

Lake Forest Library

Annual Budget Fiscal Year 2021

May 1, 2020 – April 30, 2021



Inspiring lifelong learning, promoting the free and respectful exchange of ideas, and building community

The library is a key partner in sustaining the educational, economic and civic health of a community during a time of dramatic change. – The Aspen Institute (Rising to the Challenge)

It's funny that we think of libraries as quiet demure places where we are shushed by dusty, bun-balancing, bespectacled women. The truth is libraries are raucous clubhouses for free speech, controversy and community. Librarians have stood up to the Patriot Act, sat down with noisy toddlers, and reached out to illiterate adults. Libraries can never be shushed. – Paula Poundstone

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Introduction

The Lake Forest Library presents its budget for FY2021 (May 1, 2020 – April 30, 2021) with an annual operating and capital budget totaling \$4,372,633. The FY2021 budget reflects the Library team's ability to weigh options, innovate, and think broadly in order to:

- live within our financial means without compromising the level of services and resources necessary to fulfill our mission; and
- meet our responsibility to plan for future needs.

Reflecting the Library's unwavering commitment to fiduciary responsibility, the FY2021 budget is a balanced budget with expenses fully funded from current revenues. In addition, the Library maintains a reserve fund of \$1,727,562 (39%) against operating expenses.

In preparing the FY2021 budget, the Library examined each aspect of its operation to determine the best and most cost-effective method for providing Library services without compromising the high level of service we provide and the Lake Forest community deserves.

Operations

In calendar year 2019, the Library welcomed 441,550 visitors, an annual average of 21.2 visits per Lake Forest resident. Another 100,300 persons visited the Library virtually via one of the Library's 58 research, business, language, homework help, history, literature, news, or skills databases. The Library also hosted 895 programs attended by 25,577, an annual average of 3.3 programs per Lake Forest household. The reference teams answered 91,077 questions, an annual average of 5 questions per Lake Forest resident. Over 368,400 items were checked out, an annual average of 48.2 items per Lake Forest household. On average, 100 residents a month receive one-on-one technology assistance.

The Library also greatly expanded its offsite programming at pre-schools, K-12 schools, senior facilities, partner institutions, and west side locations. The goal to develop viable meaningful offsite programming will continue in FY2021.

In FY2020, the Library was recognized as a four-star "Star Library" by *Library Journal*, a national award based on the annual number of library visits, materials checked out, electronic circulation, public internet computer use, and program attendance. This award and the many generous and appreciative comments we hear every day from Lake Foresters set a high standard for us to meet in FY2021.

Budget in Review

In fall 2019, the Library Board approved a levy subject to the 1991 Property Tax Extension Limitation Act. The Act limits the annual increase in property tax extensions to the lesser of 5% or the increase in the consumer price index (CPI), plus allowances for new construction and voter-approved increases. The FY2021 budget reflects an increase in revenues based on a 2.1% CPI-based levy increase and an estimated growth value of \$29,533. Together, these provide a revenue increase of \$79,385 over FY2020. In line with our continued commitment to transparency, known grant awards are reflected as revenue in the Library's budget.

The budget anticipates a slight increase in interest revenue given the increased reserve balances. However, it is anticipated that revenue lines dependent on library-generated fees will be adversely impacted as explained within. In addition, the Library will receive no TIF funds from the Laurel & Western development. Overall, inclusive of known grant funds of \$74,000, the Library anticipates a 2% increase in revenues.

Operating expenses are expected to increase by 2%. The budget maintains a robust materials account, a healthy programming account, and a well-funded building maintenance and improvements account. Expenses are evaluated for effectiveness.

Salaries and wages for a staff of FTE 32, due in part to longevity and market-comparable benefits, are a large part of the budget. In addition, the Library is extending its operating hours to include Sundays in the months of June, July, and August. The FY2021 budget anticipates merit increases of 0 - 5% with market adjustments. This is on par with similarly situated libraries and as advised by HR Source. Medical insurance increases and IMRF issues impact this line item significantly. In FY2019, the Library benchmarked its salaries against similarly-situated institutions and implemented a merit-based performance system which does not provide for automatic cost-of-living increases. The Library's longevity pay plan ended in FY2020.

The Library continues to develop partnerships and collaborations with other community organizations and governmental departments to stretch our dollars. In addition, recent and ongoing strategic planning meetings with the City of Lake Forest stressed the growing importance of public-private partnerships. The Library will continue to investigate collaborative programming and funding opportunities that support and advance the Library's mission.

History

The Library was chartered on July 4, 1898, and moved from its original location on the second floor of City Hall to its current building and location in 1931. The building, designed by architect Edwin H. Clark (who also designed the Brookfield Zoo and the Village Hall in Winnetka, Illinois), was dedicated on June 7, 1931. Mrs. Charles H. Schweppe and Mrs. Stanley Keith funded the building of the Library in memory of Mrs. Keith's first husband, Kersey Coates Reed. Then library president, Alfred E. Hamill, a wealthy book collector, poet, investment banker, and friend of David Adler (designer of Hamill's Centaurs estate), oversaw the building and siting of the Library.

