

Warrenville Public Library District

FISCAL YEAR 2018 WORKING BUDGET

July 1, 2017 to June 30, 2018



Second Draft Presented to Board of Trustees for
Final Approval
6/21/2017

prepared by Sandy Whitmer, Library Director

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TABLE OF CONTENTS

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 2021.

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 10 & 11 demonstrate the Library's intent to maintain a target fund balance of at least 3 months' operating expenditures while using approximately \$200,000 of fund balance from the Special Reserve Fund to pay (if necessary) carry over expenses from a capital project (renovation).

BUDGET OVERVIEW

Each department submitted budget requests which were then reviewed by the Director and Management Team. This first budget draft maintains library services and includes:

- principal and interest payments for funds borrowed in FY17 for the renovation project
- expenditures for the completion the renovation project

INCOME HIGHLIGHTS

The Library increased its last Tax Levy to capture the 0.7% Consumer Price Index increase permitted by the Property Tax Extension Limitation Law (PTELL). Paired with a small amount of new construction, we expect just a 1.75% increase over last year's property tax income. Approximately \$3,000 will be diverted to TIF #3 in this tax levy cycle.

Most other budgeted income lines remain flat as compared to last fiscal year. Reductions have been made to income for extended use fees, interest, book sales, and Hotel Motel Tax Grants.

EXPENDITURE HIGHLIGHTS

Employee Costs

This draft of the budget proposes a maximum 3% merit increase for all eligible employees. (Actual merit increases will be reflected in the final budget proposal.) Additional staff hours have been allocated as follows:

- +5 hours per week for existing maintenance custodian (was 15 hours per week)
- +6 hours per week for marketing specialist (was 10 hours per week)
- +6 hours per week for graphic artist (was 10 hours per week)
- New part-time technology assistant (16 hours per week)
- Additional hours/reallocation of hours for public services staff to cover two separate service desks

The Library's IMRF rate will decrease from 13.36% to 12.97% in 2018.

This draft assumes a 10% increase in health insurance rates on 1/1/2018.

The Library will hire a consultant to benchmark positions and develop a pay grade and wage scale to be implemented in FY19.

Furniture/Equipment Purchases

No major furniture or equipment expenditures are included in this budget. These purchases will be part of the capital project budget.

Automation / Technology

Special projects slated for FY18 include implementation of Communico, a content management system that includes a responsive website, program calendar and registration, room booking calendar, online reading program, digital signage and more.

Staff also plan to install wifi routers with public address capabilities and security cameras.

Other routine expenses include software licenses and upgrades, maintenance contracts and hardware replacements.

EXPENDITURE HIGHLIGHTS (cont'd)

Professional Development

The Library has not budgeted for any national conferences. Sufficient funds have been allocated to allow staff to participate in local opportunities.

Library Materials

The budget for print materials has been reduced based on prior years' expenditures. Expenditures for downloadable media (Overdrive, Hoopla, Zinio) have increased.

Programming & Publicity

Overall, the proposed budget for programming and publicity is consistent with prior years. Because of a reduced 2017 summer concert schedule, the Hotel Motel Tax Fund grants are reduced.

The Library plans to expand its 8-page quarterly newsletter to a 12-page newsletter.

Funds are included to update and print informational brochures about programs and services.

Building Maintenance & Utilities

The Library expects costs for cleaning the facility to increase following the renovation.

Thanks to LED retrofits and new LED fixtures, electricity costs are expected to decrease.

RENOVATION PROJECT

The renovation project will be substantially complete by June 30, 2017. However, some end-of-project expenses may be incurred in FY18. \$200,000 has been allocated in the FY18 Budget.

2016 DEBT CERTIFICATE REPAYMENT

In FY18, the Library is required to make principal & interest payments totaling \$167,550.

WARRENVILLE LIBRARY WORKING BUDGET SUMMARY - July 1, 2017 through June 30, 2018

% change FY 17 projected to FY18 Budget

| INCOME CATEGORIES | % of total income | FY18 BUDGET | | FY17 BUDGET | FY17 PROJECTED | FY16 ACTUAL | FY15 ACTUAL | FY14 ACTUAL | FY13 ACTUAL | FY12 ACTUAL | FY11 ACTUAL |
|---|-------------------|-------------|---------|-------------|----------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Property Taxes | 96.64% | 1,789,037 | 2% | 1,760,934 | 1,758,280 | 1,739,888 | 1,708,849 | 1,666,909 | 1,586,774 | 1,549,055 | 1,090,466 |
| Copier | 0.38% | 7,000 | 6% | 6,000 | 6,626 | 6,610 | 5,745 | 6,213 | 7,294 | 6,801 | 5,357 |
| Extended Use Fees | 1.19% | 22,000 | 0% | 30,000 | 22,088 | 30,375 | 23,861 | 18,693 | 20,149 | 21,455 | 22,121 |
| Other Fees | 0.01% | 250 | -2% | 300 | 255 | 288 | 862 | 443 | 503 | 681 | 484 |
| Interest | 0.12% | 2,200 | -41% | 2,500 | 3,759 | 2,555 | 1,048 | 1,231 | 1,475 | 1,363 | 2,857 |
| Interest - Gift | 0.00% | - | | - | - | - | - | 1 | 9 | 19 | 91 |
| Book & Bag Sales | 0.11% | 2,000 | 5% | 5,000 | 1,905 | 6,751 | 5,140 | 6,223 | 5,499 | 2,912 | 2,402 |
| Lost Books | 0.19% | 3,500 | -1% | 3,500 | 3,530 | 4,130 | 4,590 | 4,615 | 3,585 | 2,802 | 3,820 |
| Gifts/Memorials | 0.05% | 1,000 | -98% | 1,000 | 46,416 | 4,870 | 3,931 | 1,449 | 8,403 | 5,951 | 4,485 |
| Miscellaneous | 0.05% | 1,000 | -85% | 3,000 | 6,730 | 5,894 | 4,953 | 3,958 | 2,977 | 3,684 | 5,561 |
| Hotel/Motel Tax Grant | 0.69% | 12,725 | -29% | 18,049 | 17,954 | 14,374 | 15,039 | 10,777 | 13,891 | 18,013 | 20,569 |
| Per Capita Grant | 0.56% | 10,450 | #DIV/0! | 10,445 | - | 10,446 | 16,939 | 16,939 | 27,822 | 13,675 | 13,645 |
| Grants Miscellaneous | | - | | - | - | - | - | - | - | - | - |
| Debt Certificate Proceeds | | - | | 1,900,000 | 1,929,700 | | | | | | |
| Developer Donations | | - | | 40,000 | 57,329 | - | - | - | - | - | - |
| TOTAL INCOME | 100.00% | 1,851,162 | | 3,780,728 | 3,854,572 | 1,826,181 | 1,790,957 | 1,737,450 | 1,678,374 | 1,626,390 | 1,171,768 |
| Total Income not inclusive of capital project amounts | | 1,851,162 | 1% | 1,840,728 | 1,867,543 | 1,826,181 | 1,790,957 | 1,737,450 | 1,678,374 | 1,626,390 | 1,171,768 |

