

# Roselle Public Library District

## Working Budget FY 2022 - 2023

Approved June 8, 2022

### Income Summary

### Budget

|  |           |                     |
|--|-----------|---------------------|
| Property Taxes (Cook, DuPage, PPRT)        | \$        | 2,210,000.00        |
| Fees (Copies, Lost Items, NR Cards)        | \$        | 10,150.00           |
| Donations (Friends, Foundation, Memorials) | \$        | 11,500.00           |
| Grants (Per Capita, Other)                 | \$        | 38,000.00           |
| Other (Interest, Miscellaneous)            | \$        | 20,500.00           |
| <b>TOTAL:</b>                              | <b>\$</b> | <b>2,290,150.00</b> |

### Corporate Fund Expenditures

|                                   |                            | Next Year<br>2022-2023 |                     |
|-----------------------------------|----------------------------|------------------------|---------------------|
| <b>PERSONNEL - GROSS SALARIES</b> |                            |                        |                     |
| 10-51120                          | Adult & Teen Services      | \$                     | 246,000.00          |
| 10-51140                          | Youth Services             | \$                     | 206,000.00          |
| 10-51110                          | Administration             | \$                     | 210,000.00          |
| 10-51160                          | Maintenance                | \$                     | 46,000.00           |
| 10-51130                          | Access Services            | \$                     | 277,500.00          |
|                                   | <b>TOTAL</b>               |                        | <b>\$985,500.00</b> |
| <b>PERSONNEL - OTHER</b>          |                            |                        | <b>2022-2023</b>    |
| 10-51500                          | Intermittant Labor         | \$                     | 500.00              |
| 10-51710                          | Medical Insurance          | \$                     | 130,000.00          |
| 10-51711                          | Medical HRA                | \$                     | 67,000.00           |
| 10-51712                          | Dental/Vision/Life/FSA     | \$                     | 14,700.00           |
| 10-51713                          | Health Benefits Admin Fees | \$                     | 1,500.00            |
| 10-51720                          | Empl. Recognition          | \$                     | 2,900.00            |

|          |                                |    |                     |
|----------|--------------------------------|----|---------------------|
| 10-51730 | Association Dues               | \$ | 4,000.00            |
| 10-51740 | Mileage                        | \$ | 2,000.00            |
| 10-51750 | Recruiting Costs               | \$ | 1,200.00            |
| 10-51810 | Continuing Ed - Admin          | \$ | 700.00              |
| 10-51820 | Continuing Ed - Adult & Teen   | \$ | 700.00              |
| 10-51830 | Continuing Ed - Patron Svcs    | \$ | 700.00              |
| 10-51840 | Continuing Ed - Youth          | \$ | 700.00              |
| 10-51850 | Continuing Ed - Materials Svcs | \$ | 350.00              |
| 10-51900 | Tuition Reimbursement          | \$ | 2,000.00            |
| 10-51870 | Conferences                    | \$ | 3,000.00            |
|          | <b>TOTAL</b>                   |    | <b>\$231,950.00</b> |

**BUILDING OPERATIONS**

2022-2023

|          |                               |    |                     |
|----------|-------------------------------|----|---------------------|
| 10-52100 | Utilities - Electric          | \$ | 45,000.00           |
| 10-52200 | Utilities - Gas               | \$ | 14,000.00           |
| 10-52300 | Utilities - Water             | \$ | 4,750.00            |
| 10-52400 | Bldg/Mech. Maintenance        | \$ | 43,000.00           |
| 10-52500 | HVAC System (Controls + Mech) | \$ | 36,971.00           |
| 10-52600 | Custodial Services            | \$ | 39,000.00           |
| 10-52700 | Telephone                     | \$ | 12,000.00           |
| 10-52750 | Security Systems              | \$ | 10,000.00           |
| 10-52800 | Landscaping                   | \$ | 9,000.00            |
| 10-52850 | Snow Removal                  | \$ | 10,000.00           |
| 10-52900 | Equipment Rental              | \$ | 750.00              |
|          | <b>TOTAL</b>                  |    | <b>\$224,471.00</b> |