Designed in the *Grecian Moderne* style popular in the 1920s and 1930s, the Library is located in a National Register of Historic Places District. The building follows a classic symmetrical plan around a central domed rotunda, similar to the 1929 Shedd Aquarium in Chicago, Illinois. The building, its landscape, and its art are an excellent example of the Chicago Renaissance, the period from the 1893 World's Columbian Exposition to the start of World War II.

The Library added three wings in 1978. In 1991, the three-level stack area was renovated (glass floors removed, skylight added, and stacks opened to the public) and the first floor restrooms and circulation office were added. The Children's Library underwent significant renovations in 2000 and 2009. The Library installed a DVD media bank on the west side of Lake Forest in 2011 and added a digital media lab in 2014.

The rotunda houses the Kersey Coates Reed memorial stone relief of *The Archer* by Oskar J. W. Hansen (1892–1971) and the extraordinary Nicolai Remisoff (1887–1975) murals. The archer’s face is a likeness of Mr. Reed. The inscription reads: “In memory of Kersey Coates Reed, eighteen hundred and eighty—nineteen hundred and twenty-nine—who was much loved in Lake Forest—where he lived—and who cared greatly for good books—this building has been erected.” The twelve murals painted by Remisoff depict the great authors of antiquity.

The Library owns and stewards an extensive and valuable art collection in addition to the Hansen stone relief and the twelve murals by Remisoff. Ten first edition original prints by John James Audubon line the paneled walls of the Friends Reading Room; other first floor art includes watercolors by local artists Franklin and Mark McMahon as well as a set of Joseph Pennell lithographs representing classical sites. The Children’s Library and the Library grounds include stained glass works, murals, and sculptures in bronze, marble, and wood.

Capital Equipment and Building Improvements

In 2017, the Library dome was inspected when unusual buckling was noticed on one of the historic 1931 Nicolai Remisoff mural panels that line the Library’s rotunda. Replacement of the leaded-copper dome and restoration of the dome’s masonry substructure is required. In addition, the building has other significant structural and systems issues.

In November 2017, the Library Board issued a Request for Qualifications for Architectural Services to obtain the needed expertise and counsel to examine and assess the building, its historic significance, components, and use in view of the current and future needs of the community. In March 2018, the Library Board selected Hammel, Green and Abrahamson, Inc. (“HGA”) to prepare a feasibility study. The feasibility study assessed the building’s structural issues and provided recommendations on how to respond to emerging service demands and the future needs of the Lake Forest community. The feasibility study reflected the need for significant restoration and renovation if the Lake Forest Community was to continue to have access to 21st century library services and presented the Library Board with various options on how to renovate the existing building. In September 2019, the Library retained The Hodge Group to explore these and other options with City Council and staff and the community at large.

The FY2021 budget provides for legal, architectural, and consultant expenses associated with the feasibility study in addition to normal operating expenses. The FY2021 budget also includes \$210,000 for capital equipment and building improvements. A total reserve balance of \$4,377,562, of which \$2,650,000 is restricted (\$2,050,000 capital improvements; \$300,000 capital equipment; and \$300,000 technology improvements), is also reflected in the FY2021 budget.

The capital improvement and capital equipment lines in the FY2021 budget and the restricted reserves will not cover the upcoming necessary capital equipment and building improvements. Funding for such extraordinary capital equipment and building improvements will need to come from fund raising or increased revenues in future levies.

Conclusion

Although the ultimate course of action with respect to the building is not known, we continue to actively collaborate with government, business, and nonprofit community partners to achieve our community and national aspirations. Our focus is not the physical limitations of the building, but rather on innovation, community connections, and meaningful outcomes. As a result, we are forging ahead to deliver on our mission to inspire life-long learning, promote the free and respectful exchange of ideas, and build community.

Lake Forest Library Fiscal Guidelines and Goals

These guidelines and goals influence and guide the financial management of the Library. Each year the Library Board reviews the budget process to ensure all public funds are accounted for, the Library's resources are properly managed and maintained (including the building and grounds) and that there is adequate funding to provide the library services desired by the Lake Forest Community.

The budget process works to:

- Balance long-term financial planning with day-to-day operations;
- Promote long-term sustainability;
- Provide an opportunity to evaluate the delivery cost of library services in relationship to the Library's mission; and
- Address and adequately plan for new service trends.

Fiscal and Budget Management

The Library engages in target-based budgeting, a process that works to identify conservative but realistic projected revenues and expenses at the beginning of the budget process. This process examines library services to determine value, necessity, impact, and cost effectiveness. Throughout the fiscal year, expenses and expenditures are compared to the approved budget to adjust spending as needed to offset revenue shortfalls or unexpected expenditures.

As part of the budget process, the Library receives an independent asset appraisal and maintains adequate insurance coverage to protect its assets.

Non-budgeted expenses occurring during the fiscal year must be approved by the Library Board.

