

Warrenville Public Library District

FISCAL YEAR 2014 WORKING BUDGET

July 1, 2013 to June 30, 2014



Photo by Daniel K. Groenhof

APPROVED
by Board of Trustees on June 19, 2013

prepared by Sandy Whitmer, Library Director

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Working Budget Summary (page 1)

Offers a summary of income and expenditures by broad categories with comparative information for previous five years.

Line Item Working Budget (pages 2-10)

Detailed line item budget with descriptive detail for each line item. Includes income and expenditure detail by account number, including fund extension.

Fund Balance Projections (pages 11-12)

Projected fund balances through Fiscal Year 2017.

LIBRARY FUND ACCOUNTING

The Library maintains twelve separate funds. Two funds are used for most of the Library's expenditures. The **Corporate Fund** is the Library's general operating fund. The **Building Maintenance Fund** is restricted to building and maintenance expenses including cleaning, landscaping, snow removal, janitorial supplies, and general upkeep of the facility and its HVAC and security systems.

In January 2012, the Library's Board of Trustees adopted a fund balance policy which established three months' expenditures as the target fund balance for most funds.

In the fall of 2011, and in the subsequent budget cycle, the Board and staff proceeded with a consolidation of several special restricted funds (FICA, IMRF, Audit, Liability, Workers Compensation, and Unemployment Insurance) into the Corporate Fund.

The Fund Balance Projections on pages 11 & 12 demonstrate the Library's intent to maintain a target fund balance and streamline the levy & accounting process by consolidating funds.

BUDGET OVERVIEW

The Library's Management Team was asked to submit budget requests which were then reviewed and revised to keep expenses within parameters that allow for growth of the Special Reserve Fund. The Library's goal is to rebuild the fund so that no borrowing is necessary for future improvements and building projects. The staff also kept the Library's strategic plan in mind throughout the process.

This is the second draft of the working budget for FY14. It will be presented at the June 19, 2013 Board meeting for final review and adoption.

INCOME HIGHLIGHTS

The Library increased its last Tax Levy to capture the 3% Consumer Price Index increase permitted by the Property Tax Extension Limitation Law (PTELL). Additionally, there was an increase in the levy extension due to the closure of TIF 2.

With the exception of book sales, most other income lines remain flat. Book sale income has been increased due to the ongoing efforts of our book sale volunteers and our new partnership with B-Logistics which generates income through the resale of withdrawn library materials.

EXPENDITURE HIGHLIGHTS

Employee Costs

Employees were eligible for a merit increase up to 3%. This budget reflects actual increases that will be awarded after July 1. Several employees are also eligible for promotions in the new fiscal year. No new hours or positions are included in this budget proposal.

The Library's IMRF rate will drop slightly from 13.14% in 2013 to 12.30% in 2014.

Health insurance costs are calculated based on the renewal quote for all eligible employees. (The final rate increase for health insurance was 7.22%.

Furniture/Equipment Purchases

The Director has proposed an expense of \$2,000 to be used for casual shelving and casual seating for teens. Additional study tables and chairs would be brought into this new area for teens from other areas of the Library.

Automation / Technology

The proposed budget includes several replacements which continue the Computer Systems Administrator's commitment to using server virtualization and thin clients to minimize the Library's energy costs and consumption.

Additionally, funds are included to implement two self-check stations utilizing mobile devices and the Library's mobile app. A secure wireless network is proposed to ensure that transactions are secure at these stations and on mobile devices that will be used by staff in the future.

A media station is planned which includes a flatbed scanner and Adobe Creative Suite software.

Professional Development

The Library will have a prime opportunity for professional development in March 2014 when the Public Library Association Conference comes to Indianapolis. The location will allow staff and trustees to carpool to the conference, savings thousands of dollars in travel fees which will allow additional staff to attend.

EXPENDITURE HIGHLIGHTS (cont'd)

Library Materials

Overall, there is a slight decrease in our budget request for library materials. This is based on trends in prior year spending and the simple fact that our shelves are full. In FY14, staff in Youth & Adult Services will be focusing on weeding collections to ensure that our collections are right-sized for our community. Staff will then concentrate on maintaining collections that are vibrant and relevant. A software program, CollectionHQ will be used to assist with collection development.

Programming & Publicity

Slight decreases in programming expenses are due to a decrease in the hotel motel tax fund grant for our summer concerts and also due to trends in prior year spending.

Youth and Teen staff have requested funds for a new gaming console.

The Library will continue to publish a quarterly, full-color, 8-page newsletter. Funds are included for miscellaneous giveaways and promotions including National Library Week, Library Card Sign-up Month, and the annual Warrenville Parade.

Building Maintenance & Utilities

Staff has tried to eliminate any unnecessary expenditure for building maintenance and upkeep. For instance, carpet cleaning has been removed from the budget as we now have our own carpet-cleaning equipment and maintenance staff can clean targeted areas of the library as needed.

Most other expenditures in this category have been adjusted based on prior years' trends.

