



125 Tower Drive
Burr Ridge IL 60527
630.734.5000
Fax: 630.734.5050
railslibraries.info

March 17, 2023

TO: RAILS BOARD OF DIRECTORS

FROM: SHARON SWANSON

SUBJECT: AMENDED BUDGET REQUEST

At the RAILS Special Board meeting on February 7, the Board approved the collective bargaining agreement between RAILS and the International Brotherhood of Teamsters Local 325 as tentatively agreed upon by all parties as presented to the Board. As part of that discussion, the Board tacitly approved an increase in the hourly wage for all current Delivery Drivers and Sorters to \$19.50 per hour while maintaining a starting rate of \$17.00 for new Delivery staff. The Board also agreed to increase any Delivery Service Managers who were below the mid-point of their salary range to the mid-point. These increases were an effort to increase pay equity across the organization.

A budget revision has been prepared to reflect these changes, and we are requesting that the Board formally approve to amend our FY2023 budget that incorporates these compensation changes. Attached is a copy of the revised budget and the revised delivery budget supplement.

The details of these changes to the Delivery Personnel expenditures are below:

	<u>Original FY2023</u> <u>Delivery Budget</u>	<u>Revised FY2023</u> <u>Delivery Budget</u>	<u>Increase/</u> <u>(Decrease)</u>
Library Professionals	\$ -	\$ -	\$ -
Other Professionals	352,681	359,743	7,062
Support Services	1,360,965	1,434,199	73,234
Social Security Taxes	131,096	137,234	6,138
Unemployment Insurance	9,180	9,103	(77)
Worker's Compensation	100,077	106,306	6,229
Retirement Benefits	17,476	18,388	912
Health, Dental and Life Insurance	332,835	332,835	-
Other Fringe Benefits	-	-	-
Temporary Help	21,000	21,000	-
Recruiting	-	-	-
Other	-	-	-
Total Delivery Personnel Expenditures	\$ 2,325,310	\$ 2,418,808	\$ 93,498

Upon the Board's approval, we will include the revised budget in our monthly financial reports for March 2023.

We are requesting your approval of the proposed budget amendment, the request of which will then be sent to the Illinois State Library.

