

FIRST DRAFT BUDGET NOTES FOR FY21 5/12/20

In addition to entertaining general comments or concerns, Director Whitmer would like the Board to provide specific direction regarding pay adjustments. (See Expenditures Notes below for details and options.) Options outlined on the first page of the notes document include:

The Board may also opt to recommend a “hybrid” of these three options or to delay any pay adjustments until later in the fiscal year.

The Board should be aware of the potential for late arrival of first installment property tax income. It is too soon to know the exact impact of the County's decision to waive late fees for first installment property taxes, but delayed receipts could be as much as 60% (\$600,000) of the income for the first quarter of our fiscal year. We have just enough cash to cover a delay of this magnitude. Director Whitmer will closely monitor our cash flow and will be prepared to make swift expenditure adjustments if needed. Further delays, an extension of the fee waiver or the enactment of a fee waiver for second installment payments will have a more significant impact on the library's ability to operate.

INCOME NOTES (page 2 budget draft)

The property tax extension increased \$40,000 over last year.

- Extended Use Fees are eliminated because we plan to go fine free on July 1
- Interest Income – interest rates are down considerably
- Per Capita Grant – in the interest of being conservative, this budget assumes Per Capita funds will not be received

EXPENDITURES NOTES

- **Salaries, IMRF, FICA, Unemployment (page 3 budget draft) and Workers Comp (page 5)**

Several of our solid performers should be moved closer to the wage scale midpoint for their positions. Adjusting the compensation for these employees will help us retain our employees.

- 20 employees would receive pay increases ranging from \$0.50 to \$2.75 per hour. Three of our managers would also receive parity adjustments.
- Employees not impacted by the parity adjustments (because they are at a proper position on the wage scale) would receive a 2% cost of living increase. One employee will be eligible for the 2% increase, but the employee's hourly rate will be capped at the range maximum.

The cost of these adjustments plus an increase in IMRF and other employment related taxes is \$42,000 (3.7%) more than these expenditures in FY20.

The Board should choose one of the following options:

- A. Beginning July 13 implement parity adjustments and 2% wage increases for those not eligible for a parity increases.
- B. Beginning July 13 implement a 2% wage increase for all employees. Implement parity increases on January 11, 2021
- C. Implement a wage freeze (no wage increases in FY21)
- D. Implement a temporary wage freeze through January 10, 2021 (revisit wages in November or December)

A number of staffing adjustments are included in the budget. Some of the changes were implemented during FY20. The changes for FY12 include:

- Marketing Specialist position elevated to full time
- 1 associate promoted to librarian
- Several positions will be consolidated
- 6 positions elevated to 20 hours per week (IMRF eligible, additional hours possible through consolidation of vacant positions)

EXPENDITURES (Cont'd)

- **Operating (page 3)**
 - Material Processing Tech Services – includes funds for pre-processed items (this project was not completed in FY20 due to the departure of the department manager)
 - Material Processing Circulation – Library cards were not purchased in FY20, but are expected to be purchased in FY21.
- **Bank Fees (page 4)** are increased because of costs associated with credit card processing
- **Furniture/Equipment Purchases (Special Reserve) (page 4)** – we've added \$10,000 for potential equipment purchases needed for social distancing and other COVID-related modifications
- **Automation – Purchase (page 4)**– we've budgeted for replacement of mobile devices plus some new mobile devices
- **Automation – Purchase (Special Reserve) (page 5)**– we've budgeted to replace approximately half of our public PCs and some monitors. (We will be removing some computers due to social distancing restrictions.) We have added funds for potential equipment requirements for the SWAN consortium migration.
- **Automation Maintenance (page 5)** – This line is higher than normal because of our migration to SWAN. The budget for our Sirsi/Dynix (Horizon) maintenance is likely to be less than budgeted because we are expecting to be billed month-to-month instead of annually.

