



FY21 Law Library SR Budget Detail

Budget Year 2021

G/L Account	Account Description	2016 Actual Amount	2017 Actual Amount	2018 Actual Amount	2019 Actual Amount	2020 Amended Budget	Amount Change FY20-FY21	2021 Submitted Budget	% Change FY20-FY21
Fund 250 - Law Library									
REVENUE									
Department 370 - Law Library									
Sub-Department 000 - Revenues									
250.370.000.34275	Conference Room Fees	120.00	70.00	23.11	210.00	100.00	(90.00)	10.00	(90.00)
Comments									
Level		Comment							
Submitted Budget		conference rooms indefinitely closed for deposition and meeting usage based on 6ft social distancing							
Budget Transactions									
Level		Transaction		Number of Units		Cost Per Unit		Total Amount	
Submitted Budget		conference rooms		1.0000		10.00		10.00	
Submitted Budget Totals								\$10.00	
250.370.000.34280	Photocopy Fees	1,946.60	1,677.95	1,462.52	2,595.94	1,590.00	(795.00)	795.00	(50.00)
Comments									
Level		Comment							
Submitted Budget		1/2 of FY 2020 fewer people in the building due to push to remote court calls							
Budget Transactions									
Level		Transaction		Number of Units		Cost Per Unit		Total Amount	
Submitted Budget		photocopy fees		5,300.0000		.15		795.00	
Submitted Budget Totals								\$795.00	
250.370.000.34290	Invoicing Fees	119.00	230.05	75.00	200.95	80.00	(55.00)	25.00	(68.75)
Comments									
Level		Comment							
Submitted Budget		decline due to push to remote court calls							
Budget Transactions									
Level		Transaction		Number of Units		Cost Per Unit		Total Amount	
Submitted Budget		invoicing fees		5.0000		5.00		25.00	
Submitted Budget Totals								\$25.00	
250.370.000.34300	Document Delivery Fees	60.40	175.00	95.00	60.00	.00	25.00	25.00	.00
Comments									
Level		Comment							
Submitted Budget		may increase due to push to remote court calls							



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Fund 250 - Law Library									
REVENUE									
Department 370 - Law Library									
Sub-Department 000 - Revenues									
Budget Transactions									
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Submitted Budget	document delivery fees					5.0000	5.00	25.00	
								Submitted Budget Totals	\$25.00
250.370.000.34310	Faxing Fees	305.00	284.00	131.00	209.40	120.00	(100.00)	20.00	(83.33)
Comments									
<i>Level</i>	<i>Comment</i>								
Submitted Budget	decline due to push for remote court calls								
Budget Transactions									
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Submitted Budget	faxing fees					20.0000	1.00	20.00	
								Submitted Budget Totals	\$20.00
250.370.000.34320	Box Scout Law Merit Badge Fees	.00	112.00	240.00	245.00	300.00	60.00	360.00	20.00
Comments									
<i>Level</i>	<i>Comment</i>								
Submitted Budget	\$12 per Scout 30 Scout max								
Budget Transactions									
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Submitted Budget	boy scout law merit badge day: 30 attendee max					30.0000	12.00	360.00	
								Submitted Budget Totals	\$360.00
250.370.000.34330	Law Library Fees	283,032.00	316,718.88	319,360.49	316,970.22	300,006.00	(14,406.00)	285,600.00	(4.80)
Comments									
<i>Level</i>	<i>Comment</i>								
Submitted Budget	initial decline offset by rise in filings based on initial pandemic limitations / 10% overall decrease from prior FY 55 ILCS 5/5-39001								
Budget Transactions									
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Submitted Budget	55 ilcs 5/5-39001					13,600.0000	21.00	285,600.00	
								Submitted Budget Totals	\$285,600.00



