



FISCAL YEAR 2021 WORKING BUDGET

July 1, 2020 to June 30, 2021

APPROVED BY
THE LIBRARY BOARD OF TRUSTEES
6/17/2020

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 three 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 2024.

LIBRARY FUND ACCOUNTING

The Library has two funds for the majority of 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.

Other funds include the **Special Reserve Fund**, the **Working Cash Fund** and the **Alba Lemos Gift Fund**.

The Fund Balance Projections on pages 11 & 12 demonstrate the Library's intent to maintain a target fund balance of at least 3 months' operating expenditures.

INCOME HIGHLIGHTS

The Library increased its last Tax Levy to capture the 1.9% Consumer Price Index increase permitted by the Property Tax Extension Limitation Law (PTELL). Paired with a small amount of new construction, we expect a 2.1% increase over last year's property tax income. Approximately \$19,595 will be diverted to TIFS #3 and #4 in this tax levy cycle.

Most other budgeted income lines remain flat as compared to last fiscal year. Careful analysis of cash flow needs allows the Library to invest funds in short-term certificates of deposit with higher interest rates than in past years.

2016 DEBT CERTIFICATE REPAYMENT

In FY21, the Library is required to make principal & interest payments totaling \$169,452. The Library will use developer contributions being held by the City of Warrenville to make these payments.

STRATEGIC PRIORITIES

The following strategic priority action items are funded for Fiscal Year 2021:

Priority #1 – Increase Use of the Library

- Improve Services to Hispanic Residents
 - Maintain budget for Spanish-language materials.
 - Maintain two full-time bilingual positions – one in youth services, one in adult services
- Raise Awareness of the Library
 - Marketing Specialist position is elevated from part time (27 hours) to full time (37.5 hours)

Priority #2 – Connect with the Community

- Connect Local Organizations, Entities and Residents
 - No funds are specifically budgeted for this priority in FY21.

Priority #3 – Elevate the User Experience

- Improve Ease of Use of the Library
 - The Library intends to transition to a fine free library on July 1, 2020
 - The Library will join the SWAN library consortium in FY21.

EXPENDITURE HIGHLIGHTS

Employee Costs

The Library Board of Trustees has enacted a pay freeze through mid-January 2021. This budget includes funds for director-recommended parity and cost of living increases for the second half of the fiscal year. In November of 2020, the Board will review the financial position of the library and will determine if these parity and cost of living increases can be implemented. The Director also recommended the following staffing changes. These changes may not be implemented immediately, depending on the impact of COVID-19.

- Marketing specialist moves from part time to full time
- 1 Library Associate promoted to Librarian
- Several positions consolidated
- 6 positions elevated to 20 hours per week (IMRF-eligible)

The Library's IMRF rate will decrease from 11.93% to 11.54% in 2021.

We estimated a 7% increase in health insurance rates on 1/1/2021. Budget assumes 10 employees will enroll in the plan.

The Library may hire a consultant to benchmark positions and develop a pay grade and wage scale to be implemented in FY22.

EXPENDITURE HIGHLIGHTS (cont'd)

Furniture/Equipment Purchases

\$10,000 is budgeted from the Special Reserve Fund for COVID-19 modifications.

Automation / Technology

Special funds are budgeted to replace public PCs and monitors and to purchase additional laptops to be deployed to employees for teleworking. Funds are budgeted for SWAN consortium membership and associated start-up costs.

Professional Development

Sufficient funds have been allocated to allow staff and trustees to participate in online workshops, staff meetings and webinars.

Library Materials

The budgets for print materials have been adjusted to reflect prior year trends. \$10,000 from the Alba Lemos Gift Fund is allocated for eBooks and eAudiobooks.

Programming & Publicity

The Youth programming budget has a small increase. The publicity budget includes funds for printed mailings to residents and contractual services for graphic design.

Building Maintenance & Utilities

With the exception of the installation of a new surveillance camera system, most expenses in this area reflect planned, routine maintenance.

We anticipate our utility costs to be slightly higher than the previous year (because the building was closed for 2 months).