The Library Director plans to re-bid our snow removal contract for FY14. The most costly part of snow removal in FY13 was not snow removal, but de-icing our sidewalks and parking lots to ensure the safety of our patrons and staff. When the contract is re-bid we will be looking for contractors that offer an alternative to salt.

Gift Expenditures

Staff has proposed that the Warrenville Library Foundation continue its sponsorship of several services: BookPage, Universal Class, and Tumblebooks and Concerts on the Commons.

WARRENVILLE LIBRARY WORKING BUDGET SUMMARY - July 1, 2013 through June 30, 2014

INCOME CATEGORIES	% of total income	FY14 BUDGET	FY13 BUDGET	FY13 PROJECTED	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL	FY09 ACTUAL
Property Taxes	95.61%	1,672,224	1,590,816	1,586,795	1,549,055	1,090,466	1,085,008	1,038,359
Copier	0.37%	6,500	6,500	7,000	6,801	5,357	5,451	4,920
Fines	1.17%	20,500	22,000	20,000	21,455	22,121	19,940	19,922
Fees	0.03%	550	500	500	681	484	528	526
Interest	0.06%	1,050						
Book & Bag Sales	0.34%	6,000	3,000	5,400	2,912	2,402	1,946	1,405
Lost Books	0.17%	3,000	3,000	3,600	2,802	3,820	2,653	2,613
Gifts/Memorials	0.57%	10,000	10,000	8,400	5,951	4,485	4,224	6,070
Miscellaneous	0.25%	4,300	4,000	2,900	3,684	5,561	3,473	2,621
Hotel/Motel Tax Grant	0.63%	11,014	17,500	13,890	18,013	20,569	15,390	10,950
Per Capita Grant	0.80%	13,925	13,900	27,800	13,675	13,645	16,167	-
Grants Miscellaneous	0.00%	-	-	-	-	-	1,300	2,000
Developer Donations	0.00%	-	-	-	-	-	-	28,090
TOTAL INCOME	100.00%	1,749,063	1,672,266	1,677,753	1,626,390	1,171,768	1,165,730	1,137,018

EXPENDITURE CATEGORIES	% of total expenditures	FY14 BUDGET	FY13 BUDGET	FY13 PROJECTED	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL	FY09 ACTUAL
Salaries	47.22%	776,500	764,000	741,435	721,253	691,649	610,633	580,466
Illinois Municipal Retirement Fund	5.35%	88,000	83,000	79,661	76,619	67,275	57,140	50,532
FICA (Social Security, Medicare)	3.65%	60,000	59,000	55,300	53,529	51,354	46,529	43,150
Employee Insurance (UI, Workers Comp, Health)	3.55%	58,400	45,750	43,430	45,308	40,322	39,534	38,244
Operating/Supplies/Postage/Legal Notices	1.60%	26,325	31,650	23,750	21,431	22,269	18,176	19,567
Furniture / Equipment Purchase & Maintenance	0.58%	9,460	7,050	7,930	8,405	25,537	10,448	4,694
Automation - Software, Purchase, & Maintenance	4.63%	76,200	82,280	68,710	47,572	42,336	62,552	73,121
Insurance (Package & Liability)	1.42%	23,300	24,000	21,030	19,871	23,123	24,179	22,751
Personnel Development & Recognition - Staff	1.22%	20,010	20,000	14,675	9,154	11,241	12,936	12,444
Trustee Development & Supplies	0.25%	4,070	2,365	2,255	1,599	1,111	3,847	2,161
Professional Contractual Services	2.23%	36,600	51,200	44,340	39,274	49,118	24,061	27,591
Library Materials - Books, A/V, Periodicals, Online	12.66%	208,250	210,000	193,790	210,391	200,928	204,657	197,376
Programming	1.54%	25,275	31,500	23,530	34,145	33,833	28,427	22,191
PR/Publicity & Misc. Public Service	1.00%	16,500	14,350	12,380	9,794	12,420	13,416	8,854
Building Maintenance & Security	5.25%	86,260	85,615	79,025	92,227	94,876	95,927	130,163
Utilities	3.45%	56,800	55,800	54,040	68,069	75,376	58,797	63,395
Gift expenditures	0.61%	10,000	10,000	6,300	3,965	4,624	3,484	5,214
Capital Improvement Projects	3.19%	52,500	90,000	73,305	9,224	80,952	-	88,429
Contingency	0.61%	10,000	15,000	4,850	6,172	3,716	6,464	8,507
Total Expenditures	100.00%	1,644,450	1,682,560	1,549,736	1,478,002	1,532,060	1,321,207	1,398,850

