
VOCAB

BUDGET LINES & GROUPINGS

BUDGET TRACKING

REQUEST PROCESS & PLANNING

Brooke Sievers (she/her)

Assistant Director | 630.458.3309

sievers@addisonlibrary.org

TAX LEVY

Total amount a governing body is collecting in taxes.

Ex: The Board passed the tax levy of \$2 million.

TAX RATE

Percentage a property owner will pay based on their property value.

Ex: Property owners pay a .15% tax rate to the library.

FISCAL YEAR

12-month accounting time period

Ex: Our fiscal year is *May – April*. We refer to the current year as FY23.

APPROPRIATION

Money that is set aside for spending purposes within a specific timeframe; maximum amount that can be spent without amending the budget (need to work with Village if budget ammended).

Ex: The Board voted the maintenance budget line appropriation to be \$100,000.

APPROPRIATION RESOLUTION

Gives the Library the authority to spend money. It does not generate income and does not obligate the library to spend. It sets the ceiling of expenditures in each general category.

In many units of government, including APL, the Appropriation Resolution is intentionally inflated to allow for flexibility in spending. This is a document required by law. Once approved by the Library Board, the Appropriation Resolution is delivered to the Village for inclusion in the Village Appropriation Ordinance.

REVENUE

income the library collects

Ex: 98.7% of APL's revenue comes from taxes.

Working Budget - Revenue

		Projected Revenue FY2023	YTD Revenue FY2022 (10 months)	Actual Revenue FY 2021 (12 months)
General Fund				
Taxes				
10-41-3201	Property Current - General	\$ 5,266,765.87	\$ 5,226,788.44	\$ 5,173,883.26
10-41-3202	Property Current - FICA	\$ 220,868.77	\$ 201,549.16	\$ 126,130.76
10-41-3203	Property Current - IMRF	\$ 61,352.44	\$ 23,178.15	\$ 100,904.59
10-41-3205	Property Current - Liability Insurance	\$ 55,898.89	\$ 55,426.02	\$ 40,361.84
10-41-3206	Property Current - Audit	\$ 9,543.71	\$ 8,565.83	\$ 10,090.45
10-41-3207	Property Current - Unemployment	\$ 2,726.77	\$ 2,519.37	\$ 2,522.60
10-41-3208	Property Current - Workers Compensation	\$ 2,726.77	\$ 2,519.37	\$ 5,045.25
10-41-3101	Property Prior - General	\$ -	\$ -	\$ -
10-41-3301	Replacement	\$ 50,000.00	\$ 111,482.27	\$ 40,443.78
New # Needs	Aggregate Refunds (per P.A. 102-0519)	\$ 14,997.26		
Fees and Fines				
10-42-3010	Fines	\$ 6,500.00	\$ 6,753.92	\$ 9,426.10
10-42-3012	Nonresident Fees	\$ 2,000.00	\$ 2,060.40	\$ 3,236.96
10-42-3016	Scanner Fees	\$ 10,000.00	\$ 8,617.00	\$ 11,361.36
10-42-3023	Activity Fees	\$ 800.00	\$ 490.05	\$ 923.90
10-42-3099	Printing and Other Fees	\$ 8,500.00	\$ 6,211.77	\$ 10,665.53
Intergovernmental				
10-43-3004	Per Capita Grant	\$ 45,000.00	\$ 54,489.45	\$ 46,177.50
10-43-3007	E-Rate	\$ -	\$ -	\$ 11,594.00
10-43-3009	Other Grants	\$ -	\$ 6,033.84	\$ 0.00
Interest				
10-46-3026	Interest on Taxes	\$ -	\$ -	\$ 1,912.75
10-46-3027	Interest on ILL Funds Comingled	\$ -	\$ -	\$ 78.96
10-46-3028	Other Interest Income	\$ 500.00	\$ 567.29	\$ 4,496.12
10-46-3029	Interest on TD Ameritrade (Ehlers)	\$ -	\$ (356,354.87)	\$ 444,434.26
Miscellaneous				
10-47-3014	Donations	\$ 500.00	\$ 98.45	\$ 448.63
10-47-3024	Other Miscellaneous Income	\$ -	\$ 15,343.46	\$ 1,218.34
10-47-3030	Friends of the Addison Public Library	\$ 3,500.00	\$ 8,828.74	\$ 4,703.34
Total General Fund Revenue		\$ 5,762,180.48	\$ 5,385,168.11	\$ 6,050,060.28
Capital Improvement Fund				
80-46-3029	IMET Interest	\$ -	\$ (5,140.44)	\$ 11,914.87
80-47-3019	Capital Donations	\$ -		
80-49-3010	Transfer from General	\$ -		
Total Capital Improvement Fund Revenue		\$ -	\$ (5,140.44)	\$ 11,914.87
TOTAL REVENUE		\$ 5,762,180.48	\$ 5,380,027.67	\$ 6,061,975.15