Telecommunications costs will increase. We have increased the bandwidth for our AT&T fiber connection and plan to add a secondary internet connection to accommodate increased internet traffic we anticipate as a member of the SWAN consortium.

COVID-19 Impacts

COVID-19 brings many changes and challenges including the need for PPE, additional cleaning supplies and modifications to our building, operations and programming. We do not yet have a full grasp of all the ways this will impact the library, but have budgeted additional dollars for building maintenance and supplies.

We are also aware policies of other entities may impact our income. Adjustments to our spending on operations will be taken as needed to protect the long term fiscal health of the Library District.

WARRENVILLE LIBRARY WORKING BUDGET SUMMARY - July 1, 2020 through June 30, 2021

<div><div>% change FY20 projected to FY21</div><div>% change FY20 Budget to FY21 Budget</div></div>														
INCOME CATEGORIES	% of total income	FY21 BUDGET			FY20 BUDGET	FY20 PROJECTED	FY19 ACTUAL	FY18 ACTUAL	FY17 ACTUAL	FY16 ACTUAL	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL
Property Taxes	88.64%	1,941,588	3%	2%	1,900,949	1,885,231	1,839,853	1,786,385	1,758,280	1,739,888	1,708,849	1,666,909	1,586,774	1,549,055
Copier	0.11%	2,500	-50%	-58%	6,000	5,000	7,386	7,218	6,645	6,610	5,745	6,213	7,294	6,801
Extended Use Fees	0.00%	-	-100%	-100%	19,000	13,260	19,694	20,049	22,634	30,375	23,861	18,693	20,149	21,455
Other Fees	0.02%	500	150%	0%	500	200	624	246	268	288	862	443	503	681
TIF Funds	0.23%	5,000	#DIV/0!	#DIV/0!										
Interest	0.09%	2,000	-90%	-87%	15,000	19,150	26,221	3,765	3,927	2,555	1,048	1,231	1,475	1,363
Book & Bag Sales	0.05%	1,000	43%	-60%	2,500	700	1,681	912	1,777	6,751	5,140	6,223	5,499	2,912
Lost Books	0.14%	3,000	50%	0%	3,000	2,000	2,735	4,217	3,747	4,130	4,590	4,615	3,585	2,802
Gifts/Memorials	0.00%	-	-100%	-100%	1,000	1,125	1,506	1,180	46,416	4,870	3,931	1,449	8,403	5,951
Miscellaneous	0.14%	3,000	7%	0%	3,000	2,800	1,762	6,273	6,878	5,894	4,953	3,958	2,977	3,684
Hotel/Motel Tax Grant	0.98%	21,446	34%	31%	16,338	16,000	16,954	11,563	17,954	14,374	15,039	10,777	13,891	18,013
Per Capita Grant	0.77%	16,900	0%	0%	16,900	16,940	16,938	10,522	-	10,446	16,939	16,939	27,822	13,675
Grants Miscellaneous	0.00%	-	-100%	#DIV/0!	-	10,000	1,600	400	-	-	-	-	-	-
Debt Certificate Proceeds	0.00%	-	#DIV/0!	#DIV/0!					1,929,700					
Developer Donations	7.74%	169,450	#DIV/0!	#DIV/0!	-	-	-	-	57,329	-	-	-	-	-
TOTAL INCOME	98.68%	2,190,384	11%	10%	1,984,187	1,972,406	1,936,954	1,852,730	3,855,556	1,826,181	1,790,957	1,737,450	1,678,374	1,626,390
Total Income not inclusive of capital project amounts		2,190,384	10%	10%	1,984,187	1,972,406	1,936,954	1,852,730	1,868,526	1,826,181	1,790,957	1,737,450	1,678,374	1,626,390