**TRUSTEE EXPENSES**

2022-2023

|          |                         |    |          |
|----------|-------------------------|----|----------|
| 10-54100 | Board Supplies          | \$ | 500.00   |
| 10-54200 | Legal Notices           | \$ | 3,800.00 |
| 10-54150 | Board Training          | \$ | 1,000.00 |
| 10-54250 | Advocacy/Pub. Relations | \$ | 1,500.00 |
| 10-54300 | Association Dues        | \$ | 400.00   |
| 10-54350 | Mileage Expense         | \$ | 200.00   |

**TOTAL** \$7,400.00

PROFESSIONAL SERVICES 2022-2023

|          |                                |    |           |
|----------|--------------------------------|----|-----------|
| 10-53100 | Legal Fees/Expenses            | \$ | 10,000.00 |
| 10-53200 | Building & Liability Insurance | \$ | 33,000.00 |
| 10-53300 | Accounting Fees                | \$ | 11,800.00 |
| 10-53350 | Audit & Actuary Fees           | \$ | 13,400.00 |
| 10-53400 | Payroll Processing             | \$ | 7,800.00  |
| 10-53500 | Bank Fees                      | \$ | 600.00    |
| 10-53550 | Credit Card Processing         | \$ | 500.00    |
| 10-53600 | Collection Services            | \$ | 2,000.00  |
| 10-53150 | Consulting Services            | \$ | 13,000.00 |
| 10-53700 | Appraisal Services             | \$ | 1,300.00  |

**TOTAL** \$93,400.00

LIBRARY MATERIALS 2022-2023

|          |                          |    |           |
|----------|--------------------------|----|-----------|
| 10-55120 | Books - Adult            | \$ | 52,000.00 |
| 10-55125 | Books - Teen             | \$ | 3,000.00  |
| 10-55130 | Books - Youth            | \$ | 33,500.00 |
| 10-55110 | Books - Admin            | \$ | 500.00    |
| 10-55320 | Adult Periodicals        | \$ | 6,000.00  |
| 10-55330 | YS Periodicals           | \$ | 800.00    |
| 10-55220 | Adult AV                 | \$ | 24,000.00 |
| 10-55230 | YS AV                    | \$ | 12,500.00 |
| 10-59510 | PCG 2022 - Adult Circ    | \$ | 8,405.00  |
| 10-59530 | PCG 2022 - Youth Circ    | \$ | 8,405.00  |
| 10-55420 | Databases - Adult & Teen | \$ | 40,000.00 |
| 10-55430 | Databases - Youth        | \$ | 12,000.00 |
| 10-55500 | Downloadable Media       | \$ | 35,000.00 |

**TOTAL** \$ 236,110.00

PROGRAMMING & EVENTS 2022-2023

|          |                         |    |           |
|----------|-------------------------|----|-----------|
| 10-55620 | Adult Programming       | \$ | 8,600.00  |
| 10-55630 | Youth Programming       | \$ | 7,000.00  |
| 10-55625 | Teen Programming        | \$ | 2,300.00  |
| 10-55610 | Admin Programming       | \$ | 5,000.00  |
| 10-55700 | Interdepartmental Prog. | \$ | 3,500.00  |
|          | <b>TOTAL</b>            | \$ | 26,400.00 |

**PUBLIC RELATIONS & MARKETING**

2022-2023

|          |                              |    |           |
|----------|------------------------------|----|-----------|
| 10-54400 | Newsletter Printing          | \$ | 13,000.00 |
| 10-54450 | Newsletter-Postage           | \$ | 7,000.00  |
| 10-54510 | Admin. Pub. Relations        | \$ | 5,000.00  |
| 10-54520 | ATS Pub. Relations           | \$ | 500.00    |
| 10-54530 | YS Pub. Relations            | \$ | 500.00    |
| 10-54540 | Patron Svcs Public Relations | \$ | 500.00    |
| 10-54550 | Digital Promotions           | \$ | 800.00    |
| 10-54600 | Promotional Materials        | \$ | 2,000.00  |
|          | <b>TOTAL</b>                 | \$ | 29,300.00 |