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Fund 250 - Law Library									
REVENUE									
Department 370 - Law Library									
Sub-Department 000 - Revenues									
250.370.000.34340	Computer Printout Fees	3,352.80	3,173.40	1,752.90	1,218.95	1,800.00	(1,350.00)	450.00	(75.00)
Comments									
<i>Level</i>		<i>Comment</i>							
Submitted Budget		decline in foot traffic due to push for remote court calls							
Budget Transactions									
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Submitted Budget		computer printouts		3,000.0000		.15		450.00	
Submitted Budget Totals								<u>\$450.00</u>	
250.370.000.35080	Book Sale Fees	1,220.56	775.92	643.53	1,748.08	200.00	(100.00)	100.00	(50.00)
Budget Transactions									
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Submitted Budget		used books: cost varies		100.0000		1.00		100.00	
Submitted Budget Totals								<u>\$100.00</u>	
250.370.000.35330	Lawyer in the Library Fee	290.00	120.00	.00	.00	.00	.00	.00	.00
250.370.000.35900	Miscellaneous Fees	428.75	413.88	91.54	537.04	100.00	(70.00)	30.00	(70.00)
Comments									
<i>Level</i>		<i>Comment</i>							
Submitted Budget		processing fee per title purchased by private attorneys							
Budget Transactions									
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Submitted Budget		processing fee per title purchased by private attorney		3.0000		10.00		30.00	
Submitted Budget Totals								<u>\$30.00</u>	
250.370.000.36110	Overdue Item Fines	99.00	87.00	60.00	78.00	50.00	(30.00)	20.00	(60.00)
Comments									
<i>Level</i>		<i>Comment</i>							
Submitted Budget		decline in foot traffic due to push to remote court calls							
Budget Transactions									
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Submitted Budget		\$1 per day per item overdue		20.0000		1.00		20.00	
Submitted Budget Totals								<u>\$20.00</u>	



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Fund 250 - Law Library										
REVENUE										
Department 370 - Law Library										
Sub-Department 000 - Revenues										
250.370.000.37900	Miscellaneous Reimbursement	119.25	69.94	1,321.22	1,167.87	.00	1,000.00	1,000.00	.00	
Comments										
Level		Comment								
Submitted Budget		publisher reimbursements								
Budget Transactions										
Level		Transaction		Number of Units		Cost Per Unit		Total Amount		
Submitted Budget		miscellaneous reimbursement		2.0000		500.00		1,000.00		
								Submitted Budget Totals		\$1,000.00
250.370.000.38000	Investment Income	252.65	712.44	2,762.72	6,541.89	1,200.00	(160.00)	1,040.00	(13.33)	
Comments										
Level		Comment								
Submitted Budget		.40% multiplied by the anticipated average 2021 cash balance (based on \$26,000 avg 2014-2019 KCLL fees only)								
Budget Transactions										
Level		Transaction		Number of Units		Cost Per Unit		Total Amount		
Submitted Budget		investments		1,040.0000		1.00		1,040.00		
								Submitted Budget Totals		\$1,040.00
250.370.000.38900	Miscellaneous Other	331.35	.00	10,016.00	12,187.20	10,000.00	.00	10,000.00	.00	
Comments										
Level		Comment								
Submitted Budget		found & donated monies SRLC grant: FY2018 \$10,000 FY2019: \$12,000 FY2020: \$10,000								
Budget Transactions										
Level		Transaction		Number of Units		Cost Per Unit		Total Amount		
Submitted Budget		found & donated monies & SRLC grants		10,000.0000		1.00		10,000.00		
								Submitted Budget Totals		\$10,000.00
Sub-Department 000 - Revenues Totals		\$291,677.36	\$324,620.46	\$338,035.03	\$343,970.54	\$315,546.00	(\$16,071.00)	\$299,475.00	(5.09%)	
Department 370 - Law Library Totals		\$291,677.36	\$324,620.46	\$338,035.03	\$343,970.54	\$315,546.00	(\$16,071.00)	\$299,475.00	(5.09%)	
REVENUE TOTALS		\$291,677.36	\$324,620.46	\$338,035.03	\$343,970.54	\$315,546.00	(\$16,071.00)	\$299,475.00	(5.09%)	



