

Wilmette Public Library District

Finance Committee Meeting, April 12, 2022

Draft Working Budget Expenditures, Fiscal Year 2022-2023

Overview of Key Changes from FY 2021-2022

The COVID-19 pandemic significantly impacted our operations and projects, and as a result, greatly affected our budget planning cycles. As we emerge into our “new normal,” our planning continues with adaptations - some that may continue as part of our shared future. Assuming an adaptive environment for through the next budget cycle, the draft FY22-23 budget represents a hard look at priorities and opportunities to develop creative solutions, while ensuring appropriate maintenance and resource flexibility to meet our overall operational and strategic goals. The result of this draft budget is a model of operations that establishes clear priorities, builds on our strengths, and reinforces opportunities to serve in new and enhanced ways in this changing climate.

The Library is proposing a 4.5% increase in the overall Working Budget for FY2022-2023.

Key changes in the proposed FY 2022-2023 Budget from current FY 2021-2022 Budget include:

Patron Materials and Services [net decrease of \$2,000 from FY21-22]

50100/50200: Books/Continuations \$300,000

We’re holding the general materials budget flat for FY22-23. While the publishing industry continues to be affected by delays in production of print materials, staff has sustained ambitious goals for collection development and maintenance, including updating and replacing core collection titles that were weeded due to condition as part of the RFID tagging project. Demand for print materials has been sustained throughout the last year, with our overall circulation numbers remaining strong at about 89% of our pre-pandemic figures - a positively unusual statistic among our peer libraries. Our community remains highly engaged with reading, and sustaining this budget line is a core element of our mission and services.

50250: Library of Things \$5,000

As part of the 2018-2021 Strategic Plan (*Objective 2.1: By July 2018, create a “Library of Things” that circulates non-traditional library items*), this line item saw its initial expenses and development as part of the FY17-18 budget. The collection has grown and become part of the Library’s general collection, though spending slowed through the impacts of the pandemic these past two fiscal years. Now that staff is planning ahead and the collection is circulating again, we’re ready to restore funding and development of this collection, with plans to creatively expand the resources available to further include new experiential learning tools, and exciting maker and technology resources.

50300: Audiovisual Materials \$90,000

Circulation of physical audiovisual materials has been in slow decline over the past several years, due in part to the rise and convenience of comparable streaming and downloadable resources. The pandemic years saw a substantial increase in demand for our streaming platforms, as physical media circulation continued to stagnate. While music, audiobooks, video games, and movies remain popular with our users, realignment of this budget line to reflect the shift to digital is in order again this year. We reduced this line in FY20-21 by 10%, and held that number flat for FY21-22. We’re proposing another 10%

reduction for FY22-23, while simultaneously working on increased promotion and targeted development of these collections while interest remains relatively strong.

50400: Periodicals

\$40,000

Over the past few years, we have reported trending that print serials and periodicals are continuing to decline in popularity and physical publication as consumers shift their attention for ephemeral content from print to digital platforms. In FY19-20 and FY20-21, we saw dozens of our magazine collection's titles cease publication or shift to digital, and that pattern continued at a slower rate in FY21-22. We're proposing a modest 5% reduction again this year, though the overall budget for this line remains aligned with our actual spending from FY18-19 to present.

50510: Electronic Resources (Adult & Youth Services)

\$500,000

Even prior to the exponential demand for these resources during the shelter-in-place order that closed the library building and suspended physical materials circulation, spending outpaced the budget in this line for the past few years. This is due to the demand for these popular resources both in terms of on-demand products like Hoopla, as well as patron-driven selection for e-books and e-periodicals from OverDrive/Libby, as well as online research resources. Expenses in this line were expected to perform similarly in FY20-21 even before the pandemic. This past year, new users adopted the convenience of these platforms as circulation doubled and tripled for products like OverDrive, Hoopla, and Kanopy. Hoopla circulation continues to grow at an exponential rate as more users are introduced to the instantly-available popular content on this platform with its unique pay-per-use model. Contract renewals for research databases are still posting annual incremental increases, due in part to annexation of additional licensed content as more print-only products migrate to digital-only. The 25% increase we added to this line in FY20-21 was sustained in the FY21-22 budget, and we're holding that number flat again for FY22-23. Staff continues strong development of our streaming and downloadable platforms, as well as close analysis our database subscription usage. Overall, this funding plan aligns with Strategic Plan *Objective 2.3: Beginning in June 2019, adjust current practices to increase ease of use of physical and digital collections.*

50530: Computer Software

\$10,000

While spending in this line has failed to meet budget allocations in recent years, we anticipate that we will need to enhance our resources for both staff and public going forward (including sustained subscriptions to remote work platforms and tools). We feel this budget is reasonable for the next year.

