenditures (the last page of the Budget) shows that there are a number of capital projects planned for the next few years; some of those can be postponed and we have funding from Friends. The new ADA requirements in the audit done by the City, indicate that those costs will be substantial, but there is no requirement tied to a specific year, only that we have to have a plan. I have developed a plan to address the ADA issues that extends through 2035; at this time, there is no requirement to do anything unless we have the funds. We will have a better idea of how we can address them in our Building and Grounds Master Plan when we have finished the Long Range Financial Plan..

Our **reserve** at the end of FY15 should be over \$1,000,000. The Reserve detail on page 1 of the Budget shows we continue to have the 15% (\$600,000) City recommended operating reserve, \$400,000 in reserve for capital equipment, capital improvements (ADA requirements) and tech improvements. Please see the "Reserve Detail" at the bottom of page 1.

1/30/14

**LAKE FOREST LIBRARY
FY2015 SUMMARY**

<u>PROGRAM/CATEGORY</u>	<u>AMOUNT</u>	<u>COMMENT</u>
Personnel	\$2,583,822	Up 2.7% from FY14 budget. Usual fringe benefits increases. Merit increases of up to 2.5%.
Print, Audiovisual & Electronic Media	\$540,000	Up 1%; electronic services additions.
Other Objects of Expenditure	\$435,500	Down 2.3%; CCS costs up, but delivery costs for RAILS/ILS looks unlikely.
Building Maintenance	\$147,000	Down 3.7% based on FY13 actuals. Begin required ADA work.
Capital Equipment	\$75,000	Includes HVAC, equipment for Media Lab and other equipment upgrades. Purchase vehicle.
Capital Improvements	\$150,000	Digital Media Lab construction; carpet in Adult Services; any unanticipated maintenance.
Reserves	\$1,053,195	Based on City recommended reserve of 15% of operating expenditures; continue to build reserve for capital projects.

Reserve Detail:

Capital Equipment:	\$150,000
Capital Improvements:	\$150,000
Technology Improvements:	\$100,000
Operating: Balance of Funds on Hand	<u>\$653,195</u>
TOTAL	\$1,053,195

LAKE FOREST LIBRARY
Summary of Revenues and Expenditures
by Major Object for FY 2015

	FY13 Actual	FY14 Budget	FY14 Estimated Actual	FY15 Proposed Budget	% Change
Funds on Hand 5/1	\$1,080,034	\$929,147	\$1,215,680	\$1,081,532	-11.03
Current Revenue					
Tax-Based	\$3,559,817	\$3,743,276	\$3,753,534	\$3,832,085	2.09
TIF Surplus	\$65,606	\$0	\$0	\$0	
Non Tax-Based	\$92,222	\$65,900	\$85,811	\$65,900	-23.20
Gifts	\$25,099	\$5,000	\$5,000	\$5,000	0.00
Total Revenues	\$3,742,744	\$3,814,176	\$3,844,345	\$3,902,985	1.53
Total Funds Available	\$4,822,778	\$4,743,323	\$5,060,025	\$4,984,517	-1.49
Operating Expenditures					
Personnel Services	\$2,515,732	\$2,515,000	\$2,515,000	\$2,583,822	2.74
Print, AV & Electronic Media	\$444,060	\$535,000	\$535,000	\$540,000	0.93
Other Objects of Expenditure	\$374,443	\$445,600	\$445,600	\$435,500	-2.27
Building Maintenance	\$118,145	\$152,725	\$152,725	\$147,000	-3.75
Total Operating Expenditures	\$3,452,380	\$3,648,325	\$3,648,325	\$3,706,322	1.59
Capital Equipment	\$91,452	\$100,000	\$100,000	\$75,000	-25.00
Capital Improvements	\$63,266	\$200,000	\$200,000	\$150,000	-25.00
Total Other	\$154,718	\$300,000	\$300,000	\$225,000	-25.00
Grand Total Expenditures	\$3,607,098	\$3,948,325	\$3,948,325	\$3,931,322	-0.43
Differences in Revenues and Expenditures	\$135,646	(\$134,149)	(\$103,980)	(\$28,337)	-100.15
Funds on Hand	\$1,215,680	\$794,998	\$1,111,700	\$1,053,195	-5.26

