ROLLING MEADOWS LIBRARY FY2025 Proposed Budget and Levy

SUMMARY

The Library's FY2025 Budget has been developed with a focus on maintaining and enhancing the Library's role as a critical resource for our community. It includes targeted investments in staffing, materials, strategic priorities, and infrastructure to ensure we continue delivering high-quality services to Rolling Meadows residents. This budget reflects our commitment to prudent financial management while advancing the library's strategic priorities. The total levy request reflects a 5% increase over last year. The Library asks that the Council approve its FY2025 Proposed Budget and FY2025 Levy in the amount of \$4,510,569.

COMPENSATION

This budget reflects a 4% payroll increase after accounting for the addition of a full-time IT Director in 2023, a role which was previously outsourced (which reduces outsourcing expenses by 92%).

In 2023, the Library partnered with a Human Resources firm to benchmark staff pay against industry standards. The results highlighted the need to increase pay rates for a significant portion of staff members in the lower pay grades, an issue that was already evident due to recruitment and retention challenges. The study provided objective, third-party expertise that validated our concerns and offered unbiased data to guide compensation decisions.

Adjustments made in 2024 were an important first step, but they did not fully resolve the identified pay disparities. This budget allocates approximately 25% of the overall payroll increase to continue addressing these discrepancies in 2025. Doing so will better align compensation with market rates and further recognize the contributions of our dedicated staff.

For additional context, the U.S. Bureau of Labor Statistics reported a 2.9% rise in the Consumer Price Index (July 2023 to July 2024). This budgeted increase ensures our compensation remains competitive and responsive to economic conditions, helping to attract and retain top talent.

COLLECTION & PROGRAMMING

The Library Materials & Programs budget will see a 4.5% increase. This adjustment accounts for rising costs of materials, electronic resources, and presenters, helping us maintain a high standard of service despite inflationary pressures and ensures we continue meeting the Illinois Library Standard of allocating 12% of our budget toward collections. Funds are reallocated from databases to address the pressure for high-demand materials, such as advantage ebooks, advantage audiobooks, and print best sellers. Additionally, adult material categories have been further clarified, with fiction and nonfiction separated for better selection oversight. This

increase will support our focus on maintaining a diverse and robust collection and array of programming that meets the evolving needs of our patrons.

CAPITAL PROJECTS

In 2024, our lower-level remodeling project incurred higher costs than anticipated, primarily due to unforeseen abatement-related expenses for flooring. As a result, we decided to defer the roof replacement project, which was initially recommended in a 2023 engineering report as the roof approaches the end of its useful life. This deferral is expected to keep us approximately \$200,000 under budget in the Improvements to Buildings and Grounds category in FY2024.

Our architects have provided an updated estimate of \$596,640 for the roof replacement, scheduled for Spring 2025. This project will be funded through a combination of \$144,179 from new revenue in 2025, with the remaining \$452,461 coming from our capital improvement fund reserves.

BEQUEST FUNDS FOR STRATEGIC PRIORITIES

In 2023, we were honored to receive a generous bequest from Joyce A. Mackert. To respect her memory and ensure that the funds are used to create a meaningful impact, we are aligning the allocation of these resources with the priorities identified in our comprehensive strategic plan, set to be completed by February 2025.

The budget designates \$200,000 in bequest funds within Other Operational Expenses to support Strategic Priorities. Although the specific initiatives are yet to be finalized, this allocation provides the flexibility to address urgent needs and invest in high-visibility, beneficial projects that reflect Ms. Mackert's intent.

OVERALL BUDGET

The proposed FY2025 budget totals \$5,370,397, reflecting a 10% increase over last year. However, of this, \$200,000 comes from bequest donation funds and nearly \$600,000 is allocated for the roof replacement project. It's important to note that the roof project was deferred from 2024 and comes primarily from Capital Reserves, and the \$200,000 bequest represents additional income. When controlling for these factors, the actual budget increase is 4.6%.