EXPENDITURE CATEGORIES	% of total expenditures (excluding capital, debt)	FY21 BUDGET			FY20 BUDGET	FY20 PROJECTED	FY19 ACTUAL	FY19 ACTUAL	FY18 ACTUAL	FY17 ACTUAL	FY16 ACTUAL	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL
Salaries	44.4%	950,000	7%	2%	930,500	886,600	942,308	869,437	830,135	792,445	764,878	749,344	743,241	721,253
Illinois Municipal Retirement Fund	5.0%	106,000	21%	16%	91,000	87,900	93,360	97,656	86,368	82,081	78,821	83,024	82,111	76,619
FICA (Social Security, Medicare)	3.4%	72,000	6%	-3%	74,000	68,000	70,188	64,952	61,293	58,394	56,941	55,760	55,131	53,529
Employee Insurance (UI, Workers Comp, Health)	3.7%	78,470	38%	4%	75,430	56,950	44,580	50,566	48,840	43,870	43,092	43,498	44,117	45,308
Operating/Supplies/Postage/Legal Notices	1.6%	33,280	65%	4%	32,115	20,200	24,378	26,940	25,604	22,624	23,032	22,913	23,714	21,431
Furniture / Equipment Purchase & Maintenance	1.0%	20,940	14%	16%	18,040	18,350	20,278	13,253	11,176	15,441	26,661	24,800	7,925	8,405
Automation - Software, Purchase, & Maintenance	7.0%	149,650	87%	61%	92,665	79,900	75,506	85,163	99,700	84,561	72,756	74,541	79,340	43,382
Insurance (Package & Liability)	0.7%	14,800	-35%	-32%	21,750	22,880	12,466	13,166	10,530	28,828	19,300	22,654	21,025	19,871
Personnel Development & Recognition - Staff	0.8%	17,375	61%	-3%	18,000	10,800	13,045	8,114	9,068	13,481	15,314	16,351	15,648	9,154
Trustee Development & Supplies	0.1%	1,800	-37%	-54%	3,915	2,850	1,018	5,002	1,048	4,938	1,400	4,640	2,262	1,599
Professional Contractual Services	1.7%	35,500	75%	16%	30,575	20,325	39,081	24,053	21,403	24,131	49,312	27,942	44,728	39,274
Library Materials - Books, A/V, Periodicals, Online	8.3%	177,200	24%	-1%	179,200	143,300	178,091	197,258	190,599	194,376	193,583	190,196	193,878	210,391
Programming	1.8%	37,946	13%	11%	34,140	33,550	29,766	30,187	20,297	27,903	25,919	26,452	24,142	34,145
PR/Publicity & Misc. Public Service	1.7%	37,170	181%	-9%	40,650	13,250	17,044	18,854	17,478	16,435	17,126	14,314	12,501	9,794
Building Maintenance & Security	6.9%	147,095	49%	43%	102,800	98,400	103,830	85,517	62,011	65,490	78,042	94,553	78,801	92,227
Utilities	3.2%	69,250	17%	23%	56,500	59,150	54,990	56,647	69,285	64,569	66,798	62,327	54,158	68,069
Gift expenditures	0.0%	-	-100%	-100%	1,000	1,700	2,245	4,415	1,100	2,651	-	2,557	6,248	3,965
Capital Improvement Projects	0.0%	-	#DIV/0!	#DIV/0!	-	-	-	335,897	2,248,094	61,965	-	52,018	73,304	9,224
Debt Service	7.9%	169,452	26%	1%	167,200	135,000	169,777	167,425	22,636	-	-	-	-	-
Contingency	0.5%	10,000	9900%	100%	5,000	100	563	2,604	3,439	1,829	898	454	4,891	6,172
Total Expenditures	99.4%	2,140,428	16%	7%	2,006,480	1,843,333	1,892,514	2,157,103	3,845,215	1,606,012	1,533,873	1,568,338	1,567,166	1,473,811
Income less Expenditures		49,956	-61%	-324%	(22,293)	129,073	44,440	(304,373)	10,341	220,169	257,084	169,112	111,208	152,579