**ILLINOIS STATE LIBRARY
SYSTEM AREA AND PER CAPITA GRANT APPLICATION
FY 23 BUDGET SHEET**

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Revenues						
State Grants						
Area & Per Capita	\$11,870,000.	\$0.	\$0.	\$0.	\$0.	\$11,870,000.
Blind & Physically Handicapped	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
System Automation & Technology	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Federal Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Fees for Services & Materials	\$1,091,237.	\$0.	\$0.	\$0.	\$0.	\$1,091,237.
Reimbursements	\$2,100,000.	\$0.	\$0.	\$0.	\$0.	\$2,100,000.
Investment Income	\$77,769.	\$0.	\$0.	\$0.	\$0.	\$77,769.
Other Revenue	\$22,100.	\$0.	\$0.	\$0.	\$0.	\$22,100.
Estimated Total Revenue	\$15,161,106.	\$0.	\$0.	\$0.	\$0.	\$15,161,106.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Expenditures						
Personnel						
Salaries						
Library Professionals	\$1,572,628.	\$0.	\$0.	\$0.	\$0.	\$1,572,628.
Other Professionals	\$1,745,060.	\$0.	\$0.	\$0.	\$0.	\$1,745,060.
Support Services	\$2,036,985.	\$0.	\$0.	\$0.	\$0.	\$2,036,985.
Payroll Taxes & Benefits						
Social Security Taxes	\$409,610.	\$0.	\$0.	\$0.	\$0.	\$409,610.
Unemployment Insurance	\$19,099.	\$0.	\$0.	\$0.	\$0.	\$19,099.
Workmen's Compensation	\$110,712.	\$0.	\$0.	\$0.	\$0.	\$110,712.
Retirement Benefits	\$54,802.	\$0.	\$0.	\$0.	\$0.	\$54,802.
Health, Dental & Life Insurance	\$706,960.	\$0.	\$0.	\$0.	\$0.	\$706,960.
Other	\$17,500.	\$0.	\$0.	\$0.	\$0.	\$17,500.
Temporary Help	\$25,500.	\$0.	\$0.	\$0.	\$0.	\$25,500.
Recruiting	\$15,000.	\$0.	\$0.	\$0.	\$0.	\$15,000.
Library Materials						
Printed Materials	\$2,900.	\$0.	\$0.	\$0.	\$0.	\$2,900.
Non-Printed Materials	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
E-Resources	\$2,456,200.	\$0.	\$0.	\$0.	\$0.	\$2,456,200.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Buildings & Grounds						
Rent	\$237,220.	\$0.	\$0.	\$0.	\$0.	\$237,220.
Utilities	\$97,360.	\$0.	\$0.	\$0.	\$0.	\$97,360.
Property Insurance	\$27,564.	\$0.	\$0.	\$0.	\$0.	\$27,564.
Repairs & Maintenance	\$50,790.	\$0.	\$0.	\$0.	\$0.	\$50,790.
Custodial and Janitorial Service & Supplies	\$57,280.	\$0.	\$0.	\$0.	\$0.	\$57,280.
Other	\$14,940.	\$0.	\$0.	\$0.	\$0.	\$14,940.
Vehicle Expense						
Fuel	\$426,844.	\$0.	\$0.	\$0.	\$0.	\$426,844.
Repairs & Maintenance	\$124,800.	\$0.	\$0.	\$0.	\$0.	\$124,800.
Vehicle Insurance	\$128,984.	\$0.	\$0.	\$0.	\$0.	\$128,984.
Vehicle Leasing & Rent	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$6,850.	\$0.	\$0.	\$0.	\$0.	\$6,850.
Travel, Meetings and Continuing Education for Staff & Board						
In-state Travel	\$40,948.	\$0.	\$0.	\$0.	\$0.	\$40,948.
Out-of-State Travel	\$50,357.	\$0.	\$0.	\$0.	\$0.	\$50,357.
Registrations, Meetings and Other Fees	\$76,117.	\$0.	\$0.	\$0.	\$0.	\$76,117.
Conferences and Continuing Education Meetings	\$68,280.	\$0.	\$0.	\$0.	\$0.	\$68,280.
Public Relations	\$16,100.	\$0.	\$0.	\$0.	\$0.	\$16,100.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Liability Insurance	\$47,300.	\$0.	\$0.	\$0.	\$0.	\$47,300.
Supplies, Postage and Printing						
Computer Software and Supplies	\$54,656.	\$0.	\$0.	\$0.	\$0.	\$54,656.
General Office Supplies and Equipment	\$40,140.	\$0.	\$0.	\$0.	\$0.	\$40,140.
Postage	\$10,530.	\$0.	\$0.	\$0.	\$0.	\$10,530.
Binding	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Library Supplies	\$200.	\$0.	\$0.	\$0.	\$0.	\$200.
Delivery Supplies	\$41,800.	\$0.	\$0.	\$0.	\$0.	\$41,800.
Other	\$120.	\$0.	\$0.	\$0.	\$0.	\$120.
Telephone and Telecommunications	\$105,678.	\$0.	\$0.	\$0.	\$0.	\$105,678.
Equipment Rental, Repair & Maintenance						
Equipment Rental	\$12,376.	\$0.	\$0.	\$0.	\$0.	\$12,376.
Equipment Repair and Maintenance Agreements	\$156,573.	\$0.	\$0.	\$0.	\$0.	\$156,573.
Professional Services						
Legal	\$40,500.	\$0.	\$0.	\$0.	\$0.	\$40,500.
Accounting	\$58,500.	\$0.	\$0.	\$0.	\$0.	\$58,500.
Consulting	\$214,000.	\$0.	\$0.	\$0.	\$0.	\$214,000.
Contractual Staff	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Contractual Services						
Information Service Costs	\$27,114.	\$0.	\$0.	\$0.	\$0.	\$27,114.

Agreements with systems, member libraries and other cooperatives	\$1,638,012.	\$0.	\$0.	\$0.	\$0.	\$1,638,012.
Outside Printing Services	\$540.	\$0.	\$0.	\$0.	\$0.	\$540.
Other	\$1,630,871.	\$0.	\$0.	\$0.	\$0.	\$1,630,871.
Depreciation	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Professional Association Membership Dues	\$9,305.	\$0.	\$0.	\$0.	\$0.	\$9,305.
Miscellaneous	\$12,230.	\$0.	\$0.	\$0.	\$0.	\$12,230.
Capital Outlays						
Equipment	\$0.	\$0.	\$50,000.	\$0.	\$0.	\$50,000.
Computer hardware and software	\$0.	\$0.	\$70,000.	\$0.	\$0.	\$70,000.
Furniture & Fixtures	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Building and Improvements	\$0.	\$0.	\$125,000.	\$0.	\$0.	\$125,000.
Land	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Vehicles	\$0.	\$0.	\$190,000.	\$0.	\$0.	\$190,000.
Debt Service						
Principal	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Interest	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Estimated Total Expenditures	\$14,697,835.	\$0.	\$435,000.	\$0.	\$0.	\$15,132,835.
Excess of Estimated Revenues Over (Under) Estimated Expenditures	\$463,271.	\$0.	\$-435,000.	\$0.	\$0.	\$28,271.

