

ROLLING MEADOWS LIBRARY

FY2023 Revised Budget / FY2024 Proposed Budget and Levy

SUMMARY

The Library's FY2024 Budget is focused on capital improvements, addressing staffing costs to promote retention and recruitment, and enhancing our library program offerings to provide the community with extraordinary library experiences. The Library asks that the Council approve its FY2023 Revised Budget, FY2024 Proposed Budget, and FY2024 Levy in the amount of \$4,295,780.

FY2023 BUDGET REVISIONS

The FY2023 will transfer an additional \$321,150 into the Capital Fund than originally planned (original allocation for transfer was \$100,000). This funding is available to transfer as follows:

1. New positions budgeted for the full year will not be filled until late 2023 or early 2024.
2. The Library planned a salary benchmarking for 2023 which happened later than anticipated due to consultancy unavailability. This delayed anticipated expenses in correcting staff salaries.
3. Vacancies lasted longer than anticipated due to challenges in recruitment.
4. The engineering evaluation which was expected to point to 2023 improvements was delayed due to vendor availability and the scope of the project. In the FY2023 Budget, the Library budgeted for and expected to implement some of the recommendations before year-end. Those are now slated for next year.
5. Lastly, every effort has been made to cut costs where possible.

Thus, FY2023 expenditure allocations have been revised (see last page), thereby enabling a total transfer of \$421,150 into the Capital Fund this year.

FUNDING SOURCES

In addition to the proposed 5% levy increase, as well as other customary and consistent sources of income, the Library will have to call upon additional sources in FY2024 to allocate for improvements to the building and grounds. Those dollars will come from two sources: 1) Capital Fund, and 2) Fund Balance in General Fund. These are noted in the Revenue portion of the FY2024 Budget.

CAPITAL IMPROVEMENT PLANNING

The Library engaged a firm to provide an engineering and architectural evaluation of the entire facilities and grounds. The resulting report and estimated costs point to around \$2.5 million worth of recommended improvements over the next five to six years. Some

recommended improvements are projected to be included only as part of a major renovation, and so will not be included in a five-year plan.

The report will guide the work of our Planning Committee, who, in the near term, is faced with identifying the highest priority items to be addressed in FY2024, up to an aggregate cost of \$450,000, which is the allocation to the Library's Improvements To Building & Grounds fund in the FY2024 Budget. This funding is made possible in part by a transfer from the Capital Fund.

MATERIALS & PROGRAMS

Public libraries are recognizing the value of providing ever more creative programming to engage communities. Oftentimes, patrons' participation in library programs will prompt them to check out library materials as part of their visit. These "two for one" opportunities forge an even stronger relationship with the Library. Creative new programming creates new relationships.

Libraries have also seen a slight decline in the use of physical materials, though use of electronic materials remains strong. We should be careful to forecast trends with this information. Economic challenges of various kinds (inflation, recession, etc.) can cause sudden spikes in the community's use of the library. Still, given current experience, we should recognize that "swinging for the fences" in our programming will require more dollars, and those dollars should come from physical materials funds.

In its FY2024 Budget, the Library has allocated a larger percentage of the overall budget to Programming expenses than in the past. These extra funds (a relatively small amount) have been transferred from the physical Materials funds. The result is that the Programming funds will increase by 12%, while the Materials funds will rise only 4.6%.

COMPENSATION

The Library engaged a Human Resources firm to provide a benchmarking of staff salaries. The report shows the need for the Library to raise the pay rates of several staff in the lower pay grades. This need was obvious, due to recruitment and retention challenges, even before the study was completed, but having a third party with expertise on the matter perform the work will lend credibility to the initiative and gives the Executive Director unbiased information on which to base compensation decisions. The lessons learned from the project will help us avoid past misconceptions in compensation management, and allow us to codify how the pay scale is revised year-to-year.

(see FY2023 Revised and FY2024 Proposed Budget, next page)

Rolling Meadows Library FY2023 Revised & FY2024 Proposed Budgets

GENERAL FUND	FY2023 ORIGINAL	FY2023 REVISED	FY2024 PROPOSED
REVENUES			
PROPERTY TAXES	\$ 4,091,220.00	\$ 4,091,220.00	\$ 4,295,780.00
PERSONAL PROPERTY REPLACEMENT TAX	\$ 181,570.00	\$ 181,570.00	\$ 127,100.00
GRANTS - STATE OF ILLINOIS	\$ 35,690.00	\$ 35,690.00	\$ 36,000.00
INTEREST INCOME	\$ 650.00	\$ 650.00	\$ 15,000.00
FINES & FEES	\$ 6,500.00	\$ 6,500.00	\$ 9,700.00
VENDING MACHINES	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00
DONATION INCOME	\$ 17,000.00	\$ 17,000.00	\$ 19,000.00
OTHER SOURCES - FUND BALANCE	\$ -	\$ -	\$ 175,000.00
OTHER SOURCES - CAPITAL IMPROVEMENT FUND	\$ -	\$ -	\$ 200,000.00
	\$ 4,334,630.00	\$ 4,334,630.00	\$ 4,880,580.00
EXPENDITURES			
SALARIES	\$ 2,225,000.00	\$ 2,024,750.00	\$ 2,336,250.00
BENEFITS	\$ 502,900.00	\$ 457,630.00	\$ 545,780.00
IMRF	\$ 188,300.00	\$ 171,350.00	\$ 225,920.00
LIBRARY MATERIALS & PROGRAMS	\$ 544,390.00	\$ 544,390.00	\$ 573,300.00
PROFESSIONAL DEVELOPMENT & CONSULTING	\$ 33,700.00	\$ 33,700.00	\$ 37,410.00
CONTRACTUAL SERVICES	\$ 538,180.00	\$ 538,180.00	\$ 569,140.00
SUPPLIES	\$ 54,680.00	\$ 41,000.00	\$ 54,680.00
EQUIPMENT	\$ 49,220.00	\$ 34,220.00	\$ 55,000.00
IMPROVEMENTS TO BUILDINGS & GROUNDS	\$ 65,000.00	\$ 35,000.00	\$ 450,000.00
MAINTENANCE AND REPAIR NON-CONTRACT	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
OTHER OPERATIONAL EXPENSES	\$ 8,260.00	\$ 8,260.00	\$ 8,100.00
TRANSFERS TO OTHER FUNDS	\$ 100,000.00	\$ 421,150.00	\$ -
	\$ 4,334,630.00	\$ 4,334,630.00	\$ 4,880,580.00