Income less Expenditures		104,613	(10,294)	128,017	148,388	(360,292)	(155,477)	(261,832)
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WARRENVILLE LIBRARY LINE ITEM WORKING BUDGET - July 1, 2013 through June 30, 2014										
Account & Fund Ext.	Description	FY14 BUDGET	FY14 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY13 BUDGET	FY13 PROJECTED	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL	FY09 ACTUAL
4001-01	Taxes Levied Corp 84.4294	1,581,219	1,581,219		1,343,116	1,339,400	1,295,122	888,375	889,541	852,741
4001-03	Taxes Levied Audit 0.3412	-			5,428	5,410	5,832	6,043	5,712	5,788
4001-04	Taxes Levied IMRF 5.0868	-			80,922	80,700	75,809	55,196	57,943	54,792
4001-05	Taxes Levied Fica 3.6960	-			53,290	53,140	57,253	51,972	44,885	42,444
4001-06	Taxes Levied Workers Compensation 0.2791	-			4,440	4,425	5,301	2,014	1,224	4,245
4001-07	Taxes Levied Building & Maintenance 6.2035	91,005	91,005		98,686	98,425	106,026	80,578	81,609	77,171
4001-08	Taxes Levied Liability Insurance 0.2171	-			3,454	3,445	2,650	4,029	4,081	1,157
4001-09	Taxes Levied Unemployment Compensation 0.0930	-			1,480	1,475	1,061	-		
4001-10	Taxes Levied Working Cash	-						-		
4002-01	Back Taxes Corporate 84.4294	-				315		1,844	10	17
4002-03	Back Taxes Audit 0.3412	-				3		13	0	0
4002-04	Back Taxes IMRF 5.0868	-				19		115	1	1
4002-05	Back Taxes Fica 3.6960	-				13		108	0	1
4002-06	Back Taxes Workers Compensation 0.2791	-				1		4	0	0
4002-07	Back Taxes Building & Maintenance 6.2035	-				23		167	1	2
4002-08	Back Taxes Liability Insurance 0.2171	-				1		8	0	0
4002-09	Back Taxes Unemployment Compensation 0.0930	-						-		
4002-10	Back Taxes Working Cash	-						-		
4010-01	Copier	6,500	6,500		6,500	7,000	6,801	5,357	5,451	4,920
4015-01	Fines	20,500	20,500		22,000	20,000	21,455	22,121	19,940	19,922
4016-01	Fees	550	550		500	500	681	484	528	526
4300-01	Interest - Corporate	1,000	1,000		500	1,375	1,110	2,018	7,166	15,820
4300-03	Interest - Audit	-								
4300-04	Interest - IMRF	-								
4300-05	Interest - FICA	-								
4300-06	Interest - Workers Compensation	-					11			
4300-07	Interest - Building & Maintenance	-								
4300-08	Interest - Liability Insurance	-								
4300-09	Interest - Unemployment Compensation	-								
4300-10	Interest - Working Cash	40	40		500	83	223	748	2,196	3,433
4300-11	Interest - Special Reserve	-								
4300-15	Interest - Gift	10	10		50	10	19	91	288	289
4400-01	Book & Bag Sales	6,000	6,000		3,000	5,400	2,912	2,402	1,946	1,405
4450-01	Lost Books	3,000	3,000		3,000	3,600	2,802	3,820	2,653	2,613
4500-01	Gifts/Memorials	10,000	10,000		10,000	8,400	5,951	4,485	4,224	6,070
4600-01	Miscellaneous	4,300	4,300	includes coffee income	4,000	2,900	3,684	5,561	3,473	2,621
4700-01	Hotel/Motel Tax Grant	11,014	11,014	per award letter	17,500	13,890	18,013	20,569	15,390	10,950
4800-01	Per Capita Grant	13,925	13,925	per award letter	13,900	27,800	13,675	13,645	16,167	-
	Grants Miscellaneous	-			-			-	1,300	2,000
4900-12	Developer Donations	-								28,090
	TOTAL INCOME	1,749,063	1,749,063	-	1,672,266	1,677,753	1,626,390	1,171,768	1,165,730	1,137,018