| EXPENDITURE CATEGORIES | % of total expenditures (excluding capital, debt) | FY18 BUDGET | | FY17 BUDGET | FY17 PROJECTED | FY16 ACTUAL | FY15 ACTUAL | FY14 ACTUAL | FY13 ACTUAL | FY12 ACTUAL | FY11 ACTUAL |
|---|---|-------------|------|-------------|----------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Salaries | 42.1% | 895,500 | 8% | 839,000 | 830,016 | 792,445 | 764,878 | 749,344 | 743,240 | 721,253 | 691,649 |
| Illinois Municipal Retirement Fund | 4.6% | 98,000 | 10% | 87,500 | 89,269 | 82,081 | 78,821 | 83,024 | 82,111 | 76,619 | 67,275 |
| FICA (Social Security, Medicare) | 3.2% | 68,500 | 10% | 64,500 | 62,171 | 58,394 | 56,941 | 55,760 | 55,131 | 53,529 | 51,354 |
| Employee Insurance (UI, Workers Comp, Health) | 3.2% | 68,100 | 40% | 69,905 | 48,704 | 43,870 | 43,092 | 43,498 | 44,117 | 45,308 | 40,322 |
| Operating/Supplies/Postage/Legal Notices | 1.3% | 26,965 | 4% | 27,066 | 25,927 | 22,624 | 23,032 | 22,913 | 23,714 | 21,431 | 22,269 |
| Furniture / Equipment Purchase & Maintenance | 0.6% | 13,700 | 19% | 9,800 | 11,476 | 15,441 | 26,661 | 24,800 | 7,925 | 8,405 | 25,537 |
| Automation - Software, Purchase, & Maintenance | 4.3% | 92,465 | -7% | 105,255 | 99,662 | 84,561 | 72,756 | 74,541 | 79,340 | 47,572 | 42,336 |
| Insurance (Package & Liability) | 0.5% | 11,100 | 5% | 10,603 | 10,530 | 28,828 | 19,300 | 22,654 | 21,025 | 19,871 | 23,123 |
| Personnel Development & Recognition - Staff | 0.6% | 12,150 | 34% | 12,475 | 9,059 | 13,481 | 15,314 | 16,351 | 15,648 | 9,154 | 11,241 |
| Trustee Development & Supplies | 0.2% | 4,160 | 297% | 1,700 | 1,048 | 4,938 | 1,400 | 4,640 | 2,262 | 1,599 | 1,111 |
| Professional Contractual Services | 1.3% | 28,650 | 36% | 42,150 | 21,132 | 24,131 | 49,312 | 27,942 | 44,728 | 39,274 | 49,118 |
| Library Materials - Books, A/V, Periodicals, Online | 9.9% | 209,500 | 10% | 206,625 | 190,422 | 194,376 | 193,583 | 190,196 | 193,878 | 210,391 | 200,928 |
| Programming | 1.5% | 31,325 | 54% | 30,850 | 20,298 | 27,903 | 25,919 | 26,452 | 24,142 | 34,145 | 33,833 |
| PR/Publicity & Misc. Public Service | 1.2% | 26,450 | 51% | 20,800 | 17,480 | 16,435 | 17,126 | 14,314 | 12,501 | 9,794 | 12,420 |
| Building Maintenance & Security | 4.5% | 95,870 | 55% | 111,470 | 62,013 | 65,490 | 78,042 | 94,553 | 78,801 | 92,227 | 94,876 |
| Utilities | 3.0% | 64,280 | -8% | 69,400 | 69,813 | 64,569 | 66,798 | 62,327 | 54,158 | 68,069 | 75,376 |
| Gift expenditures | 0.1% | 2,300 | 109% | 1,000 | 1,100 | 2,651 | - | 2,557 | 6,248 | 3,965 | 4,624 |
| Capital Improvement Projects | 9.4% | 200,000 | | 2,500,000 | 2,545,373 | - | - | 52,018 | - | - | - |
| Debt Service | 7.9% | 167,550 | | 180,000 | 22,636 | - | - | - | - | - | - |
| Contingency | 0.5% | 10,000 | 191% | 10,000 | 3,439 | 1,829 | 898 | 454 | 4,891 | 6,172 | 3,716 |
| Total Expenditures | 100.0% | 2,126,565 | | 4,400,099 | 4,141,568 | 1,606,012 | 1,533,873 | 1,568,338 | 1,567,165 | 1,478,002 | 1,532,060 |
| Total Expenditures not inclusive of capital project costs | | 1,759,015 | 2% | 1,720,099 | 1,573,559 | 1,544,047 | 1,533,873 | 1,516,320 | 1,493,861 | 1,468,778 | 1,451,108 |