50600: Electronic Service Providers

\$120,000

This line of the budget includes our contractual agreements with CCS and OCLC, both of which are showing modest increases this year. It also includes the website/virtual branch's design and maintenance services. This line was increased last year to account for the website renovation contract with Library Market that was completed in October 2021. The majority of our expenses related to the website redesign project are behind us, so the prior increase to this line that we added last fiscal year can be reduced by 4%, back to the budget range of prior fiscal years.

50700: Programming

\$60,000

Increasingly a signature element of our brand, demand for both our staff-directed and contracted programming has eclipsed our staffing, budgetary, and spatial resources over the past several years. During our pandemic years, we introduced our first virtual-only programming seasons, and our patrons responded in overwhelmingly positive ways both in terms of feedback asking us to sustain this model/option going forward. In terms of program attendance, we were able to attract more participants than ever before to some of our programs and events. Staff is now preparing for a return to primarily in-person and hybrid programming in FY22-23. In FY20-21 and FY21-22, funding was decreased by 25% from prior years, while still allowing staff to develop and adapt programs for virtual platforms using contracted vendors as appropriate and emphasizing our investment in personnel and the creative/adaptive assets of our team. While the Friends of the Wilmette Public Library continues to support funding for our signature One Book Everyone Reads series and incentives for our popular seasonal reading clubs for all ages (budget line I.N.), their shortfall in donations and books sale revenues have led them to reduce their commitment to funding programming by about \$10,000 or 28% of prior support to this line. Given staff's ambitious plans to restore programming and sustain those programs previously funded by the Friends, we propose increasing this line item by 33% for FY22-23. This budget line supports our Strategic Plan objectives, including: *Goal 1: Focus library services to promote connections in our community; Objective 3.3: Beginning in April 2019, develop intergenerational opportunities for youth and adults to work together on a shared goal; Objective 3.4: Beginning in August 2019, develop a comprehensive plan to integrate diversity into library programming, services, and staff; and Objective 5.4: By March 2019, develop a set of tools to evaluate how the Library's services, collections, and programs are meeting the needs of the community.*

52000: Newsletter/Communications

\$40,000

Historically our most successful communication tool, the Library's bi-monthly print newsletter (mailed to all residences in District), has served as the Library's program guide and key connection to library news in years past. With the sharp pivot from in-person programming to virtual during our pandemic years, and the inability to reasonably plan events months into the future as we typically have done, newsletter production was greatly affected and increased reliance on our weekend email newsletters. Staff resumed print newsletter publication in fall 2021, with a new design/format and an updated print cycle going forward. We also anticipate sending more targeted and timely postcards and smaller, more-immediate print mailings going forward. We experienced some challenges with our print vendor in the past year and recently migrated to a new vendor. The \$5,000 increase to this line covers the new production cycle, materials, and fees for our new partnership.

53000: Promotion

\$10,000

We've relied on fewer promotional resources in the past few years and sustained an adaptive pause to this budget line, amounting to a 20% reduction for FY21-22. Now that we're back to our regular hours and engaging in more off-site, outreach, and advocacy events and opportunities, we're ready to restore funding to this line and refresh our promotional collateral.

56000: Rutherford Trust Expenditures

\$6,000

The Rutherford Trust funds our ongoing travel programming, including on-site screenings of travel films and lecturer visits. These programs we less adaptable to the modified programming environment during

the early stages of the pandemic, but have rebounded in the past several months - and have actually served as our first in-person adult programs to great success. We're ready to restore funding to this line.

58500: Friends Purchases

\$26,000

The Friends of the Wilmette Public Library is expected to vote this month to fund requests from staff in Adult and Youth Services, including funding of our signature One Book Everyone Reads program series and incentives for our popular seasonal reading clubs for all ages. Due to the loss of book sale revenues due to the pandemic (which forced the closure of Books Down Under for over a year), the Friends determined they were unable to apply funds this year (as they did last year) from their reserve balance to meet their regular funding commitments. As a result, we've reduced this line by \$10,000, or 28%. We continue to be grateful for The Friends' continued support for our programs and reading incentives in this in/out grant fund line.