2.1 Delivery Budget Supplement for FY2023:

Breakout Between State Funds and Federal (LSTA) Funds as it Relates to Library System Delivery (not ILDS)

DELIVERY REVENUE SOURCE		State Funds	Federal (LSTA) Funds
	Area & Per Capita Grant		\$ 1,936,143.79
	Other State Grants		
	Federal Grants		
	Other Grants		
	Fees	\$ 7,590.00	
	Reimbursements		
	Investment Income		
	Other Revenue		
Total Revenue Budgeted to Support Library System		\$ 7,590.00	\$ 1,936,143.79
DELIVERY EXPENDITURES		State Funds	Federal (LSTA) Funds
Delivery Personnel:			
	Library Professionals		
	Other Professional	\$ 64,110.21	\$ 240,000.79
	Support Services	\$ 136,837.00	\$ 850,000.00
	Social Security Taxes (FICA)	\$ 48,755.00	\$ 50,000.00
	Unemployment Insurance	\$ 6,330.00	
	Workmen's Compensation	\$ 76,125.00	
	Retirement Benefits	\$ 13,237.00	
	Health, Dental & Life Insurance	\$ 230,911.00	
	Other Professional		
	Temporary Help	\$ 16,871.00	
	Recruitment		
	Total	\$ 593,176.21	\$ 1,140,000.79
Delivery Buildings and Grounds:			
	Rent	\$ 132,832.00	
	Utilities	\$ 8,676.00	
	Property Insurance	\$ 1,891.00	
	Repairs & Maintenance	\$ 17,683.00	
	Custodial and Janitorial Service & Supplies	\$ 5,436.00	
	Other	\$ 1,483.00	
	Total	\$ 168,001.00	\$ -

Delivery Vehicle Expense:			
	Fuel	\$ 266,780.00	
	Repairs & Maintenance	\$ 96,277.00	
	Vehicle Insurance	\$ 87,397.00	
	Vehicle Leasing & Rent	\$ -	
	Other	\$ 6,273.00	
Total		\$ 456,727.00	\$ -
Travel, Meetings and CE for Delivery Staff			
	In-State Travel	\$ 4,567.00	
	Out-of-State Travel	\$ -	
	Registrations, Meetings and Fees	\$ 1,550.00	
	Conferences and Continuing Education Meetings	\$ -	
Total		\$ 6,117.00	\$ -
Delivery Liability Insurance:			
Total		\$ 3,348.00	\$ -
Supplies, Postage and Printing:			
	Computer Software and Supplies	\$ -	
	General Office Supplies & Equipment	\$ 1,729.00	
	Postage	\$ 373.00	
	Binding	\$ -	
	Library Supplies	\$ -	
	Delivery Supplies	\$ 34,299.00	
Total		\$ 36,401.00	\$ -
Delivery Telephone & Telecomm			
	Local/Long Distance - Voice	\$ 18,001.00	
	Telecomm - Data & Fax	\$ -	
Total		\$ 18,001.00	\$ -
Delivery Equipment Rental, Repair and Maintenance:			
	Equipment Rental	\$ 1,279.00	
	Equipment Repair and Maintenance	\$ -	
	Maintenance Agreement	\$ -	
	Computer Hardware Insurance	\$ -	
Total		\$ 1,279.00	\$ -

Delivery Professional Services:			
	Legal	\$ 500.00	
	Accounting	\$ -	
	Consulting	\$ 12,285.00	
	Contractual Staff	\$ -	
	Total	\$ 12,785.00	\$ -
Delivery Contractual Services:			
	Contractual Agreements with commercial carriers	\$ 453,534.00	\$ 796,143.00
	Total	\$ 453,534.00	\$ 796,143.00
Delivery Capital Outlays:			
	Equipment		
	Computer hardware and software		
	Furniture & Fixtures		
	Building and Improvements		
	Land		
	Vehicles		
	Total	\$ -	\$ -
Total Expenditures Budgeted to Support Library System Delivery \$ 1,749,369.21 \$ 1,936,143.79			