

LAKE FOREST LIBRARY

ANNUAL BUDGET FISCAL YEAR 2023

MAY 1, 2022 – APRIL 30, 2023



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

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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

The only thing that you absolutely have to know, is the location of the library. — Albert Einstein

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

Introduction

The Lake Forest Library presents its budget for FY2023 (May 1, 2022– April 30, 2023) with an annual operating and capital budget totaling \$4,506,690.

The FY2023 budget reflects the Library team’s ability to weigh options, innovate, and think broadly 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 FY2023 budget is a balanced budget with expenses fully funded from current revenues. In addition, the Library maintains a reserve fund of \$1,550,419 (35%) against operating expenses.

In preparing the FY2023 budget, the Library examined each aspect of its operation to determine the best and most cost-effective method for providing Library resources, services, and programming without compromising the high level of service the Lake Forest community deserves.

Budget in Review

On November 9, 2021, 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 FY2023 budget reflects an increase in revenues based on a 1.4% CPI-based levy increase and an estimated growth value of \$27,310. Together, these provide a revenue increase of \$88,681 over FY2022. In line with our continued commitment to transparency, known grant awards are reflected as revenue in the Library’s budget.

The budget anticipates that revenue lines dependent on library-generated fees, gifts and donations (for other than capital purposes), and interest income will be adversely impacted due to the continued effects of the COVID-19 pandemic and lower interest rates. In addition, the Library receives no TIF funds from the Laurel & Western development. Overall, FY2023 revenue is expected to increase by 3% over FY2022.

Operating expenses are expected to increase by 4% with funds allocated to support work on the capital improvement project. 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 30, due in part to longevity and market-comparable benefits, are a large part of the budget. The FY2023 budget anticipates merit increases of 0 – 5% with market adjustments to remain competitive. This is on par with similarly situated libraries and as advised by HR Source based on a new salary and wage benchmarking in January 2022. Health insurance benefits and IMRF 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 also ended its longevity pay plan and other pay options 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, increasing the Library's gross square footage from 14,700 to 29,100. 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 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 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 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 August 2021, the Library Board prioritized the repair and restoration of the Library dome. In October 2021, the Library Board issued a Request for Qualifications for Architectural Services to obtain the needed expertise to repair and restore the dome. In December 2021, the Library Board retained the architectural and engineering firm Wiss, Janney, Elstner Associates, Inc.

The FY2023 budget provides for legal, architectural, and consultant expenses associated with the dome repair and restoration project in addition to normal operating expenses. The FY2023 budget also includes \$120,000 for capital equipment and improvements and \$50,000 technology upgrades. A total reserve balance of \$6,182,389, of which \$4,600,000 is restricted (\$4,000,000 capital improvements; \$300,000 capital equipment; and \$300,000 technology improvements), is also reflected in the FY2023 budget. Funding for extraordinary capital equipment and building improvements will need to come from fundraising by The Lake Forest Library Foundation or increased revenues to cover debt service 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 continue to forge 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 inform 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 annual 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 are evaluated for cost effectiveness and to determine if there are alternative less costly options. Similarly, outsourcing/contracting services are evaluated and implemented when cost effective.

When cost effective, the Library contracts 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. As part of its Strategic Plan, the Library reviewed its workflows and organizational structure in FY2022.

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 is included in the annual financial report.