6001-01	Salaries - Administration	142,000	142,000	includes merit increases of up to 3%	138,000	137,450	133,677	136,771	127,764	121,779
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Account & Fund Ext.	Description	FY14 BUDGET	FY14 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY13 BUDGET	FY13 PROJECTED	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL	FY09 ACTUAL
6002-01	Salaries - Circulation	150,500	150,500	includes merit increases of up to 3%; promotes 2 to Circulation Clerk II	150,500	144,350	141,346	139,347	136,939	130,950
6005-01	Salaries - Adult Services	154,000	154,000	includes merit increases of up to 3%	150,500	144,475	141,520	148,810	129,104	124,426
6006-01	Salaries - Youth Services	148,500	148,500	includes merit increases of up to 3%	148,000	144,200	140,859	131,631	119,936	116,642
6007-01	Salaries - Technical Services	164,000	164,000	includes merit increases of up to 3%; promotes 1 to Tech Clerk II	159,500	154,650	147,846	118,640	96,891	77,621
6003-01	Salaries - Maintenance	17,500	17,500	no increase - maintenance staff is currently above pay grade	17,500	16,310	16,005	16,450		9,048
6008-01	IMRF Expense	88,000	88,000		10,800	8,400				
6008-04	IMRF Expense	-	-		72,200	71,261	76,619	67,275	57,140	50,532
6009-01	FICA Expense	55,000	55,000	7.65% of gross wages						
6009-05	FICA Expense	5,000	5,000	zero out FICA fund	59,000	55,300	53,529	51,354	46,529	43,150
6010-01	Unemployment Compensation	900	900	0.46% on the first \$12,900 earned by each employee in the calendar year.						
6010-09	Unemployment Compensation	600	600	zero out Unemployment Comp fund	1,750	1,500	1,308	1,058	753	593
6063-01	Operating - Microfilming	1,000	1,000	Microfilming of local newspapers	1,000	100	-	-	109	631
6064-01	Operating - Material Processing Tech	7,500			8,500	6,300	7,263	5,747	4,557	5,474
			5,500	Processing supplies						
			2,000	Disc cleaning supplies						
6065-01	Operating - Material Processing Circulation	1,425			3,650	3,115	1,427	3,108	1,745	2,486
			-	Library Cards						
			500	Notice Envelopes (61.19/box)						
			200	Expiring Library Card Notice Envelopes (3 @ 61.19/box)						
			375	ILL Labels (150 per pack @\$23 x16 = \$368 for 2400 ILL items)						
			200	Receipt Paper						
			150	Miscellaneous						
6069-01	Operating - Postage	6,150			6,000	4,850	4,399	4,570	4,494	3,613
			2,000	Newsletter Postage - 4@\$500						
			600	Monthly bills - \$50/month						
			200	Interlibrary loan materials						
			2,300	Overdue Notices						
			550	Expiring Library Card Notices (1150 @ \$0.46)						
			200	Bulk Permit						
			300	Miscellaneous						
6070-01	Operating - Office Supplies	4,375			4,000	3,900	3,432	3,283	3,005	2,788
			2,500	copy paper - including white, colored, special, cardstock						
			1,875	All other office supplies						
6071-01	Operating - Bank Fees	575			500	370	365	-		
			500	Epay credit card fees - Average \$35/month - anticipate more usage of debit/cc						
			75	Safe Deposit Box						
6072-01	Operating - Automation Supplies	3,500			5,000	3,015	2,358	3,284	2,153	2,545
			3,000	Toner cartridges						
			500	Miscellaneous - compressed air, cleaning wipes						

Account & Fund Ext.	Description	FY14 BUDGET	FY14 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY13 BUDGET	FY13 PROJECTED	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL	FY09 ACTUAL
6075-01	Operating - Publishing	1,800	1,800	Legal notices	3,000	2,100	2,188	2,277	2,113	2,030
6090-01	Furniture/Equipment - Purchases	4,660			3,050	3,315	4,061	22,007	7,530	1,753
			1,400	Copier lease (computer print station)						
			100	Book case for book club requests						
			2,000	Teen Area - 59" cube shelves (3@\$160); casual chairs (4@\$200); round ottoman (1@\$200); slatwall panel (1@\$230); paint & incidental hardware						
			460	Slatwall panels for new books area (1 for children's side; 1 for adult side; \$230 each)						
			200	Large White Board for Circ Department						
			500	General / Miscellaneous						
6090-11	Furniture/Equipment - Purchases (Special Reserve)	-	-		-					
6093-01	Furniture/Equipment - Maintenance	4,800	4,800	Per print charges for staff and public copiers	4,000	4,615	4,345	3,530	2,918	2,942
6096-01	Automation - Software	13,050			8,580	6,800	8,005	4,564	16,386	14,938
			1,100	B&T Title Source						
			5,000	B&T Collection HQ						
			500	RDA Toolkit [\$490]						
			300	Microsoft licenses: Server 2012, External Connector [WPLDHIP]; MultiPoint Server (1) & device CALs (7) [Catalog VDI]						
			300	[Adobe Creative Suite] licenses for Public Multimedia station						
			350	Library ELF (<i>rate increases based on number of active library cards</i>)						
			500	Website						
			600	Constant Contact						
			1,200	OCLC						
			200	WebDewey (not included in OCLC) [\$185]						
			1,000	B&T Collection Tool [Reviews] (<i>new FY14</i>)						
			2,000	Miscellaneous						
6098-01	Automation - Purchase	19,025			28,800	34,400	3,096	3,795	25,224	11,754
			500	Patron Supplies - headphones, flash drives						
			3,000	Miscellaneous						
			500	Telephone equipment						
			2,000	NAS for Horizon/HIP server virtualization (CFB0 [<i>\$6,200 server purchased w/prior year contingency funds</i>])						
			500	1-Zebra G-Series GK420t network-ready label printer						
			1,300	Microsoft Surface Pro (Windows 8 demos, remote server admin, IT-Laptop replacement) <i>incl. accessories</i>						
			400	Dual-band wireless routers (4) for secure staff/self-checkout wireless network						
			500	Duplex/wireless monochrome printer replacement to add staff wireless printing or due to failure (<i>as low as \$300</i>)						