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Fund 250 - Law Library									
EXPENSE									
Department 370 - Law Library									
Sub-Department 370 - Law Library									
250.370.370.40000	Salaries and Wages	158,829.74	114,295.11	114,313.29	119,665.93	122,412.00	9,210.00	131,622.00	7.52
Comments									
Level Comment									
Submitted Budget Director given a raise to bring closer to median salary for position									
Budget Transactions									
Level Transaction Number of Units Cost Per Unit Total Amount									
Submitted Budget Cox, Halle - Director (MLS) 1.0000 80,000.00 80,000.00									
Submitted Budget Lorenzo, Cynthia - Library Technical Assistant (LTA) 1.0000 48,668.00 48,668.00									
Submitted Budget payroll accrual .0029 131,241.00 380.60									
Submitted Budget 2% non-union salary increase 1.0000 2,573.00 2,573.00									
Submitted Budget Totals \$131,621.60									
250.370.370.45000	Healthcare Contribution	27,292.22	13,388.84	13,981.67	15,201.48	15,326.00	1,467.00	16,793.00	9.57
Comments									
Level Comment									
Submitted Budget LTA: \$6,311 Director: \$10,482									
Budget Transactions									
Level Transaction Number of Units Cost Per Unit Total Amount									
Submitted Budget Cox, Halle - Director: PPO single 1.0000 10,482.00 10,482.00									
Submitted Budget Lorenzo, Cynthia - Library Technical Assistant: Blue Advantage 1.0000 6,311.00 6,311.00									
Submitted Budget Totals \$16,793.00									
250.370.370.45009	Healthcare Subsidy	(1,299.38)	(641.33)	(566.31)	.00	.00	.00	.00	.00
250.370.370.45010	Dental Contribution	899.52	472.12	488.04	488.64	522.00	16.00	538.00	3.06
Comments									
Level Comment									
Submitted Budget LTA \$269 Director \$269									
Budget Transactions									
Level Transaction Number of Units Cost Per Unit Total Amount									
Submitted Budget Cox, Halle - Director single 1.0000 269.00 269.00									
Submitted Budget Lorenzo, Cynthia - Library Technical Assistant: single 1.0000 269.00 269.00									
Submitted Budget Totals \$538.00									



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Fund 250 - Law Library										
EXPENSE										
Department 370 - Law Library										
Sub-Department 370 - Law Library										
250.370.370.45019	Dental Subsidy	(23.21)	(41.00)	(1.72)	.00	.00	.00	.00	.00	
250.370.370.45100	FICA/SS Contribution	11,581.98	8,446.07	8,447.28	8,820.18	9,365.00	705.00	10,070.00	7.52	
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		7.65% of total salaries		.0765		131,622.00		10,069.08		
								Submitted Budget Totals		\$10,069.08
250.370.370.45200	IMRF Contribution	15,174.57	11,009.60	10,492.48	8,530.86	9,842.00	1,741.00	11,583.00	17.68	
Comments										
<i>Level</i>		<i>Comment</i>								
Submitted Budget		8.80%								
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		8.80% of total salaries		.0880		131,622.00		11,582.74		
								Submitted Budget Totals		\$11,582.74
250.370.370.52140	Repairs and Maint- Copiers	770.94	1,195.78	1,123.30	3,961.91	1,600.00	(800.00)	800.00	(50.00)	
Comments										
<i>Level</i>		<i>Comment</i>								
Submitted Budget		repair and maintenance on 4 photocopiers								
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		Canon 3230		3.0000		200.00		600.00		
Submitted Budget		toshiba estudio 4505AC		1.0000		200.00		200.00		
								Submitted Budget Totals		\$800.00
250.370.370.53000	Liability Insurance	3,137.00	1,895.00	2,006.00	2,132.00	2,559.00	(58.00)	2,501.00	(2.26)	
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		1.90% of total salaries		.0190		131,622.00		2,500.82		
								Submitted Budget Totals		\$2,500.82