ENCUMBRANCE

Funds reserved to pay for something specific .

Ex: After placing the order, the fund has a \$500 encumbrance.

EXPENDITURE

What was paid to a vendor for services or a product.

Ex: The children's circulating collection fund has \$1234.56 in expenditures this year.

FREE BALANCE

amount left in a fund to spend; budget remaining

Ex: After July's expenditures and encumbrances, we have \$98,765 left to spend this fiscal year.

FISCAL YEAR CYCLE

-
- **start of budget year**
 - designate Library Depositories and Related Signatories
 - preliminary audit work begins; initial audit team check-in

May



June

- auditor on site; works directly with library staff and our accounting firm

July

- Preliminary audit is received; "Management Discussion & Analysis" drafted.
- Auditor presents report to Board (Aug or Sept).

Aug.

- **Discuss levy rate** increase with Village Manager and Village Finance Director
- No PTELL but Village Board approves using their home rule authority, so some informal negotiations before voting.

Sept.

- **approve tax levy; send to Village to be approved and included in their levy**
- Final audit is issued; audit notice published in local newspaper
- Annual financial reports filed with the IL State Comptroller and DuPage County Treasurer's office

Oct.

- **Mid-year working budget review;** propose any adjustments among the budget lines as needed.
- **send budget request forms to department heads**

Nov.



Dec.

- **budget requests from department heads due**

Jan.

- **budget drafted and discussed by department heads**
- **Board Finance Committee provides input** on budget issues like staff salary increases, major new funding initiatives we may want to introduce, etc.

Feb.

- **get feedback on expenditure and revenue budgets** from Board Finance Committee
- **approve salary scale** (full Board)

Mar.

- **approve working budget for upcoming fiscal year**
- **approve the Appropriation Resolution**
- **end of budget year**

April

REPORT FROM ACCOUNTANTS

Addison Public Library
Expense Report
For the 3 Months Ended July 31, 2022

<u>General Fund</u>	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>Staffing</u>						
10-50-1100 - Staff Salaries and Wages	195,205.87	598,862.08	3,017,200.00	2,418,337.92	19.85	80.15
10-50-2200 - Employer F.I.C.A. Expense	14,453.02	44,370.85	215,000.00	170,629.15	20.64	79.36
10-50-2300 - Employer I.M.R.F. Expense	15,758.14	48,658.55	240,500.00	191,841.45	20.23	79.77
10-50-2400 - Health Insurance	35,581.34	150,631.33	515,000.00	364,368.67	29.25	70.75
10-50-2450 - Employee Assistance Program	0.00	0.00	3,250.00	3,250.00	0.00	100.00
10-50-2500 - Recruiting	0.00	0.00	1,000.00	1,000.00	0.00	100.00
	<u>260,998.37</u>	<u>842,522.81</u>	<u>3,991,950.00</u>	<u>3,149,427.19</u>	<u>21.11</u>	<u>78.89</u>



