

Introduction:

WNPL's budget is a dynamic reflection of our organization's priorities, values, and commitment to impact. When looking at the budget for FY 2024-2025, WNPL's Leadership Team focused on making sure our budget aligns with the six strategic priorities identified during our strategic planning process to better serve our community:

- **Communication:** The Library will establish consistent methods to engage the Spanish-speaking community, formalize WNPL's marketing plan, and redesign the Library's website.
- **Programs:** WNPL will develop a comprehensive approach to planning programs to address a variety of areas, collaborate with partners to expand program offerings, and increase the number of programs for adults.
- **Services:** WNPL will expand efforts to take the Library into community, evaluate ways to eliminate barriers to library card access, and strengthen services by partnering with local organizations.
- **Collections:** WNPL will balance electronic and print collections to meet evolving demand, continually evaluate our collections, and enhance collections for distinct population groups. New collections and formats, such as Library of Things, will be developed to serve unique needs.
- **Spaces:** WNPL will create a more welcoming environment, enhance our public spaces, and improve the security of the building.
- **Organizational Health:** WNPL will improve internal communication, provide increased opportunities for staff teambuilding, and create a comprehensive training program for staff.

The need to better focus our resources on our six strategic priorities feels more urgent when analyzing WNPL data pre-COVID (early 2019) and post-COVID (early 2024). This analysis shows a loss of active library users, a decline in library foot traffic, a shift in collection usage from physical to digital, among other trends. The proposed budget for FY 2024-2025 aims to turn around these trends. We are going to place a heavy emphasis on increasing the number of registered library cardholders, increasing door

count, enhancing our library’s collection, and providing robust programming for all ages in our community.

WNPL’s budget timeline

Meeting date	Activity
January Regular Board Meeting (1/16/2024)	Discussion of budget planning timeline
February Committee of the Whole (2/6/2024)	Initial overview of potential capital projects for FY 24-25
March Committee of the Whole (3/5/2024)	Capital planning review and discussion
April Committee of the Whole (4/2/2024)	Initial presentation of budget draft
May Committee of the Whole (5/7/2024)	Review of latest budget draft and discussion; discuss potential transfer of funds from expendable trust to endowment fund
June Committee of the Whole (6/4/2024)	Finalize FY 24-25 Budget
June Regular Board Meeting (6/18/2024)	Board approval of FY 24-25 Budget

Income

WNPL’s budgeted income for FY 2024-2025 total \$7,769,000. Approximately 93% of our income comes from local property taxes. 6.5% of our income comes from a combination of Corporate Personal Property Tax replacement, grants, gifts, and investment income.

Expenditures

WNPL's budgeted expenditures for FY 2024-2025 total \$7,692,123. While WNPL's FY 2024-2025 expenditures are projected to go down slightly compared to FY 2023-2024, the 2023 HVAC project was a major expenditure and an historic budget outlier. While WNPL does have a series of capital project expenditures in FY 2024-2025 (new automated materials handling system, replacement of meeting room A/V system, public service desk replacement, replacement of meeting room flooring, parking lot resealing, and exterior painting), they are small in comparison to the HVAC project. WNPL does have a ten-year capital project plan it reviews and revises annually to assist with strategic long-range budget planning.

Personnel costs make up the majority of WNPL's expenditures (59% of the budget less capital projects and debt service). While we have done a superb job of holding down personnel costs over the past decade, this has become more of a challenge in recent years. The factors driving up personnel costs this year include a 4% cost of living increase for staff, the rising costs of employee benefits, and staff salary adjustments for 33% of WNPL's workforce because of a comprehensive salary compensation study completed by WNPL Administration. This salary compensation study consisted of an analysis of all library positions, scoring each position based on the level of skills, experience, and responsibilities each job entailed, and benchmarking each position against the job market. These adjustments are necessary for WNPL to remain competitive in the job market and to retain talented staff.

The departure of staff from several positions provided WNPL an opportunity to realign and reorganize our staffing structure to better focus on WNPL's six strategic priorities. During the budgeting process, several needs were identified by staff, including programming associates for external library programs, a staff coordinator to focus on addressing our community's growing digital literacy needs, staff focusing on programming for Spanish-speaking adults, staff to focusing on managing WNPL's overall collection, staff to focus on the management of major projects, and staff to focus on fundraising and grant writing. To address all these needs within the confines of our personnel budget, WNPL will do a staff reorganization effective on July 1, 2024.

Per the policy of WNPL, this year’s budget meets the minimum threshold of nine percent of its total budget less major capital expenditures and debt service on materials for patrons (Approximately 10% of expenditures will be for materials totaling \$669,337).

Major Projected Expenditure Changes Overview

Budget Line	Change	% Change	Notes
FICA & IMRF	\$ 35,336	6.19%	4% COLA / Adjustments due to Salary Compensation Study
Payroll	\$ 199,706	5.93%	4% COLA / Adjustments due to Salary Compensation Study
Employee Benefits	\$ 43,626	13.72%	Estimated based on projected health insurance increase and more staff using employee benefits
Programs	\$ 19,430	34.63%	Mobile Services programming
Professional Fees	\$ 16,389	6.49%	Addition of website development consulting & Gurnee PD presense for back to school in fall;increase in accounting fees.
Training and Development	\$ 5,194	9.02%	Tuition reimbursement requests for three staff
Equipment Maintenance & Supplies	\$ (22,587)	-34.16%	Change in vendors
Public Services and Works	\$ 25,980	10.60%	Bookdrops wraps, mobile services PR materials, maintenance costs inflation increases
Electronic Services	\$ 3,400	12.55%	Payroll services; underbudgeted in current year
Staff books	\$ 645	134.38%	Management Team professional titles
Audiovisual Materials	\$ (7,125)	-7.74%	Decrease in AV popularity
Library of Things	\$ 5,000	N/A	New budget line; existing collection established through existing items and other materials funds

Online Electronic Databases	\$ 9,099	2.79%	Substantial savings on WiFi hotspots by moving the Beacon Mobile, but offset by allocating more funds to electronic services
Capital Corporate	\$ (75,843)	-59.78%	CCS Implementation Fees in FY 2023-2024
Capital Special Reserve	\$ (2,131,249)	-88.44%	No giant capital project like HVAC in FY 2024-2025
Capital Expendable Trust	\$ (8,543)	-91.93%	Only celebration square brick additions planned for FY 2024-2025; QRR completed in FY 2023-2024

Special Funds

The vast majority of expenditures come out of the Library’s General Corporate Fund. However, the Library also has Special Funds for specific purposes:

- **Buildings, Sites, & Maintenance Fund:** This fund covers building maintenance, equipment, and supplies.
- **Public Liability Fund:** This fund pays insurance premiums and risk management costs. Security staff salaries and training are also included in this fund.
- **Expendable Trust Fund:** Donations used for fundraising. In FY 2023-2024, some funding for our maker space was taken from this fund.
- **Special Reserve Fund:** Unexpended funds from the Corporate Fund saved for capital improvements. The library has a ten-year capital project plan it revisits and revises annually. The Special Reserve Fund is the primary source for library capital projects.

Inactive Funds

- **Audit Fund:** This fund is inactive; audit fees are now paid from the Corporate Fund.
- **Working Cash Fund:** Maintained as a reserve for emergencies and interest income generation.