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				
INCOME										
4001-01	Taxes Levied Corp 94.75	1,839,738	1,839,738		3%	2%	1,798,112	1,782,657	1,741,615	1,695,631
4001-07	Taxes Levied Building & Maintenance 5.25	101,850	101,850		-1%	-1%	102,837	102,574	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		150%	0%	500	200	624	246
	TIF Funds	5,000	5,000	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	19,150	26,221	3,765
4400-01	Book & Bag Sales	1,000	1,000	recycling and misc. sales only	43%	-60%	2,500	700	1,681	912
4450-01	Lost Books	3,000	3,000		50%	0%	3,000	2,000	2,735	4,217
4500-01	Gifts/Memorials	-	-	we do not anticipate a distribution from DuPage Foundation Distribution this year	-100%	-100%	1,000	1,125	1,506	1,180
4600-01	Miscellaneous	3,000	3,000		7%	0%	3,000	2,800	1,762	6,273
4700-01	Hotel/Motel Tax Grant	21,446	21,446	Summer Concerts & Sunday Musical Matinees (per award letter)	34%	31%	16,338	16,000	16,954	11,563
4800-01	Per Capita Grant	16,900	16,900	anticipate FY19 grant to be deposited in FY21	0%	0%	16,900	16,940	16,938	10,522
	RAILS Catalog Membership Grant	24,000	24,000	awarded for SWAN membership expenses						
4802-01	Grants Miscellaneous (Census Grant / 4803)	-	-		-100%	#DIV/0!	-	10,000	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	2,190,384	2,190,384		11%	10%	1,984,187	1,972,406	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	172,000	172,000		2%	2%	169,000	168,500	209,716	197,344
6002-01	Salaries - Member Services	123,500	123,500		-4%	-14%	143,000	128,800	134,666	118,682
6005-01	Salaries - Public Services	401,000	401,000		12%	6%	378,000	359,500	363,715	333,219
6006-01	Salaries - IT	85,500	85,500		6%	4%	82,000	81,000	78,654	
6007-01	Salaries - Technical Services	96,500	96,500		-23%	-29%	135,500	126,000	133,174	198,506
6004-01	Salaries - Marketing	48,000	48,000		50%	50%	32,000	32,000		
6003-01	Salaries - Maintenance	23,500	23,500		3%	2%	23,000	22,800	22,383	21,686
6008-01	IMRF Expense	106,000	106,000	2020 rate 11.93%; 2021 rate 11.54%	21%	16%	91,000	87,900	93,360	97,656
6009-01	FICA Expense	72,000	72,000	7.65% of gross wages	6%	-3%	74,000	68,000	70,188	64,952
6010-01	Unemployment Compensation	2,200	2,200	0.31% on first \$12,740 (last year 0.30%)	57%	47%	1,500	1,400	1,190	1,104
6064-01	Operating - Material Processing Tech	12,600			54%	0%	12,600	8,200	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			389%	0%	4,900	1,000	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 @ \$0.47/card + S/H)						
			500	Miscelleaneous						
			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			35%	-2%	5,490	4,000	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 @ \$0.55/stamp); Reduced due to SWAN migration						
			55	Temporary library card mailings (100 @ \$0.55/stamp)						
			100	Miscellaneous						

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				
6070-01	Operating - Office Supplies	4,000			54%	6%	3,775	2,600	2,991	3,231
			2,000	Copy paper including colored and cardstock						
				- Notary fee + stamp						
			1,700	Other office supplies						
			100	Sam's Club Membershi						
			200	Shredding						
6071-01	Operating - Bank Fees	1,000			67%	54%	650	600	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			38%	14%	3,500	2,900	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	56%	17%	1,200	900	1,275	1,077
6090-01	Furniture/Equipment - Purchases	8,440			-20%	-1%	8,540	10,500	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	100%	67%	6,000	5,000	8,770	2,423
6093-01	Furniture/Equipment - Maintenance	2,500	2,500	less usage because of COVID19 social distancing (less building traffic)	-12%	-29%	3,500	2,850	2,985	3,225
6096-01	Automation - Software	14,985			15%	-2%	15,285	13,000	16,585	14,349
			2,000	B&T Title Source & Reviews						
			7,500	Communico Suite						
				Marketing / Adobe Creative Suite subscription for Graphics PC (\$30/mo paid annually)						
			400							
			1,000	WhoFi wifi analytics						
				Miscellaneous (Office 365 subscfriptions, additional Faronics licenses, etc.)						
			2,000							
			1,200	OCLC						
			125	Quickbooks Online Plus (5-user annual subscription)						
			500	Zoom Meetings Subscription Renewal (Admin)						
				Website / Adobe Dreamweaver subscription (\$21 monthly)						
			260							
6098-01	Automation - Purchase	4,800			-2%	37%	3,500	4,900	3,973	6,018
			300	Member Supplies - ear buds, flash drives, CD/DVD						
				Miscellaneous (includes replacements for hot spots, mobile devices)						
			2,000							
			1,000	TBS SimpleScan Station (Year 4 of 5-year lease-purchase)						
			1,500	Mobile devices						