BUDGET GROUPING

Library Materials

Children Services

10-52-3100 - Children Books	5,235.23	14,104.28	72,000.00	57,895.72	19.59	80.41
10-52-3900 - Children Other Expenditures	<u>1,590.85</u>	<u>6,790.13</u>	<u>32,000.00</u>	<u>25,209.87</u>	<u>21.22</u>	<u>78.78</u>
	<u>6,826.08</u>	<u>20,894.41</u>	<u>104,000.00</u>	<u>83,105.59</u>	<u>20.09</u>	<u>79.91</u>

Adult Services

10-54-3110 - Adult Books	12,097.02	37,315.46	161,000.00	123,684.54	23.18	76.82
10-54-3900 - Adult Other Expenditures	<u>5,142.98</u>	<u>20,118.65</u>	<u>87,000.00</u>	<u>66,881.35</u>	<u>23.12</u>	<u>76.88</u>
	<u>17,240.00</u>	<u>57,434.11</u>	<u>248,000.00</u>	<u>190,565.89</u>	<u>23.16</u>	<u>76.84</u>

Other Library Materials

10-55-3400 - Magazines/News	6,683.74	8,128.34	11,500.00	3,371.66	70.68	29.32
10-55-3500 - Online Databases	16,198.74	91,302.59	213,000.00	121,697.41	42.87	57.13
10-55-3860 - E-Books	5,226.93	18,371.01	70,000.00	51,628.99	26.24	73.76
10-55-3900 - Other Digital Media	<u>0.00</u>	<u>3,928.74</u>	<u>46,000.00</u>	<u>42,071.26</u>	<u>8.54</u>	<u>91.46</u>
	<u>28,109.41</u>	<u>121,730.68</u>	<u>340,500.00</u>	<u>218,769.32</u>	<u>35.75</u>	<u>64.25</u>

Total Library Materials	<u>52,175.49</u>	<u>200,059.20</u>	<u>692,500.00</u>	<u>492,440.80</u>	<u>28.89</u>	<u>71.11</u>
-------------------------	------------------	-------------------	-------------------	-------------------	--------------	--------------

General Contractual Services

10-56-4100 - Legal Fees	(50.17)	360.83	12,000.00	11,639.17	3.01	96.99
10-56-4410 - Collection Agency Fees	372.80	908.70	3,500.00	2,591.30	25.96	74.04
10-56-4420 - Equipment Rental & Leasing	105.00	243.45	4,000.00	3,756.55	6.09	93.91
10-56-4450 - Accounting Service Fees	1,700.00	3,530.00	22,700.00	19,170.00	15.55	84.45
10-56-4500 - Payroll Service Fees	4,037.22	12,056.74	48,500.00	36,443.26	24.86	75.14
10-56-4600 - Audit Service Fees	0.00	3,800.00	8,000.00	4,200.00	47.50	52.50
10-56-4900 - Other Contracts	<u>2,324.52</u>	<u>6,951.46</u>	<u>50,000.00</u>	<u>43,048.54</u>	<u>13.90</u>	<u>86.10</u>
	<u>8,489.37</u>	<u>27,851.18</u>	<u>148,700.00</u>	<u>120,848.82</u>	<u>18.73</u>	<u>81.27</u>



BUDGET TRACKING

	A	B	C	D	E	F	G	H	I
1	Date	Vendor	Invoice #	Amount	Ledger Report		Appropriated	Expended	Free Balance
2		reserved in Sierra for processing fees		\$16,000.00			\$34,000.00	\$35,333.92	(\$1,333.92)
40	3/15/2021	Office Depot	161599705001	\$11.59	x				
41	3/30/2021	Office Depot	163419347001	\$44.95	x				
42	3/11/2021	Amazon		\$25.00					
43	3/16/2021	DEMCO		\$10.00					
44	3/23/2021	Janway		\$550.00		won't arrive until FY22			
45	3/30/2021	Jewel	590041804030	\$6.45	x				
46	4/2/2021	Drawing Board	9285915	\$471.90	x				
47	4/20/2021	Sir Speedy	81061	\$241.02	x				
48	4/14/2021	Really Useful Boxes	PO10757	\$72.92					
49									