Personnel

[net increase of \$278,184 over FY21-22]

61100/61200/61300: Salaries

\$3,496,652

Planning an organization's staffing and salaries is a challenging moving target in any environment, and certainly even more so during and following an unprecedented pandemic where outside factors can suddenly affect plans in unanticipated ways. Turnover of key staff positions, retirements, and new and evolving roles, as well as a challenging recruitment environment have further influenced the Library's planning in these budget lines.

Public discussion of the Library's compensation plan is a sensitive and serious subject covering a wide range of variables. Under the Open Meetings Act, it's one of the few subjects that Boards and Administrations can reserve for discussion in Closed Session, and should always be reserved for such occasions. This topic can be explored in greater detail at a future Finance Committee meeting prior to ratification of the budget later this spring. As it stands, the current budget accounts for cost of living adjustments for all staff and additional anticipated staffing needs, amounting to about a 10% increase over the prior fiscal year's budget.

Our compensation plan is reinforced in our Strategic Plan: *Objective 4.2: By February 2019, refine personnel and compensation policies to equitably recruit, retain, and recognize talented staff; Objective 4.4: By December 2019, equip staff with professional development tools and leadership opportunities, and support individual paths for career growth.*

62000: Professional Memberships

\$7,000

This line reflects a sustained investment in our team's broader commitment to librarianship and professional development as staff continue to learn and express their skills through engagement in our professional associations (such as ILA, PLA, and ALA). Over the past year we've also noted that virtual learning opportunities we're heavily discounted for those participants who were association members, making this subtle increase a wash in our other training budget lines.

Objective 4.4: By December 2019, equip staff with professional development tools and leadership opportunities, and support individual paths for career growth.

64000: Travel/Mileage

\$10,000

The \$25,000 (-70%) decrease in this line over the past 2 years reflected the reality/impacts of the pandemic, and a sustained pause in travel to conferences and in-person, off-site training. The Library remains dedicated to continuing education and professional development opportunities for our team, in fulfillment of our strategic goals. This year, this line has been increased by \$3,000, recognizing a gradual increase in the number of opportunities available for off-site, in-person conferences and networking events.

65000: Staff Development

\$15,000

The 50% reduction in this line (from FY19-20 to FY20-21) directly related to the conditions that influenced the reduction of budget line II. F. Travel/Mileage, though still provided funding for any remaining continuing education and professional development opportunities in meeting the goals of Strategic Plan *Objective 4.4*. This year we hope to increase our development opportunities and to once again gather for our all staff annual event in person. While still a reduction from years past, we're proposing a \$3,000 increase in this line for the coming year.

66000: Employee Health Insurance

\$700,000

Over the past few years, the Library's health insurance consortium has been able to absorb rising costs of premiums that other sectors of the marketplace have been otherwise unable to defer. Given the global health crisis and increase in lives insured, we anticipate that we will see a rise in costs and/or a need to reevaluate the structure of our plans going forward. As such, we've included an 8% increase to this line this year.

Operations

[net decrease of \$11,500 from FY21-22]

70200: Professional Services

\$25,000

The Library values professional consulting services for future planning and appropriate alignment of business practices. In past years, in addition to the regular annual legal and accounting fees in this budget line, we've engaged with consultants for services including evaluation of our facility through the 2020 Capital Reserve Study, our semi-regular HR market/benchmarking studies, and long term financial projection modeling. We're proposing keeping this line flat this year.

70310/70320: Library and Office Supplies

\$53,000 total

In years past, we had budgeted around \$80,000 combined in these supply lines, though actual spending averaged about 70% of the budget. Last year, in anticipation of a work environment that will temporarily require fewer physical in-office resources, we prepared to rely on our current reserve of library and office supplies and reallocated \$15,000 from these funds to support our computer and digital resources. This year we plan to sustain this budget model for another cycle, further reducing these lines by \$2,000.

70500: Printing **\$1,000**

The 80% reduction in this budget line this year sustains reduced production of print materials that have been allocated to other lines of the budget. This line may be discontinued in the next budget cycle.