Lake Forest Library Comparison Revenues

TYPE	FY13 Actual	FY14 Budget	FY14 Estimated Actual	FY15 Proposed Budget	% Change	\$ Change
Property Tax	\$3,528,469	\$3,723,276	\$3,733,534	\$3,806,406	1.95	\$72,872
Illinois Municipal Retirement Fund	\$0	\$0	\$0	\$0	0.00	\$0
Tax Replacement	\$31,348	\$20,000	\$20,000	\$25,679	0.00	\$5,679
TIF Surplus	\$65,606	\$0	\$0	\$0	0.00	\$0
Photocopy	\$10,228	\$6,000	\$6,000	\$8,000	33.33	\$2,000
Book Rental/Book Bags	\$403	\$400	\$400	\$400	0.00	\$0
Charge plate/cards	\$525	\$500	\$500	\$500	0.00	\$0
Library fines	\$48,312	\$50,000	\$50,000	\$46,000	-8.00	(\$4,000)
Interest earned	\$9,790	\$8,000	\$8,000	\$9,000	12.50	\$1,000
Other revenues	\$0	\$0	\$0	\$0	0.00	\$0
Per Capita Grant	\$19,870	\$0	\$19,911	\$0	-100.00	(\$19,911)
Contributions	\$25,099	\$5,000	\$5,000	\$5,000	0.00	\$0
Impact Fee	\$3,094	\$1,000	\$1,000	\$2,000	100.00	\$1,000
TOTAL	\$3,742,744	\$3,814,176	\$3,844,345	\$3,902,985	1.53	\$58,640

COMPARISON REVENUES

Justification:

Total levy: 2013 levy, FY15 of \$3,806,406 based on 1.95% increase in library levy (\$72,872): 1.7% increase in CPI and .25 growth. Includes property tax, IMRF, and Social Security levies.

Tax replacement: conservative estimate: \$25,000, based on FY13 Actual.

Photocopy: FY13 actual.

Book rental/Charge Plate, Cards: based on FY13 actual.

Library Fines: FY13 actual.

Interest: based on actual for FY13; low interest rates.

Per Capita Grant: grant approved by Illinois State Library. Received FY13 grant in FY14 for \$19,911. Approved for FY14 grant, but not yet received.

Contributions: based on a conservative estimate. Received Buchanan Family Foundation grant of \$20,000 in FY14 for Media Lab work. Will continue to submit an annual grant proposal, but funding prospects unknown.

Impact fee: started in October, 1994; based on FY13 actual; conservative figure. Growth for FY14 from City, .25%

**LAKE FOREST LIBRARY
Expenditures**

OPERATING EXPENDITURES

Category	FY13 Actual	FY14 Budget	FY14 Estimated Actual	FY15 Proposed Budget	% Change	\$ Change
Salaries/Wages	\$1,728,036	\$1,886,875	\$1,886,875	\$1,934,047	2.50	\$47,172
Fringes	\$787,696	\$628,125	\$628,125	\$649,775	3.45	\$21,650
Print, Audiovisual and Electronic Media	\$444,060	\$535,000	\$535,000	\$540,000	0.93	\$5,000
Other Objects of Expenditure	\$374,443	\$445,600	\$445,600	\$435,500	-2.27	(\$10,100)
Building Maintenance	\$118,145	\$152,725	\$152,725	\$147,000	-3.75	(\$5,725)
Sub-Total	\$3,452,380	\$3,648,325	\$3,648,325	\$3,706,322	1.59	\$57,997

CAPITAL EXPENDITURES

Capital Equipment	\$91,452	\$100,000	\$100,000	\$75,000	-25.00	(\$25,000)
Capital Improvement	\$63,266	\$200,000	\$200,000	\$150,000	-25.00	(\$50,000)
Reserves	\$0	\$0	\$0	\$0	0.00	\$0
Sub-Total	\$154,718	\$300,000	\$300,000	\$225,000	-25.00	(\$75,000)
GRAND TOTAL	\$3,607,098	\$3,948,325	\$3,948,325	\$3,931,322	-0.43	(\$17,003)