| | | | | | | | | | | | |
|--------------------------|--|-----------|--|-----------|-----------|---------|---------|---------|---------|---------|-----------|
| Income less Expenditures | | (275,403) | | (619,371) | (286,996) | 220,169 | 257,084 | 169,112 | 111,209 | 148,388 | (360,292) |
|--------------------------|--|-----------|--|-----------|-----------|---------|---------|---------|---------|---------|-----------|

| Account & Fund Ext. | Description | FY18 BUDGET | FY18 ITEMIZED STAFF BUDGET REQUEST | NOTES | % change FY17 projected to FY18 Budget | | | FY16 ACTUAL | FY15 ACTUAL | FY14 ACTUAL | FY13 ACTUAL |
|------------------------|--|-------------|--|---|--|-------------|-------------------|-------------|-------------|-------------|-------------|
| | | | | | | FY17 BUDGET | FY17 PROJECTED | | | | |
| 4001-01 | Taxes Levied Corp 94.93 | 1,698,315 | 1,698,315 | | 1% | 1,676,131 | 1,673,583 | 1,655,963 | 1,624,795 | 1,576,136 | 1,339,389 |
| 4001-03 | Taxes Levied Audit 0.0 | - | | | | - | | - | | | 5,411 |
| 4001-04 | Taxes Levied IMRF 0.0 | - | | | | - | | - | | | 80,697 |
| 4001-05 | Taxes Levied Fica 0.0 | - | | | | - | | - | | | 53,143 |
| 4001-06 | Taxes Levied Workers Compensation 0.0 | - | | | | - | | - | | | 4,428 |
| 4001-07 | Taxes Levied Building & Maintenance 5.07 | 90,722 | 90,722 | | 7% | 84,803 | 84,674 | 81,836 | 83,969 | 90,713 | 98,412 |
| 4001-08 | Taxes Levied Liability Insurance 0.0 | - | | | | - | | - | | | 3,444 |
| 4001-09 | Taxes Levied Unemployment Compensation 0.0 | - | | | | - | | - | | | 1,476 |
| 4001-10 | Taxes Levied Working Cash | - | | | | - | | - | | | |
| 4002-01 | Back Taxes Corporate 94.93 | - | | | -100% | - | 22 | 1,995 | 81 | 57 | 315 |
| 4002-03 | Back Taxes Audit 0.0 | - | | | | - | | - | | | 1 |
| 4002-04 | Back Taxes IMRF 0.0 | - | | | | - | | - | | | 19 |
| 4002-05 | Back Taxes Fica 0.0 | - | | | | - | | - | | | 13 |
| 4002-06 | Back Taxes Workers Compensation 0.0 | - | | | | - | | - | | | 1 |
| 4002-07 | Back Taxes Building & Maintenance 5.07 | - | | | -100% | - | 1 | 94 | 4 | 3 | 23 |
| 4002-08 | Back Taxes Liability Insurance 0.0 | - | | | | - | | - | | | 1 |
| 4002-09 | Back Taxes Unemployment Compensation 0.0 | - | | | | - | | - | | | 0 |
| 4002-10 | Back Taxes Working Cash | - | | | | - | | | | | |
| 4010-01 | Copier | 7,000 | 7,000 | | 6% | 6,000 | 6,626 | 6,610 | 5,745 | 6,213 | 7,294 |
| 4015-01 | Extended Use Fees | 22,000 | 22,000 | | 0% | 30,000 | 22,088 | 30,375 | 23,861 | 18,693 | 20,149 |
| 4016-01 | Other Fees | 250 | 250 | | -2% | 300 | 255 | 288 | 862 | 443 | 503 |
| 4300-01 | Interest - Corporate | 2,200 | 2,200 | reduced balances | -41% | 2,500 | 3,759 | 2,555 | 1,048 | 1,229 | 1,377 |
| 4300-10 | Interest - Working Cash | - | - | | | - | | - | - | 1 | 88 |
| 4300-11 | Interest - Special Reserve | - | - | | | - | | | | | |
| 4300-15 | Interest - Gift | - | - | | | - | | - | - | 1 | 9 |
| 4400-01 | Book & Bag Sales | 2,000 | 2,000 | no ongoing book sale; recycling and misc. sales only | 5% | 5,000 | 1,905 | 6,751 | 5,140 | 6,223 | 5,499 |
| 4450-01 | Lost Books | 3,500 | 3,500 | | -1% | 3,500 | 3,530 | 4,130 | 4,590 | 4,615 | 3,585 |
| 4500-01 | Gifts/Memorials | 1,000 | 1,000 | | -98% | 1,000 | 46,416 | 4,870 | 3,931 | 1,449 | 8,403 |
| 4600-01 | Miscellaneous | 1,000 | 1,000 | | -85% | 3,000 | 6,730 | 5,894 | 4,953 | 3,958 | 2,977 |
| 4700-01 | Hotel/Motel Tax Grant | 12,725 | 12,725 | Summer Concerts & Sunday Musical Matinees (per award letter) | -29% | 18,049 | 17,954 | 14,374 | 15,039 | 10,777 | 13,891 |
| 4800-01 | Per Capita Grant | 10,450 | 10,450 | reduced from \$1.25 per capita to \$0.77085 per capita due to state budget cuts | #DIV/0! | 10,445 | - | 10,446 | 16,939 | 16,939 | 27,822 |
| | Grants Miscellaneous | - | | | | - | | - | | | - |
| 4850-14 | Debt Certificate Proceeds | - | - | | -100% | 1,900,000 | 1,929,700 | | | | |
| 4900-12 | Developer Donations | - | - | | -100% | 40,000 | 57,329 | - | | | |
| | TOTAL INCOME | 1,851,162 | 1,851,162 | | -52% | 3,780,728 | 3,854,572 | 1,826,181 | 1,790,957 | 1,737,450 | 1,678,374 |

