

MGPL DRAFT BUDGET NOTES CY2009

MORTON GROVE PUBLIC LIBRARY

FISCAL YEAR 2010

BUDGET NOTES

REVENUES

Property tax receipts - 3100

\$2,680,688

Set after necessary expenditures and other revenues are projected. A 1.2% increase of \$31,673 compared to 2009.

Replacement taxes - 3110

\$27,000

Allocated by Village according to state statute; tax is replacement for the personal property tax of 1976. No change from 2009.

Fines - 3200

\$24,000

Fees for overdue materials. No change from 2009.

Lost Materials Payments - 3210

\$2,800

Fees for non-returned materials. No change from 2009.

Photocopy/Printing Receipts - 3800

\$3,000

Fees for patron photocopies and computer printouts. Decrease of \$1,000 from 2009.

Miscellaneous Income - 3900

\$0

Includes non-resident fees, determined by state formula. MGPL calculated fee for 2009 is \$273; account also includes fees for computer disks; replacement library cards. No change from 2009.

AV Rental Receipts - 3910

\$1,000

Fees for rental of videos and DVDs (\$1 for 1 wk. circ) to non-residents. No change from 2009. The application of this fee to resident borrowers was stopped in 2007.

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Grants - 3920

\$ 26,000

Includes per capita grant estimated at \$1.25 per capita, allocated by the Illinois State Library. The typical grant amount is in the \$27,000 range. Decrease of \$1,500 from 2009 due to state budget cuts.

Interest Income - 3930

\$8,000

Projected returns on funds deposited in Illinois Funds and other financial institutions. Decrease of \$22,000 from 2009.

Book Sale Receipts - 3940

0

Revenue from book sale conducted by library volunteers. This income now goes to the Friends of Morton Grove Library.

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EXPENDITURES

PERSONNEL

***Salaries:** \$1,636,906

Includes \$32,906 for Merit increases.

Professional Salaries - 4010

\$772,555

Salaries for full time professional staff. 12 FTE. Increase from 2009, \$84,594.

Support Staff - 4020

\$673,232

Salaries for part time staff. 18.9 FTE; 38 employees. Decrease from 2009, \$17,966.

Custodial Staff - 4030

\$159,023

Salaries for full time and part time custodial staff. 4 employees. No new positions or hours. Increase from 2009, \$4,815.

Retirement - 4050

\$159,495

Includes participation in retirement plan with the Village of Morton Grove and the Illinois Municipal Retirement Fund (IMRF). Increase from 2009, \$28,768. (This is a 10x increase)

Health Insurance - 4060

\$240,811

Based on broker's projection, PPO and HMO coverage for 23 employees. Increase from 2009, \$33,215 or 16%.

Long Term Disability - 4070

\$1,705

Coverage included as part of Village of MG plan for 24 full-time employees. No change from 2009.

Life Insurance - 4080

\$2,200

Coverage for 24 participants. Increase of \$200 from 2009.

*combined on submitted budget

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PATRON MATERIALS & SERVICES

***Books:** \$140,387

Books--Adult - 5010

\$102,387

Fiction, nonfiction, reference and other print materials for Adult and Young Adult Services. \$3,500 for YAS transferred from 5011.

Books--Youth Services - 5011

\$38,000

Fiction, nonfiction, reference and other print materials for Youth Services. \$3,500 for YAS moved to 5010 as YAS librarian now part of Adult Services. Decrease of \$2,725 from 2009

Downloadable Books – 5012

\$8,100

Includes MyMediaMall access charges. Increase of \$4,000 for MyMediaMall download station allocated from line 5030.

Periodicals - 5020

\$25,700

Added publications balanced by dropped and ceased publications, allows for new titles while maintaining same spending level. Funds reallocated for databases No change from 2009.

***Audiovisuals:** \$53,200

Adult - 5030

\$38,300

Includes Video Game, DVDs, audiobooks on CD or PlayAway and MP3 audiobooks and popular and classical music CDs. No change from 2009.

Youth Services - 5031

\$13,700

Includes DVDs, CD-ROMS, compact discs, kits, audiobooks, and Circulating video games. Decrease of \$2,000 from 2009.

Microforms - 5050

\$1,200

Includes ongoing filming of current issues of *MG Champion* by Illinois State Historical Library. No change from 2009.

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***Programs:** \$41,750

Adult - 5300

\$18,000

Includes funding for Adult and Young Adult Services entertainment & educational programs, computer training programs and summer reading programs; incentives, prizes, consumables/refreshments. Increased from 2009 of \$2,500 with transfer of YAS funding from YS.