**LAKE FOREST LIBRARY
Compensation Package**

	FY13 Actual	FY14 Budget	FY14 Estimated Actual	FY15 Proposed Budget	% Increase	\$ Increase
Current Employees						
Full Time Equivalent	29.60	30.00	30.00	30.00		
Salaries & Wages	\$1,715,559	\$1,872,875	\$1,872,875	\$1,924,047	2.73	\$51,172
Longevity	\$12,477	\$14,000	\$14,000	\$10,000	-28.57	(\$4,000)
Sub-Total	\$1,728,036	\$1,886,875	\$1,886,875	\$1,934,047	2.50	\$47,172
Fringe Benefits						
ERI Liability	\$175,359	\$0	\$0	\$0		\$0
IMRF (retirement)	\$172,892	\$160,000	\$160,000	\$175,000	9.38	\$15,000
Social Security	\$126,826	\$125,000	\$125,000	\$125,000	0.00	\$0
Unemploy comp	\$0	\$0	\$0	\$0		\$0
Worker's Comp	\$17,549	\$12,000	\$12,000	\$18,000	50.00	\$6,000
Insurance, Life	\$2,079	\$2,500	\$2,500	\$2,500	0.00	\$0
Insurance, Medical	\$279,076	\$314,150	\$314,150	\$315,000	0.27	\$850
Insurance, Dental	\$10,108	\$10,275	\$10,275	\$10,275	0.00	\$0
Flexi-Benefits	\$3,807	\$4,200	\$4,200	\$4,000	-4.76	(\$200)
Sub-Total	\$787,696	\$628,125	\$628,125	\$649,775	3.45	\$21,650
GRAND TOTAL	\$2,515,732	\$2,515,000	\$2,515,000	\$2,583,822	2.74	\$68,822

COMPENSATION PACKAGE

Salaries & Wages:

Salary FY14: (estimated)	\$1,886,875
Salary Adjustments (3% average)	47,172
New Staff	<u>0</u>
SUB-TOTAL	\$1,924,047
Longevity	<u>\$10,000</u>
TOTAL	\$1,934,047

Merit increases of 0-2.5% average; range adjustments based on CPI.

Longevity: a direct relationship to length of service, annual bonus paid in December, same as City.

IMRF Retirement: direct relationship to payroll—based on City Finance Director's payroll audit. Calendar 2014-201, 13.73% forecast.

Social Security: direct relationship to payroll; 7.65% per \$100 salaries.

Unemployment Compensation: FY15 should be 0.

Worker's Compensation: a direct relationship to payroll and state mandated costs—based on FY13 actual.

Insurance, Life: based on FY13 estimated actual.

Insurance, Medical: increase in cost based on FY14 estimated actual; no estimate from City HR.

Insurance, Dental: based on FY13 actual. No estimate from City HR.

Flex-Benefits: direct relationship to payroll; \$150 each full time employee; includes an administrative service charge. Based on FY13 Actual.

LAKE FOREST LIBRARY
Print, Nonprint, and Audiovisual

Item	FY13 Actual	FY14 Budget	FY14 Estimated Actual	FY15 Proposed Budget	% Change	\$ Change
Print	\$242,780	\$250,000	\$250,000	\$250,000	0.00	\$0
Nonprint	\$97,691	\$160,000	\$170,000	\$175,000	2.94	\$5,000
Audiovisual	\$103,589	\$125,000	\$115,000	\$115,000	0.00	\$0
TOTAL	\$444,060	\$535,000	\$535,000	\$540,000	0.93	\$5,000

PRINT, NONPRINT, & AUDIOVISUAL

Total increase: 1% increase in cost to keep expenditures for access/materials at recommended 14% of operating budget and to cover increasing cost of materials.

Print: books and periodicals; no increase per Staff recommendation

Nonprint: Staff recommends increase go to electronic online services; includes databases and e books. We are adding another e book resource 3M.

Audiovisual: cds, DVD's, video games; no increase per Staff recommendation

**LAKE FOREST LIBRARY
Other Objects of Expenditure**

Item	FY13 Actual	FY14 Budget	FY14 Estimated Actual	FY15 Proposed Budget	%	\$ Change
Office Supplies	\$34,211	\$42,000	\$42,000	\$40,000	-4.76	(\$2,000)
Vending	\$6,234	\$6,000	\$6,000	\$6,500	8.33	\$500
Contractual Services	\$237,944	\$272,000	\$272,000	\$272,000	0.00	\$0
Audit	\$16,400	\$16,500	\$16,500	\$6,500	-60.61	(\$10,000)
Expense Allowance	\$6,358	\$5,000	\$5,000	\$7,000	40.00	\$2,000
Administrative Services	\$12,000	\$12,300	\$12,300	\$12,300	0.00	\$0
Auto Allowance	\$1,479	\$1,300	\$1,300	\$1,500	15.38	\$200
Insurance, Liability	(\$4,953)	\$1,000	\$1,000	\$2,500	150.00	\$1,500
Personnel Recruitment	\$252	\$1,000	\$1,000	\$700	-30.00	(\$300)
Maintenance of Equip	\$898	\$2,000	\$2,000	\$2,000	0.00	\$0
Art Work	\$0	\$0	\$0	\$0		\$0
Membership Dues	\$6,331	\$6,500	\$6,500	\$7,000	7.69	\$500
Postage	\$6,005	\$7,000	\$7,000	\$6,500	-7.14	(\$500)
Printing	\$10,864	\$16,000	\$16,000	\$15,000	-6.25	(\$1,000)
Phone	\$19,251	\$20,000	\$20,000	\$20,000	0.00	\$0
Binding	\$3,564	\$6,000	\$6,000	\$5,000	-16.67	(\$1,000)
Juvenile Programs	\$1,546	\$5,000	\$5,000	\$5,000	0.00	\$0
Adult Programs	(\$161)	\$5,000	\$5,000	\$5,000	0.00	\$0
Promotion	\$12,002	\$16,000	\$16,000	\$15,000	-6.25	(\$1,000)
Training	\$4,218	\$5,000	\$5,000	\$6,000	20.00	\$1,000
TOTAL	\$374,443	\$445,600	\$445,600	\$435,500	-2.27	(\$10,100)