70600: Postage/Shipping **\$8,000**

The 33% increase in this budget line reflects trending in increased shipping and rising postage costs.

70700: Telephone **\$15,000**

While the planned telephone system replacement project (previously anticipated as a joint partnership with the Village and Wilmette Park District, but ultimately dissolved when the Village opted to go alone) is a separate capital infrastructure project eligible for expenditure from our Special Reserve Fund balance as part of future planning in late 2022, this budget line relates to our service lines, maintenance, and contracts related to our telephone service. We anticipate that our rates will increase along with the updated and expanded feature set of the new system, based on our research last year. While the details remain to be determined, we feel the sustained \$2,000 (15%) increase we implemented in FY20-21 will cover our annual expenses and result in more flexible options for telephone service going forward.

75000: Property/Casualty Insurance -

This line has historically accounted for a portion of our annual property and casualty insurance through the Libraries of Illinois Risk Agency (LIRA). With the change to our new auditing firm last year, this line was identified as an aberration in past budgets that could and should have been entirely included in the special fund for Liability. Going forward, all of our liability insurance commitments will be debited from the Liability fund.

76100: Building / Grounds Improvement **\$25,000**

Our Facilities team has plans for a number of special site improvement projects including the east side of the parking lot, storage shed, and dumpster area. The \$7,000 increase to this line covers the anticipated costs of this work.

76200: Building Supplies **\$40,000**

This budget line item has been slightly overspent by the fourth quarter of the last several fiscal years. The \$10,000 increase in this line (primarily for new ground maintenance and snow removal equipment) aims to ensure that the library building is appropriately equipped to respond to and weather whatever comes its way during FY22-23.

76800: Utilities **\$25,000**

Rising costs and current usage trends indicate that we should anticipate a \$3,000 increase in spending on utilities in FY22-23, which amounts to a 13% increase over FY21-22.

Special Projects

Building Automation System (BAS)

The Library's current building automation system (BAS) has outlived its utility following a series of recent renovations and improvement projects, and is in need of replacement. The BAS is a facilities equipment network designed to connect and automate specific functions inside the building. All of the building's control systems, from lighting and HVAC (Heating, Ventilation & Air Conditioning) to fire suppression and security systems are all wired and maintained through one set of controls. A BAS is an essential building management tool that automates, reports, and anticipates basic functions and maintenance of the facility. The BAS also contributes to our overall sustainability goals by helping to maintain indoor air quality and energy efficiency by tracking the status of related systems through a single interface. As a matter of course, it helps our facilities team and contracted vendors work smarter with a more proactive response to overall maintenance of key systems.

This project is eligible for expenditure from the Special Reserve Fund as necessary operational capital infrastructure. Building automation systems are estimated to cost between \$2.50 and \$7.00 per square foot. As our building is over 70,000 square feet, our updated BAS could cost upwards of \$200,000, though our preliminary research quotes have been more conservative figures. Given the scope and cost, this project will require a bid process.

Telephone System Replacement

The Library's telephone system has been under administrative review for the past several years and is overdue for update and replacement. The backend hardware is no longer supported for maintenance and the endpoint handsets are outdated, lacking in features, and only available for repair/replacement from parts on the secondary market. In 2019-20, both the Village and Park District found themselves in a similar position, so all three agencies met to discuss partnering for a group purchase of new systems for all three partners. We recognized that if we were to pool resources, we could save costs on planning, developing, posting and managing the bid feature set, and reduce the impacts of technology planning, while saving all three agencies time and money on the outcome. Ultimately the Village, who led our partnership effort, decided to pull out and pursue their own independent solution, leaving the Library and Parks to find their own way. As we shifted operations to respond to the pandemic, this project was subsequently put on hold.

We're ready to resume this initiative in 2022. The project is eligible for expenditure from the Special Reserve Fund as necessary operational capital infrastructure. We don't have an estimate for the full cost of replacement until we identify the details of our desired solution, however it's reasonable to anticipate that this project may cost upwards of \$120,000, though that figure is subject to a number of caveats and conditions. The final figure may include a portion of contractual maintenance or negotiated/included services that may otherwise have been budgeted as part of annual maintenance in the operating budget (line III. H. Telephone). We expect this project will begin moving forward again in the third quarter of FY21-22.

