

Lake Forest Library

Annual Budget Fiscal Year 2024

May 1, 2023 – April 30, 2024



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 is celebrating its 125th Anniversary in 2023!

Below, the Library presents its budget for FY2024 (May 1, 2023– April 30, 2024) with an annual operating and capital budget totaling \$5,765,955.

The FY2024 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 FY2024 budget is a balanced budget with expenses fully funded from current revenues. In addition, the Library maintains a reserve fund of \$2,471,607 (43%) against operating expenses.

In preparing the FY2024 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 8, 2022, 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 FY2024 budget reflects an increase in revenues based on a 5.0% CPI-based levy increase and an estimated growth value of \$17,223. Together, these provide a revenue increase of \$241,126 over FY2023. In line with our continued commitment to transparency, known grant awards are reflected as revenue in the Library’s budget. Overall, FY2024 revenue is expected to increase by 6% over FY2023.

Operating expenses are expected to increase in FY 2024 by 28% with funds allocated to support work on the Dome Restoration and several other critically necessary capital improvement projects. The budget maintains a robust materials account, including an increase in electronic materials to meet patron demand, a healthy programming account, and a well-funded building maintenance and improvements account. The library provides salaries and benefits for 30 full-time equivalent staff members. The FY2024 budget provides salary adjustments to remain competitive with peer libraries and to meet new Illinois minimum wage requirements. Expenses are continuously evaluated for effectiveness by the Library Trustees and Senior staff.

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 digital media lab in 2014. RFID, self-checkout, technology equipment including Wi-Fi hotspots, and new media lab equipment were recently implemented.

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. Other building system upgrades and repairs are also required. 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. Replacement of the leaded-copper dome and restoration of the dome's masonry substructure is currently underway and expected to be completed by fall of 2023.

The FY2024 budget provides for legal, architectural, and consultant expenses associated with the dome repair and restoration project in addition to normal operating expenses. The FY2024 budget includes \$960,000 for capital equipment and improvements and \$130,000 technology upgrades. A

total reserve balance of \$6,121,607, of which \$3,650,000 is restricted (\$3,050,000 capital improvements; \$300,000 capital equipment; and \$300,000 technology improvements), is also reflected in the FY2024 budget. Funding for extraordinary capital equipment and building improvements will need to come from fundraising by The Lake Forest Library Foundation or revenue from other sources.

Conclusion

The Library continues to develop partnerships and collaborations with other community organizations and governmental departments to enhance the Library's visibility and community reach. The Library will continue to investigate collaborative programming and funding opportunities that support and advance the Library's mission. 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 FY2024

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Mar 31	FY24 Budget	% Change	\$ Change
Funds on Hand 5/1*	\$1,727,562	\$1,537,906	\$1,895,491	\$1,895,491	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607	0%	\$0
Current Revenue										
Tax-Based**	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,394,900	\$4,394,900	\$4,464,369	\$4,631,204	5%	\$236,304
TIF Payout***	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Other Revenue	\$82,936	\$72,729	\$90,210	\$161,737	\$58,000	\$58,000	\$144,628	\$78,000	34%	\$20,000
Library Revenue	\$157,169	\$139,846	\$101,646	\$65,582	\$23,000	\$23,000	\$283,618	\$40,500	76%	\$17,500
Transfer from Capital Reserve (Dome)								\$950,000		\$950,000
Gifts	\$28,939	\$41,442	\$36,707	\$16,320	\$2,500	\$2,500	\$30,900	\$1,000	-60%	(\$1,500)
Friends of LF Library Grant****	\$62,000	\$73,000	\$74,000	\$0	\$60,260	\$60,260	\$25,449	\$81,250	35%	\$20,990
Total Revenues	\$4,394,054	\$4,485,809	\$4,563,398	\$4,618,813	\$4,538,660	\$4,538,660	\$4,948,964	\$5,781,954	27%	\$1,243,294
Total Funds Available	\$6,121,616	\$6,023,715	\$6,458,889	\$6,514,304	\$6,089,079	\$7,010,267	\$7,420,571	\$8,253,561	18%	\$1,243,294
Operating Expenditures										
Personnel Services	\$2,280,743	\$2,357,309	\$2,191,636	\$2,193,050	\$2,746,091	\$2,746,091	\$2,032,010	\$3,071,555	12%	\$325,464
Collections: Print, A/V, E-Resources	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$449,137	\$657,000	5%	\$31,740
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$273,913	\$329,000	4%	\$12,200
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$4,940	\$35,000	-57%	(\$47,000)
Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$90,667	\$139,000	1%	\$2,000
Other Expenditures	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$108,708	\$139,900	11%	\$14,036
Building & Grounds	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$277,159	\$304,500	-10%	(\$34,175)
Total Operating Expenditures	\$3,500,345	\$3,550,048	\$3,629,827	\$3,523,888	\$4,336,690	\$4,371,690	\$3,236,533	\$4,675,955	7%	\$304,265
Total Capital and Technology										
Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$50,000	\$187,000	\$2,179	\$125,000	-33%	(\$62,000)
Technology Upgrades	\$0	\$0	\$0	\$126,029	\$50,000	\$135,000	\$136,654	\$130,000	-4%	(\$5,000)
Capital Improvements & Dome Project	\$0	\$16,760	\$78,643	\$28,155	\$70,000	\$238,000	\$291,004	\$835,000	251%	\$597,000
Total Capital and Technology	\$104,056	\$17,833	\$78,643	\$173,737	\$170,000	\$560,000	\$429,837	\$1,090,000	95%	\$530,000
Total Expenditures	\$3,604,401	\$3,567,881	\$3,708,470	\$3,697,625	\$4,506,690	\$4,931,690	\$3,666,370	\$5,765,955	17%	\$834,265
Difference in Revenues and Expenditures	\$789,653	\$917,928	\$854,928	\$921,188	\$31,970	(\$393,030)	\$1,282,594	\$15,999	-104%	\$409,029
Reserve Funds*****	\$2,650,000	\$2,650,000	\$2,650,000	\$2,650,000	\$4,600,000	\$4,600,000	\$4,600,000	\$3,650,000	-21%	(\$950,000)
Funds on Hand	\$1,727,562	\$1,537,906	\$1,895,491	\$1,895,491	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607	0%	\$0
Total Funds	\$5,167,215	\$5,105,834	\$5,400,419	\$5,466,679	\$6,182,389	\$6,678,577	\$8,354,201	\$6,137,606	-8%	(\$540,971)