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Fund 250 - Law Library										
EXPENSE										
Department 370 - Law Library										
Sub-Department 370 - Law Library										
250.370.370.53010	Workers Compensation	3,221.00	2,420.00	2,462.00	2,850.00	3,122.00	801.00	3,923.00	25.65	
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		2.98% of total salaries		.0298		131,622.00		3,922.34		
								Submitted Budget Totals		\$3,922.34
250.370.370.53020	Unemployment Claims	319.00	183.00	160.00	126.00	74.00	5.00	79.00	6.75	
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		.06% of total salaries		.0006		131,622.00		78.97		
								Submitted Budget Totals		\$78.97
250.370.370.53100	Conferences and Meetings	137.39	1,283.84	747.55	3,255.87	1,500.00	(1,200.00)	300.00	(80.00)	
Comments										
<i>Level</i>		<i>Comment</i>								
Submitted Budget		conferences canceled or in question due to pandemic								
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		ILA, ALA, AALL, RAILS, SRLC, Ed Con meetings & conferences		1.0000		300.00		300.00		
								Submitted Budget Totals		\$300.00
250.370.370.53120	Employee Mileage Expense	.00	452.41	650.89	1,101.00	750.00	(450.00)	300.00	(60.00)	
Comments										
<i>Level</i>		<i>Comment</i>								
Submitted Budget		mileage between buildings & meetings for employees								
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		mileage between buildings & meetings		3.0000		100.00		300.00		
								Submitted Budget Totals		\$300.00
250.370.370.53130	General Association Dues	866.00	935.00	913.00	967.00	1,300.00	(220.00)	1,080.00	(16.92)	
Comments										
<i>Level</i>		<i>Comment</i>								
Submitted Budget		memberships trigger deeper discounts on CE and materials								



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Fund 250 - Law Library									
EXPENSE									
Department 370 - Law Library									
Sub-Department 370 - Law Library									
Budget Transactions									
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Submitted Budget	ABA					1.0000	170.00	170.00	
Submitted Budget	ALA					2.0000	160.00	320.00	
Submitted Budget	ILA					2.0000	110.00	220.00	
Submitted Budget	isba					1.0000	150.00	150.00	
Submitted Budget	AALL					1.0000	220.00	220.00	
								Submitted Budget Totals	\$1,080.00
250.370.370.55000	Miscellaneous Contractual Exp	15,198.00	10,961.48	12,919.65	11,456.60	17,800.00	(2,300.00)	15,500.00	(12.92)
Budget Transactions									
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Submitted Budget	InMagic online catalog					1.0000	4,000.00	4,000.00	
Submitted Budget	Lexis					10.0000	1,150.00	11,500.00	
								Submitted Budget Totals	\$15,500.00
250.370.370.60000	Office Supplies	(480.70)	421.99	2,617.78	6,155.02	2,000.00	.00	2,000.00	.00
Comments									
<i>Level</i>	<i>Comment</i>								
Submitted Budget	higher rate of materials purchased due to SRLC grant and further reach into the community								
Budget Transactions									
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Submitted Budget	office supplies					1.0000	2,000.00	2,000.00	
								Submitted Budget Totals	\$2,000.00
250.370.370.60010	Operating Supplies	.00	.00	.00	.00	11,000.00	(10,500.00)	500.00	(95.45)
Comments									
<i>Level</i>	<i>Comment</i>								
Submitted Budget	aligning w/ current year projections								
Budget Transactions									
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
Submitted Budget	furniture					1.0000	500.00	500.00	
								Submitted Budget Totals	\$500.00