Rolling Meadows Library FY2025 Proposed Budget

GENERAL FUND		
REVENUES	FY2024	FY2025
PROPERTY TAXES	\$ 4,295,780	\$ 4,510,569
PERSONAL PROPERTY REPLACEMENT TAX	\$ 127,100	\$ 97,867
GRANTS - STATE OF ILLINOIS	\$ 36,000	\$ 36,500
INTEREST INCOME	\$ 15,000	\$ 40,000
FINES & FEES	\$ 9,700	\$ 6,500
VENDING MACHINES	\$ 3,000	\$ 3,500
DONATION INCOME	\$ 19,000	\$ 223,000
OTHER SOURCES - FUND BALANCE	\$ 175,000	\$ -
OTHER SOURCES - CAPITAL IMPROVEMENT FUND	\$ 200,000	\$ 452,461
	\$ 4,880,580	\$ 5,370,397
EXPENDITURES		
SALARIES	\$ 2,336,250	\$ 2,459,239
BENEFITS	\$ 545,780	\$ 573,934
IMRF	\$ 225,920	\$ 231,103
LIBRARY MATERIALS & PROGRAMS	\$ 573,300	\$ 599,333
PROFESSIONAL DEVELOPMENT & CONSULTING	\$ 37,410	\$ 38,900
CONTRACTUAL SERVICES	\$ 569,140	\$ 514,448
SUPPLIES	\$ 54,680	\$ 60,900
EQUIPMENT	\$ 55,000	\$ 62,550
IMPROVEMENTS TO BUILDINGS & GROUNDS	\$ 450,000	\$ 596,640
MAINTENANCE AND REPAIR NON-CONTRACT	\$ 25,000	\$ 25,000
OTHER OPERATIONAL EXPENSES	\$ 8,100	\$ 208,350
TRANSFERS TO OTHER FUNDS	\$ 	\$ -
	\$ 4,880,580	\$ 5,370,397

FY2025 Budget Allocations Detail - With City Budget Cross-Ref

	FY2024	FY2025	Change City Council Budget Proposal Umbrella
rdinary Income/Expense			
Income			
4000 Income			
4110 Administered With City			
4111 General Operating	4,295,780	4,510,569	5.0% PROPERTY TAXES
4111.01 Personal Prop Repl Tax	127,100	97,867	-23.0% PERSONAL PROPERTY REPLACEMENT TAX
4113 Capital Fund Transfers IN	200,000	452,461	126.2% OTHER SOURCES - CAPITAL IMPROVEMENT FUND
4115 Per Capita Grant	36,000	36,500	1.4% GRANTS - STATE OF ILLINOIS
4116 Interest Income	15,000	40,000	166.7% INTEREST INCOME
4119 Fines & Fees	9,700	6,500	-33.0% FINES & FEES
4119.01 Staff Vending Machine	1,000	1,000	0.0% VENDING MACHINES
4119.02 Patron Vending Machine	2,000	2,500	25.0% VENDING MACHINES
Total 4110 Administered With City	4,686,580	5,147,397	9.8%
4199 Other Income			
4199.02 Grants & Gifts			
4199.021 Friends' Donations	18,000	18,000	0.0% DONATION INCOME
4199.022 Other Donations	1,000	5,000	400.0% DONATION INCOME
4199.023 Donations Transferred In	0	200,000	NEW DONATION INCOME
Total 4199.02 Grants & Gifts	19,000	223,000	1073.7%
4199.04 Transfers from Other Sources (Fund Balance)	175,000	0	OTHER SOURCES - FUND BALANCE
4199.99 Other			
Total 4199 Other Income	194,000	223,000	14.9%
Total 4000 Income	4,880,580	5,370,397	10.0%
Total Income	4,880,580	5,370,397	10.0%
Expense			
50000 Expenses			
51000 Personnel			
51010 Payroll	2,336,250	2,459,239	5.3% SALARIES
51020 IMRF	225,920	231,103	2.3% IMRF
51030 FICA	178,650	188,132	5.3% BENEFITS
51040 Health Insurance			
51040.01 Health Ins.	358,000	377,532	5.5% BENEFITS
51040.02 Dental Ins. & Opt-Out	6,710	6,270	-6.6% BENEFITS
51040.03 Empl Assist. Prog.	2,420	2,000	-17.4% BENEFITS
Total 51040 Health Insurance	367,130	385,802	5.1%
51000 Personnel - Other			
Total 51000 Personnel	3,107,950	3,264,276	5.0%
52000 Materials For Patrons	-, - ,	-, - ,	
52010 Youth Materials			
52011 Youth Books	98,810	103,751	5.0% LIBRARY MATERIALS & PROGRAMS