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				
6098-11	Automation - Purchase	28,950			190%	62%	17,850	10,000	11,515	14,797
			11,000	mini desktop Public PCs						
			10,000	10 laptops plus peripheral hardware, cases and software license (staff laptops)						
			1,200	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	100,915			94%	80%	56,030	52,000	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						
			15,000	SirsyDynix/Horizon software (anticipate going month to month for approximately 5 months due to SWAN migration)						
			40,000	SWAN Consortium Fees (includes annual fee plus one-time join fee of 25%)						
			24,000	RAILS Catalog Membership Grant Expenditures						
			80	Standard SSL certificate for web services ipac.warrenville.com						
			1,800	Sprint/Mobile Beacon service plans for hotspots [12 circulating, 1 staff]						
			850	Verizon monthly service plans for 2 Census Hotspots						
			-							
			1,200	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	2,500	2,500		2%	-17%	3,000	2,450	2,263	2,441
6102-01	Insurance Package	14,800			-3%	5%	14,100	15,250	12,466	13,166
			14,800	includes general liability, cyber crime						
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	-	-

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				
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			181%	25%	3,600	1,600	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			-3%	-3%	2,875	2,875	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						

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				
6151-01	PD - Staff meetings	7,600			52%	1%	7,525	5,000	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			36%	-25%	2,000	1,100	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			-52%	-58%	2,525	2,200	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	150%	0%	500	200	537	385
6200-01	Contractual - Lawyer	3,000	3,000		500%	0%	3,000	500	945	3,255
6205-01	Contractual - Accounting	14,450			26%	25%	11,600	11,500	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			108%	0%	1,250	600	688	430
			1,000	Unique Management Systems						
			250	NCOA Database Verification (annual, all library card accounts, address check; UMS)						
6210-01	Contractual - Audit	9,300	9,300	7,500 annual audit; 1,800 OPEB valuation	29%	29%	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						
			2,500	Employee engagement survey						

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				
6247-01	Library Materials - Adult Books	52,500			31%	-6%	56,000	40,000	55,430	55,243
			25,000	Nonfiction						
			25,500	Fiction						
			2,000	Spanish						
6248-01	Library Materials - Children/Youth Books	34,000			19%	5%	32,500	28,600	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			49%	0%	22,200	14,900	21,319	25,190
			16,000	DVDs						
			5,000	Audiobooks						
			1,200	CDs						
6251-01	Library Materials - Youth Audiovisual	6,000			76%	0%	6,000	3,400	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	31%	12%	26,000	22,100	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	10,000	10,000		-7%	-13%	11,500	10,800	10,427	10,618
6264-01	Library Materials - Internet Subscriptions	23,500	23,500	Databases, Online Learning	0%	-6%	25,000	23,500	32,424	37,173
6300-01	Public Service - Adult Programming	8,500			9%	0%	8,500	7,800	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			82%	7%	7,500	4,400	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			0%	18%	18,140	21,350	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 Warrenville patrons	233%	0%	500	150	74	63
6308-01	Public Service - Printing	13,800			31%	-5%	14,600	10,500	11,969	13,981
			13,200	Newsletter - 4@\$3,300						
			600	Brochures, bookmarks, postcards, envelopes, cardstock library card						