| Account & Fund Ext. | Description | FY18 BUDGET | FY18 ITEMIZED STAFF BUDGET REQUEST | NOTES | % change FY17 projected to FY18 Budget | | | | FY15 ACTUAL | FY14 ACTUAL | FY13 ACTUAL |
|------------------------|---|-------------|--|--|--|-------------|-------------------|-------------|-------------|-------------|-------------|
| | | | | | | FY17 BUDGET | FY17 PROJECTED | FY16 ACTUAL | | | |
| 6001-01 | Salaries - Administration | 196,500 | 196,500 | includes part-time marketing/communications position and part-time graphic artist (16 hours each) | 20% | 181,000 | 164,275 | 164,002 | 150,862 | 141,222 | 137,412 |
| 6002-01 | Salaries - Circulation | 118,000 | 118,000 | (pages moved to tech services FY16) | -1% | 117,000 | 119,581 | 117,281 | 153,175 | 151,199 | 144,433 |
| 6005-01 | Salaries - Public Services (was Adult Services) | 342,000 | 342,000 | includes additional staff hours to cover two separate service desks (merged adult & youth Services staff FY16) | 7% | 314,000 | 320,908 | 304,274 | 157,426 | 151,953 | 144,466 |
| 6006-01 | Salaries - Youth Services | - | | (moved to Public Services line item FY16) | #DIV/0! | - | | - | 140,268 | 143,733 | 143,965 |
| 6007-01 | Salaries - Technical Services | 217,500 | 217,500 | adds part-time technology assistant (16 hours) (pages moved from circulation FY16) | 6% | 201,000 | 205,976 | 190,838 | 146,232 | 144,882 | 156,650 |
| 6003-01 | Salaries - Maintenance | 21,500 | 21,500 | removes funds for renovation project temporary staff; adds 5 hours per week to existing 15-hour position | 12% | 26,000 | 19,276 | 16,050 | 16,915 | 16,355 | 16,315 |
| 6008-01 | IMRF Expense | 98,000 | 98,000 | 2017 rate 13.36%; 2018 rate 12.97% | 10% | 87,500 | 89,269 | 82,081 | 78,821 | 83,024 | 10,850 |
| 6008-04 | IMRF Expense | - | - | | | - | | - | | - | 71,261 |
| 6009-01 | FICA Expense | 68,500 | 68,500 | 7.65% of gross wages | 10% | 64,500 | 62,171 | 58,394 | 56,941 | 50,778 | |
| 6009-05 | FICA Expense | - | - | | | | | - | | 4,982 | 55,131 |
| 6010-01 | Unemployment Compensation | 1,300 | 1,300 | 0.31% on first \$12,960 | 23% | 1,200 | 1,057 | 1,224 | 1,227 | 570 | |
| 6010-09 | Unemployment Compensation | - | - | | | 0 | | - | | 865 | 1,432 |
| 6063-01 | Operating - Microfilming | - | - | | #DIV/0! | 0 | | - | - | - | 61 |
| 6064-01 | Operating - Material Processing Tech | 9,100 | | | -2% | 9,170 | 9,245 | 8,726 | 5,789 | 7,210 | 6,334 |
| | | | 5,500 | Processing supplies (barcodes, labels, tape, replacement cases, etc.) | | | | | | | |
| | | | 1,200 | Freight charges from invoices | | | | | | | |
| | | | 2,400 | Pre-processing (cover paperbacks) | | | | | | | |
| 6065-01 | Operating - Material Processing Circulation | 2,300 | | | 59% | 2,660 | 1,445 | 1,939 | 3,728 | 1,410 | 3,115 |
| | | | - | Library Cards | | | | | | | |
| | | | 300 | Notice Envelopes (6@\$50/box) | | | | | | | |
| | | | - | Pre-expiring Library Card Notice Envelopes (2@\$50/box) | | | | | | | |
| | | | 500 | ILL Processing (item labels 150 per pack @\$23 x20 = \$460 for 3000 ILL items; hold shelf labels 1200/pack @\$14x3 = 42) | | | | | | | |
| | | | 300 | Receipt Paper (3 boxes@\$100/box) | | | | | | | |
| | | | 550 | Adhesive receipt paper for holds (3 @ \$160/box = \$480; avg 50 holds/day) | | | | | | | |
| | | | 150 | Receipt paper for Square Register USB printer | | | | | | | |
| | | | 500 | Miscellaneous | | | | | | | |
| 6069-01 | Operating - Postage | 5,865 | | | 6% | 5,941 | 5,550 | 5,181 | 5,144 | 5,560 | 4,842 |
| | | | 2,800 | Newsletter Postage - 4@\$700 (increase to 12-pages) | | | | | | | |
| | | | 600 | Monthly bills - \$50/month | | | | | | | |
| | | | 540 | Interlibrary loan Out of State materials (180 @ \$3) | | | | | | | |
| | | | 1,200 | Overdue Notices (2400 @ \$0.49) | | | | | | | |
| | | | - | Notices for minors turning 18 (200 @ \$0.49) | | | | | | | |
| | | | - | Expiring Library Card Notices (820 @ \$0.49) | | | | | | | |
| | | | 225 | Bulk Permit | | | | | | | |
| | | | 500 | Miscellaneous (includes Pitney Bowes fees) | | | | | | | |