INCOME ACTUAL & BUDGET 2019-2020, 2020-2021, 2021-2022 AND DRAFT PROPOSED 2022-2023									
	Actual	Budget	Actual	Budget	Actual YTD	Budget	Proposed Budget		
	FY 2019-20	FY 2019-20	FY 2020-21	FY 2020-21	3/31/22	FY 2021-22	% collected	FY 2022-23	% change
Income									
41000 · Taxes Collected									
41010 · GF Taxes	4,867,129	5,308,603	4,950,411	5,308,603	4,841,911	5,030,779	96.25%	5,139,167	2.15%
41020 · SS/IMRF Taxes	445,098	468,000	506,773	468,000	495,666	515,000	96.25%	525,337	2.01%
41030 · Audit Taxes	9,329	8,500	10,135	8,500	9,913	10,300	96.25%	8,565	-16.84%
41040 · Liability Taxes	33,595	30,000	34,461	30,000	33,705	35,020	96.25%	37,116	5.99%
Total 41000 · Taxes Collected	5,355,151	5,815,103	5,501,780	5,815,103	5,381,195	5,591,099	96.25%	5,710,185	2.13%
Other Income									
43010 · GF Interest	225,920	95,000	187,329	125,000	27,215	30,000	90.72%	40,000	33.33%
44100 · Replacement Taxes	55,382	35,000	70,246	45,000	87,149	45,000	193.66%	90,000	100.00%
44200 · Kenilworth	202,092	183,265	166,292	166,604	134,995	171,950	78.51%	180,000	4.68%
45010 · Per Capita Grant	33,859	33,859	51,769	38,656	39,953	33,859	118.00%	39,953	18.00%
46100 · Fines	15,070	24,000	2,208	-	249	-		-	#DIV/0!
46200 · Lost Materials	8,325	9,000	6,907	9,000	7,089	8,000	88.61%	8,000	0.00%
46400 · Service Fees	427	500	11	500	5	500	1.00%	500	0.00%
47000 · Miscellaneous Income	41,026	35,000	997	5,000	4,431	1,000	443.08%	5,000	400.00%
47100 · Copier Receipts	9,255	12,500	2,149	10,000	6,058	5,000	121.17%	8,000	60.00%
47200 · Room Rental	3,520	5,000	(620)	3,500	-	3,500	0.00%	3,500	0.00%
48000 · Gifts/Donations									
48100 · Donations	15,901	6,000	5,804	10,000	1,038	6,000	17.30%	5,000	-16.67%
48500 · Friends Donations	24,790	33,000	33,768	30,000	14,781	36,000	41.06%	26,000	-27.78%
Total 48000 · Gifts/Donations	40,691	39,000	39,572	40,000	15,819	42,000	37.66%	31,000	-26.19%
Total Other GF Income	635,567	472,124	526,860	443,260	322,963	340,809	94.76%	405,953	19.11%
Total General Fund Income	5,502,696	5,780,727	5,477,271	5,751,863	5,164,874	5,371,588	96.15%	5,545,120	3.23%
Total Taxes Collected & Other GF	5,990,718	6,287,227	6,028,640	6,258,363	5,704,159	5,931,908	96.16%	6,116,138	3.11%