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		
6311-01	Public Service - PR/Publicity	22,070			1004%	-11%	24,750	2,000	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)						
			400	Survey Monkey (annual subscription)						
			12,000	Contracted Graphic Design						
			2,000	Website Development						
6313-01	Public Service - Miscellaneous	800			33%	0%	800	600	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			82%	18%	49,595	32,000	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			510%	455%	2,200	2,000	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 Budget to FY21 Budget				
6402-07	Security	19,275			197%	41%	13,655	6,500	7,098	2,865
			700	Fire alarm - inpection & 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		9%	0%	7,000	6,400	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			-80%	54%	3,800	29,000	1,448	1,610
			5,000	General maintenance						
			450	Filters						
			400	Humidifier bottles						
6408-01	Water/Sewer	950	950		27%	12%	850	750	918	816
6409-01	Electricity	37,000	37,000		0%	6%	35,000	37,000	39,909	34,898
6410-01	Telephone	24,300			62%	78%	13,650	15,000	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)						
			5,000	Employee expense reimbursement (telecommuting)						
			600	2 cell phone plans (Consumer Cellular, Census 2020 equipment)						
			1,000	Absorb Faxing costs for BookScan Station						
6411-07	Janitorial supplies	20,000	20,000	Kleenex, dish soap, paper towels, napkins, batteries, PPE	400%	567%	3,000	4,000	3,188	2,626
6413-07	Landscape maintenance	11,450			76%	9%	10,550	6,500	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		4%	-16%	167,200	135,000	169,777	167,425
6530-01	Debt Repayment	29,452	29,452					32,128		
6600-01	Contingency	10,000	10,000		9900%	100%	5,000	100	563	2,604
6702-01	Census Grant	-						10,000		
	Total Expenditures	2,140,428	2,140,428		16%	7%	2,006,480	1,843,333	1,892,514	2,157,103
	Income less Expenditures	49,956	49,956		-61%	-324%	(22,293)	129,073	44,440	(304,373)

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	558,000	1,919,084	1,772,431	704,653	146,653
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	94,000	101,850	147,095	48,755	(45,245)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	13,250	-	12,500	750	(12,500)
SPECIAL RESERVE	219,500	-	38,950	180,550	(38,950)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	-	169,450	169,452	(2)	(2)
TOTALS	1,110,600	2,190,384	2,140,428	1,160,556	49,956

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	443,108	930,503	487,395
Building Maintenance	36,774	48,755	11,981
*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash may be 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	704,653	1,955,547	1,960,155	700,044	(4,609)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	48,755	103,785	108,189	44,351	(4,404)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	750	-	1,024	(274)	(1,024)
SPECIAL RESERVE	180,550	-	40,000	140,550	(40,000)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	(2)	-	-	(2)	-
TOTALS	1,160,556	2,059,332	2,109,369	1,110,519	(50,037)

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	490,039	925,894	435,855
Building Maintenance	27,047	44,351	17,304
*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash may be 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	700,044	1,975,102	2,149,757	525,389	(174,655)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	44,351	104,823	109,271.09	39,903	(4,448)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
		-			
ALBA LEMOS GIFT	(274)	-	-	(274)	-
SPECIAL RESERVE	140,550	-	40,000	100,550	(40,000)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	(2)	-	-	(2)	-
TOTALS	1,110,519	2,079,925	2,299,028	891,416	(219,103)
<i>Note: Cash on hand at year-end is approximately \$850,000 greater due to deferred property tax revenue.</i>					
FUND BALANCE TARGETS		TARGET *	PROJECTED YEAR-END	DIFFERENCE	
Corporate + Working Cash		537,439	751,239	213,800	
Building Maintenance		27,318	39,903	12,585	
*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash may be 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	525,389	1,994,853	2,171,254	348,988	(176,401)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	39,903	105,871	110,363.80	35,410	(4,493)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	(274)	-	-	(274)	-
SPECIAL RESERVE	100,550		40,000	60,550	(40,000)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	(2)	-	-	(2)	-
TOTALS	891,416	2,100,724	2,321,618	670,522	(220,894)
<i>Note: Cash on hand at year-end is approximately \$850,000 greater due to deferred property tax revenue.</i>					
FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE		
Corporate + Working Cash	542,814	574,838	32,025		
Building Maintenance	27,591	35,410	7,819		
*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash may be transferred to Special Reserve Fund					