| Account & Fund Ext. | Description | FY18 BUDGET | FY18 ITEMIZED STAFF BUDGET REQUEST | NOTES | % change FY17 projected to FY18 Budget | | | | FY15 ACTUAL | FY14 ACTUAL | FY13 ACTUAL |
|------------------------|---|-------------|--|--|--|-------------|-------------------|-------------|-------------|-------------|-------------|
| | | | | | | FY17 BUDGET | FY17 PROJECTED | FY16 ACTUAL | | | |
| 6070-01 | Operating - Office Supplies | 4,650 | | | 9% | 4,000 | 4,277 | 3,038 | 3,169 | 3,305 | 3,860 |
| | | | 2,500 | copy paper - including white, colored, special, cardstock | | | | | | | |
| | | | 2,000 | All other office supplies | | | | | | | |
| | | | 150 | Shredding | | | | | | | |
| 6071-01 | Operating - Bank Fees | 850 | | | 10% | 795 | 775 | 662 | 568 | 421 | 420 |
| | | | 850 | Epay credit card fees; Square credit card fees; Illinois National Bank monthly fee (\$10) | | | | | | | |
| | | | - | Safe Deposit Box | | | | | | | |
| 6072-01 | Operating - Automation Supplies | 3,000 | | | -14% | 3,000 | 3,507 | 2,020 | 2,790 | 3,011 | 3,006 |
| | | | 2,500 | Toner cartridges | | | | | | | |
| | | | 500 | Miscellaneous - compressed air, cleaning wipes, containers for mobile devices | | | | | | | |
| 6075-01 | Operating - Publishing | 1,200 | 1,200 | Legal notices | 6% | 1,500 | 1,128 | 1,058 | 1,844 | 1,996 | 2,076 |
| 6090-01 | Furniture/Equipment - Purchases | 7,700 | | | -4% | 6,300 | 8,001 | 6,629 | 22,439 | 20,465 | 3,313 |
| | | | 6,700 | Copier Lease (c284e & c368 & 1 New in Youth Services \$558/mos) | | | | | | | |
| | | | - | Water cooler lease (\$150 quarterly) | | | | | | | |
| | | | 1,000 | General / Miscellaneous | | | | | | | |
| 6090-11 | Furniture/Equipment - Purchases (Special Reserve) | 2,000 | 2,000 | Refrigerator for Staff Room | #DIV/0! | - | | 4,469 | | | - |
| 6093-01 | Furniture/Equipment - Maintenance | 4,000 | 4,000 | Per print charges for staff and public copiers | 15% | 3,500 | 3,475 | 4,343 | 4,222 | 4,335 | 4,612 |
| | | | | | | | | | | | |
| 6096-01 | Automation - Software | 13,475 | | | 103% | 9,210 | 6,644 | 13,646 | 15,980 | 12,039 | 6,834 |
| | | | 2,000 | B&T Title Source & Reviews | | | | | | | |
| | | | - | B&T Collection HQ (\$5,200) | | | | | | | |
| | | | 1,100 | OCLC | | | | | | | |
| | | | 450 | Library ELF (<i>rate increase based on number of active library cards</i>) | | | | | | | |
| | | | 250 | Website (Shared dreamweaver subscription for Sandy, Leila) | | | | | | | |
| | | | 400 | Website (All Apps subscription for Marketing) | | | | | | | |
| | | | 350 | Constant Contact (annual pre-pay) | | | | | | | |
| | | | - | Evanced "Dlbs" for study room reservation (\$1,300) | | | | | | | |
| | | | - | ILS Authentication setup option for Dlbs (\$485) | | | | | | | |
| | | | - | Additional Paper Cut license for second print release station | | | | | | | |
| | | | 300 | Schedule 3W software for Leila, Patty) | | | | | | | |
| | | | 125 | Quickbooks Online Plus 5-user (\$50) or Quickbooks Premier 2017 3-user (\$125) | | | | | | | |
| | | | - | Study Room Reservation Software TBD (\$500) | | | | | | | |
| | | | - | Readsquared Summer Reading Product (\$1,000) | | | | | | | |
| | | | 7,500 | Communico Suite (replacing Boopsie, Evanced, website/web server, digital signage payer, READsquared) | | | | | | | |
| | | | 1,000 | Miscellaneous | | | | | | | |
| 6098-01 | Automation - Purchase | 7,000 | | | -32% | 9,950 | 10,242 | 7,548 | 21,134 | 17,494 | 34,922 |
| | | | 500 | Patron Supplies - earbuds, flash drives | | | | | | | |
| | | | 1,500 | 2 iPads with apps for Teens | | | | | | | |
| | | | 1,100 | 8 Kindle Paperwhites (replace circulating kindles) | | | | | | | |
| | | | 1,900 | 5 Avaya 9608G telephones and licenses | | | | | | | |
| | | | 1,000 | BookScan Station from TBS (scan, email, fax) | | | | | | | |
| | | | 1,000 | Miscellaneous | | | | | | | |