BUDGET REQUESTS

Materials Management FY2022 BUDGET REQUEST FORM

Budget Line	Number	Current Allocation	FY2022 Requested Allocation
Continuing Ed.	10-62-7460	\$3200	\$4100
<p>ILA 2020 (virtual) for 4 (BS, BD, <u>KD</u>, & SE so far) staff: \$400 Reaching Forward for 4 staff: \$600 (early bird has been \$150/<u>ea</u> in previous years)</p> <p>PLA 2022 (Portland, OR) for two staff (BS, 2nd undetermined): \$650</p> <p>System Admin training from iii: \$1400</p> <p>The remainder will be used for webinars, <i>LJ</i> Courses, and <u>LACONJ</u> events.</p>			
Supplies	10-66-9250	\$34,000	\$34,000
<ul style="list-style-type: none"> • \$15,000 is reserved for processing from Baker & Taylor and Midwest Tapes. <ul style="list-style-type: none"> ○ We have currently only spent \$8700 which is low for us at this in the FY. I believe this is a result of pushed back release dates on movies and books. • \$8,000 is reserved for RFID tags. • We did absorb the Book Box initiative into this budget and spent \$1665 during FY20 on it. FY21 is different and we've only spent \$400 on it. <ul style="list-style-type: none"> ○ \$1500 reserved for this service leaves us at 50 boxes every two months with \$4 for per box for fillers and \$300 to spare for additional boxes, stickers, and other maintenance. • The remainder is spent on all other processing and office supplies. <p>We have a supplies spreadsheet that lists everything we purchase. I'm happy to share that with you if you'd like more granular information.</p>			

Out-of-state

PLA 2022 Conference: Portland, OR. My best estimate is **\$4500** for hotel, airfare, food, and transportation to/from the airport for two staff. I have no idea how the market will be for airfare or hotels post-pandemic. I could see prices skyrocketing.

It's possible that sending one person to IUG 2022 and one person to PLA 2022 could happen. It really depends on what the ILS Committee recommends.

Professional memberships

Total is **\$1003 + ILA**

- ALA: \$592 (4 @ \$148)
 - Brooke, Barb, Karen, Sue
- PLA: \$231 (3 @ \$77)
 - Brooke, Karen + PLA attendee
- ALA Core: \$70
 - Brooke
- ILA
 - Brooke, Barb, Karen, Sue
- IUG: \$110
 - Institution



BUDGET PLANNING



Surprise expenses: refer to budget requests to see if there's anything that could be used to free up funds.



Can have a “contingency” budget line for the unexpected.



Have a facilities plan so proactive maintenance is budgeted for.



Contact vendors for expected price increases as part of budget requests.



ADVOCATING FOR ADDITIONAL STAFF



Use facts

Think big picture and what the library needs. How do these additional staffing hours benefit the community?



Explain

Explain consequences of adding staff or not adding staff.
Without X more hours in staffing, we cannot do projects Y and Z.



Time study

Figure out how time is being used for specific tasks compared to how it should be used.



Strategic plan

Tie the staffing request to a strategic plan outcome.
Administrators and Boards love this!



Costs

Know how much it costs the library to add that position. This includes benefits, IMRF, email accounts, etc.



Ex: We permanently have a cataloging backlog of 4 months (about 5000 items). If we hire a part-time cataloger at \$22/hr for 17 hours per week, we'll spend \$19,448 the first year of employment.

We can expect this cataloger to catalog 400 items per month which means our backlog would be eliminated in about one year.

Alternatively, we can outsource part of our cataloging and have in-house staff work on the backlog. This would eliminate the backlog in 6 months and have an ongoing cost of \$25,000 annually.