The Library maintains positive fund balances and annually evaluates the general operating unrestricted operating fund for sufficient reserves and funds restricted reserves as prudent.

Operating Costs

The Library fully budgets all anticipated expenses for the upcoming fiscal year and maintains adequate reserves for unanticipated expenses.

As part of the budgeting process, all service contracts and other charges will be evaluated for cost effectiveness and to determine if there are alternative less costly options. Similarly, outsourcing/contracting services will be evaluated and implemented when cost effective.

When cost effective, the Library will contract for services for administrative and other services from the City of Lake Forest.

Personnel

The Library seeks to retain talented and competent staff who demonstrate initiative and flexibility to adjust to changes in institutional priorities. Additions to staff are supported by documented need and value-added service results. The personnel pay plan is reviewed and adjusted consistent with market rates for positions with comparable responsibilities. In addition, the Library works to provide market-comparable benefits and fully fund its annual obligations for employee pension plans.

Revenue

Revenue sources are reviewed individually, recognizing that each revenue source is unique in its predictability, stability, and volatility.

The Library abides by the 1991 Property Tax Extension Limitation Act, which limits the annual increase in property tax extensions to the lesser of five percent, or the increase in the consumer price index, plus allowances for new construction and voter approved increases, unless the Library Board in consultation with the City Council of the City of Lake Forest determines an exception is necessary.

The Library actively pursues grant and other funding options when appropriate.

Fund Balance

The Library follows these fund balance classification policies and procedures.

1. Committed Fund Balance shall be established, modified, or rescinded through a Lake Forest Board of Trustees resolution.
2. Assigned Fund Balance will generally follow the approved budget and may be assigned to a specific purpose by the Library Director.
3. In the General Fund, the Library considers restricted amounts to have been spent first when an expenditure is incurred for purposes for which both a restricted and unrestricted fund balance is available, followed by committed amounts, then assigned amounts. Unassigned amounts are used only after the other categories of fund balance have been fully utilized.
4. In governmental funds other than the General Fund, the Library considers restricted amounts to have been spent last. When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Library will first utilize assigned amounts, followed by committed amounts, then restricted amounts.

Reserves

The Library maintains a general operating fund balance for fiscal cash liquidity purposes, (i.e., fiscal reserve), that provides sufficient cash flow to minimize the potential of short-term tax anticipation borrowing.

Unassigned fund balances should be equal to no less than 30% of non-pass through operating revenues for the general operating fund plus accrued sick and vacation leave. In FY2019 the Library adopted policies to reduce its liability for accrued sick and vacation leave. In the event the general operating fund balance falls below the established target for a particular fund, the Library shall establish a plan to return the fund balance to its target.

The Library maintains restricted funds to support capital and technology needs.

Accounting, Auditing, and Reporting

The Library properly maintains books of record and account, in which full and correct entries are made of all financial transactions and the assets and business of the Library.

The Library engages (through the City of Lake Forest) an independent firm of certified public accountants to perform an annual financial and compliance audit according to Generally Accepted Auditing Standards (GAAS). The accountants issue an opinion that will be included in the annual financial report.

LAKE FOREST LIBRARY FY2021 Budget Summary

<u>PROGRAM/CATEGORY</u>	<u>AMOUNT</u>	<u>COMMENT</u>
Personnel	\$2,627,405	3% increase due to increase in benefit costs; filling of open positions; and added hours of operations. Merit increases averaging 0-5%/with some market adjustments.
Print, Audiovisual & E-resources	\$644,000	1% increase; exceeds the state requirement of 12% of operating budget.
Expenditures*	\$669,703	3% increase includes special and grant funded projects.
Building Maintenance	\$240,000	Down 2%; based on estimated actual FY2020.
Capital Equipment	\$125,000	No change; reserves and pending capital campaign.
Capital Improvements	\$125,000	No change; reserves and pending capital campaign.
Identified Reserves	\$2,650,000	Continue to build reserve for needed capital projects.
Cash Reserves	\$1,727,562	Estimated, unaudited; reflect a 33% reserve against operating expenses.

Reserve Detail

Capital Equipment:	\$2,050,000
Capital Improvements:	\$ 300,000
Technology Improvements:	\$ 300,000
Operating: Balance of Funds on Hand	<u>\$1,727,562</u>
TOTAL	\$4,377,562

*Includes Outside Funding Sources

The Friends of Lake Forest Library provide grant funds to support and advance the Library's mission. The Friends awarded \$74,000 for programming and digitization projects in FY2021.