	FY2024	FY2025	Change City Council Budget Proposal Umbrella
52013 Youth Nonbook	8,110	8,516	5.0% LIBRARY MATERIALS & PROGRAMS
52014 Youth Periodicals	1,820	1,911	5.0% LIBRARY MATERIALS & PROGRAMS
52015 Youth Electronic Reference	10,050	10,553	5.0% LIBRARY MATERIALS & PROGRAMS
52016 Youth e-Media			
52016.03 Youth e-Media Firm Orders	4,650	4,883	5.0% LIBRARY MATERIALS & PROGRAMS
52016.05 Youth e-Media Access Plans	2,410	2,531	5.0% LIBRARY MATERIALS & PROGRAMS
Total 52016 Youth e-Media	7,060	7,413	5.0%
Total 52010 Youth Materials	125,850	132,143	5.0%
52020 Adult Services Materials			
52021 Adult Services Books			
52021.01 Nonfiction Books	0	79,050	NEW LIBRARY MATERIALS & PROGRAMS
52021.02 Fiction Books	0	75,950	NEW LIBRARY MATERIALS & PROGRAMS
Total 52021 Adult Services Books	131,350	155,000	18.0%
52023 Adult Services Nonbook			
52023.01 Nonfiction Nonbooks	0	6,040	NEW LIBRARY MATERIALS & PROGRAMS
52023.02 Fiction Nonbooks	0	24,160	NEW LIBRARY MATERIALS & PROGRAMS
Total 52023 Adult Services Nonbook	28,760	30,200	5.0%
52024 Ad Serv Periodicals			
52024.01 Magazine subs Cox	21,360	21,360	0.0% LIBRARY MATERIALS & PROGRAMS
52024.03 Magazine SubsDirect	2,160	2,160	0.0% LIBRARY MATERIALS & PROGRAMS
52024.04 Adult Periodicals Newspapers	6,700	7,500	11.9% LIBRARY MATERIALS & PROGRAMS
Total 52024 Ad Serv Periodicals	30,220	31,020	2.6%
52025 Ad. Serv. Elec. Reference	123,050	100,000	-18.7% LIBRARY MATERIALS & PROGRAMS
52026 Adult Services e-Media	,		
52026.01 Nonfiction e-Media Advantage Orders	0	40,000	NEW LIBRARY MATERIALS & PROGRAMS
52026.02 Fiction e-Media Advantage Orders	0	40,000	NEW LIBRARY MATERIALS & PROGRAMS
52026.03 Adult e-Media Firm Orders	39,430	0	-100.0% LIBRARY MATERIALS & PROGRAMS
52026.05 Adult e-Media Access Plans	33,380	35,050	5.0% LIBRARY MATERIALS & PROGRAMS
Total 52026 Adult Services e-Media	72,810	115,050	58.0%
52027 Library of Things - Components	5,260	8,000	52.1% LIBRARY MATERIALS & PROGRAMS
Total 52020 Adult Services Materials	391,450	409,070	4.5%
Total 52000 Materials For Patrons	517,300	541,213	4.6%
53000 Operating Costs			
53011 Programs For Youth	24,000	24,000	0.0% LIBRARY MATERIALS & PROGRAMS
53014 Community Engagement Programs			
53014.01 General CE Programming	16,000	16,800	5.0% LIBRARY MATERIALS & PROGRAMS
53014.06 Volunteer Recognition	2,400	2,520	5.0% LIBRARY MATERIALS & PROGRAMS
53014.07 Staff SR Promotion	1,600	1,100	-31.3% LIBRARY MATERIALS & PROGRAMS
53014.08 Summer Reading	0	2,700	NEW LIBRARY MATERIALS & PROGRAMS
Total 53014 Community Engagement Prog.	20,000	23,120	15.6%
53017 Adult Services Programs			
53017.01 General Adult Programming	6,000	0	-100.0% LIBRARY MATERIALS & PROGRAMS
53017.05 Circulation Programs	500	0	-100.0% LIBRARY MATERIALS & PROGRAMS