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

**Tax Revenue based on 2022 levy of 5% maximum plus growth.

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

****Friends of LF Library approved funds on a reimbursement basis for FY2024.

*****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
FY2024**

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Mar 31	FY24 Budget	% Change	\$ Change
Property Tax Revenue										
Property Tax*	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,484,592	\$4,484,592	\$4,464,369	\$4,725,718	5%	\$241,126
Reserve for Tax Loss					(\$89,692)	(\$89,692)		(\$94,514)		
Total Property Tax	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,394,900	\$4,394,900	\$4,464,369	\$4,631,204	5%	\$236,304
Laurel & Western TIF Payout**	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Transfer From Reserves								\$950,000		\$950,000
Other Revenue										
PP Tax Replacement	\$36,944	\$39,040	\$48,298	\$101,341	\$25,000	\$25,000	\$103,485	\$40,000	60%	\$15,000
Impact Fee	\$21,773	\$9,470	\$17,693	\$31,818	\$5,000	\$5,000	\$12,577	\$10,000	100%	\$5,000
Per Capita Grant	\$24,219	\$24,219	\$24,219	\$28,578	\$28,000	\$28,000	\$28,566	\$28,000	0%	\$0
Total Other Revenue	\$82,936	\$72,729	\$90,210	\$161,737	\$58,000	\$58,000	\$144,628	\$78,000	34%	\$20,000
Library Revenue										
Photocopy	\$8,731	\$6,476	\$2,024	\$5,869	\$5,000	\$5,000	\$5,889	\$5,000	0%	\$0
Book Rental/Book Bags	\$0	\$0	\$4	\$1,000	\$0	\$0	\$0	\$0		
Library Cards	\$279	\$168	\$38	\$0	\$0	\$0	\$0	\$0		
Library fines	\$15,772	\$8,959	\$1,715	\$2,895	\$500	\$500	\$3,308	\$500	0%	\$0
Interest earned	\$131,744	\$111,477	\$28,464	\$37,505	\$10,000	\$10,000	\$250,024	\$35,000	250%	\$25,000
Other revenues	\$643	\$12,766	\$18,777	\$18,313	\$7,500	\$7,500	\$14,056	\$0	-100%	(\$7,500)
Covid Fema Reimbursement			\$50,624		\$0	\$0	\$10,341	\$0		
Total Library Revenue	\$157,169	\$139,846	\$101,646	\$65,582	\$23,000	\$23,000	\$283,618	\$40,500	76%	\$17,500
Friends of LFLibrary Grant***	\$62,000	\$73,000	\$74,000	\$0	\$60,260	\$60,260	\$25,449	\$81,250	35%	\$20,990
Other Gifts & Grant Income****	\$28,939	\$41,442	\$36,707	\$16,320	\$2,500	\$2,500	\$30,900	\$1,000	-60%	(\$1,500)
TOTAL	\$4,394,054	\$4,485,809	\$4,563,398	\$4,618,813	\$4,538,660	\$4,538,660	\$4,948,964	\$5,781,954	27%	\$1,243,294

*Tax Revenue based on 2022 levy of 5% maximum plus growth.