BUDGET VS ACTUAL EXPENSES 2019-20, 2020-21, 2021-22 AND DRAFT PROPOSED BUDGET 2022-23											
	Actual	Budget		Actual	Budget		YTD	Budget		Proposed	
	FY 2019-20	FY 2019-20	% used	FY 2020-21	FY 2020-21	% used	3/31/2022	FY 2021-22	% used	Budget	% increase decrease
I. PATRON MATERIALS/SERVICES											
50100/50200 - Books/Continuations	244,626	305,500	80.1%	350,938	275,000	127.6%	206,813	300,000	68.9%	300,000	0.0%
50250 - Library of Things	1,135	5,000	22.7%	-	-	#DIV/0!	2,470	3,000	82.3%	5,000	66.7%
50300 - Audio Visual Materials	80,163	113,000	70.9%	90,666	100,000	90.7%	55,990	100,000	56.0%	90,000	-10.0%
50400 - Periodicals	42,732	58,500	73.0%	43,260	45,000	96.1%	38,583	42,000	91.9%	40,000	-4.8%
50510 - Electronic Resources AS/YS	416,473	400,000	104.1%	530,299	500,000	106.1%	238,712	500,000	47.7%	500,000	0.0%
50530 - Computer Software	12,079	14,000	86.3%	8,751	10,000	87.5%	4,232	10,000	42.3%	10,000	0.0%
50600 - Electronic Service Providers	116,794	122,000	95.7%	138,296	150,000	92.2%	96,790	125,000	77.4%	120,000	-4.0%
50700 - Programming	50,465	60,000	84.1%	44,977	45,000	99.9%	29,425	45,000	65.4%	60,000	33.3%
50810 - Interlibrary Loan	508	1,200	42.3%	-	1,500	0.0%	25	1,000	2.5%	1,000	0.0%
52000 - Newsletter/Communications	18,155	40,000	45.4%	14,943	35,000	42.7%	16,829	35,000	48.1%	40,000	14.3%
53000 - Promotion	3,242	10,000	32.4%	8,060	10,000	80.6%	5,426	8,000	67.8%	10,000	25.0%
54000 - Grant Expense	0	1,000	0.0%	-	1,000	0.0%	-	1,000	0.0%	1,000	0.0%
56000 - Rutherford Trust Expenditures	5,334	9,000	59.3%	2,385	9,000	26.5%	4,215	5,000	84.3%	6,000	20.0%
58500 - Friends Purchases	14,205	28,800	49.3%	32,275	30,000	107.6%	17,428	36,000	48.4%	26,000	-27.8%
II. PERSONNEL											
61100 - Librarian Salaries	1,388,102	1,578,704	87.9%	1,281,119	1,663,954	77.0%	995,635	1,578,704	63.1%	1,609,805	2.0%
61200 - Non-Librarian Salaries	1,480,007	1,495,487	99.0%	1,326,748	1,576,243	84.2%	1,104,569	1,495,487	73.9%	1,672,088	11.8%
61300 - Custodial Salaries	213,921	200,277	106.8%	260,355	211,092	123.3%	202,204	200,277	101.0%	214,758	7.2%
62000 - Professional Memberships	6,267	6,500	96.4%	7,958	6,500	122.4%	4,729	7,000	67.6%	7,000	0.0%
63000 - Continuing Education Registrations	4,671	10,000	46.7%	9,828	10,000	98.3%	4,910	10,000	49.1%	10,000	0.0%
64000 - Travel/Mileage	8,024	35,000	22.9%	7,263	10,000	72.6%	2,862	7,000	40.9%	10,000	42.9%
65000 - Staff Development	5,219	30,000	17.4%	7,290	15,000	48.6%	8,713	12,000	72.6%	15,000	25.0%
66000 - Employee Health Insurance	620,953	548,300	113.3%	640,759	600,000	106.8%	500,489	650,000	77.0%	700,000	7.7%
III. OPERATION											
70100 - Accounting Fees - P/R, Bank, Cr Cd	10,188	16,000	63.7%	10,209	15,000	68.1%	8,482	12,000	70.7%	12,000	0.0%
70200 - Professional Fees	12,422	20,000	62.1%	29,217	35,000	83.5%	15,250	25,000	61.0%	25,000	0.0%
70310 - Library Supplies	25,667	35,000	73.3%	23,771	30,000	79.2%	13,315	25,000	53.3%	25,000	0.0%
70320 - Office Supplies	28,379	45,000	63.1%	30,241	40,000	75.6%	14,816	30,000	49.4%	28,000	-6.7%
70400 - Copiers	27,494	28,000	98.2%	27,529	28,000	98.3%	20,433	28,000	73.0%	28,000	0.0%
70500 - Printing	463	11,000	4.2%	1,026	5,000	20.5%	230	5,000	4.6%	1,000	-80.0%
70600 - Postage/Shipping	5,463	6,000	91.1%	4,722	6,000	78.7%	5,665	6,000	94.4%	8,000	33.3%
70700 - Telephone	11,955	13,000	92.0%	13,746	15,000	91.6%	7,605	15,000	50.7%	15,000	0.0%
74100 - Equip/Furnishings/Computers	60,574	125,000	48.5%	120,465	125,000	96.4%	61,695	125,000	49.4%	125,000	0.0%
74150 - Equip/Computer/Systems Maint.	74,159	86,000	86.2%	109,170	86,000	126.9%	55,262	85,000	65.0%	85,000	0.0%
75000 - Property/Casualty Insurance	11,782	27,500	42.8%	27,500	27,500	100.0%	27,500	27,500	100.0%	-	-100.0%
76100 - Building/Grounds Improvement	19,600	20,000	98.0%	10,991	20,000	55.0%	9,042	18,000	50.2%	25,000	38.9%
76200 - Building Supplies	26,875	24,000	112.0%	32,263	28,000	115.2%	22,596	30,000	75.3%	40,000	33.3%
76300 - Building Maintenance	52,939	85,000	62.3%	38,235	85,000	45.0%	24,248	75,000	32.3%	75,000	0.0%
76350 - Building Maint Contracts	90,441	100,000	90.4%	94,367	100,000	94.4%	70,719	100,000	70.7%	100,000	0.0%
76400 - Grounds Maintenance	16,905	45,000	37.6%	36,521	40,000	91.3%	16,753	30,000	55.8%	30,000	0.0%
76450 - Parking Lot Rent	12,900	12,000	107.5%	11,400	13,000	87.7%	8,948	13,000	68.8%	13,000	0.0%
76800 - Utilities	22,206	21,000	105.7%	16,770	22,000	76.2%	18,127	22,000	82.4%	25,000	13.6%
77000 - Sales & Use Tax	37	100	37.0%	-	100	0.0%	56	100	56.1%	100	0.0%
77500 - Library Vehicle Maintenance				3,907	4,000	97.7%	820	4,000	20.5%	4,000	0.0%
TOTAL GENERAL FUND EXPENSES	5,243,524	5,791,868	90.5%	5,448,220	6,028,889	90.4%	3,942,612	5,847,068	67.4%	6,111,752	4.5%
								Net Income(Loss)		4,386	