Lake Forest Library Revenue and Expense Summary Budget FY2023

	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Mar 31	FY23 Budget	% Change	\$ Change
Funds on Hand 5/1*	\$1,348,747	\$1,727,562	\$1,537,906	\$1,895,491	\$1,895,491	\$1,550,419	\$1,550,419		
Current Revenue									
Tax-Based**	\$3,948,139	\$4,063,010	\$4,158,792	\$4,260,835	\$4,307,816	\$4,375,174	\$4,394,900	2%	\$87,084
TIF Payout***	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0
Other Revenue	\$87,701	\$82,936	\$72,729	\$90,210	\$59,000	\$115,994	\$58,000	-2%	(\$1,000)
Library Revenue	\$106,880	\$157,169	\$139,846	\$101,646	\$18,450	\$53,850	\$23,000	25%	\$4,550
Gifts	\$167,773	\$28,939	\$41,442	\$36,707	\$2,500	\$16,295	\$2,500	0%	\$0
Friends of LF Library Grant****	\$0	\$62,000	\$73,000	\$74,000	\$0	\$0	\$60,260		\$60,260
Total Revenues	\$4,310,493	\$4,394,054	\$4,485,809	\$4,563,398	\$4,387,766	\$4,561,314	\$4,538,660	3%	\$150,894
Total Funds Available	\$5,659,240	\$6,121,616	\$6,023,715	\$6,458,889	\$6,283,257	\$6,111,733	\$6,089,079		
Operating Expenditures									
Personnel Services	\$2,476,227	\$2,280,743	\$2,357,309	\$2,191,636	\$2,618,814	\$1,873,478	\$2,746,091	5%	\$127,277
Collections: Print, A/V, E-Resources	\$516,348	\$578,759	\$548,618	\$502,430	\$604,500	\$463,690	\$625,260	3%	\$20,760
Contractual Services	\$198,220	\$217,701	\$231,453	\$250,193	\$286,400	\$277,255	\$351,800	23%	\$65,400
Special Projects	\$43,357	\$83,388	\$60,107	\$293,532	\$200,000	\$150,308	\$82,000	-59%	(\$118,000)
Programming	\$5,300	\$85,264	\$85,277	\$102,705	\$75,000	\$57,503	\$137,000	83%	\$62,000
Other Expenditures	\$107,426	\$105,719	\$106,835	\$90,049	\$133,657	\$73,750	\$125,864	-6%	(\$7,793)
Building & Grounds	\$127,333	\$148,771	\$160,449	\$199,282	\$268,000	\$176,545	\$268,675	0%	\$675
Total Operating Expenditures	\$3,474,211	\$3,500,345	\$3,550,048	\$3,629,827	\$4,186,371	\$3,072,530	\$4,336,690	4%	\$150,319
Total Capital and Technology									
Capital Equipment	\$3,009	\$104,056	\$1,073	\$0	\$40,000	\$19,553	\$50,000	25%	\$10,000
Technology Upgrades	\$0	\$0	\$0	\$0	\$125,000	\$105,172	\$50,000	-60%	(\$75,000)
Capital Improvements	\$51,923	\$0	\$16,760	\$78,643	\$30,000	\$18,780	\$70,000	133%	\$40,000
Total Capital and Technology	\$54,932	\$104,056	\$17,833	\$78,643	\$195,000	\$143,505	\$170,000	-13%	(\$25,000)
Total Expenditures	\$3,529,143	\$3,604,401	\$3,567,881	\$3,708,470	\$4,381,371	\$3,216,035	\$4,506,690	3%	\$125,319
Difference in Revenues and Expenditures	\$781,350	\$789,653	\$917,928	\$854,928	\$6,395	\$1,345,279	\$31,970		
Reserve Funds*****	\$1,450,000	\$2,650,000	\$2,650,000	\$2,650,000	\$2,650,000	\$4,600,000	\$4,600,000		
Funds on Hand	\$1,348,747	\$1,727,562	\$1,537,906	\$1,895,491	\$1,895,491	\$1,550,419	\$1,550,419		
Total Funds	\$3,580,097	\$5,167,215	\$5,105,834	\$5,400,419	\$4,551,886	\$7,495,698	\$6,182,389	36%	\$1,630,503

*Unrestricted fund maintained at 35%; year end surplus transferred to capital improvement accounts.

**Tax Revenue based on 2021 levy of 1.4% CPI plus growth.

***City Attorney determined that the Library was not eligible for payments under the Laurel and Western TIF.

****Friends of LF Library funded the Library's FY2018 grant request with a grant of \$79,100 in May 2017 and a subsequent grant of \$10,500 in September 2017.