**LIBRARY OPERATIONS**

2022-2023

|          |                               |    |          |
|----------|-------------------------------|----|----------|
| 10-56115 | Supplies - Patron Services    | \$ | 5,000.00 |
| 10-56125 | Supplies - Youth Services     | \$ | 5,000.00 |
| 10-56120 | Supplies - Adult & Teen       | \$ | 5,000.00 |
| 10-56200 | Graphics Supplies             | \$ | 1,000.00 |
| 10-56250 | Patron Supplies               | \$ | 400.00   |
| 10-56400 | Custodial Supplies            | \$ | 5,500.00 |
| 10-56110 | Office Supplies               | \$ | 5,800.00 |
| 10-56300 | Copy Paper                    | \$ | 1,750.00 |
| 10-56350 | Supplies - Materials Services | \$ | 6,500.00 |
| 10-56500 | Sm Equipment Purchase         | \$ | 3,000.00 |
| 10-56600 | Equipment Contracts           | \$ | 9,000.00 |
| 10-56750 | Postage-Patron Services       | \$ | 300.00   |
| 10-56700 | Postage-General               | \$ | 700.00   |
| 10-56800 | Reciprocal Borrower Payments  | \$ | 1,000.00 |

|          |                          |    |                   |
|----------|--------------------------|----|-------------------|
| 10-56825 | Binding                  | \$ | 100.00            |
| 10-56850 | Processing/Outsourced    | \$ | 4,250.00          |
| 10-50900 | COVID-19 Supplies        | \$ | 4,800.00          |
| 10-50070 | OTC Stamp Program        | \$ | 1,200.00          |
| 10-56900 | Contingency              | \$ | 12,000.00         |
|          | <b>TOTAL</b>             | \$ | <b>72,300.00</b>  |
|          | <b>AUTOMATION</b>        |    | <b>2022-2023</b>  |
| 10-57200 | LAN Maintenance          | \$ | 31,540.00         |
| 10-57300 | Computer Equipment       | \$ | 35,000.00         |
| 10-57400 | Internet Fees            | \$ | 18,000.00         |
| 10-57500 | Computer Hdw Maint.      | \$ | 5,000.00          |
| 10-57600 | Software Licensing       | \$ | 18,000.00         |
| 10-57700 | Website Hosting          | \$ | 3,000.00          |
| 10-57900 | SWAN Fees                | \$ | 36,000.00         |
|          | <b>TOTAL</b>             | \$ | <b>146,540.00</b> |
|          | <b>CAPITAL EQUIPMENT</b> |    | <b>2022-2023</b>  |
| 10-58100 | Library Equipment        | \$ | 5,000.00          |
| 10-59610 | PCG 2022 - Equipment     | \$ | 16,809.00         |
| 10-58200 | Furniture                | \$ | 10,000.00         |
|          | <b>TOTAL</b>             | \$ | <b>31,809.00</b>  |

## Special Levy Fund Expenditures

|          |                 |    |           |
|----------|-----------------|----|-----------|
|          |                 |    | 2022-2023 |
| 50-55000 | FICA            | \$ | 75,240.00 |
| 55-55500 | IMRF            | \$ | 98,100.00 |
| 60-56000 | Unemp. Comp     | \$ | 7,130.00  |
| 70-57000 | Workers Comp    | \$ | 4,500.00  |
| 80-58000 | Liability Ins.  | \$ | 3,000.00  |
| 90-59000 | Audit Expense   | \$ | 3,000.00  |
| 40-54000 | Building Maint. | \$ | 14,000.00 |

|              |    |            |
|--------------|----|------------|
| <b>TOTAL</b> | \$ | 204,970.00 |
|--------------|----|------------|

### Special Reserve Fund

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|                        |    |            |
|------------------------|----|------------|
|                        |    | 2022-2023  |
| Special Reserve Budget | \$ | 100,000.00 |

### Expenditure Summary

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|  |    |                     |
|--|----|---------------------|
|  |    | 2022-2023           |
| Corporate Fund - Personnel                           | \$ | 1,217,450.00        |
| Corporate Fund - Other                               | \$ | 867,730.00          |
| <b>TOTAL CORPORATE FUND</b>                          | \$ | <b>2,085,180.00</b> |
| <br>   |    |                     |
| Special Levy Funds<br>(Special Reserve not included) | \$ | 204,970.00          |
| <br>   |    |                     |
| <b>Total Budgeted</b>                                | \$ | <b>2,290,150.00</b> |
| <b>Total Revenue</b>                                 | \$ | <b>2,290,150.00</b> |