Lake Forest Library Summary of Revenue and Expenditures

FY2020

	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 Actual 3/20	FY21 Budget	% Change
Funds on Hand 5/1	\$1,395,132	\$1,831,118	\$1,456,774	\$1,348,747	\$937,906	\$1,537,906	\$1,727,562	\$1,727,562	
Current Revenue									
Tax-Based	\$3,793,925	\$3,871,122	\$3,910,955	\$3,948,139	\$4,063,010	\$4,174,152	\$4,158,584	\$4,253,537	2
TIF Payout	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	(100)
Other Revenue	\$71,245	\$48,377	\$57,471	\$87,701	\$82,936	\$31,000	\$68,357	\$51,000	65
Library Revenue	\$61,551	\$97,792	\$73,167	\$106,880	\$157,169	\$45,200	\$123,581	\$46,200	2
Gifts	\$168,142	\$26,400	\$20,075	\$167,773	\$28,939	\$10,000	\$41,442	\$10,000	0
Grant Funds					\$62,000	\$73,000	\$73,000	\$74,000	1
Total Revenues	\$4,094,863	\$4,043,691	\$4,061,668	\$4,310,493	\$4,394,053	\$4,343,352	\$4,464,964	\$4,434,737	2
Total Funds Available	\$5,489,995	\$5,874,809	\$5,518,442	\$5,659,240	\$5,331,959	\$5,881,258	\$6,192,526	\$6,162,299	5
Operating Expenditures									
Personnel Services	\$2,425,262	\$2,516,111	\$2,440,398	\$2,476,227	\$2,280,743	\$2,558,797	\$1,855,968	\$2,627,405	3
Print, A/V & E-resources	\$546,466	\$474,950	\$524,186	\$508,538	\$578,759	\$639,000	\$465,233	\$644,000	1
Other Expenditures	\$353,787	\$389,921	\$361,462	\$354,303	\$492,069	\$649,755	\$405,723	\$669,703	3
Building Maintenance	\$126,924	\$139,674	\$121,572	\$127,333	\$148,772	\$245,800	\$154,091	\$240,000	(2)
Total Operating Expenditures	\$3,452,439	\$3,520,656	\$3,447,618	\$3,466,401	\$3,500,342	\$4,093,352	\$2,881,015	\$4,181,108	2
Capital Equipment	\$93,698	\$66,918	\$5,443	\$3,009	\$104,056	\$125,000	\$1,073	\$125,000	0
Capital Improvements	\$112,739	\$50,272	\$47,491	\$51,923	\$0	\$125,000	\$16,760	\$125,000	0
Total Other	\$206,437	\$117,190	\$52,934	\$54,932	\$104,056	\$250,000	\$17,833	\$250,000	0
Grand Total Expenditures	\$3,658,876	\$3,637,846	\$3,500,552	\$3,521,333	\$3,604,398	\$4,343,352	\$2,898,848	\$4,431,108	2
Difference in Revenues and Expenditures	\$435,987	\$405,845	\$561,116	\$789,160	\$789,656	\$0	\$1,566,116	\$3,629	
Committed Funds									
Funds on Hand*	\$1,395,132	\$1,831,118	\$1,456,774	\$1,348,747	\$937,906	\$1,537,906	\$1,727,562	\$1,727,562	
Total Funds	\$1,831,119	\$2,236,963	\$2,556,774	\$2,798,747	\$2,987,906	\$4,187,906	\$4,377,562	\$4,377,562	

**Lake Forest Library
Revenue and Income
FY2021**

	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 YTD 3/20	FY21 Budget	% Change	\$ Change
Property Tax Revenue										
Property Tax	\$3,793,925	\$3,871,122	\$3,910,955	\$3,948,139	\$4,063,010	\$4,174,152	\$4,158,584	\$4,253,537	2	\$79,385
Total Property Tax	\$3,793,925	\$3,871,122	\$3,910,955	\$3,948,139	\$4,063,010	\$4,174,152	\$4,158,584	\$4,253,537	2	\$79,385
TIF Payout	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	0	(\$10,000)
Other Revenue										
PP Tax Replacement	\$34,833	\$27,435	\$35,980	\$37,364	36,944	\$13,000	\$34,668	\$25,000	92	\$12,000
Impact Fee	\$12,193	\$20,942	\$6,556	\$35,293	\$21,773	\$10,000	\$9,470	\$10,000	0	\$0
Per Capita Grant	\$24,219	\$0	\$14,935	\$15,044	\$24,219	\$8,000	\$24,219	\$16,000	100	\$8,000
Total Other Revenue	\$71,245	\$48,377	\$57,471	\$87,701	\$82,936	\$31,000	\$68,357	\$51,000	65	\$20,000
Library Revenue										
Photocopy	\$8,344	\$7,646	\$8,231	\$8,204	\$8,731	\$5,000	\$6,008	\$5,000	0	\$0
Book Rental/Book Bags	\$387	\$299	\$299	\$397	\$0	\$0	\$0	\$0	0	\$0
Charge plate/cards	\$412	\$380	\$318	\$318	\$279	\$200	\$168	\$200	0	\$0
Library fines	\$42,364	\$38,626	\$36,746	\$28,192	\$15,772	\$7,000	\$8,656	\$0	(100)	(\$7,000)
Interest earned	\$10,076	\$15,717	\$27,573	\$69,186	\$131,744	\$32,000	\$95,984	\$40,000	25	\$8,000
Other revenues	(\$32)	\$35,124		\$583	\$643	\$1,000	\$12,766	\$1,000	0	\$0
Total Library Revenue	\$61,551	\$97,792	\$73,167	\$106,880	\$157,169	\$45,200	\$123,581	\$46,200	2	\$1,000
Total Grant Income										
Total Gifts	\$168,142	\$26,400	\$20,075	\$167,773	\$28,939	\$10,000	\$41,442	\$10,000	0	\$0
TOTAL	\$4,094,863	\$4,043,691	\$4,061,668	\$4,310,493	\$4,394,053	\$4,343,352	\$4,464,964	\$4,434,737	2	\$91,385