Account & Fund Ext.	Description	FY14 BUDGET	FY14 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY13 BUDGET	FY13 PROJECTED	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL	FY09 ACTUAL
			4,000	Touchscreen monitors for Catalog PCs (5 plus spare) <i>and</i>						
			2,600	Thin Clients for Catalog PCs (5 plus spare)						
			2,000	Patron self-checkout station (2) [via Boopsie SelfCheck - Tablet \$500-600 plus Kiosk @ \$200-400]						
			500	Portable or pocket-sized projectors (1) for Conf. Room and/or to circulate (\$300-500)						
			150	Flatbed scanner for public scanning station (paper, film, books, oversize) <i>scanning software included</i>						
			175	23" Widescreen monitor for public scanning station						
			900	Mini desktop PC for public scanning station (16GB RAM)						
6098-11	Automation - Purchase	-					4,190			29,602
6099-01	Automation - Maintenance	44,125			44,900	27,510	32,281	33,977	20,942	16,827
			18,000	Horizon Software & Hardware contracts (SirsiDynix) <i>SIP license incl. for FY14</i>						
			6,150	SirsiDynix fee to migrate Horizon/HIP to new VMs						
			3,500	PC RES, Pcounter, SuperVISor Administrator, PrinterOn, AutoLoader [TBS] <i>(expires 7/31/13)</i>						
			7,200	Network Consultant (Computers for Business) [40 hrs @ \$95/hr, 80 hrs @ \$90/hr]						
			300	ICN Cisco 2811 Router (AT&T) <i>(contract expires 8/14/13)</i>						
			1,000	Website Consultant (Weblynx)						
			600	Symantec Mail Security for MS Exchange (Symantec via CDW) - 45 licenses/\$12.50 each <i>(expires 6/4/14)</i>						
			2,100	Faronics products COMBINED [1-yr \$1425, 2-yr \$2050, 3-yr \$2800] <i>(exp 9/2/2013)</i>						
			1,100	Events, Room Reserve [\$567 - support, \$441 - hosting] <i>(exp. 10/31/13)</i>						
			175	UCC SSL Certificate for Exchange (GoDaddy.com) 2 years <i>(auto-renews on 5/20/14)</i>						
			3,900	Boopsie mobile app 3rd year of 3-year contract (exp. 12/13) [3rd year \$3864]						
			100	Apple developer fee for Boopsie						
6100-01	Workmen's Compensation	3,100	3,100	increased payroll						
6100-06	Workmen's Compensation	1,200	1,200	zero out Workers Comp fund	4,000	3,510	3,502	4,119	3,221	2,846
6102-01	Insurance Package	19,500			19,500	16,680	15,503	19,209	20,239	16,592
			18,500	Package Insurance						
			1,000	Insurance in lieu of bonds for Treasurer (800,000), Director (100,000) & Administrative Assistant (100,000)						
6102-08	Insurance - liability package	-	-		-					1,278
6103-01	Liability Insurance - Officers/Directors	2,150	2,150							
6103-08	Liability Insurance - Officers/Directors	650	650	zero out Liability fund	2,500	2,575	2,338	2,231	2,169	3,310
6104-01	Liability Insurance - Umbrella	1,000	1,000							
6104-08	Liability Insurance - Umbrella	-			1,000	1,000	1,000	783	871	871

Account & Fund Ext.	Description	FY14 BUDGET	FY14 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY13 BUDGET	FY13 PROJECTED	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL	FY09 ACTUAL
6107-01	Insurance - Bonds	-	-	Moved to insurance package	1,000	775	1,030	900	900	700
6108-01	Insurance - Health/Life	52,600			40,000	38,420	40,498	35,145	35,560	34,805
			52,000	Health insurance: 8 @ \$610/mo library cost X 12 months, includes all eligible FT; assumes 12% increase; assumes 80% paid by library						
			600	Wageworks FSA fees - \$50/month						
6147-01	Personnel Development - Miscellaneous	500	500	Professional Development collection	1,000	825	684	476	647	40
6148-01	PD - Staff Appreciation	2,700			2,250	2,010	1,993	1,930	1,847	1,899
			1,500	Annual Staff Recognition Dinner/Event						
			250	National Library Week Luncheon						
			450	Summer, Fall, Winter luncheons (\$150 each)						
			500	Staff Recognition Gifts (cards, flowers, cakes, treats)						
6149-01	PD - Staff/Tuition Reimbursement	1,500	1,500	Susan McQuaid - MLS coursework	1,500	1,500	-	-	774	3,366
6150-01	PD - Staff dues	3,045			3,250	2,770	2,586	2,466	2,112	1,963
			1,000	ALA + 1 division for Director, Head of Adult Services, Head of Youth Services, Head of Technical Services, Circulation Manager (\$200 each)						
			650	ILA - Director, Head of Adult Services, Head of Youth Services, Head of Technical Services, Circulation Manager						
			100	LACONI - institutional membership						
			900	Management Association of Illinois - institutional membership						
			100	COSUGI (SirsiDynix Users Group) - Computer Systems Administrator (institutional)						
			250	Chamber of Commerce - institutional						
			25	Warrenville Historical Society - institutional						
			20	Youth Services: Collaborative Summer Library Program						
6151-01	PD - Staff meetings	9,515			8,300	5,100	2,062	5,172	4,563	4,270
			700	Tech Services: Miscellaneous seminars, meetings						
			500	Admin Assist: Management Assoc. monthly HR meetings - \$250 X 2 six-month sessions						
			200	Admin Assist: Miscellaneous seminars, meetings						
			250	Circulation: LACONI (1 meeting for each staff @ \$25 each)						
			250	Circulation: Reaching Forward (2 staff @ \$125 each)						
			120	Youth Services: Laconi Meetings						
			100	Youth Services: Webinars						
			100	Youth Services: Anderson's Childrens Conference						
			100	Youth Services: Anderson's YA Lit Conference						
			25	Youth Services:Showcase for young performers-Skokie						
			100	Youth Services: Misc. meetings						