- **Contractual – Accounting (page 7)** – includes funds for the GASB 75 actuarial report for post employment benefits. (This is required for our annual audit.)
- **Library Materials (page 8)** – total budget for materials stayed the same as budgeted in FY20, but this is an area that will be fluid depending on the library's reopening. For example, we may need to use more funds for eBooks than for physical materials. We've included \$10,000 from the Alba Lemos Gift fund for eBooks.
- **Public Service (pages 8-9)** - Many of the expenses in this category are highly dependent on "in person" activity, especially programs. These lines may be underspent if in-person programming is not possible. The budget for printing includes a "newsletter," but this could be interpreted to mean any type of print communication sent to our residents.
- **Public Service – Miscellaneous (Alba Lemos) (page 9)** – We are trying a new concept for summer reading called "Read for a Cause." Participants will be able to select from a list of local organizations that will benefit from their summer reading. At the conclusion of the program, the library will send a contribution to each organization. We felt it best to use the money from the Alba Lemos bequest instead of tax dollars to fund this initiative. A maximum of \$2,500 will be donated.
- **Maintenance (page 9)** – We have no way to predict the cost or number of special cleaning services and supplies needed because of COVID19. There are additional funds in several maintenance budget lines to cover those costs.
- **Telephone (page 10)** – We are adding a secondary internet service provider (Comcast) in preparation for the SWAN migration. We are also upgrading our AT&T connection from 50Mbps to 100Mbps.
- **Debt Repayment (page 10)** – In order to balance the budget, we will request a disbursement of developer donations from the City of Warrenville to pay the principal and interest payments due in FY21.

% change FY20 projected to FY21

% change FY20 Budget to FY21 Budget

Total Income not inclusive of capital project amounts

Total Expenditures not inclusive of capital project costsIncome less Expenditures not inclusive of capital project costs

Account & Fund Ext.	Description	FY21 BUDGET	FY21 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY20Projected to FY21 Budget		% change FY20 Budget to FY21 Budget		FY19 ACTUAL	FY18 ACTUAL
							FY20 BUDGET	FY20 PROJECTED		
INCOME										
4001-01	Taxes Levied Corp 94.75	1,839,738	1,839,738		2%	2%	1,798,112	1,796,842	1,741,615	1,695,631
4001-07	Taxes Levied Building & Maintenance 5.25	101,850	101,850		-1%	-1%	102,837	102,573	97,470	90,579
4002-01	Back Taxes Corporate 94.75	-			#DIV/0!	#DIV/0!	-	-	732	167
4002-07	Back Taxes Building & Maintenance 5.25	-			#DIV/0!	#DIV/0!	-	-	36	9
4010-01	Copier	2,500	2,500	less usage because of COVID19 social distancing (less building traffic)	-50%	-58%	6,000	5,000	7,386	7,218
4015-01	Extended Use Fees	-	-		-100%	-100%	19,000	13,260	19,694	20,049
4016-01	Other Fees	500	500		155%	0%	500	196	624	246
	TIF Funds	1,000	1,000	TIF reimbursment for residential development	#DIV/0!	#DIV/0!				
4300-01	Interest - Corporate	2,000	2,000	significant decrease in interest rates	-90%	-87%	15,000	19,250	26,221	3,765
4400-01	Book & Bag Sales	1,000	1,000	recycling and misc. sales only	41%	-60%	2,500	707	1,681	912
4450-01	Lost Books	3,000	3,000		46%	0%	3,000	2,050	2,735	4,217
4500-01	Gifts/Memorials	-	-	we do not anticipate a distribution from DuPage Foundation Distribution this year	-100%	-100%	1,000	1,126	1,506	1,180
4600-01	Miscellaneous	3,000	3,000		18%	0%	3,000	2,549	1,762	6,273
4700-01	Hotel/Motel Tax Grant	21,446	21,446	Summer Concerts & Sunday Musical Matinees (per award letter)	32%	31%	16,338	16,250	16,954	11,563
4800-01	Per Capita Grant	-	-	possibility state will not release funds this year	#DIV/0!	-100%	16,900	-	16,938	10,522
4802-01	Grants Miscellaneous	-	-		-100%	#DIV/0!	-	9,500	1,600	400
4850-14	Debt Certificate Proceeds	-	-		#DIV/0!	#DIV/0!	-	-		
4900-01	Developer Donations	169,450	169,450	use for debt certificate payments	#DIV/0!	#DIV/0!	-	-		
	TOTAL INCOME	2,145,484	2,145,484		9%	8%	1,984,187	1,969,303	1,936,954	1,852,730