Friends of LF Library approved funds on a reimbursement basis for FY2023. Only those projects with a level of certainty are included. Projects in preliminary development are not included at this time.

*****Reserve Funds will be used to fund the repair and restoration of the dome and other significant improvement projects as directed by the Library Board.

**Lake Forest Library
Revenue and Income
FY2023**

	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Mar 31	FY23 Budget	% Change	\$ Change
Property Tax Revenue									
Property Tax*	\$3,948,139	\$4,063,010	\$4,158,792	\$4,260,835	\$4,395,731	\$4,375,174	\$4,484,592	2%	\$88,861
Reserve for Tax Loss					(\$87,915)		(\$89,692)		
Total Property Tax	\$3,948,139	\$4,063,010	\$4,158,792	\$4,260,835	\$4,307,816	\$4,375,174	\$4,394,900	2%	\$87,084
Laurel & Western TIF Payout**	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Other Revenue									
PP Tax Replacement	\$37,364	\$36,944	\$39,040	\$48,298	\$25,000	\$56,496	\$25,000	0%	\$0
Impact Fee	\$35,293	\$21,773	\$9,470	\$17,693	\$10,000	\$30,920	\$5,000	-50%	(\$5,000)
Per Capita Grant	\$15,044	\$24,219	\$24,219	\$24,219	\$24,000	\$28,578	\$28,000	17%	\$4,000
Total Other Revenue	\$87,701	\$82,936	\$72,729	\$90,210	\$59,000	\$115,994	\$58,000	-2%	(\$1,000)
Library Revenue									
Photocopy	\$8,204	\$8,731	\$6,476	\$2,024	\$1,200	\$5,562	\$5,000	317%	\$3,800
Book Rental/Book Bags	\$397	\$0	\$0	\$4	\$1,000	\$1,000	\$0	-100%	(\$1,000)
Library Cards	\$318	\$279	\$168	\$38	\$50	\$0	\$0	-100%	(\$50)
Library fines	\$28,192	\$15,772	\$8,959	\$1,715	\$200	\$2,432	\$500	150%	\$300
Interest earned	\$69,186	\$131,744	\$111,477	\$28,464	\$10,000	\$26,543	\$10,000	0%	\$0
Other revenues	\$583	\$643	\$12,766	\$18,777	\$6,000	\$18,313	\$7,500	25%	\$1,500
Covid Fema Reimbursement				\$50,624					
Total Library Revenue	\$106,880	\$157,169	\$139,846	\$101,646	\$18,450	\$53,850	\$23,000	25%	\$4,550
Friends of LFLibrary Grant***		\$62,000	\$73,000	\$74,000	\$0	\$0	\$60,260	6026000%	\$60,260
Other Gifts & Grant Income****	\$167,773	\$28,939	\$41,442	\$36,707	\$2,500	\$16,295	\$2,500	0%	\$0
TOTAL	\$4,310,493	\$4,394,054	\$4,485,809	\$4,563,398	\$4,387,766	\$4,561,314	\$4,538,660	3%	\$150,894

*Tax Revenue based on 2021 levy of 1.4% CPI plus growth.

**City Attorney determined that the Library was not eligible for payments under the Laurel and Western TIF.

***Friends of LF Library funded the Library's FY2018 grant request with a grant of \$79,100 in May 2017 and a subsequent grant of \$10,500 in September 2017

Friends of LF Library approved funds on a reimbursement basis for FY2023. Only those projects with a level of certainty are included. Projects in preliminary development are not included at this time.