	FY2024	FY2025	Change	City Counc
53017.06 Reference Programs	2,750	5,500	100.0%	LIBRARY M
53017.07 Readers Services Programs	2,750	5,500	100.0%	LIBRARY M
Total 53017 Adult Services Prog.	12,000	11,000	-8.3%	
53021 Professional Development				
53021.01 Administrative Serv.	6,000	6,000	0.0%	PROFESSIO
53021.02 Building Services	300	600	100.0%	PROFESSIO
53021.03 Circulation Services	300	600	100.0%	PROFESSIO
53021.04 Readers' Services	300	600	100.0%	PROFESSIO
53021.05 Reference Services	300	600	100.0%	PROFESSIO
53021.06 Special Services	300	600	100.0%	PROFESSIO
53021.07 Technical Services	300	600	100.0%	PROFESSIO
53021.08 IT	0	300	NEW	PROFESSIO
53021.09 Youth Services	300	600	100.0%	PROFESSIO
53021.11 Library Board	2,000	2,100	5.0%	PROFESSIO
53021.91 Staff Association	1,300	1,300	0.0%	PROFESSIO
53021.99 Other	22,510	21,500	-4.5%	PROFESSIO
Total 53021 Professional Development	33,910	35,400	4.4%	
53022 Dues				
53022.11 Library Board	1,000	1,000	0.0%	PROFESSIO
53022.99 Other	2,500	2,500	0.0%	PROFESSIO
53022 Dues - Other				
Total 53022 Dues	3,500	3,500	0.0%	
53030 Transportation		,		
53030.01 Administrative Serv.	2,500	2,150	-14.0%	OTHER OPE
53030.02 Building Serv.	0	600	NEW	OTHER OPE
53030.03 Circulation Serv.	0	100	NEW	OTHER OPE
53030.04 Readers' Serv.	0	400	NEW	OTHER OPE
53030.05 Reference Serv.	0	100	NEW	OTHER OPE
53030.06 Special Serv.	0	100	NEW	OTHER OPE
53030.07 Technical Serv.	0	300	NEW	OTHER OPE
53030.08 Technology Serv.	0	300	NEW	OTHER OPE
53030.09 Youth Serv.	0	150	NEW	OTHER OPE
53030.10 Outreach	0	300	NEW	OTHER OPE
53030.11 Library Board	1,500	1,500	0.0%	OTHER OPE
53030.99 Other	2,000	0		OTHER OPE
Total 53030 Transportation	6,000	6,000	0.0%	
53040 Office/Operating Supplies	-,	-,		
53041 Circulation Services				
53041.03 Plastic Book Bags	1,350	1,350	0.0%	SUPPLIES
53041.99 Other Circ Supplies	1,100	1,150		SUPPLIES
Total 53041 Circulation Services	2,450	2,500	2.0%	
53042 Special Services	_,	2,000	2.5%	
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53042.01 Paper/Labels/Cards	650	1,050	61.5%	SUPPLIES