Account & Fund Ext.	Description	FY21 BUDGET	FY21 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY20Projected to FY21 Budget		FY20 BUDGET	FY20 PROJECTED	FY19 ACTUAL	FY18 ACTUAL
						% change FY20 Budget to FY21 Budget				
EXPENDITURES										
6001-01	Salaries - Administration	174,000	174,000		3%	3%	169,000	168,300	209,716	197,344
6002-01	Salaries - Member Services	134,000	134,000		4%	-6%	143,000	128,800	134,666	118,682
6005-01	Salaries - Public Services	413,000	413,000		15%	9%	378,000	358,200	363,715	333,219
6006-01	Salaries - IT	86,000	86,000		6%	5%	82,000	81,200	78,654	
6007-01	Salaries - Technical Services	104,000	104,000		-17%	-23%	135,500	126,000	133,174	198,506
6004-01	Salaries - Marketing	50,000	50,000		56%	56%	32,000	32,000		
6003-01	Salaries - Maintenance	24,000	24,000		4%	4%	23,000	23,000	22,383	21,686
6008-01	IMRF Expense	109,000	109,000	2020 rate 11.93%; 2021 rate 11.54%	25%	20%	91,000	87,000	93,360	97,656
6009-01	FICA Expense	74,000	74,000	7.65% of gross wages	9%	0%	74,000	68,000	70,188	64,952
6010-01	Unemployment Compensation	1,500	1,500	0.31% on first \$12,740 (last year 0.30%)	7%	0%	1,500	1,400	1,190	1,104
6064-01	Operating - Material Processing Tech	12,600			58%	0%	12,600	8,000	9,261	12,834
			3,000	Processing supplies (barcodes, labels, tape, replacement cases, etc.)						
			600	Freight charges						
			9,000	Pre-processing						
6065-01	Operating - Material Processing Circulation	4,890			511%	0%	4,900	800	1,315	1,312
			1,000	Adhesive receipt paper (increased due to SWAN migration)						
			250	ILL Sticky Labels (item labels 150 per pack @\$23 x10= \$230 for 1500 ILL items; reduced due to SWAN migration)						
			2,500	Library Cards (5,000 @ \$.047/card + S/H)						
			500	Miscellaneous						
			240	Notice Envelopes (4 boxes@\$60/box; avg.35 notices per week x 52 = 1,820/annual)						
			400	Receipt Paper (3 boxes @\$100/box)						
6069-01	Operating - Postage	5,390			20%	-2%	5,490	4,500	4,282	5,667
			240	Bulk Mail Permit Fee						
			600	Monthly bills/misc - \$50/month						
			550	Pitney Bowes machine rental/ink/labels						
			2,360	Newsletters 4@\$590						
			300	New Resident Mailer						
			360	ILL OOS Lending 10/mo=120*\$3						
			825	Overdue Notices (1500 notices @ \$.055/stamp); Reduced due to SWAN migration						
			55	Temporary library card mailings (100 @ \$.055/stamp)						
			100	Miscellaneous						