Account & Fund Ext.	Description	FY14 BUDGET	FY14 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY13 BUDGET	FY13 PROJECTED	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL	FY09 ACTUAL
			1,160	Director: PLA Registrations 4 staff@\$290 each						
			960	Director: PLA Meals & Incidentals 4@\$240 each (per diem \$60 x 4 days)						
			1,200	Director: PLA Lodging 4@\$300 each (per diem \$100 x 3 nights)						
			1,000	Adult Services: LACONI/webinars/RAILS/etc.						
			2,000	Director: Misc. (staff meetings, staff in service; training opportunities for all staff)						
			500	Director: LACONI/RAILS/ILA/ webinars						
			250	IT: LACONI meetings						
6152-01	PD - Staff Transportation	2,750			3,700	2,470	1,829	1,197	2,993	906
			250	Director: 1 vehicle to PLA (Indianapolis) - 425 miles						
			2,500	General mileage reimbursement						
6153-01	PD - Trustee dues	600	600	ILA All Trustees	600	400	450	225	559	525
6154-01	PD - Trustee meetings	2,520			1,065	610	792	523	2,190	850
			690	PLA Registrations 2@\$345 each						
			480	PLA Meals & Incidentals 2@\$240 each (per diem \$60 x 4 days)						
			600	PLA Lodging 2@\$300 each (per diem \$100 x 3 nights)						
			750	LACONI/ILA/RAILS meetings						
6155-01	PD - Trustee transportation	450			200	695	97	-	432	50
			250	1 vehicle to PLA (Indianapolis) - 425 miles						
			200	Miscellaneous						
6156-01	PD - trustee miscellaneous	500	500	cards, flowers, cakes, treats, meeting supplies	500	550	260	363	666	736
6200-01	Contractual - Lawyer	15,000	15,000		20,000	8,910	7,200	20,617	11,000	10,837
6205-01	Contractual - Accounting	9,400			9,200	8,515	8,005	7,224	7,056	7,963
			6,000	Accounting Services						
			2,700	Paylocity Webpay (payroll)						
			700	Paylocity Webtime (time clock)						
6206-01	Contractual - Collection Agency	1,500	1,500	Unique Management Services	1,500	1,320	1,294	1,164	940	832
6210-01	Contractual - Audit	5,600	5,600	per proposal from Sikich						
6210-03	Contractual - Audit	100	100	zero out Audit fund	5,500	5,485	5,825	5,165	5,065	5,258
6211-01	Contractual - Consultants	5,000	5,000	final payments for HVAC project; other building consultants	15,000	20,110	16,950	14,948		2,700
6247-01	Library Materials - Adult Books	72,500			72,500	68,800	80,901	70,928	75,732	73,461
			39,000	Nonfiction						
			32,000	Fiction						
			1,500	Spanish						
6248-01	Library Materials - Children/Youth	36,250			37,000	32,900	38,636	34,142	35,585	35,799
			10,400	Nonfiction						
			14,450	Fiction						
			11,400	Young Adult						
6250-01	Library Materials - Adult Audiovisual	29,500			29,500	24,800	26,997	27,661	26,307	24,901
			14,000	DVDs						
			12,000	Audiobooks						