****Most gifts are now to the Lake Forest Library Foundation for the endowment and capital improvements.

**Lake Forest Library
Operating and Capital Expenditures
FY2023**

Category	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Mar 31	FY23 Budget	% Change	\$ Change
Salaries/Wages	\$1,825,308	\$1,704,069	\$1,716,885	\$1,572,140	\$1,808,504	\$1,370,449	\$1,952,260	8%	\$143,756
Benefits	\$650,919	\$576,674	\$640,424	\$619,496	\$810,310	\$503,029	\$793,831	-2%	(\$16,479)
Print, Audiovisual, and Electronic Media*	\$516,348	\$578,759	\$548,618	\$502,430	\$604,500	\$463,690	\$625,260	3%	\$20,760
Contractual Services	\$198,220	\$217,701	\$231,453	\$250,193	\$286,400	\$277,255	\$351,800	23%	\$65,400
Special Projects**	\$43,357	\$83,388	\$60,107	\$293,532	\$200,000	\$150,308	\$82,000	-59%	(\$118,000)
Programming***	\$5,300	\$85,264	\$85,277	\$102,705	\$75,000	\$57,503	\$137,000	83%	\$62,000
Other Expenses	\$107,426	\$105,719	\$106,835	\$90,049	\$133,657	\$73,750	\$125,864	-6%	(\$7,793)
Building Maintenance	\$127,333	\$148,771	\$160,449	\$199,282	\$268,000	\$176,545	\$268,675	0%	\$675
Sub-Total	\$3,474,211	\$3,500,345	\$3,550,048	\$3,629,827	\$4,186,371	\$3,072,530	\$4,336,690	4%	\$150,319
Capital Expenditures****									
Capital Equipment	\$3,009	\$104,056	\$1,073	\$0	\$40,000	\$19,553	\$50,000	25%	\$10,000
Technology Upgrades					\$125,000	\$105,172	\$50,000	-60%	(\$75,000)
Capital Improvement	\$51,923	\$0	\$16,760	\$78,643	\$30,000	\$18,780	\$70,000	133%	\$40,000
Sub-Total	\$54,932	\$104,056	\$17,833	\$78,643	\$195,000	\$143,505.36	\$170,000	-13%	(\$25,000)
Total	\$3,529,143	\$3,604,401	\$3,567,881	\$3,708,470	\$4,381,371	\$3,216,035	\$4,506,690	3%	\$125,319

*Friends providing \$8,260 for digitization of the Lake Forester.

**FY2023 Special Projects - 125th anniversary, strategic planning/community engagement, Media Lab furniture

Friends of LF Library approved funds on a reimbursement basis of \$12,000 towards Media Lab furniture.

***Friends providing \$40,000 towards programming

****Planned repairs and upgrades that are above and beyond general building, grounds, and equipment maintenance.

**Lake Forest Library
Compensation Package
FY2023**

	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Mar 31	FY23 Budget	% Change	\$ Change
Current Employees									
Full Time Equivalent	30	31	31	32	28	31	30		
Salaries & Wages	\$1,807,844	\$1,689,085	\$1,709,540	\$1,572,140	\$1,808,504	\$1,370,449	\$1,952,260	8%	\$143,756
Longevity	\$17,464	\$14,984	\$7,345	\$0	\$0	\$0	\$0		\$0
Sub-Total	\$1,825,308	\$1,704,069	\$1,716,885	\$1,572,140	\$1,808,504	\$1,370,449	\$1,952,260	8%	\$143,756
Benefits									
IMRF	\$179,509	\$147,509	\$143,960	\$161,309	\$183,812	\$120,906	\$200,082	9%	\$16,270
Social Security	\$136,623	\$128,031	\$128,006	\$116,914	\$138,351	\$102,201	\$149,026	8%	\$10,675
Worker's Compensation*	\$2,810	\$976	\$5,159	\$4,775	\$8,000	\$5,737	\$7,500	-6%	(\$500)
Insurance, Life	\$2,050	\$1,955	\$2,163	\$2,059	\$2,840	\$1,644	\$2,963	4%	\$123
Insurance, Medical	\$314,975	\$283,878	\$345,220	\$319,107	\$441,330	\$259,087	\$412,410	-7%	(\$28,920)
Insurance, Dental	\$11,074	\$10,786	\$12,599	\$11,808	\$14,577	\$10,139	\$15,251	5%	\$674
Insurance, Unemployment				\$864	\$2,000	\$0	\$2,000	0%	\$0
Flexi-Benefits	\$3,878	\$3,539	\$3,317	\$2,660	\$4,400	\$3,315	\$4,600	5%	\$200
Emp Assistance Program**					\$5,000	\$0	\$0	-100%	(\$5,000)
Education Assistance**					\$10,000	\$0	\$0	-100%	(\$10,000)
Sub-Total	\$650,919	\$576,674	\$640,424	\$619,496	\$810,310	\$503,029	\$793,831	-2%	(\$16,479)
GRAND TOTAL	\$2,476,227	\$2,280,743	\$2,357,309	\$2,191,636	\$2,618,814	\$1,873,478	\$2,746,091	5%	\$127,277