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	FY2024	FY2025	Change City Council Budget Proposal Umbrella
53042.03 Ink Cartridges/Toner	3,500	3,500	0.0% SUPPLIES
53042.04 Displays/Decorations	950	950	0.0% SUPPLIES
53042.99 Other Sp Ser Supplies	500	500	0.0% SUPPLIES
Total 53042 Special Services	6,000	6,400	6.7%
53043 Technical Services	,	,	
53043.01 Labels	1,500	1,000	-33.3% SUPPLIES
53043.04 Tape	1,000	1,000	0.0% SUPPLIES
53043.05 Media Supplies	7,500	7,500	0.0% SUPPLIES
53043.051 Library of Things Packaging	0	3,500	NEW SUPPLIES
53043.06 Spine Label Protect	1,500	1,500	0.0% SUPPLIES
53043.07 Bar Codes	800	900	12.5% SUPPLIES
53043.08 New Book Spine Tape	900	1,000	11.1% SUPPLIES
53043.09 B&T Title Source Sware	2,630	2,900	10.3% SUPPLIES
53043.99 T.S. Supplies, Other	3,250	3,500	7.7% SUPPLIES
Total 53043 Technical Services	19,080	22,800	19.5%
53044 General Supplies			
53044.01 Paper, General	1,300	1,600	23.1% SUPPLIES
53044.02 Paper, Copier/Printer	2,300	3,000	30.4% SUPPLIES
53044.03 Pens, Pencils, etc.	1,650	1,700	3.0% SUPPLIES
53044.04 Toner, Copiers	600	600	0.0% SUPPLIES
53044.05 Toner, Printers	11,000	13,000	18.2% SUPPLIES
53044.99 Other Gen Supplies	8,000	7,000	-12.5% SUPPLIES
Total 53044 General Supplies	24,850	26,900	8.2%
53049.99 Other	2,300	2,300	0.0% SUPPLIES
Total 53040 Office/Operating Supplies	54,680	60,900	11.4%
53050 Contract Serv's, General			
53050.01 City Services	49,430	49,571	0.3% CONTRACTUAL SERVICES
53050.011 Water & Sewer	6,010	6,300	4.8% CONTRACTUAL SERVICES
53050.03 Nicor Gas	1,260	1,260	0.0% CONTRACTUAL SERVICES
53050.04 Liability Insurance	21,220	48,866	130.3% CONTRACTUAL SERVICES
53050.05 Attorney Fees	10,500	11,030	5.0% CONTRACTUAL SERVICES
53050.051 Library Audit	17,000	16,500	-2.9% CONTRACTUAL SERVICES
53050.06 Newsletter Printing	13,000	14,000	7.7% CONTRACTUAL SERVICES
53050.07 Newsletter Postage	5,300	5,400	1.9% CONTRACTUAL SERVICES
53050.08 Other Postage & Deliv.	5,300	5,300	0.0% CONTRACTUAL SERVICES
53050.10 Inter-Library Loan	550	550	0.0% CONTRACTUAL SERVICES
53050.11 OCLC Fixed-Fee Cat'g	39,610	39,750	0.4% CONTRACTUAL SERVICES
53050.15 Piano Tuning	1,400	1,400	0.0% CONTRACTUAL SERVICES
53050.90 Board Consultant	0	14,250	NEW CONTRACTUAL SERVICES
53050.99 Other	7,570	7,000	-7.5% CONTRACTUAL SERVICES
Total 53050 Contract Serv's, General	178,150	221,177	24.2%
53060 Contr Serv's, Technology			
53060.02 Phone/Modem Lines	16,200	19,080	17.8% CONTRACTUAL SERVICES
53060.025 E-mail Fee	10,500	10,500	0.0% CONTRACTUAL SERVICES

