

WNPL FY 2025-2026 Budget Overview

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 2025-2026, WNPL's Leadership Team focused on making sure that 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.

While we have essentially completed our current strategic plan, these priorities continue to guide our budget planning for FY 2025-2026. WNPL has been focusing on three key metrics that tie into four of the six strategic

priorities: foot traffic/door count, number of new library card sign-ups, and circulation of materials. We have seen encouraging progress in these areas, with increases in registered library cardholders (including our new electronic library card option for patrons), growing door count, and expansion of programming for all ages in our community.

A significant focus for FY 2025-2026 will be the implementation of the short-term Facilities Improvement Plan, one of the Executive Director's goals for calendar year 2025. The budget allows us to complete this short-term plan and begin work on the long-term Facilities Improvement Plan.

WNPL's budget timeline

| Meeting date | Activity |
|--|---|
| January Regular Board Meeting (1/21/2025) | Discussion of budget planning timeline |
| February Committee of the Whole (2/4/2025) | Initial overview of potential capital projects for FY 25-26 |
| March Committee of the Whole (3/4/2025) | Capital planning review and discussion |
| April Regular Board Meeting (4/15/2025) | Initial presentation of budget draft |
| May Committee of the Whole (5/6/2025) | Review of latest budget draft and discussion; discuss potential transfer of funds from expendable trust to endowment fund |
| May Regular Board Meeting (5/20/2025) | Recap of budget process to date with incoming Board |
| June Committee of the Whole (6/3/2025) | Finalize FY 25-26 Budget |

| Meeting date | Activity |
|--|-----------------------------------|
| June Regular Board Meeting (6/17/2025) | Board approval of FY 25-26 Budget |

Income

WNPL's budgeted income for FY 2025-2026 totals \$8,319,282. Approximately 90% of our income in FY 2025-2026 (\$7,415,725) comes from local property taxes. The remaining 10% comes from a combination of Corporate Personal Property Tax replacement, grants, gifts, and investment income.

While the State of Illinois is projected to see a revenue shortfall, we still anticipate receiving our full Per Capita Grant of \$98,053. In addition, WNPL will receive a grant of \$250,000 from the Department of Commerce and Economic Opportunity for our Facilities Improvement Plan. We have reduced our expected copier/printer revenue by \$2,000 as we plan to offer free limited printing to library cardholders (\$1 per week, non-cumulative and does not roll over to future weeks), which will result in a small revenue loss but will be offset by enhanced customer service and patron satisfaction. Additionally, we anticipate receiving our developer donation from the Milwaukee Avenue apartments project in FY 2025-2026, which represents a major portion of our projected \$58,504 in Developer Donations revenue.

Expenditures

WNPL's budgeted expenditures for FY 2025-2026 total \$9,723,895. While projected expenditure exceeds revenue, capital expenditures account for a significant portion of this difference. Currently, \$2,002,207 is allocated for capital expenditures, with the vast majority representing the Facilities Improvement Plan.

Personnel costs are projected to increase by 5.3% this year, including an 8.7% increase in employee benefits costs. This increase reflects the 4% cost of living adjustment for staff. Unlike FY 2024-2025, there is no major salary compensation study planned within the organization for the upcoming fiscal year.

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 9.7% of expenditures will be for materials, totaling \$683,917.

Major Projected Expenditure Changes Overview

| Budget Line | Change | % Change | Notes |
|-----------------------------|---------------|-----------------|--|
| FICA & IMRF | \$30,668 | 5.06% | 4% COLA for staff |
| Payroll | \$183,641 | 5.14% | 4% COLA for staff; contingency for some salary adjustments |
| Employee Benefits | \$31,466 | 8.70% | Estimated increase in health insurance costs |
| Treasurer's Bond | -\$2,300 | -56.10% | Law changed requirements leading to a reduction of this budget line |
| Safety & Security Equipment | -\$1,800 | -100.00% | Moved to different budget line |
| Professional Fees | \$15,851 | 5.01% | Allowance for strategic plan consultant |
| Printing | \$9,010 | 13.28% | Increase in printing costs; annual fund printing costs moved to this budget line |

| Budget Line | Change | % Change | Notes |
|-----------------------------|-------------|----------|--|
| Circulating Books | \$31,605 | 16.39% | Investment in updating physical collections |
| Audiovisual Materials | -\$24,135 | -28.44% | Continued decrease in AV popularity |
| Library of Things | -\$3,500 | -70.00% | Collection established in previous year |
| Online Electronic Databases | \$11,120 | 3.32% | Increase in digital eBooks and eAudiobooks |
| Special Reserve Fund | \$1,727,507 | 260.95% | Facilities Improvement Plan funding |
| Expendable Trust Fund | -\$23,649 | -74.72% | Reduction in capital projects from this fund in FY 2025-2026 |

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:** This fund is used to pay for projects we fundraising for during our annual appeal campaign.

- **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.

Capital Projects

Major capital projects planned for FY 2025-2026 include:

- Facilities Improvement Plan: \$1,735,000
- Meeting Room AV refurbishment: \$25,000
- Replacement of cement pad and creation of exit path and O'Plaine Road emergency exit: \$30,000 (estimated)
- Technology upgrades, including:
 - Barcode scanners: \$1,200
 - Monitor and stand for staff with dedicated laptops: \$1,800
 - Patron row switch replacement: \$5,000
 - RFID pad replacements: \$7,700
 - Computers and monitors for new security office: \$8,000
 - Outdoor locker for after hours checkouts: \$14,290
 - Additional cameras for new layout: \$15,000
 - Laptop vending kiosk with 9 laptop capacity: \$24,000
- Building improvements, including:

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- Lift: \$8,000
- Variable Frequency Drives: \$9,000
- Exterior painting: \$12,000
- Domestic Hot Water Generation: \$15,000
- Doors (QRR door ADA, new security door, Coco's Cove): \$24,017
- Lobby ceiling remodel: \$32,000