| Account & Fund Ext. | Description | FY18 BUDGET | FY18 ITEMIZED STAFF BUDGET REQUEST | NOTES | % change FY17 projected to FY18 Budget | | | | FY15 ACTUAL | FY14 ACTUAL | FY13 ACTUAL |
|------------------------|--------------------------|-------------|--|---|--|-------------|-------------------|-------------|-------------|-------------|-------------|
| | | | | | | FY17 BUDGET | FY17 PROJECTED | FY16 ACTUAL | | | |
| 6098-11 | Automation - Purchase | 21,750 | | | -43% | 37,800 | 38,036 | 25,252 | | | |
| | | | 500 | Staff duplex monochrome printer (per plan) | | | | | | | |
| | | | 1,750 | Management Team printer replacements (per plan) | | | | | | | |
| | | | - | credit card readers for TBS coin/bill towers (\$2,300) | | | | | | | |
| | | | 8,500 | WPLDHOST2 server replacement (per plan) | | | | | | | |
| | | | 1,650 | Rackmout NAS device replacement (per plan) | | | | | | | |
| | | | 1,750 | APC Smart UPS and 2 Back-UPS replacement (per plan) | | | | | | | |
| | | | 800 | Color laser printer for marketing office | | | | | | | |
| | | | 2,000 | Unifi AC-EDU wifi access points with loudspeakers | | | | | | | |
| | | | 1,500 | 10 Unifi cameras (5 dome, 5 indoor/outdoor) | | | | | | | |
| | | | 1,800 | Avaya Voice Mail Pro | | | | | | | |
| | | | 1,500 | Multimedia Computer Station | | - | | | | | |
| 6099-01 | Automation - Maintenance | 50,240 | | | 12% | 48,295 | 44,740 | 38,115 | 35,642 | 45,008 | 37,585 |
| | | | 24,750 | Horizon Software(SirsiDynix) | | | | | | | |
| | | | 3,600 | MyPC, PaperCut, PrinterOn, Cpad (2), Print Release (2), Coin box (3) [TBS] | | | | | | | |
| | | | 350 | Coin box (1), PaperCut/Print Release (1) - New (Youth Services) | | | | | | | |
| | | | 800 | BookScan Station (annual maintenance) | | | | | | | |
| | | | 4,750 | Network Consultant (Computers for Business) [50 hrs @ \$95/hr] | | | | | | | |
| | | | 3,600 | Cloud Backup of servicers via DPM & Microsoft Azure | | | | | | | |
| | | | 1,600 | Phone system maintenance contract | | | | | | | |
| | | | 500 | SmartNet contract for CISCO 2901 | | | | | | | |
| | | | 1,800 | Centec annual maintenance contract for self check system (2) | | | | | | | |
| | | | 1,000 | Website Consultant | | | | | | | |
| | | | 1,000 | Symantec Mail Security for MS Exchange (Symantec via CDW) - 60 licenses/\$15 each | | | | | | | |
| | | | 1,100 | Evanced (Signup, Spaces) [\$596 - support, \$441 - hosting] | | | | | | | |
| | | | 3,400 | Boopsie Mobile App | | | | | | | |
| | | | 1,600 | SonicWall firewall 2-year contract | | | | | | | |
| | | | 120 | Mobile Beacon/SPRINT 4G LTE annual service plan (1 staff) | | | | | | | |
| | | | 150 | Standard SSL Certificate for rpa.warrenville.com/IIS 2-year | | | | | | | |
| | | | - | Apple developer fee for Boopsie | | | | | | | |
| | | | 120 | Meraki Cloud management for Crayon Kiosk | | | | | | | |