**REVENUE and INCOME
FY2021**

Notes

Tax-Based: The Library Board approved a levy subject to the 1991 Property Tax Extension Limitation Act. The Act limits the annual increase in property tax extensions to the lesser of 5% or the increase in the consumer price index (CPI), plus allowances for new construction and voter approved increases. The FY2021 budget reflects an increase in revenue based on a 2.1% CPI-based levy increase and an estimated growth value of \$29,533. Together, these provide a revenue increase of \$79,385 over FY2021; or a total of \$4,253,537.

TIF Payments: Reduced to \$0 due to legal finding by the City of Lake Forest that the Library was not eligible to participate in the Laurel & Western TIF.

Personal Property Tax Replacement: increase of \$12,000 over FY2020 budget. The Library receives 9.1% of the replacement tax distributed to the City of Lake Forest, which reflects the Library's proportionate share of the 1978 tax levy.

Photocopy: decreased from FY2020 budget based on FY2020 estimated actual as scan/email service continues to replace photocopying.

Book Rental/Replacement cards: reduced based on FY2020 estimated actual and discontinuation of the rental program.

Library Fines: reduced 100% based due to adoption of fine free policy in FY2020.

Interest: increased 25% based on FY2020 estimated actual. Conservative in the event reserves are utilized in capital improvement and restoration projects.

Other Revenue: no change.

Per Capita Grant: grant application submitted in January 2020 for FY2021; no guarantee of funding.

Gifts: based on FY2020 estimated actual. This line reflects other than extraordinary gifts. Anticipated 4th quarter 2020 fund raising will direct gifts to the new library 501(c)3 foundation.

Grants: includes \$74,000 award from Friends of Lake Forest Library; approved January 2020; to be paid May 2, 2020.

Impact fee: implemented in October 1994; based on FY2020 estimated actual.

Although the Library will receive an increase in the tax levy due to the CPI and growth lines, other revenue streams are reduced. Overall revenue and income increase is an estimated 2%, inclusive of awarded grant funds for FY2021.

Lake Forest Library
Operating and Capital Expenditures
FY2021

Category	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 YTD 3/20	FY21 Budget	% Change	\$ Change
Salaries/Wages	\$1,780,957	\$1,858,651	\$1,778,891	\$1,825,308	\$1,704,069	\$1,817,898	\$1,341,753	\$1,800,485	(1)	(\$17,413)
Fringes	\$644,305	\$657,460	\$661,507	\$650,919	\$576,674	\$740,899	\$514,215	\$826,920	12	\$86,021
Print, Audiovisual, and Electronic Media	\$546,466	\$474,950	\$524,186	\$508,538	\$578,759	\$639,000	\$465,233	\$644,000	1	\$5,000
Other Objects of Expenditure	\$353,787	\$389,921	\$361,462	\$354,303	\$492,069	\$649,755	\$405,723	\$669,703	3	\$19,948
Building Maintenance	\$126,924	\$139,674	\$121,572	\$127,333	\$148,772	\$245,800	\$154,091	\$240,000	(2)	(\$5,800)
Sub-Total	\$3,452,439	\$3,520,656	\$3,447,618	\$3,466,401	\$3,500,342	\$4,093,352	\$2,881,015	\$4,181,108	2	\$87,756
Capital Expenditures										
Capital Equipment	\$93,698	\$66,918	\$5,443	\$3,009	\$104,056	\$125,000	\$1,073	\$125,000	0	\$0
Capital Improvement	\$112,739	\$50,272	\$47,491	\$51,923	\$0	\$125,000	\$16,760	\$125,000	0	\$0
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0
Sub-Total	\$206,437	\$117,190	\$52,934	\$54,932	\$104,056	\$250,000	\$17,833	\$250,000	0	\$0
Total	\$3,658,876	\$3,637,846	\$3,500,552	\$3,521,333	\$3,604,398	\$4,343,352	\$2,898,848	\$4,431,108	2	\$87,756