Includes annual sick leave buyout; and retirement with IMRF sick leave and vacationleave.

*Premium plus allowance for year end audit results.

**Program under consideration but not funded.

**Lake Forest Library
Library Materials
FY2023**

Item	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Mar 31	FY23 Budget	% Change	\$ Change
Print	\$227,945	\$267,173	\$208,672	\$170,398	\$209,500	\$186,429	\$233,900	11.6%	\$24,400
Nonprint*	\$147,361	\$219,307	\$266,885	\$261,816	\$305,000	\$217,219	\$295,060	-3.3%	(\$9,940)
Audiovisual	\$141,042	\$92,279	\$73,061	\$70,216	\$90,000	\$60,042	\$96,300	7.0%	\$6,300
Total	\$516,348	\$578,759	\$548,618	\$502,430	\$604,500	\$463,690	\$625,260	3.4%	\$20,760

*Friends of LF Library approved funds on a reimbursement basis of \$8,260 for digitization of the Lake Forester.
 ISL recommended materials budget is 8-12% of operating budget; currently proposed is 14%.
 Additional materials purchased with grant funds may not be reflected herein.
 Cancellation of print reference resources.

**Lake Forest Library
Building Maintenance
FY2023**

Item	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Mar 31	FY23 Budget	% Change	\$ Change
Janitorial Supplies	\$13,465	\$18,715	\$20,349	\$38,508	\$32,000	\$13,916	\$32,800	3%	\$800
Custodial Services*			\$31,809	\$34,408	\$58,000	\$31,755	\$45,000	-22%	(\$13,000)
Contractual Services	\$11,552	\$12,271	\$11,516	\$12,332	\$22,000	\$6,856	\$22,550	3%	\$550
Insurance (liability)**	\$27,996	\$28,974	\$33,783	\$36,776	\$41,000	\$31,617	\$45,000	10%	\$4,000
Building Maintenance	\$24,922	\$26,881	\$41,822	\$1,424	\$40,000	\$33,341	\$40,000	0%	\$0
Equipment Maintenance***	\$7,334	\$23,808	(\$5,023)	\$51,408	\$40,000	\$25,717	\$40,000	0%	\$0
Grounds Maintenance	\$34,910	\$31,081	\$19,475	\$16,664	\$26,000	\$25,798	\$34,100	31%	\$8,100
Water	\$7,154	\$7,041	\$6,718	\$7,762	\$9,000	\$7,543	\$9,225	3%	\$225
Total	\$127,333	\$148,771	\$160,449	\$199,282	\$268,000	\$176,545	\$268,675	0%	\$675

*Custodial Services includes projected impact of day porter for COVID-19 cleaning, no longer in use.