WILMETTE PUBLIC LIBRARY BUDGET AND BUDGET & APPROPRIATION ORDINANCE (B&AO) SCHEDULE

ACTION	FISCAL YEAR 2020-21 (July 1, 2020 – June 30, 2021)	FISCAL YEAR 2021-22 (July 1, 2021 – June 30, 2022)	FISCAL YEAR 2022-23 (July 1, 2022 – June 30, 2023)
Schedule Finance Committee meeting to review budget	April 21, 2020 Board meeting action item; meeting date established via email	April 20, 2021 Board meeting action item; meeting date established via email	March 15, 2022 Board meeting discussion item; meeting date established via email
Post meeting notice at least 2 days prior to meeting	May 6, 2020	April 28, 2021	April 4, 2022
Conduct Finance Committee meeting to review draft working budget	May 11, 2020 before Board meeting	May 5, 2021 before Board meeting	April 12, 2022 before Board meeting
Approve working budget; prepare tentative B&AO, including public hearing date	Budget approved at June 23, 2020 Board meeting	Budget approved at June 15, 2021 Board meeting	Budget to be approved at/by June 21, 2022 Board meeting
Send tentative B&AO to attorney for review	After July 2020 meeting	After July 2021 meeting	After July 2022 meeting
Post tentative B&AO on legal bb & web page	After attorney review	After attorney review	After attorney review
Publish public hearing notice in legal section of newspaper at least 30 days before public hearing	Sun Times, July 17, 2020	Chicago Tribune, July 15, 2021	Sun Times or Tribune, July __, 2022
Post public hearing notices at least 30 days before hearing	July 17, 2020	July 15, 2021	July __, 2022
Conduct public hearing 15 minutes before meeting	August 18, 2020 Board meeting	August 17, 2021 Board meeting	August 16, 2022 Board meeting
Approve final B&AO as action item	August 18, 2020 Board meeting	August 17, 2021 Board meeting	August 16, 2022 Board meeting
Send final B&AO to attorney	After August 2020 meeting	After August 2021 meeting	After August 2022 meeting
Publish final B&AO in legal section of newspaper	Sun Times, August 2020	Sun Times or Tribune, August 2021	Sun Times or Tribune, August 2022
Post final B&AO on legal bb & web page	After August 2020 meeting	After August 2021 meeting	After August 2022 meeting
File final B&AO with County Clerk within 30 days of approval	After August 2020 meeting	After August 2021 meeting	After August 2022 meeting