| Account & Fund Ext. | Description | FY18 BUDGET | FY18 ITEMIZED STAFF BUDGET REQUEST | NOTES | % change FY17 projected to FY18 Budget | | | | FY15 ACTUAL | FY14 ACTUAL | FY13 ACTUAL |
|------------------------|--|-------------|--|--|--|-------------|-------------------|-------------|-------------|-------------|-------------|
| | | | | | | FY17 BUDGET | FY17 PROJECTED | FY16 ACTUAL | | | |
| 6100-01 | Workmen's Compensation | 3,000 | 3,000 | FY18 Premium (\$2,500) + FY17 Audit (\$500) | -45% | 2,925 | 5,422 | 2,957 | 3,806 | 3,110 | |
| 6100-06 | Workmen's Compensation | - | - | | | - | | - | | 1,120 | 3,506 |
| 6102-01 | Insurance Package | 11,100 | | | 5% | 10,603 | 10,530 | 11,876 | 15,466 | 18,837 | 16,678 |
| | | | 11,100 | FY18 Premium | | | | | | | |
| 6102-08 | Insurance - liability package | - | - | | | | | | | | - |
| 6103-01 | Liability Insurance - Officers/Directors | - | - | 3 year pre-paid in June 2016 to lock in savings for years beginning July 1, 2016 through July 1, 2019 (average \$3,833.33 per year for total savings of \$1,815) | #DIV/0! | - | | 15,937 | 2,834 | 2,181 | |
| 6103-08 | Liability Insurance - Officers/Directors | - | - | | | - | | - | | 636 | 2,573 |
| 6104-01 | Liability Insurance - Umbrella | - | - | included in package | #DIV/0! | - | | 985 | 1,000 | | |
| 6104-08 | Liability Insurance - Umbrella | - | | | | | | - | | 1,000 | 1,000 |
| 6107-01 | Insurance - Bonds | - | - | | | | | 30 | | | 774 |
| 6108-01 | Insurance - Health/Life | 63,800 | | | 51% | 65,780 | 42,225 | 39,689 | 38,059 | 37,833 | 39,179 |
| | | | 53,500 | Health/Dental/Vision insurance for 9 eligible employees; assumes 10% premium increase for health, 5% increase for dental and vision; assumes library continues to offer same plans (with possible benefit adjustments) and same shared premium rates as FY17; assumes all employees on HSA eligible plan | | | | | | | |
| | | | 9,000 | HSA Contribution for 9 eligible employees | | | | | | | |
| | | | - | Wageworks FSA fees - \$100/month (6 mos + 3 mos runout period) | | | | | | | |
| | | | 900 | LIMRiCC admin fee paid by Library (\$5.50/mos x 15 employees) | | | | | | | |
| | | | 400 | LIMRiCC life insurance paid 100% by Library (\$3.50/mos x 9 employees) | | | | | | | |
| 6146-01 | Personnel Development - Recruiting | 500 | 500 | Advertising, background checks | 23% | 500 | 405 | 370 | 628 | | |
| 6147-01 | Personnel Development - Miscellaneous | - | - | | | - | | - | - | 128 | 823 |
| 6148-01 | PD - Staff Appreciation | 1,250 | | | 3% | 1,200 | 1,208 | 960 | 1,496 | 2,343 | 2,132 |
| | | | 300 | National Library Week Breakfast / Luncheon / Treats | | | | | | | |
| | | | 450 | Summer, Fall, Winter luncheons (\$150 each) | | | | | | | |
| | | | 500 | Cards, flowers, cakes, treats | | | | | | | |
| 6149-01 | PD - Staff/Tuition Reimbursement | - | - | | | - | | - | - | 1,500 | 1,500 |
| 6150-01 | PD - Staff dues | 2,800 | | | 7% | 2,625 | 2,619 | 2,601 | 2,595 | 2,774 | 2,770 |
| | | | 950 | ALA + 1 division for Director, Head of Technical Services, Circulation Manager (\$210 each); ALA + 3 divisions for Head of Public Services (\$310) | | | | | | | |
| | | | 225 | ILA - Institutional Membership (no employee personal memberships) | | | | | | | |
| | | | 100 | LACONI - institutional membership | | | | | | | |
| | | | 1,000 | Management Association of Illinois - institutional membership | | | | | | | |
| | | | 100 | COSUGI (SirsiDynix Users Group) - Computer Systems Administrator (institutional) | | | | | | | |
| | | | 150 | Wheaton Warrenville Early Childhood Coop. | | | | | | | |
| | | | 250 | Chamber of Commerce - institutional | | | | | | | |
| | | | 25 | Warrenville Historical Society - institutional | | | | | | | |

| Account & Fund Ext. | Description | FY18 BUDGET | FY18 ITEMIZED STAFF BUDGET REQUEST | NOTES | % change FY17 projected to FY18 Budget | | | FY16 ACTUAL | FY15 ACTUAL | FY14 ACTUAL | FY13 ACTUAL |
|------------------------|--|-------------|--|--|--|-------------|-------------------|-------------|-------------|-------------|-------------|
| | | | | | | FY17 BUDGET | FY17 PROJECTED | | | | |
| 6151-01 | PD - Staff meetings | 6,600 | | | 62% | 5,650 | 4,086 | 6,815 | 8,321 | 7,187 | 5,955 |
| | | | 600 | Tech Services: Miscellaneous seminars, meetings | | | | | | | |
| | | | 550 | Admin Assist: HR Conference, Miscellaneous meetings | | | | | | | |
| | | | 800 | Circulation: Miscellaneous seminars, meetings | | | | | | | |
| | | | 1,000 | Director: Meetings, seminars, conferences | | | | | | | |
| | | | 2,000 | Public Services: Miscellaneous seminars, meetings | | | | | | | |
| | | | 1,500 | Director: Misc. (staff meetings, staff in service; training opportunities for all staff) | | | | | | | |
| | | | 150 | IT: Miscellaneous seminars, meetings | | | | | | | |
| 6152-01 | PD - Staff Transportation | 1,000 | 1,000 | General mileage reimbursement | 35% | 2,500 | 741 | 2,735 | 2,274 | 2,419 | 2,468 |
| 6153-01 | PD - Trustee dues | 270 | 270 | 2 Trustees ALA + PLA | #DIV/0! | - | | 268 | 375 | 1,025 | 400 |
| 6154-01 | PD - Trustee meetings | 2,690 | | | 417% | 1,000 | 520 | 3,558 | 682 | 2,876 | 600 |
| | | | 500 | Trustees: Miscellaneous seminars, meetings | | | | | | | |
| | | | 2,190 | 2 Trustees PLA Conference (each person: \$275 conference registration + \$564 lodging + \$256 M+IE; based on 3 nights, 4 days) | | | | | | | |
| 6155-01 | PD - Trustee transportation | 700 | | | 645% | 200 | 94 | 800 | - | 336 | 695 |
| | | | 100 | Miscellaneous | | | | | | | |
| | | | 600 | 2 Trustees PLA Airfare (\$300 each) | | | | | | | |
| 6156-01 | PD - trustee miscellaneous | 500 | 500 | cards, flowers, cakes, treats, meeting supplies | 15% | 500 | 434 | 312 | 343 | 403 | 567 |
| 6200-01 | Contractual - Lawyer | 5,000 | 5,000 | | 18% | 15,000 | 4,238 | 2,340 | 2,496 | 12,227 | 8,910 |
| 6205-01 | Contractual - Accounting | 10,000 | | | 2% | 9,700 | 9,817 | 9,973 | 9,264 | 8,957 | 8,910 |
| | | | 6,000 | Accounting Services | | | | | | | |
| | | | 4,000 | Paylocity (Webtime, Webpay, ACA tracking) | | | | | | | |
| 6206-01 | Contractual - Collection Agency | 1,000 | 1,000 | Unique Management Services | 59% | 1,000 | 627 | 618 | 600 | 1,101 | 1,316 |
| 6210-01 | Contractual - Audit | 7,950 | 7,950 | per proposal; \$6,700 + \$1,250 for renovation | 23% | 6,450 | 6,450 | 6,950 | 5,850 | 5,650 | 5,485 |
| 6211-01 | Contractual - Consultants | 4,700 | 4,700 | Pay Grade Benchmarking (\$4,700) | #DIV/0! | 10,000 | - | 4,250 | 31,102 | 7 | 20,108 |
| 6247-01 | Library Materials - Adult Books | 67,000 | | | 19% | 63,650 | 56,395 | 54,908 | 54,485 | 59,674 | 68,757 |
| | | | 39,000 | Nonfiction | | | | | | | |
| | | | 26,000 | Fiction | | | | | | | |
| | | | 2,000 | Spanish | | | | | | | |
| 6248-01 | Library Materials - Children/Youth Books | 32,000 | | | -9% | 35,150 | 35,073 | 35,832 | 35,230 | 35,170 | 32,879 |
| | | | 9,000 | Nonfiction | | | | | | | |
| | | | 17,500 | Fiction | | | | | | | |
| | | | 1,000 | Spanish | | | | | | | |
| | | | 4,500 | Young Adult | | | | | | | |
| 6250-01 | Library Materials - Adult Audiovisual | 27,000 | | | 6% | 30,875 | 25,433 | 27,393 | 26,511 | 29,302 | 24,792 |
| | | | 18,000 | DVDs | | | | | | | |
| | | | 7,000 | Audiobooks | | | | | | | |
| | | | 2,000 | CDs | | | | | | | |
| 6251-01 | Library Materials - Youth Audiovisual | 7,000 | | | 38% | 8,550 | 5,058 | 7,315 | 10,383 | 9,469 | 8,966 |
| | | | 4,000 | DVDs | | | | | | | |
| | | | 2,000 | Music | | | | | | | |
| | | | 600 | Audiobooks | | | | | | | |
| | | | 400 | Puzzles | | | | | | | |
| 6254-01 | Library Materials - eBooks | 24,000 | 24,000 | eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle) for adult, teen, youth | 33% | 14,250 | 18,101 | 14,811 | 7,141 | | |
| 6255-01 | Library Materials - Youth eBooks | - | - | FY17 changed to single line item for all audiences | #DIV/0! | - | | 2,109 | 2,287 | | |