**FY2020 insurance covered Com Ed transformer fire expenses delayed past 4/31 due to COVID; expenses paid in FY2021.

***FY2022 HVAC repairs completed in January 2022 not yet invoiced; estimated \$13,000.

**Lake Forest Library
Other Operating Expenditures
FY2023**

Item	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Mar 31	FY23 Budget	% Change	\$ Change
Contractual Services	\$198,220	\$217,701	\$231,453	\$250,193	\$286,400	\$277,255	\$351,800	22.8%	\$65,400
Special Projects*	\$43,357	\$83,388	\$60,107	\$293,532	\$200,000	\$150,308	\$82,000	-59.0%	(\$118,000)
Programming*									
Total Department Programming	-\$16,461	\$52,976	\$58,275	\$52,968	\$34,000	\$35,725	\$60,000	76.5%	\$26,000
Programming - Comm	\$15,075	\$18,570	\$20,103	\$42,018	\$26,000	\$20,060	\$27,000	3.8%	\$1,000
Programming - Support	\$6,686	\$13,718	\$6,899	\$7,719	\$15,000	\$1,719	\$15,000	0.0%	\$0
Programming - Signature Programs**							\$35,000		\$35,000
Total	\$5,300	\$85,264	\$85,277	\$102,705	\$75,000	\$57,503	\$137,000	82.7%	\$62,000
Other Expenses									
Administrative Services	\$23,340	\$24,996	\$24,526	\$25,139	\$25,757	\$21,473	\$26,401	2.5%	\$644
Art Work (purchased)	\$49	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0
Audit	\$6,590	\$6,785	\$6,995	\$7,205	\$7,500	\$7,205	\$7,725	3.0%	\$225
Auto Allowance***	\$1,472	\$1,383	\$632	\$440	\$0	\$0	\$0	0.0%	\$0
Binding	\$1,241	\$1,027	\$167	\$0	\$0	\$0	\$0	0.0%	\$0
Insurance, D & O Liability	\$3,372	\$3,372	\$6,540	\$4,890	\$6,500	\$7,278	\$7,500	15.4%	\$1,000
Legal	\$0	\$11,760	\$1,168	\$1,350	\$20,000	\$1,463	\$10,000	-50.0%	(\$10,000)
Maintenance of Equipment	\$2,445	\$2,018	\$6,735	\$0	\$0	\$0	\$0	0.0%	\$0
Meetings Expense	\$1,219	\$592	\$1,130	\$121	\$0	\$0	\$2,500	0.0%	\$2,500
Membership Dues	\$10,607	\$7,506	\$7,449	\$7,367	\$13,000	\$7,369	\$9,000	-30.8%	(\$4,000)
Office Supplies	\$30,202	\$17,889	\$24,376	\$28,240	\$20,000	\$4,357	\$27,675	38.4%	\$7,675
Online Banking Fee (fine)	\$0	\$585	\$495	\$669	\$1,000	\$1,313	\$1,200	20.0%	\$200
Personnel Recruitment (background checks)	\$365	\$507	\$617	\$170	\$500	\$507	\$500	0.0%	\$0
Postage	\$5,319	\$4,374	\$5,219	\$2,899	\$7,400	\$4,114	\$6,150	-16.9%	(\$1,250)
Professional Development****	\$8,873	\$11,106	\$12,162	\$6,061	\$20,000	\$11,872	\$15,000	-25.0%	(\$5,000)
Telephone	\$5,776	\$6,602	\$5,177	\$5,498	\$8,500	\$6,215	\$8,713	2.5%	\$213
Vending/events	\$6,556	\$5,217	\$3,447	\$0	\$3,500	\$586	\$3,500	0.0%	\$0
Total	\$107,426	\$105,719	\$106,835	\$90,049	\$133,657	\$73,750	\$125,864	-5.8%	(\$7,793)
Total Other Expend	\$354,303	\$492,072	\$483,672	\$736,479	\$695,057	\$558,817	\$696,664	0.2%	\$1,607

*Friends of LF Library approved funds on a reimbursement basis of \$40,000 for programming and \$12,000 for Media Lab furniture.

**Prior to FY2023 these costs were part of the general programming line.

***amended FY2021

***PLA Conference (biannual) and Online Module Training