**Lake Forest Library
Compensation Package**

FY2021

	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 YTD 3/20	FY21 Budget	% Increase	\$ Increase
Current Employees										
Full Time Equivalent	30	30	30	30	31	31	31	32		
Salaries & Wages	\$1,765,968	\$1,841,643	\$1,761,858	\$1,807,844	\$1,689,085	\$1,809,398	\$1,334,409	\$1,800,485	(0)	(\$8,913)
Longevity	\$14,989	\$17,007	\$17,033	\$17,464	\$14,984	\$8,500	\$7,345	\$0	(14)	(\$8,500)
Sub-Total	\$1,780,957	\$1,858,650	\$1,778,891	\$1,825,308	\$1,704,069	\$1,817,898	\$1,341,753	\$1,800,485	(1)	(\$17,413)
Fringe Benefits										
IMRF	\$188,972	\$193,348	\$180,369	\$179,509	\$147,509	\$189,170	\$107,035	\$199,968	6	\$10,798
Social Security	\$130,667	\$138,133	\$132,842	\$136,623	\$128,031	\$145,659	\$100,054	\$154,998	6	\$9,339
Worker's Comp	\$16,080	\$10,747	\$11,450	\$2,810	\$976	\$8,000	\$5,159	\$8,000	0	\$0
Insurance, Life	\$1,928	\$1,888	\$1,912	\$2,050	\$1,955	\$2,868	\$1,799	\$2,900	1	\$32
Insurance, Medical	\$292,495	\$300,612	\$320,364	\$314,975	\$283,878	\$375,602	\$286,659	\$441,560	18	\$65,958
Insurance, Dental	\$10,256	\$10,534	\$10,890	\$11,074	\$10,786	\$15,000	\$10,548	\$14,894	(1)	(\$106)
Flexi-Benefits	\$3,907	\$1,195	\$3,680	\$3,878	\$3,539	\$4,600	\$2,960	\$4,600	0	\$0
Sub-Total	\$644,305	\$656,457	\$661,507	\$650,919	\$576,674	\$740,899	\$514,215	\$826,920	12	\$86,021
GRAND TOTAL	\$2,425,262	\$2,515,107	\$2,440,398	\$2,476,227	\$2,280,743	\$2,558,797	\$1,855,968	\$2,627,405	3	\$68,608

**COMPENSATION PACKAGE
FY2021**

Notes

Salaries & Wages

Total personnel costs, including pensions and insurance requirements, are budgeted to increase 4% over FY2020 budget. The increase is due to increase costs in benefits, filling of open positions, and added hours of operation.

The budget anticipates merit increases of 0-5.0%; which is reflective of similarly situated libraries and recommendations from HRSource (formerly Management Association). In January 2019, the Library benchmarked its salaries against similarly situated institutions and adopted new salary ranges. In FY2020, the Library implemented a merit-based performance system, which does not provide for automatic cost-of-living increases. The Library's longevity pay plan ended in FY2020.

Longevity: program discontinued January 1, 2020.

IMRF Retirement: 13% of all fulltime and eligible part-time salaries and wages.

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

Unemployment Compensation: based on FY2020 estimated actual.

Worker's Compensation: a direct relationship to payroll and state-mandated costs based on FY2020 estimated actual.

Insurance, Life: premiums for the 2020 calendar year are included with an estimated increase for the first quarter of calendar year 2021.

Insurance, Dental: premiums for the 2020 calendar year are included with an estimated increase for the first quarter of calendar year 2021.

Insurance, Medical: premiums for the 2020 calendar year are included with an estimated increase for the first quarter of calendar year 2021.

Flex-Benefits: \$200 per each fulltime employee that carries health insurance and earns the *ThinkHealthy* points throughout the year; includes an administrative service charge.

**Lake Forest Library
Library Materials
FY2021**

Item	FY15 Audited	FY16 Audited	FY17 Audited	FY 18 Audited	FY19 Audited	FY20 Budget	FY20 Actual 3/20	FY2021 Budget	% Change	\$ Change
Print	\$255,003	\$219,491	\$239,031	\$227,945	\$267,173	\$245,000	\$180,238	\$240,000	(2)	(\$5,000)
Nonprint	\$194,416	\$177,317	\$203,177	\$147,361	\$219,307	\$266,000	\$223,015	\$289,000	9	\$23,000
Audiovisual	\$97,047	\$78,142	\$81,978	\$141,042	\$92,279	\$128,000	\$61,980	\$115,000	(10)	(\$13,000)
Total	\$546,466	\$474,950	\$524,186	\$516,348	\$578,759	\$639,000	\$465,233	\$644,000	1	\$5,000

ISL recommended materials budget is 12% of operating budget; currently proposed is 14%.
Additional materials are purchased with grant funds may not be reflected herein.

**LIBRARY MATERIALS
FY2021**

Notes

Materials budget exceeds the Illinois State Library recommendation of 12% of operating budget for materials. The Library continues to balance the interests of those patrons that prefer print with those that prefer streaming and download options.

Print: books, newspapers, and periodicals; ongoing evaluation of overall print collection. Newspaper and periodical collection is under constant evaluation for use; new titles are added and unused titles removed. Print materials are also added outside of this budget line with special grants and gifts.

Non-print materials: electronic online databases, services, and materials. Databases are under constant evaluation for use and better forming options. Increase for purchase of individual titles in shared databases.

Audiovisual: cds, DVDs, Great Courses, video games, audiobooks, Launchpads, Playaways, and the Take-Out Tech Collection.