Youth Services - 5301

\$21,250

Includes funding for special outside presenters, prizes and refreshments. Decrease from 2009, \$2,500.

Special Programs – 5310

\$5,000

Includes funding for presenters, prizes and refreshments for programs not specific to a single demographic. No change from 2009.

Photocopier Acquisitions & Maintenance - 5400

\$14,000

Reflects contractual leasing costs and supplies for 3 copiers. No change from 2009.

Computer System - 6090

\$58,400

Includes SIRSI annual maintenance; LAN maintenance; various software upgrades; phone system maintenance; computer replacements. Increased bandwidth costs \$14,200.

Database Access

\$99,625

Adult Services Databases - 6310

\$60,613

Databases serving the mission of Adult Reference.

Youth Services Databases - 6320

\$8,274

Databases serving the mission of Youth Services. No change from 2009.

Staff Support Resources - 6330

\$27,634

Databases supporting collection development and maintenance.

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Online Services - 6340

\$3,850

Online services – AskAway, Bookletters, Event Keeper, Digital Past and DearReader.com that connect MGPL to its patrons.

Website Redesign - 6350

0

First part of two phase redesign and coding of Webrary.org site.
New project and new budget line to be funded by reallocation of unspent 2009 monies.

*combined on submitted budget

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OPERATIONS

***Maintenance:** \$72,000

Building & Grounds Maintenance - 7010

\$32,000

Includes expenditures for elevator maintenance, exterminator, emergency services, electrical, landscaping, plumbing, janitorial/cleaning supplies, snow removal, carpet cleaning, parking lot and leased parking. No change from 2009.

Equipment/Machinery Maintenance - 7030

\$40,000

Includes contractual maintenance of HVAC system, alarm system, sprinkler system, car, and fire extinguishers. No change from 2009.

Equipment/Furniture Acquisitions - 7040

\$10,000

Includes expenditures for miscellaneous equipment and office furniture, shelving, office chairs, etc. Decrease of \$10,000 from 2009.

Utilities - 7060

\$22,672

Includes water and gas expenses. Increase of 10% (\$2,057) from 2009.

Insurance - 7080

\$30,948

Includes multi-peril package (auto, business, liability) (Hartford) and workers' comp. (Hartford). These are paid once per year at different times. Includes 8% for mid year increase. Increase of \$2,292 for 2009.

Library Supplies - 8000

\$33,000

Includes expenditures for office supplies (stationery, pens, binders) and library supplies such as book covers, labels. No change from 2009.

Telephone - 8010

\$17,188

Includes costs for key telephone system ISDN line; 2 business lines; long distance; 1 cellular phone. Increase of 10%, (\$1,922) from 2009.

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Postage - 8020

\$11,896

Includes mailing of newsletter and various public information items, such as correspondence, overdue notices, MatchBook, etc. Increase of 5% (\$567) from 2009.

Printing - 8030

\$37,422

Reflects costs for newsletter and new service brochures, etc. Increase of 8% (\$2,772) from 2009.

Continuing Education/Meetings - 8050

\$9,000

Includes funding for various meetings/conferences—NSLS sponsored CE, ALA Conference/ Chicago, PLA Symposium, Reaching Forward Conference, Illinois Library Assn. Conference, etc. Decrease from 2009, \$3,000.

Memberships - 8080

\$6,000

Includes institutional, trustee and administrative memberships in library associations, LACONI, and the MG Chamber of Commerce. No change from 2009.

Professional Services - 8130

\$25,000

Includes funding for ADP Direct HR services and legal counsel. Decrease from 2009, \$15,000. Line to be funded at \$20,000 by reallocation of unspent 2009 monies.

Consultant Services - 8140

\$8,000

Includes funding for actuary and misc. consulting. No change from 2009.

Miscellaneous - 8150

\$1,000

Includes incidental expenses. No change from 2009.

Facilities Planning/Building - 8160

\$10,000

Reserve for building renovation and/or new construction. No change from 2009.

Reserve for Extraordinary & Emergency Expenditures - 8170

\$33,000

No change from 2009.

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SPECIAL TAXES

FICA - 9010

\$125,223

Social Security/Medicare contributions. Increase from 2009, \$5,605.

Annual Audit - 9020

\$4,000

No change from 2009.

Tort Liability - 9030

\$14,069

Includes Directors & Officers insurance for Trustees and Friends Board (Chubb Group), Umbrella (Hartford) and Public Officials Bond (surety bond)(Ohio Casualty Insurance). These are paid once per year at different times. Includes 8% for mid year increase. Increase of \$1,042 from 2009.