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6070-01	Operating - Office Supplies	4,000			0%	6%	3,775	4,000	2,991	3,231
			2,000	Copy paper including colored and cardstock						
				- Notary fee + stamp						
			1,700	Other office supplies						
			100	Sam's Club Membershipi						
			200	Shredding						
6071-01	Operating - Bank Fees	1,000			25%	54%	650	800	614	611
			1,000	Epay credit card fees; Square credit card fees; illinois National Bank monthly fee						
			-	Safe Deposit Box						
6072-01	Operating - Automation Supplies	4,000			14%	14%	3,500	3,500	4,640	2,208
			500	Miscellaneous: compressed air, screen cleaning wipes, etc.						
			3,500	Toner Cartridges						
6075-01	Operating - Publishing	1,400	1,400	Legal notices	40%	17%	1,200	1,000	1,275	1,077
6090-01	Furniture/Equipment - Purchases	8,440			-1%	-1%	8,540	8,500	8,523	7,604
			2,000	Copier lease (250i \$167/mo thru 4/23)						
			4,440	Copier lease (C368 \$370/mo thru 3/22)						
			1,000	Miscellaneous						
6090-11	Furniture/Equipment - Purchases (Special Reserve)	10,000	10,000	Equipment for misc COVID19 modifications	67%	67%	6,000	6,000	8,770	2,423
6093-01	Furniture/Equipment - Maintenance	2,500	2,500	less usage because of COVID19 social distancing (less building traffic)	-17%	-29%	3,500	3,000	2,985	3,225
6096-01	Automation - Software	14,785			-1%	-3%	15,285	15,000	16,585	14,349
			2,000	B&T Title Source & Reviews						
			7,500	Communico Suite						
			400	Marketing / Adobe Creative Suite subscription for Graphics PC (\$30/mo paid annually)						
			1,000	WhoFi wifi analytics						
				Miscellaneous (Office 365 subscfptions, additional Faronics licenses, etc.)						
			2,000							
			1,200	OCLC						
			125	Quickbooks Online Plus (5-user annual subscription)						
			300	Zoom Meetings Subscription Renewal (Admin)						
			260	Website / Adobe Dreamweaver subscription (\$21 monthly)						
6098-01	Automation - Purchase	4,800			37%	37%	3,500	3,500	3,973	6,018
			300	Member Supplies - ear buds, flash drives, CD/DVD						
			2,000	Miscellaneous (includes replacements for hot spots, mobile devices)						
			1,000	TBS SimpleScan Station (Year 4 of 5-year lease-purchase)						
			1,500	Mobile devices						

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					% change FY20 Budget to FY21 Budget					
6098-11	Automation - Purchase	19,550			30%	10%	17,850	15,000	11,515	14,797
			11,000	mini desktop Public PCs						
			1,800	Widescreen monitors for social distanced Public PCs						
			1,750	Management Team printer replacements						
			5,000	Miscellaneous equipment required for SWAN migration (estimate)						
6099-01	Automation - Maintenance	84,615			54%	51%	56,030	55,000	43,433	49,999
			1,950	Cen-Tec annual maintenance for self-checks [2]						
			120	Cisco Meraki cloud management for iPad Kiosk						
			550	Cisco SmartNet contract for internet router						
			4,000	Cloud backup of servers (monthly charges based on storage volume)						
			5,000	Network Consultant prepaid hours [50]						
			400	UCC SSL Certificate for Exchange email server						
			400	ePRINTit wireless printing solution (TBS)						
			625	Phone system software upgrade						
			1,600	Phone system maintenance contract 24x7						
				SirsyDynix/Horizon software (anticipate going month to month for approximately 5 months due to SWAN migration) NEED monthly cost?						
			27,500							
			35,800	SWAN Consortium Fees						
				Standard SSL certificate for web services						
			80	ipac.warrenville.com						
				Sprint/Mobile Beacon service plans for hotspots [12 circulating, 1 staff]						
			1,800							
			850	Verizon monthly service plans for 2 Census Hotspots						
			-							
			600	Symantec Mail Security for Microsoft Exchange						
			2,000	TBS MyPC, PaperCut, Cpad/Print Release (2), Coin tower (3)						
			1,100	TBS SimpleScan Station annual maintenance [1]						
			240	TBS SimpleScan Station Text & Audio Translation service						
6100-01	Workmen's Compensation	3,000	3,000		0%	0%	3,000	3,000	2,263	2,441
6102-01	Insurance Package	15,510			10%	10%	14,100	14,100	12,466	13,166
			15,510	includes general liability, cyber crime (assumes 10% increase)						
6103-01	Liability Insurance - Officers/Directors	-	-	2 year policy paid in FY20	-100%	-100%	7,600	7,600	-	-
6103-08	Liability Insurance - Officers/Directors	-	-				-			-
6104-01	Liability Insurance - Umbrella	-	-	included in package	#DIV/0!	#DIV/0!	-	-		-
6107-01	Insurance - Bonds	-	-	Notary Bond			50	30	-	-

