

**MGPL DRAFT BUDGET NOTES CY2009**

**MORTON GROVE PUBLIC LIBRARY**

**FISCAL YEAR 2009**

**DRAFT BUDGET NOTES**

**REVENUES**

**Property tax receipts - 3100**

\$2,649,015

Set after necessary expenditures and other revenues are projected.

**Replacement taxes - 3110**

\$27,000

Allocated by Village according to state statute; tax is replacement for the personal property tax of 1976.

**Fines - 3200**

\$24,000

Fees for overdue materials.

**Lost Materials Payments - 3210**

\$2,800

Fees for non-returned materials.

**Photocopy/Printing Receipts - 3800**

\$4,000

Fees for patron photocopies and computer printouts.

**Miscellaneous Income - 3900**

\$0

Includes non-resident fees, determined by state formula. MGPL calculated fee for 2008 is \$273; account also includes fees for computer disks; replacement library cards.

**AV Rental Receipts - 3910**

\$1,000

Fees for rental of videos and DVDs (\$1 for 1 wk. circ) to non-residents. Decrease of \$200 from 2008. The application of this fee to resident borrowers was stopped in 2007.

**Grants - 3920**

\$ 27,500

## **MGPL DRAFT BUDGET NOTES CY2009**

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.

### **Interest Income - 3930**

\$30,000

Projected returns on funds deposited in Illinois Funds and other financial institutions.

### **Book Sale Receipts - 3940**

\$0.00

Revenue from book sale conducted by library volunteers.

### **Re-appropriation of Surplus**

\$48,104

## MGPL DRAFT BUDGET NOTES CY2009

### EXPENDITURES

#### PERSONNEL

**Salaries:** \$1,595,742

Includes \$61,375 for salary increase (4%).

**Professional**

12 FTE.

**Support Staff**

23.9 FTE; 41 employees. Two P/T to F/T and two P/T with increased hours. One P/T with increased pay rate.

**Custodial Staff**

3.8 FTE. Four employees. No new positions or hours.

**Retirement - 4050**

\$130,727

Includes participation in retirement plan with the Village of Morton Grove and the Illinois Municipal Retirement Fund (IMRF).

**Health Insurance - 4060**

\$207,596

Based on broker's projection, PPO and HMO coverage for 23 employees.

**Long Term Disability - 4070**

\$1,705

Coverage included as part of Village of MG plan for 24 full-time employees.

**Life Insurance - 4080**

\$2,000

Coverage for 24 participants.

## MGPL DRAFT BUDGET NOTES CY2009

### PATRON MATERIALS & SERVICES

**Books:** \$142,612

**Books--Adult - 5010**

Fiction, nonfiction, reference and other print materials for Adult and Youth Services.

**Books--Youth Services - 5011**

Fiction, nonfiction, reference and other print materials for Adult and Youth Services.

**Downloadable Books – 5012**

\$4,100

Includes MyMediaMall access charges.

**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

**Audiovisuals:** \$57,200

**Adult - 5030**

Includes audiobooks on CD or PlayAway and MP3 audiobooks and popular and classical music CDs.

**Youth Services - 5031**

Includes CD-ROMS, compact discs, kits, audiobooks, and Circulating video games.

**Microforms - 5050**

Includes ongoing filming of current issues of *MG Champion* by Illinois State Historical Library.

## MGPL DRAFT BUDGET NOTES CY2009

**Programs:** \$47,250

**Adult - 5300**

Includes funding for entertainment & educational programs, computer training programs and summer reading programs; incentives, prizes, consumables/refreshments.

**Youth Services - 5301**

Includes funding for special outside presenters, prizes and refreshments.

**Special Programs – 5310**

Includes funding for presenters, prizes and refreshments for programs not specific to a single age group and the program reflects on the Library as an institution.

**Photocopier Acquisitions & Maintenance - 5400**

\$14,000

Reflects contractual leasing costs and supplies for 4 copiers.

**Computer System - 6090**

\$53,145

Includes SIRSI annual maintenance; LAN maintenance; various software upgrades; phone system maintenance; computer replacements.

**Database Access**

\$105,292

**Adult Services Databases - 6310**

Databases serving the mission of Adult Reference.

**Youth Services Databases - 6320**

Databases serving the mission of Youth Services.

**Staff Support Resources - 6330**

Databases supporting collection development and maintenance.

**Online Services - 6340**

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

**Website Redesign - 6350**

\$20,000

First part of two phase redesign and coding of Webrary.org site.

## MGPL DRAFT BUDGET NOTES CY2009

### OPERATIONS

**Maintenance:** \$75,200

**Building & Grounds Maintenance - 7010**

Includes expenditures for elevator maintenance, exterminator, emergency services, electrical, landscaping, plumbing, janitorial/cleaning supplies, snow removal, carpet cleaning, parking lot and leased parking.

**Equipment/Machinery Maintenance - 7030**

Includes contractual maintenance of HVAC system, alarm system, sprinkler system, car, and fire extinguishers.

**Equipment/Furniture Acquisitions - 7040**

Includes expenditures for miscellaneous equipment and office furniture, shelving, office chairs, etc.

**Utilities - 7060**

\$20,570

Includes water and gas expenses.

**Insurance - 7080**

\$28,656

Includes multi-peril package (auto, business, liability).

**Library Supplies - 8000**

\$33,000

Includes expenditures for office supplies (stationery, pens, binders) and library supplies such as book covers, labels. No change from 2008.

**Telephone - 8010**

\$15,625

Includes costs for key telephone system ISDN line; 2 business lines; long distance; 1 cellular phone.

**Postage - 8020**

\$11,330

Includes mailing of newsletter and various public information items, such as correspondence, overdue notices, MatchBook, etc.

## **MGPL DRAFT BUDGET NOTES CY2009**

### **Printing - 8030**

\$36,650

Reflects costs for newsletter and new service brochures, etc.

### **Continuing Education/Meetings - 8050**

\$16,578

Includes funding for various meetings/conferences—NSLS sponsored CE, ALA Conference/ Chicago, PLA Symposium, Reaching Forward Conference, Illinois Library Assn. Conference, etc.

### **Memberships - 8080**

\$6,000

Includes institutional, trustee and administrative memberships in library associations, LACONI, and the MG Chamber of Commerce.

### **Professional Services - 8130**

\$25,000

Includes funding for ADP Direct HR services and legal counsel.

### **Consultant Services - 8140**

\$8,000

Includes funding for actuary and misc. consulting.

### **Miscellaneous - 8150**

\$1,000

Includes incidental expenses.

### **Facilities Planning/Building - 8160**

\$17,439

Reserve for building renovation and/or new construction.

### **Reserve for Extraordinary & Emergency Expenditures - 8170**

\$33,000

## **MGPL DRAFT BUDGET NOTES CY2009**

### **SPECIAL TAXES**

#### **FICA - 9010**

\$122,074

Social Security/Medicare contributions.

#### **Annual Audit - 9020**

\$4,000

#### **Tort Liability - 9030**

\$13,027

Includes Directors & Officers insurance for Trustees and Friends Board, Umbrella and Public Officials Bond (surety bond. These are paid once per year at different times.