**LAKE FOREST LIBRARY
Contractual Services
line item detail**

Item	FY13 Actual	FY14 Budget	FY14 Estimated Actual	FY15 Proposed Budget
OCLC/RAILS/ISL*	\$7,189	\$20,000	\$20,000	\$10,000
Online	\$28,456	\$30,000	\$30,000	\$30,000
CCS**	\$70,628	\$75,000	\$75,000	\$85,000
LAN***	\$56,560	\$70,000	\$70,000	\$70,000
Other: equipment, misc.	\$44,222	\$45,000	\$45,000	\$45,000
Computer Equipment Lease ⁺	\$30,889	\$32,000	\$32,000	\$32,000
TOTAL	\$237,944	\$272,000	\$272,000	\$272,000

*OCLC: Online Computer Library Center--In reduced cost due to changes in cost allotcation by CCS

RAILS Reaching Across IL Sys ILL: eliminated funds for delivery system committed to fund delivery

*ISL: Illinois State Library

Online: added separate service for wireless s; cost flat

**CCS: Cooperative Computer Services increase for anticipated hardware and software upgrades

***LAN: Local Area Network: in should be flat; Computer View manages LAN and wireless

Other: increased cost

⁺Computer Equipment Lease: 3 third lease 2013-2015.

OTHER OBJECTS OF EXPENDITURE

Justification:

Office Supplies: based on FY14 estimated actual.

Vending: coffee, tea, supplies; based on FY13 actual.

Contractual Services: see detail of line item, following page.

Audit: tied to City cost; based on estimate from City Finance Dept.

Expense Allowance: cost of meetings, meals; based on FY13 actual.
Staff on ALA committee, attendance at Mid Winter and Annual conference.

Administrative Services: charged by City for services, mainly payroll and billing, snow removal. City estimate.

Auto Allowance: based on FY13 actual.

Personnel Recruitment: for unanticipated need.

Maintenance of Equipment: varies from year to year; based on FY14 est. actual.

Membership Dues: American Library Association, IL Library Association, local non-profits; based on estimate for FY15.

Postage: based on FY13 actual and anticipated mailing of notice for expiring library cards.

Printing: based on est. actual for FY14.

Phone: City charges our allocation.

Binding: based on est. actual for FY14.

Training: continuing education; without RAILS subsidizing, increased cost.

**LAKE FOREST LIBRARY
Building Maintenance**

Item	FY13 Actual	FY14 Budget	FY14 Estimated Actual	FY15 Proposed Budget	% Change	\$ Change
Janitor Supplies	\$13,560	\$15,000	\$15,000	\$15,000	0.00	\$0
Contractual Services	\$13,238	\$21,000	\$21,000	\$15,000	-28.57	(\$6,000)
Insurance	\$19,924	\$21,000	\$21,000	\$25,000	19.05	\$4,000
Building Maintenance	\$12,757	\$30,000	\$30,000	\$25,000	-16.67	(\$5,000)
Equipment Maintenance	\$27,552	\$21,000	\$21,000	\$25,000	19.05	\$4,000
Grounds Maintenance	\$25,157	\$37,000	\$37,000	\$35,000	-5.41	(\$2,000)
Water	\$5,957	\$7,725	\$7,725	\$7,000	-9.39	(\$725)
TOTAL	\$118,145	\$152,725	\$152,725	\$147,000	-3.75	(\$5,725)

BUILDING MAINTENANCE

Justification:

Janitor Supplies: FY14 est. actual.

Contractual Services: for elevator maintenance,
HVAC service contracts. FY13 actual.

Insurance: based on FY14 actual.