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

***Friends of LF Library approved funds on a reimbursement basis for FY2024.

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

Lake Forest Library Operating and Capital Expenditures FY2024

Category	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Mar 31	FY24 Budget	% Change	\$ Change
Salaries/Wages	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,543,823	\$2,190,658	12%	\$238,398
Benefits	\$576,674	\$640,424	\$619,496	\$564,180	\$793,831	\$793,831	\$488,187	\$880,897	11%	\$87,066
Print, Audiovisual, and Electronic Media	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$449,137	\$657,000	5%	\$31,740
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$273,913	\$329,000	4%	\$12,200
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$4,940	\$35,000	-57%	(\$47,000)
Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$90,667	\$139,000	1%	\$2,000
Other Expenses	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$108,708	\$139,900	11%	\$14,036
Building Maintenance	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$277,159	\$304,500	-10%	(\$34,175)
Sub-Total	\$3,500,345	\$3,550,048	\$3,629,827	\$3,523,888	\$4,336,690	\$4,371,690	\$3,236,533	\$4,675,955	8%	\$339,265
Capital Expenditures										
Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$50,000	\$187,000	\$2,179	\$125,000	150%	\$75,000
Technology Upgrades				\$126,029	\$50,000	\$135,000	\$136,654	\$130,000	160%	\$80,000
Capital Improvement & Dome Project	\$0	\$16,760	\$78,643	\$28,155	\$70,000	\$238,000	\$291,004	\$835,000	1093%	\$765,000
Sub-Total	\$104,056	\$17,833	\$78,643	\$173,737	\$170,000	\$560,000	\$429,837	\$1,090,000	541%	\$920,000
Total	\$3,604,401	\$3,567,881	\$3,708,470	\$3,697,625	\$4,506,690	\$4,931,690	\$3,666,370	\$5,765,955	28%	\$1,259,265

**Lake Forest Library
Compensation Package
FY2024**

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Mar 31	FY24 Budget	% Change	\$ Change
Current Employees										
Full Time Equivalent	31	31	32	28	30	30	30	30		
Salaries & Wages	\$1,689,085	\$1,709,540	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,543,823	\$2,190,658	12%	\$238,398
Longevity	\$14,984	\$7,345	\$0	\$0			\$0	\$0		\$0
Sub-Total	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,543,823	\$2,190,658	12%	\$238,398
Benefits										
IMRF	\$147,509	\$143,960	\$161,309	\$139,094	\$200,081	\$200,081	\$94,905	\$218,522	9%	\$18,441
Social Security	\$128,031	\$128,006	\$116,914	\$121,691	\$149,026	\$149,026	\$115,573	\$190,893	28%	\$41,867
Worker's Compensation*	\$976	\$5,159	\$4,775	\$5,737	\$7,500	\$7,500	\$1,905	\$7,875	5%	\$375
Insurance, Life	\$1,955	\$2,163	\$2,059	\$1,790	\$2,963	\$2,963	\$1,756	\$3,086	4%	\$123
Insurance, Medical	\$283,878	\$345,220	\$319,107	\$281,427	\$412,410	\$412,410	\$261,795	\$438,238	6%	\$25,828
Insurance, Dental	\$10,786	\$12,599	\$11,808	\$11,056	\$15,251	\$15,251	\$10,632	\$15,483	2%	\$232
Insurance, Unemployment			\$864	\$0	\$2,000	\$2,000		\$2,000	0%	\$0
Flexi-Benefits	\$3,539	\$3,317	\$2,660	\$3,385	\$4,600	\$4,600	\$1,620	\$4,800	4%	\$200
Sub-Total	\$576,674	\$640,424	\$619,496	\$564,180	\$793,831	\$793,831	\$488,187	\$880,897	11%	\$87,066
GRAND TOTAL	\$2,280,743	\$2,357,309	\$2,191,636	\$2,193,050	\$2,746,091	\$2,746,091	\$2,032,010	\$3,071,555	12%	\$325,464

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
FY2024**

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Mar 31	FY24 Budget	% Change	\$ Change
Print	\$267,173	\$208,672	\$170,398	\$214,172	\$233,900	\$233,900	\$159,161	\$243,500	4.1%	\$9,600
Nonprint	\$219,307	\$266,885	\$261,816	\$229,484	\$295,060	\$295,060	\$228,069	\$325,000	10.1%	\$29,940
Audiovisual	\$92,279	\$73,061	\$70,216	\$64,779	\$96,300	\$96,300	\$61,907	\$88,500	-8.1%	(\$7,800)
Total	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$449,137	\$657,000	5.1%	\$31,740

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
Other Operating Expenditures
FY2024**