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6108-01	Insurance - Health/Life	73,770			39%	4%	70,930	53,100	41,127	47,021
			58,420	Health Insurance; assumes 7% increase 1/1/21; employer/employee contribution rates remain same as FY20; \$5,842 per employee per year (10 eligible employees)						
			10,000	HSA Contribution; \$1,000 per employee per year (10 eligible employees)						
			3,380	Dental Insurance; assumes 7% increase 1/1/21; employer/employee contribution rates remain same as FY20; \$338 per employee per year (10 employees)						
			770	Vision Insurance assumes 7% increase 1/1/21; employer/employee contribution rates remain same as FY20; \$77 per employee per year (10 employees)						
			750	LIMRICC admin fee paid 100% by Library; assumes 7% increase 1/1/21; \$75 per year per employee (10 employees)						
			450	Life insurance paid 100% by Library; assumes 7% increase 1/1/21; \$45 per employee						
6146-01	Personnel Development - Recruiting	1,000			344%	100%	500	225	648	630
			500	Background checks						
			500	Advertising						
6148-01	PD - Staff Appreciation	4,500			80%	25%	3,600	2,500	3,008	986
			1,800	4 staff luncheons (\$450 each)						
			2,200	Staff Appreciation Dinner						
			500	Cards, flowers, cakes, treats						
6149-01	PD - Staff/Tuition Reimbursement	-	-				1,500	-	-	-
6150-01	PD - Staff dues	2,775			-4%	-3%	2,875	2,900	2,995	2,885
			750	ALA + 1 division for Director, Circulation Manager (\$210 each); ALA + 3 divisions for Head of Public Services (\$325)						
			225	ILA - Institutional Membership (no employee personal memberships)						
			100	LACONI - institutional membership						
			50	ATLAS - institutional membership						
			1,100	HR Source - institutional membership						
			100	COSUGI (SirsiDynix Users Group) - Computer Systems Administrator (institutional)						
			150	Wheaton Warrenville Early Childhood Coop.						
			275	Chamber of Commerce - institutional						
			25	Warrenville Historical Society - institutional						

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						% change FY20 Budget to FY21 Budget				
6151-01	PD - Staff meetings	7,600			38%	1%	7,525	5,500	5,167	2,728
			500	Tech Services: Miscellaneous seminars, meetings						
			650	Assistant to Director (HR Source Law Conference, Misc. Meetings)						
			700	Member Services: Miscellaneous seminars, meetings						
			700	Homelessness Training						
			1,000	Director: Meetings, seminars, conferences						
			750	Public Services: Miscellaneous seminars, meetings						
			200	Marketing: Miscellaneous seminars, meetings						
			3,000	Staff In Service, All Staff Meetings, Hosted Meetings						
			100	IT: Miscellaneous seminars, meetings						
6152-01	PD - Staff Transportation	1,500			25%	-25%	2,000	1,200	1,227	884
			1,500	General mileage reimbursement						
6153-01	PD - Trustee dues	-	-		-100%	-100%	140	150	-	270
6154-01	PD - Trustee meetings	1,050			-56%	-58%	2,525	2,400	464	3,368
			500	Trustees: Miscellaneous seminars, meetings						
			150	ILA Legislative Meetup (2 trustees)						
			270	ILA Trustee Workshop (2 trustees)						
			130	LACONI Trustee Dinner (2 trustees)						
6155-01	PD - Trustee transportation	250			-17%	-67%	750	300	17	979
			250	Miscellaneous						
6156-01	PD - trustee miscellaneous	500	500	cards, flowers, cakes, treats, meeting supplies	186%	0%	500	175	537	385
6200-01	Contractual - Lawyer	3,000	3,000		200%	0%	3,000	1,000	945	3,255
6205-01	Contractual - Accounting	14,450			28%	25%	11,600	11,250	13,103	10,548
			6,250	Accounting Services (\$517 per month)						
			2,500	GASB 75 Actuarial Report (Post Employment Benefits)						
			5,700	Paylocity (Webtime, Webpay, ACA tracking)						
6206-01	Contractual - Collection Agency	1,250			67%	0%	1,250	750	688	430
			1,000	Unique Management Systems						
			250	NCOA Database Verification (annual, all library card accounts, address check; UMS)						
6210-01	Contractual - Audit	7,500	7,500	per proposal	4%	4%	7,225	7,225	7,810	7,950
6211-01	Contractual - Consultants	7,500			1400%	0%	7,500	500	16,535	1,870
			5,000	Pay grade benchmarking (per proposal)						
			2,500	Employee engagement survey						