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Fund 250 - Law Library									
EXPENSE									
Department 370 - Law Library									
Sub-Department 370 - Law Library									
250.370.370.60020	Computer Related Supplies	1,496.90	1,138.90	1,894.77	5,054.90	11,545.00	(4,025.00)	7,520.00	(34.86)
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget added 2 new computer based services and may add more based on pandemic and remote service needs of the community									
Budget Transactions									
<i>Level</i> <i>Transaction</i> <i>Number of Units</i> <i>Cost Per Unit</i> <i>Total Amount</i>									
Submitted Budget software and license increases for any new computers 1.0000 1,000.00 1,000.00									
Submitted Budget emergency fund for scanners 1.0000 800.00 800.00									
Submitted Budget Amazon Connects 1.0000 1,000.00 1,000.00									
Submitted Budget emergency printer replacement 1.0000 1,000.00 1,000.00									
Submitted Budget LibraryHelp chat/text 1.0000 1,000.00 1,000.00									
Submitted Budget TBS Papercut print release software 1.0000 320.00 320.00									
Submitted Budget Faronics / Deep Freeze 8.0000 25.00 200.00									
Submitted Budget Desktracker 1.0000 1,000.00 1,000.00									
Submitted Budget Document Imaging Dimensions / free w/toner 1.0000 1,200.00 1,200.00									
Submitted Budget Totals \$7,520.00									
250.370.370.60040	Postage	.00	11.00	.00	.00	.00	.00	.00	.00
250.370.370.60050	Books and Subscriptions	56,793.90	76,410.39	97,207.01	59,717.87	102,229.00	(9,163.00)	93,066.00	(8.96)
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget increase over 2019 actual due to rotation of publication updates									
Budget Transactions									
<i>Level</i> <i>Transaction</i> <i>Number of Units</i> <i>Cost Per Unit</i> <i>Total Amount</i>									
Submitted Budget books & subscriptions 1.0000 93,066.00 93,066.00									
Submitted Budget Totals \$93,066.00									
250.370.370.60460	Subscription Databases	(12,544.80)	.00	.00	.00	.00	.00	.00	.00
250.370.370.64000	Telephone	822.86	1,100.86	2,520.26	2,719.92	2,600.00	(1,300.00)	1,300.00	(50.00)
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget canceled two telephone lines									



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Fund 250 - Law Library									
EXPENSE									
Department 370 - Law Library									
Sub-Department 370 - Law Library									
Budget Transactions									
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
	Submitted Budget					2.0000	650.00	1,300.00	
								1,300.00	
						Submitted Budget Totals		\$1,300.00	
250.370.370.70000	Computers	.00	.00	685.09	.00	.00	.00	.00	.00
250.370.370.70080	Office Furniture	.00	.00	350.00	.00	.00	.00	.00	.00
250.370.370.70100	Copiers	.00	5,582.00	.00	.00	.00	.00	.00	.00
Sub-Department	370 - Law Library Totals	\$282,192.93	\$250,921.06	\$273,412.03	\$252,205.18	\$315,546.00	(\$16,071.00)	\$299,475.00	(5.09%)
Department	370 - Law Library Totals	\$282,192.93	\$250,921.06	\$273,412.03	\$252,205.18	\$315,546.00	(\$16,071.00)	\$299,475.00	(5.09%)
	EXPENSE TOTALS	\$282,192.93	\$250,921.06	\$273,412.03	\$252,205.18	\$315,546.00	(\$16,071.00)	\$299,475.00	(5.09%)
Fund	250 - Law Library Totals								
	REVENUE TOTALS	\$291,677.36	\$324,620.46	\$338,035.03	\$343,970.54	\$315,546.00	(\$16,071.00)	\$299,475.00	(5.09%)
	EXPENSE TOTALS	\$282,192.93	\$250,921.06	\$273,412.03	\$252,205.18	\$315,546.00	(\$16,071.00)	\$299,475.00	(5.09%)
Fund	250 - Law Library Totals	\$9,484.43	\$73,699.40	\$64,623.00	\$91,765.36	\$0.00	\$0.00	\$0.00	+++
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$291,677.36	\$324,620.46	\$338,035.03	\$343,970.54	\$315,546.00	(\$16,071.00)	\$299,475.00	(5.09%)
	EXPENSE GRAND TOTALS	\$282,192.93	\$250,921.06	\$273,412.03	\$252,205.18	\$315,546.00	(\$16,071.00)	\$299,475.00	(5.09%)
	Net Grand Totals	\$9,484.43	\$73,699.40	\$64,623.00	\$91,765.36	\$0.00	\$0.00	\$0.00	+++