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Mar 31	FY24 Budget	% Change	\$ Change
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$273,913	\$329,000	3.85%	\$12,200
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$4,940	\$35,000	-57.32%	(\$47,000)
Programming										
Total Department Programming	\$52,976	\$58,275	\$52,968	\$41,728	\$60,000	\$60,000	\$64,259	\$84,000	40.00%	\$24,000
Programming - Comm	\$18,570	\$20,103	\$42,018	\$21,874	\$27,000	\$27,000	\$26,408	\$40,000	48.15%	\$13,000
Programming - Support	\$13,718	\$6,899	\$7,719	\$0	\$15,000	\$15,000	\$0	\$15,000	0.00%	\$0
Programming - Signature Programs**					\$35,000	\$35,000	\$0	\$0	-100.00%	(\$35,000)
Total	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$90,667	\$139,000	1.46%	\$2,000
Other Expenses										
Administrative Services	\$24,996	\$24,526	\$25,139	\$25,767	\$26,401	\$26,401	\$24,211	\$29,500	11.74%	\$3,099
Art Work (purchased)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Audit	\$6,785	\$6,995	\$7,205	\$7,205	\$7,725	\$7,725	\$7,400	\$9,000	16.50%	\$1,275
Auto Allowance***	\$1,383	\$632	\$440	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Binding	\$1,027	\$167	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Insurance, D & O Liability	\$3,372	\$6,540	\$4,890	\$7,278	\$8,000	\$8,000	\$6,194	\$8,800	10.00%	\$800
Legal	\$11,760	\$1,168	\$1,350	\$3,825	\$10,000	\$10,000	\$3,488	\$20,000	100.00%	\$10,000
Maintenance of Equipment	\$2,018	\$6,735	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Meetings Expense	\$592	\$1,130	\$121	\$0	\$2,500	\$2,500	\$644	\$2,500	0.00%	\$0
Membership Dues	\$7,506	\$7,449	\$7,367	\$8,306	\$9,000	\$9,000	\$8,391	\$11,000	22.22%	\$2,000
Office Supplies	\$17,889	\$24,376	\$28,240	\$4,551	\$26,875	\$26,875	\$6,343	\$15,000	-44.19%	(\$11,875)
Online Banking Fee (fine)	\$585	\$495	\$669	\$1,590	\$1,500	\$1,500	\$1,537	\$1,650	10.00%	\$150
Personnel Recruitment (background checks)	\$507	\$617	\$170	\$563	\$500	\$500	\$24,924	\$700	40.00%	\$200
Postage	\$4,374	\$5,219	\$2,899	\$4,348	\$6,150	\$6,150	\$4,901	\$6,500	5.69%	\$350
Professional Development****	\$11,106	\$12,162	\$6,061	\$16,282	\$15,000	\$15,000	\$15,596	\$23,000	53.33%	\$8,000
Telephone	\$6,602	\$5,177	\$5,498	\$6,429	\$8,713	\$8,713	\$3,025	\$8,750	0.42%	\$37
Vending/events	\$5,217	\$3,447	\$0	\$1,080	\$3,500	\$3,500	\$2,055	\$3,500	0.00%	\$0
Total	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$108,708	\$139,900	11.15%	\$14,036
Total Other Expend	\$492,072	\$483,672	\$736,479	\$579,698	\$696,664	\$661,664	\$478,227	\$642,900	-2.84%	(\$18,764)

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

***amended FY2021

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

**Lake Forest Library
Building Maintenance
FY2024**

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Mar 31	FY24 Budget	% Change	\$ Change
Janitorial Supplies	\$18,715	\$20,349	\$38,508	\$16,839	\$32,800	\$32,800	\$10,734	\$25,000	-24%	(\$7,800)
Custodial Services		\$31,809	\$34,408	\$40,752	\$45,000	\$45,000	\$35,160	\$45,000	0%	\$0
Contractual Services	\$12,271	\$11,516	\$12,332	\$7,200	\$22,550	\$22,550	\$7,758	\$25,000	11%	\$2,450
Insurance (liability)	\$28,974	\$33,783	\$36,776	\$31,617	\$45,000	\$45,000	\$34,934	\$49,500	10%	\$4,500
Building Maintenance	\$26,881	\$41,822	\$1,424	\$80,602	\$40,000	\$40,000	\$42,663	\$60,000	50%	\$20,000
Equipment Maintenance	\$23,808	(\$5,023)	\$51,408	\$28,915	\$40,000	\$110,000	\$110,442	\$50,000	-55%	(\$60,000)
Grounds Maintenance	\$31,081	\$19,475	\$16,664	\$28,924	\$34,100	\$34,100	\$29,147	\$40,000	17%	\$5,900
Water	\$7,041	\$6,718	\$7,762	\$7,856	\$9,225	\$9,225	\$6,320	\$10,000	8%	\$775
Total	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$277,159	\$304,500	-10%	(\$34,175)