Account & Fund Ext.	Description	FY14 BUDGET	FY14 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY13 BUDGET	FY13 PROJECTED	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL	FY09 ACTUAL
			3,500	CDs						
6251-01	Library Materials - Youth Audiovisual	9,000			10,000	8,900	9,165	10,407	8,770	8,023
			5,540	DVDs						
			700	Music						
			2,600	Audiobooks						
			160	Puzzles						
6261-01	Library Materials - Periodicals	11,000			13,000	11,250	12,581	12,780	13,056	12,787
			7,600	EBSCO subscriptions (vendor)						
			3,300	Newspapers						
			100	Direct Subscriptions						
6264-01	Library Materials - Internet Subscriptions	50,000			48,000	47,140	42,111	45,010	45,207	42,405
			39,500	Databases / Tutorials						
			10,500	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale)						
6300-01	Public Service - Adult Programming	5,000			5,500	4,520	4,680	4,721	3,001	4,290
			3,700	20 programs @\$195 ea						
			900	SR prizes and publicity						
			200	Movie Licenses						
			200	20 book discussions @\$10 ea						
6301-01	Public Service - Youth Programming	7,125			7,500	7,610	7,178	7,427	6,993	6,304
			2,940	Children's programs						
			2,150	YA & Tween programs						
			1,050	Summer Reading						
			105	Winter Reading						
			130	Misc. décor, giveaways						
			750	Xbox 360, controllers, games						
6304-01	Public Service - Hotel/Motel Tax	13,150		Concerts on the Commons	18,500	11,400	22,287	21,685	18,433	11,597
			11,000	Concerts on the Commons: Performers						
			2,000	Concerts on the Commons: Display Ads						
			150	Concerts on the Commons: Bookmark promo						
6305-01	Public Service - Refunds/Fines/Fees	500	500	Refunds to other libraries for materials lost by Warrenville patrons	500	250	243	726	433	451
6308-01	Public Service - Printing	11,100			8,100	8,420	5,678	6,539	7,802	4,796
			9,400	Newsletter - 4@\$2350						
			1,000	General Library Brochure						
			200	Library Card Applications						
			500	Miscellaneous						
6311-01	Public Service - PR/Publicity	2,800			3,950	2,000	2,350	2,842	4,081	3,384
			500	National Library Week & Library Card Sign-up Month						
			300	Bookmarks						
			500	Pens						
			500	Parade Giveaways						
			1,000	Other Giveaways & Misc.						
6313-01	Public Service - Miscellaneous	2,100			1,800	1,710	1,524	2,313	1,100	223
			1,600	Coffee supplies						
			500	Misc. programs						
6400-01	Maintenance	-	-		-					

Account & Fund Ext.	Description	FY14 BUDGET	FY14 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY13 BUDGET	FY13 PROJECTED	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL	FY09 ACTUAL
6400-07	Maintenance, Cleaning	30,950			37,215	29,300	34,560	51,061	54,459	28,443
			18,900	Cleaning (\$1549 July, Aug, Sept) \$1580 (rest of year)						
			900	Quarterly scrub & extract washroom floors \$225 X 4)						
			750	Window washing (1X year)						
			1,440	Aquariums						
			4,400	Elevator contract						
			700	Elevator pressure test (\$350 2X year)						
			160	City Inspection of elevator (\$80 per visit - 2x year)						
			600	Pest Control						
			2,100	Sealcoating						
			1,000	Misc (includes misc elevator items)						
6400-11	Maintenance	-					11,609			49,325
6401-07	Maintenance - Supplies	6,000			8,000	5,500	5,486	7,830	4,787	5,796
			4,500	Bulbs, Ballasts						
			500	Bulb Recycling						
			1,000	Misc. supplies						
6402-07	Security	5,010			4,000	4,000	5,094	2,679	2,864	4,626
			650	Fire alarm - inspection & repairs						
			360	Security alarm monitoring (\$90/quarter)						
			400	Extinguishers						
			2,000	Sprinklers						
			600	Backflow Preventor test (added one valve HVAC)						
			1,000	General maintenance						
6403-01	Gas	7,500	7,500	join Illinois Gas Consortium (offset rising energy costs)	7,000	8,030	7,614	7,354	9,476	8,448
6406-07	Snow Removal	20,000	20,000	Current contract expires spring 2013. Re-bid contract for FY14	20,000	24,025	15,396	22,750	18,852	22,227
6407-07	HVAC	4,000	4,000	General maintenance	5,500	4,000	7,836	2,507	6,216	10,656
6408-01	Water/Sewer	800	800	averaged \$65 per month in FY13	800	710	638	600	572	476
6409-01	Electricity	35,000	35,000	slight increase in rate over FY14; should see reduction with new HVAC Equipment	35,000	32,800	47,376	47,564	37,122	47,000
6410-01	Telephone	13,500			13,000	12,500	12,442	19,858	11,627	7,471
			3,500	Telephone lines						
			10,000	Internet Fiber Optic Line						
6411-07	Janitorial supplies	1,700	1,700	includes toilet tissue, batteries, dish soap, paper towels, c-fold towels, etc.	1,500	1,600	1,289	1,227	1,567	1,649
6413-07	Landscape maintenance	18,600			9,400	10,600	10,958	6,822	7,182	7,440
			2,400	Outside contract						
			4,200	Inside contract						
			2,000	Mulch						
			10,000	Renewed Beds & Plantings; restoration after HVAC project; protect HVAC equipment from pedestrian passthrough						
6500-01	Gift expenditures	10,000			10,000	6,300	3,965	4,624	3,484	5,214
			750	Book Page (monthly newspaper)						
			2,000	Concerts on the Commons						