**Lake Forest Library
Other Operating Expenditures
FY2021**

Item	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 Actual 3/20	FY21 Budget	% Change	\$ Change
Administrative Services	\$12,600	\$23,508	\$23,553	\$23,340	\$24,996	\$27,000	\$20,438	\$27,000	0	\$0
Adult Programs*	(\$164)	\$336	\$9,501	(\$2,259)	\$26,463	\$32,000	\$20,539	\$32,000	0	\$0
Art Work	\$0	\$1,723	\$0	\$49	\$0	\$0	\$0	\$0	0	\$0
Audit	\$6,898	\$7,430	\$6,400	\$6,590	\$6,785	\$8,000	\$6,995	\$8,000	0	\$0
Auto Allowance	\$826	\$1,003	\$1,472	\$1,472	\$1,383	\$2,400	\$632	\$2,400	0	\$0
Binding	\$4,607	\$3,770	\$2,437	\$1,241	\$1,027	\$3,000	\$0	\$1,500	(50)	(\$1,500)
Contractual Services	\$225,081	\$232,856	\$215,363	\$198,219	\$217,700	\$278,700	\$204,634	\$272,400	(2)	(\$6,300)
Insurance, D & O Liability	\$2,435	\$1,564	\$3,080	\$3,372	\$3,372	\$4,700	\$6,540	\$7,200	53	\$2,500
Juvenile Programs*	(\$1,144)	(\$4,524)	\$10,307	(\$14,202)	\$26,513	\$38,000	\$30,172	\$37,500	(1)	(\$500)
Legal					\$11,760	\$18,455	\$1,168	\$20,000	8	\$1,545
Maintenance of Equip	\$1,530	\$1,775	\$1,014	\$2,445	\$2,018	\$4,800	\$6,735	\$6,200	29	\$1,400
Meetings Expense	\$1,633	\$5,797	\$1,847	\$1,219	\$592	\$8,000	\$1,120	\$6,500	(19)	(\$1,500)
Membership Dues	\$9,244	\$6,484	\$3,676	\$10,607	\$7,506	\$13,000	\$7,093	\$13,000	0	\$0
Office Supplies	\$31,186	\$28,352	\$26,157	\$30,202	\$17,889	\$41,000	\$13,787	\$26,000	(37)	(\$15,000)
Online Banking Fee (fine)					\$585	\$1,200	\$410	\$1,000	(17)	(\$200)
Personnel Recruitment (background checks)	\$0	\$14,475	\$4	\$365	\$507	\$500	\$617	\$500	0	\$0
Postage	\$6,488	\$8,971	\$6,508	\$5,319	\$4,374	\$12,000	\$4,941	\$7,400	(38)	(\$4,600)
Printing	\$13,310	\$15,601	\$16,155	\$15,075	\$18,570	\$24,000	\$20,103	\$26,000	8	\$2,000
Professional Development	\$3,409	\$7,957	\$5,642	\$8,873	\$11,106	\$15,000	\$8,244	\$15,000	0	\$0
Promotion	\$9,956	\$12,895	\$9,314	\$6,686	\$13,718	\$16,500	\$6,674	\$16,500	0	\$0
Special Projects	\$0	\$0	\$0	\$43,357	\$83,388	\$85,000	\$37,126	\$130,000	53	\$45,000
Telephone (line)	\$18,644	\$13,291	\$6,303	\$5,776	\$6,602	\$7,500	\$4,307	\$7,500	0	\$0
Vending/events	\$7,248	\$7,659	\$7,706	\$6,556	\$5,217	\$9,000	\$3,447	\$6,103	(32)	(\$2,897)
Total	\$353,787	\$390,924	\$356,439	\$354,303	\$492,069	\$649,755	\$405,723	\$669,703	3	\$19,948

*Reflects award into these accounts for programming across fiscal years.

**Lake Forest Library
Contractual Services Detail
FY2021**

Item	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 Actual 3/20	FY21 Budget	% Change	\$ Change
CCS (Integrated Library System)	\$67,935	\$66,524	\$68,064	\$68,019	\$67,426	\$82,000	\$60,205	\$74,000	(10)	(8,000)
CIT Computer Equipment Lease	\$39,549	\$32,176	\$32,318	\$27,277	\$37,377	\$42,000	\$35,209	\$39,000	(7)	(3,000)
LAN, WAV, and Support (MSP/Migration)	\$64,433	\$77,004	\$66,326	\$55,216	\$71,230	\$78,000	\$70,044	\$92,000	18	14,000
OCLC/RAILS/ISL	\$8,729	\$9,412	\$9,213	\$7,684	\$9,414	\$14,000	\$9,989	\$13,000	(7)	(1,000)
Online/Internet	\$6,700	\$8,140	\$7,275	\$8,326	\$7,199	\$14,000	\$5,626	\$14,000	0	0
Other: equipment, copiers, DVD260, misc.	\$37,735	\$39,600	\$32,167	\$31,698	\$25,055	\$46,000	\$21,711	\$38,000	(17)	(8,000)
Other: Web Calendar Subscription & web hosting and maintenance						\$2,700	\$1,850	\$2,400	(11)	(300)
Total	\$225,081	\$232,856	\$215,363	\$198,219	\$217,700	\$278,700	\$204,634	\$272,400	(2)	(6,300)