	FY2024	FY2025	Change City Council Budget Proposal Umbrella
53060.03 Internet/Web Hosting	17,580	17,580	0.0% CONTRACTUAL SERVICES
53060.04 System Maint (ILS)	83,140	90,951	9.4% CONTRACTUAL SERVICES
53060.05 Network Maint (LAN)	6,210	7,000	12.7% CONTRACTUAL SERVICES
53060.071 Copier Repair	1,340	1,280	-4.5% CONTRACTUAL SERVICES
53060.072 Printer Repair	470	450	-4.3% CONTRACTUAL SERVICES
53060.091 Patron Automation	5,250	5,250	0.0% CONTRACTUAL SERVICES
53060.11 IT Outsourcing	120,000	10,000	-91.7% CONTRACTUAL SERVICES
53060.12 IT Licensing	18,500	18,500	0.0% CONTRACTUAL SERVICES
53060.99 Other	33,300	33,300	0.0% CONTRACTUAL SERVICES
Total 53060 Contr Serv's, Technology	312,490	213,891	-31.6%
53070 Contr Serv's, Maintenance			
53070.01 Alarms (fire/security)	6,300	6,300	0.0% CONTRACTUAL SERVICES
53070.04 Elevator	5,000	5,000	0.0% CONTRACTUAL SERVICES
53070.05 Fire Extinguishers	1,200	1,000	-16.7% CONTRACTUAL SERVICES
53070.06 HVAC	25,000	25,000	0.0% CONTRACTUAL SERVICES
53070.07 Inspection Services	1,580	1,660	5.1% CONTRACTUAL SERVICES
53070.08 Lawn Services	15,000	15,750	5.0% CONTRACTUAL SERVICES
53070.09 Carpet Cleaner	10,000	10,000	0.0% CONTRACTUAL SERVICES
53070.11 Window Washing	1,200	1,200	0.0% CONTRACTUAL SERVICES
53070.12 Laundry	0	250	NEW CONTRACTUAL SERVICES
53070.99 Other	13,220	13,220	0.0% CONTRACTUAL SERVICES
Total 53070 Contr Serv's, Maintenance	78,500	79,380	1.1%
53099.99 Contr Serv's, Other			
53310 Maint, NonContract Serv's	25,000	25,000	0.0% MAINTENANCE AND REPAIR NON-CONTRACT
53320 Improvements To Bldg	450,000	596,640	32.6% IMPROVEMENTS TO BUILDINGS & GROUNDS
53400 Machinery & Equipment			
53400.01 Information Technology			
53400.011 PCs & Printers	11,050	18,000	62.9% EQUIPMENT
53400.012 Sec. Camera Equip	1,900	2,500	31.6% EQUIPMENT
53400.01 Information Technology - Other	32,050	32,050	0.0% EQUIPMENT
Total 53400.01 Information Technology	45,000	52,550	16.8%
53400.02 Library Equip-General	7,500	7,500	0.0% EQUIPMENT
53400.03 Maintenance Equipment	2,500	2,500	0.0% EQUIPMENT
53400 Machinery & Equipment - Other			
Total 53400 Machinery & Equipment	55,000	62,550	13.7%
53500 Staff Vending Machine			
53500.01 Supplies	1,000	1,050	5.0% OTHER OPERATIONAL EXPENSES
Total 53500 Staff Vending Machine	1,000	1,050	5.0%
53600 Patron Vending Machine	,	,	
53600.01 Supplies	1,100	1,300	18.2% OTHER OPERATIONAL EXPENSES
Total 53600 Patron Vending Machine	1,100	1,300	18.2%
53700 Strategic Priorities	1,100	200,000	NEW OTHER OPERATIONAL EXPENSES
5		1,564,908	24.7%
Total 53000 Operating Costs	1,255,330	1,504,908	24.7%

	FY2024	FY2025	Change City Council Budget Proposal Umbrella
58001 Capital Resrv Rebuilding	0	0	
Total 50000 Expenses	4,880,580	5,370,397	10.0%

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