Account & Fund Ext.	Description	FY14 BUDGET	FY14 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY13 BUDGET	FY13 PROJECTED	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL	FY09 ACTUAL
			1,500	Universal Class (online classes)						
			600	Tumblebooks, Tumblebooks Jr, Tumblebooks Cloud						
			5,150	Other Gifts						
6520-01	Capital Improvement Projects	52,500	52,500	final payments to contractor for HVAC project						
6520-11	Capital Improvement Projects	-			90,000	73,305	9,224	80,952		88,429
6600-01	Contingency	10,000	10,000		15,000	4,850	6,172	3,716	6,464	8,507
	Total Expenditures	1,644,450	1,644,450		1,682,560	1,549,736	1,478,002	1,532,060	1,321,207	1,398,850

	Income less Expenditures	104,613	104,613		(10,294)	128,017	148,388	(360,292)	(155,477)	(261,832)
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FUND BALANCE PROJECTIONS
FY 2013-2014

FUND	Estimated Beginning Balance 7/1/13	Income Budgeted FY13/14	Expenses Budgeted FY13/14	Projected Year- End Balance 6/30/14	Income vs. Expenses
CORPORATE	180,750	1,658,008	1,550,640	288,118	107,368
FICA	5,000	-	5,000	-	(5,000)
IMRF	-	-	-	-	-
BUILDING/MAINT	16,865	91,005	86,260	21,610	4,745
AUDIT	100	-	100	-	(100)
LIABILITY	650	-	650	-	(650)
WORKERS COMP	1,200	-	1,200	-	(1,200)
UNEMPLOYMENT	600	-	600	-	(600)
ALBA LEMOS GIFT	23,520	10	-	23,530	10
SPECIAL RESERVE	28,150	-	-	28,150	-
WORKING CASH	225,800	40	-	225,840	40
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	482,635	1,749,063	1,644,450	587,248	104,613

Note: Cash on hand at year-end is approximately \$700,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Special Funds (excludes Gift, Special Reserve & Developer Donation)	411,113	535,568	124,456
*Target = 25% of Corporate & Special Fund expenditures		difference is transferred to Sp. Reserve	

FUND BALANCE PROJECTIONS
FY2014-2015

CPI = 1.7%

2%

FUND	Estimated Beginning Balance 7/1/14	Income Budgeted FY14/15	Expenses Budgeted FY14/15	Projected Year- End Balance 6/30/15	Income vs. Expenses
CORPORATE	163,663	1,686,194	1,581,653	268,204	104,541
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	21,610	92,552	87,985.20	26,177	4,567
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,530	10	-	23,540	10
SPECIAL RESERVE	152,606	-	-	152,606	-
WORKING CASH	225,840	41	-	225,881	41
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	587,248	1,778,797	1,669,638	696,407	109,159

Note: Cash on hand at year-end is approximately \$700,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Special Funds (excludes Gift, Special Reserve & Developer Donation)	417,410	520,261	102,852
*Target = 25% of Corporate & Special Fund expenditures		difference is transferred to Sp. Reserve	

FUND BALANCE PROJECTIONS
FY2015-2016

CPI - 1.25%

2%

FUND	Estimated Beginning Balance 7/1/15	Income Budgeted FY15/16	Expenses Budgeted FY15/16	Projected Year- End Balance 6/30/16	Income vs. Expenses
CORPORATE	165,352	1,728,349	1,613,286	280,415	115,063
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	26,177	94,866	89,744.90	31,298	5,121
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,540	10	-	23,551	10
SPECIAL RESERVE	255,457		-	255,457	-
WORKING CASH	225,881	42	-	225,922	42
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	696,407	1,823,267	1,703,031	816,643	120,236

Note: Cash on hand at year-end is approximately \$700,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Special Funds (excludes Gift, Special Reserve & Developer Donation)	425,758	537,635	111,878

*Target = 25% of Corporate & Special Fund expenditures

difference is transferred to Sp. Reserve

FUND BALANCE PROJECTIONS
FY2016-2017

CPI = 1.25%

2%

FUND	Estimated Beginning Balance 7/1/16	Income Budgeted FY16/17	Expenses Budgeted FY16/17	Projected Year- End Balance 6/30/17	Income vs. Expenses
CORPORATE	168,537	1,771,558	1,645,552	294,544	126,006
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	31,298	97,238	91,539.80	36,996	5,698
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,551	11	-	23,561	11
SPECIAL RESERVE	367,335		-	367,335	-
WORKING CASH	225,922	43	-	225,965	43
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	816,643	1,868,849	1,737,091	948,401	131,757
Note: Cash on hand at year-end is approximately \$700,000 greater due to deferred property tax revenue.					
FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE		
Corporate + Special Funds (excludes Gift, Special Reserve & Developer Donation)	434,273	557,504	123,231		
*Target = 25% of Corporate & Special Fund expenditures			difference is transferred to Sp. Reserve		