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6247-01	Library Materials - Adult Books	52,500			17%	-6%	56,000	45,000	55,430	55,243
			25,000	Nonfiction						
			25,500	Fiction						
			2,000	Spanish						
6248-01	Library Materials - Children/Youth Books	34,000			13%	5%	32,500	30,000	33,426	37,255
			9,000	Nonfiction						
			19,800	Fiction						
			1,200	Spanish						
			4,000	Young Adult						
6250-01	Library Materials - Adult Audiovisual	22,200			11%	0%	22,200	20,000	21,319	25,190
			16,000	DVDs						
			5,000	Audiobooks						
			1,200	CDs						
6251-01	Library Materials - Youth Audiovisual	6,000			33%	0%	6,000	4,500	6,422	5,537
			3,000	DVDs						
			500	Music						
			1,500	Audiobooks						
			1,000	Puzzles						
6254-01	Library Materials - eBooks	29,000	29,000	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle) for adult, teen, youth	12%	12%	26,000	26,000	18,643	26,242
6254-15	Library Materials - eBooks (Alba Lemos)	10,000	10,000	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle) for adult, teen, youth				10,000		
6255-01	Library Materials - Youth eBooks	-	-	FY17 changed to single line item for all audiences	#DIV/0!	#DIV/0!				-
6261-01	Library Materials - Periodicals	11,500	11,500		5%	0%	11,500	11,000	10,427	10,618
6264-01	Library Materials - Internet Subscriptions	23,500	23,500	Databases, Online Learning	-16%	-6%	25,000	28,000	32,424	37,173
6300-01	Public Service - Adult Programming	8,500			13%	0%	8,500	7,500	7,005	6,893
			5,600	20 programs @ \$300 each + supplies						
			650	SR prizes and publicity						
			700	Movie licenses						
			150	11 book discussions @\$12 ea						
			400	Outreach/Passive Programming						
			1,000	Other Programming						
6301-01	Public Service - Youth Programming	8,000			45%	7%	7,500	5,500	6,192	5,968
			3,500	Youth & Young Adult Programs						
			1,500	Youth & Young Adult Presenters						
			1,500	Summer Reading						
			1,500	Other programming						
6304-01	Public Service - Hotel/Motel Tax	21,446			19%	18%	18,140	18,000	16,569	17,327
			17,723	Concerts on the Commons						
			3,723	Sunday Musical Matinees						
6305-01	Public Service - Refunds/Fines/Fees	500	500	Refunds to other libraries for materials lost by Warrentville patrons	100%	0%	500	250	74	63
6308-01	Public Service - Printing	13,800			10%	-5%	14,600	12,500	11,969	13,981
			13,200	Newsletter - 4@\$3,300						
			600	Brochures, bookmarks, postcards, envelopes, cardstock library card						