OCLC: Online Computer Library Center
RAILS: Reaching Across Illinois Library System
ISL: Illinois State Library
Online: (website hosting and related online database expenses)
CCS: Cooperative Computer Services, ILS consortium
LAN: Local Area Network; based on FY20 estimated actual; Computer View manages LAN and wireless;
Other: based on FY20 estimated actual and move to LibraryMarket for web support & calendar
Computer Equipment Lease (CIT Finance): new (3 year) lease started in FY20

**OTHER OPERATING EXPENDITURES
FY2021**

Notes

Administrative Services: charged by City of Lake Forest for services such as human resources, payroll, financial accounting system, audit assistance, and snow removal.

Audit: fee already bid for FY2021 by City of Lake Forest.

Contractual Services: see line item detail, page 10. Anticipated increase due to new managed services contract and technology.

Meetings Expense: cost of meetings, meals; based on FY2020 estimated actual. Staff attend ALA, PLA, and ILA conferences as well as specialized library, technology, instruction, and programming seminars.

Insurance, D & O Liability: based on increased coverage for D&O insurance.

Legal: increased 8% in light of pending special building projects.

Maintenance of Equipment: varies from year to year; based on FY2020 estimated actual.

Membership Dues: American Library Association, Illinois Library Association, local non-profits, and Management Association; based FY2020 estimated actual.

Office Supplies: based on FY2020 estimated actual.

Telephone: DVD2GO Comcast lines. Based on FY2020 estimated actual.

Postage: based on FY2020 estimated actual.

Printing: based on FY2020 estimated actual.

Programs (Adult and Juvenile): The Friends of Lake Forest Library awarded grant funds for programming in January 2020 which will be paid May 1, 2020 for FY2021. Known awarded grant funds are now reflected in the Library's financials.

Promotion: based on FY2020 estimated actual.

Professional Development: continuing education, use of webinars and online training to manage costs. Staff attend ALA, PLA, and ILA conferences as well as specialized library, technology, instruction, and programming seminars.

Special Projects: 29% increase; ongoing building projects.

Vending: reduced 28%; coffee, tea, and other supplies; based on FY2020 estimated actual.

**Lake Forest Library
Building Maintenance
FY2021**

Item	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 Actual 3/20	FY21 Budget	% Change	\$ Change
Janitorial Supplies	\$20,946	\$18,638	\$12,892	\$13,465	\$18,715	\$22,000	\$15,665	\$24,000	9	\$2,000
Custodial Services						\$37,000	\$28,579	\$49,000	32	\$12,000
Contractual Services	\$12,045	\$11,335	\$11,706	\$11,552	\$12,271	\$27,000	\$9,382	\$22,000	(19)	(\$5,000)
Insurance (building)	\$24,297	\$27,219	\$25,953	\$27,996	\$28,974	\$38,000	\$31,411	\$38,000	0	\$0
Building Maintenance	\$5,007	\$23,728	\$15,099	\$24,922	\$26,881	\$35,000	\$30,802	\$40,000	14	\$5,000
Equip Maintenance	\$17,130	\$14,194	\$11,423	\$7,334	\$23,808	\$32,000	\$14,574	\$32,000	0	\$0
Grounds Maintenance	\$41,960	\$38,894	\$38,108	\$34,910	\$31,081	\$45,000	\$17,565	\$26,000	(42)	(\$19,000)
Water	\$5,539	\$5,667	\$6,391	\$7,154	\$7,041	\$9,800	\$6,114	\$9,000	(8)	(\$800)
Total	\$126,924	\$139,674	\$121,572	\$127,333	\$148,772	\$245,800	\$154,091	\$240,000	(2)	(\$5,800)

**BUILDING MAINTENANCE
FY2021**

Notes

Janitor Supplies: increased 9% based on estimated actual FY2020.

Custodial Services: increased 32%; addition of custodial services resulted in significant improvement in the overall cleanliness of the building. Additional hours of operation may require services 7 days a week.

Contractual Services: decreased 19% based on estimated actual FY2020; includes elevator maintenance, HVAC service, sprinkler, and other contracts.

Insurance: potential increase due to claims. Based on estimated actual FY2020.

Building Maintenance: varies from year to year depending on needs. An older building requires continued maintenance and upgrades to lighting and other features.

Equipment Maintenance: no increase based on estimated actual FY2020.

Grounds Maintenance: reduced 44% due to use of robotic lawn mower and use of more sustainable plants; based on estimated actual FY2020.

Water: based on estimated actual FY2020. Anticipated increase over actual FY2020 due to restructuring of meter versus usage by the City of Lake Forest on personal and commercial properties and surcharge to offset pension liabilities.