Building Maintenance: varies from year to year depending on needs.
An older building requires continued Maintenance; FY14 has
seen an increase in cost and use.

Equipment Maintenance: FY13 actual.

Grounds Maintenance: based on FY13 actual

Water: based on FY14 est. actual; annual increase cost from City.

CAPITAL EXPENDITURES - EQUIPMENT & IMPROVEMENTS

Capital Expenditures for FY14:

1. Equipment: Technology upgrades, additions (Digital Media Lab)	\$50,000
HVAC/equipment replacements	\$50,000
2. Improvements: Roof/Garden Room/maintenance	\$150,000
Carpet: Reading, Reference, Garden rooms	\$50,000

Capital Expenditures for FY15:

1. Equipment: Technology upgrades; HVAC; Vehicle*	\$75,000
2. Improvements: Paint/Carpet Reading, Reference; ADA Compliance work	\$150,000

*Starting in the summer of 2013, the City no longer provided pick up of library materials at the Milwaukee Road Train Station; Maintenance Staff have to drive to Station twice each day to empty the drops (3). They use their personal car. Circ. Staff add new items to the DVD2GO unit at the Station, and Judy troubleshoots the unit when necessary. We also do outreach storytimes to 6 day care centers; we have a Homebound program that serves 10-12 people. We maintain depository collections at the Senior Center, Lake Forest Place Assisted Living. 2014 will be the 3rd summer we have had a presence at the Farmers' Market. For all of these activities, Staff use their personal vehicle and we pay for mileage. I will put this request on the Friends Wish List in the fall; they may be interested in using the vehicle to pick up donated materials. We will work with the City to bid on a vehicle.

From Long Range Plan, FY2014; Summary of Building and Grounds Master Plan for FY2015

LONG RANGE PLAN FY2015

Summary of Building and Grounds Master Plan

FY15: HVAC/equipment replacements/Vehicle	\$45,000
Technology upgrades and replacements	\$40,000
Painting/unanticipated maintenance	\$40,000
Carpet Reading, Reference rooms	\$75,000
ADA compliance work	<u>\$25,000</u>
Total:	\$225,000
FY16: HVAC/equipment replacements	\$50,000
Technology upgrades and replacements	\$50,000
Painting/unanticipated maintenance	\$50,000
ADA compliance work	\$50,000
Carpet Business Office, Conference Room	<u>\$25,000</u>
Total:	\$225,000
FY17: HVAC/equipment replacements	\$50,000
Technology upgrades and replacements	\$50,000
Painting/unanticipated maintenance	\$50,000
Carpet replacement in Business, Fine Arts rooms	\$75,000
Courtyard emergency door units replaced	\$50,000
ADA compliance work	\$25,000
Self check out units 2	<u>\$20,000</u>
Total:	\$320,000
FY18: HVAC/equipment replacements	\$50,000
Technology upgrades and replacements	\$50,000
Painting/unanticipated maintenance work	\$50,000
Engineering study of HVAC systems	\$25,000
ADA: Evaluation of north addition bookstack	\$20,000
ADA compliance work	\$25,000
Telephone system replaced	<u>\$50,000</u>
Total:	\$270,000
FY19: HVAC total upgrade	\$500,000
North addition, elevator ADA	\$1,000,000
Parking lot	\$100,000
Restrooms (2 public Main floor) ADA compliant	<u>\$75,000</u>
Total:	\$1,675,000

1/28/14

ADA COMPLIANCE PLAN

- 2013 Planning year/some signage as part of work in Adult areas
- 2014 Garden Room/Media Lab
- 2015 Simple, inexpensive things: door adjustments, stair safety, handicapped parking ramp, adjust signage in Children's for compliance
- 2016 Evaluate North addition/elevator issues/determine cost, options to total replacement
- 2017 North addition continued
- 2018 North addition continued
- 2019 Restroom issues Adult (4)
- 2020 Restroom issues Children's (4)
- 2021 Restroom issues Staff (3)
- 2022 Children's
- 2023 Children's
- 2024 Adult bookstack areas 3 levels
- 2025 Adult Reference, Reading rooms
- 2026 Adult Fine Arts Room
- 2027 Adult Business Room
- 2028 Staff Room
- 2029 Tech. Services
- 2030 Circulation office
- 2031 Adult Services offices
- 2032 Children's office
- 2033 Business office, Director's office
- 2034 Expansion area
- 2035 Courtyard issues

All time estimates contingent on available funds.
Cost estimate in 2013: \$1,300,000- \$1,800,000

11/15/12
Revised 10/7/13