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6311-01	Public Service - PR/Publicity	21,670			20%	-12%	24,750	18,000	3,809	3,794
			1,500	Shirts/logo apparel for new staff members						
			300	Facebook ads, boosts						
			2,000	Giveaways - Other						
			300	Giveaways - Parade candy and dog biscuits						
			1,000	Giveaways - Pens						
			600	Large-scale library event						
			400	Miscellaneous Marketing materials (supplies, acrylic holders, etc.)						
			200	Parade float materials						
			140	Canva Subscription						
			130	Meetup (event app) subscription						
			200	Stock images						
			900	Constant Contact (up to 10,000 email addresses)						
			12,000	Contracted Graphic Design						
			2,000	Website Development						
6313-01	Public Service - Miscellaneous	800			0%	0%	800	800	1,192	1,015
			150	Museum Adventure Pass Program						
			150	Coffee lids, sleeves						
			500	Misc. programs						
6313-15	Public Service - Miscellaneous (Alba Lemos)	2,500	2,500	Read for a Cause						
6400-07	Maintenance	58,320			46%	18%	49,595	40,000	49,383	48,876
			24,000	Cleaning Contract + special cleaning services						
			2,000	Window washing (1X/year)						
			5,500	Elevator contract						
			800	Elevator pressure test (2X/year)						
			320	City Inspection of elevator (\$80 per visit - 4X/year)						
			600	Pest Control						
			1,700	Roof Maintenance (\$850 ea.; Spring & Fall)						
			400	Movable partition maintenance						
			3,000	Sealcoating						
			15,000	Window repair/replacement						
			5,000	Miscellaneous						
6400-11	Maintenance	-	-		#DIV/0!	#DIV/0!	-			-
6401-07	Maintenance - Supplies	12,200			249%	455%	2,200	3,500	1,516	2,469
			2,000	Bulbs, Ballasts						
			200	Bulb Recycling						
			10,000	Hand vacuum, 6' ladder, Misc. supplies						

Account & Fund Ext.	Description	FY21 BUDGET	FY21 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY20Projected to FY21 Budget		FY20 BUDGET	FY20 PROJECTED	FY19 ACTUAL	FY18 ACTUAL
					% change FY20	% change FY20 Budget to FY21 Budget				
6402-07	Security	19,275			141%	41%	13,655	8,000	7,098	2,865
			700	Fire alarm - inspection & repairs						
			750	Elevator access (OTIS) during fire alarm inspection & repairs						
			3,000	Alarm monitoring (\$650/quarter for burglar; \$90/quarter for fire)						
			1,400	Extinguisher inspection and recharging						
			4,000	Fire Sprinkler System - inspection and repairs						
			425	Backflow Preventor test (6@\$75)						
			7,500	Surveillance camera system (carried forward from FY20)						
			1,500	General maintenance						
6403-01	Gas	7,000	7,000		8%	0%	7,000	6,500	918	7,308
6406-07	Snow Removal	20,000	20,000		9%	0%	20,000	18,400	27,870	18,721
6407-07	HVAC	5,850			-81%	54%	3,800	30,000	1,448	1,610
			5,000	General maintenance						
			450	Filters						
			400	Humidifier bottles						
6408-01	Water/Sewer	950	950		19%	12%	850	800	918	816
6409-01	Electricity	37,000	37,000		3%	6%	35,000	36,000	39,909	34,898
6410-01	Telephone	18,700			39%	37%	13,650	13,500	13,245	13,625
			3,000	Telephone lines (Call One \$160/mos; Megapath \$80/mos.)						
			14,700	Internet (AT&T \$425/mos; Illinois Century Network \$475/mos; Comcast \$325/mos)						
			1,000	Absorb Faxing costs for BookScan Station						
6411-07	Janitorial supplies	20,000	20,000	Kleenex, dish soap, paper towels, napkins, batteries, PPE	300%	567%	3,000	5,000	3,188	2,626
6413-07	Landscape maintenance	11,450			53%	9%	10,550	7,500	13,327	8,350
			2,960	Outside contract (\$370/mos x 8)						
			3,240	Inside contract (\$270/mos)						
			250	Spring Plantings						
			3,000	Miscellaneous Replacements, Landscaping						
			2,000	Mulch						
6500-01	Gift expenditures	-			-100%	-100%	1,000	1,700	2,245	4,415
			-							
6520-14	Capital Improvement Projects	-	-		#DIV/0!	#DIV/0!	-			
6520-11	Capital Improvement Projects	-	-		#DIV/0!	#DIV/0!	-	-		335,897
6520-01	Capital Improvement Projects									
6530-01	Debt Repayment	140,000	140,000		-16%	-16%	167,200	167,200	169,777	167,425
6530-01	Debt Repayment	29,452	29,452							
6600-01	Contingency	10,000	10,000		100%	100%	5,000	5,000	563	2,604
6702-01	Census Grant	-						10,000		
	Total Expenditures	2,148,738	2,148,738		13%	7%	2,006,480	1,906,555	1,892,514	2,157,103
	Total expenditures without capital improvement	1,979,286	1,979,286		14%	8%	1,839,280	1,739,355	1,722,737	1,653,781
	Income less Expenditures	(3,254)	(3,254)		-105%	-85%	(22,293)	62,748	44,440	(304,373)
	Total income less expenditures without capital improvement	166,198	166,198		-28%	15%	144,907	229,948	214,217	198,949

**FUND BALANCE PROJECTIONS
FY2020-2021**

FUND	Estimated Beginning Balance 7/1/20	Income Budgeted FY20/21	Expenses Budgeted FY20/21	Projected Year- End Balance 6/30/21	Income vs. Expenses
CORPORATE	424,563	1,976,034	1,790,141	610,456	185,893
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	92,316	101,850	147,095	47,071	(45,245)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	13,524	-	12,500	1,024	(12,500)
SPECIAL RESERVE	240,631	-	29,550	211,081	(29,550)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	169,450	169,452	(2)	(2)
TOTALS	996,881	2,247,334	2,148,738	1,095,477	98,596

Note: Cash on hand at year-end is approximately \$850,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	447,535	836,303	388,768
Building Maintenance	36,774	47,071	10,297

*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash is transferred to Special Reserve Fund

**FUND BALANCE PROJECTIONS
FY2021-2022**

CPI - 1.9%

1%

FUND	Estimated Beginning Balance 7/1/21	Income Budgeted FY21/22	Expenses Budgeted FY21/22	Projected Year- End Balance 6/30/22	Income vs. Expenses
CORPORATE	610,456	2,013,579	1,978,042.41	645,992	35,536
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	47,071	103,785	108,189.20	42,667	(4,404)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	1,024	-	1,024	-	(1,024)
SPECIAL RESERVE	211,081	-	-	211,081	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	(2)	-	-	(2)	-
TOTALS	1,095,477	2,117,364	2,087,256	1,125,585	30,108

Note: Cash on hand at year-end is approximately \$850,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	494,511	871,839	377,329
Building Maintenance	27,047	42,667	15,620

*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash is transferred to Special Reserve Fund

**FUND BALANCE PROJECTIONS
FY2022-2023**

CPI - 1%

1%

FUND	Estimated Beginning Balance 7/1/22	Income Budgeted FY22/23	Expenses Budgeted FY22/23	Projected Year- End Balance 6/30/23	Income vs. Expenses
CORPORATE	645,992	2,033,714	1,997,823	681,884	35,892
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	42,667	104,823	109,271.09	38,219	(4,448)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	211,081	-	-	211,081	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	(2)	-	-	(2)	-
TOTALS	1,125,585	2,138,537	2,107,094	1,157,029	31,444

Note: Cash on hand at year-end is approximately \$850,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	499,456	907,731	408,275
Building Maintenance	27,318	38,219	10,901

*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash is transferred to Special Reserve Fund

**FUND BALANCE PROJECTIONS
FY2023-2024**

CPI = 1%

1%

FUND	Estimated Beginning Balance 7/1/23	Income Budgeted FY23/24	Expenses Budgeted FY23/24	Projected Year- End Balance 6/30/23	Income vs. Expenses
CORPORATE	681,884	2,054,052	2,017,801	718,134	36,251
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	38,219	105,871	110,363.80	33,726	(4,493)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	211,081	-	-	211,081	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	(2)	-	-	(2)	-
TOTALS	1,157,029	2,159,923	2,128,165	1,188,787	31,758

Note: Cash on hand at year-end is approximately \$850,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	504,450	943,981	439,531
Building Maintenance	27,591	33,726	6,135

*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash is transferred to Special Reserve Fund