| Account & Fund Ext. | Description | FY18 BUDGET | FY18 ITEMIZED STAFF BUDGET REQUEST | NOTES | % change FY17 projected to FY18 Budget | | | FY16 ACTUAL | FY15 ACTUAL | FY14 ACTUAL | FY13 ACTUAL |
|------------------------|--|-------------|--|--|--|-------------|-------------------|-------------|-------------|-------------|-------------|
| | | | | | | FY17 BUDGET | FY17 PROJECTED | | | | |
| 6261-01 | Library Materials - Periodicals | 11,500 | | | 10% | 11,400 | 10,454 | 12,499 | 11,393 | 10,465 | 11,247 |
| | | | 7,000 | Revistas (vendor) + direct subscriptions | | | | | | | |
| | | | 4,500 | Newspapers | | | | | | | |
| 6264-01 | Library Materials - Internet Subscriptions | 41,000 | 41,000 | Databases / Tutorials / Tumblebooks | 3% | 42,750 | 39,908 | 39,509 | 46,153 | 46,116 | 47,237 |
| 6300-01 | Public Service - Adult Programming | 6,500 | | | 25% | 6,500 | 5,204 | 6,946 | 5,575 | 4,218 | 5,093 |
| | | | 5,500 | 18 programs @ \$300 each + supplies | | | | | | | |
| | | | 700 | SR prizes and publicity | | | | | | | |
| | | | 120 | 11 book discussions @\$12 ea | | | | | | | |
| | | | 180 | Outreach | | | | | | | |
| 6301-01 | Public Service - Youth Programming | 6,500 | | | 92% | 6,500 | 3,389 | 5,170 | 4,928 | 5,992 | 7,650 |
| | | | 3,500 | Children's Programs | | | | | | | |
| | | | 1,500 | Teen programs | | | | | | | |
| | | | 1,500 | Summer Reading | | | | | | | |
| 6304-01 | Public Service - Hotel/Motel Tax | 18,325 | | | 57% | 17,850 | 11,705 | 15,787 | 15,416 | 16,242 | 11,400 |
| | | | 15,150 | Concerts on the Commons (Performers \$14,000; Advertising \$1,025; Printing \$125) | | | | | | | |
| | | | 3,175 | Sunday Musical Matinees (Performers \$3,175) | | | | | | | |
| 6305-01 | Public Service - Refunds/Fines/Fees | 500 | 500 | Refunds to other libraries for materials lost by Warrenville patrons | 184% | 500 | 176 | 116 | 207 | 272 | 247 |
| 6308-01 | Public Service - Printing | 20,100 | | | 93% | 12,000 | 10,419 | 10,329 | 9,678 | 9,501 | 8,420 |
| | | | 17,600 | Newsletter - 4@\$4,400 (increase to 12 pages) | | | | | | | |
| | | | - | Library Card Applications | | | | | | | |
| | | | 2,500 | Miscellaneous posters, banners, brochures (new patron, etc.) | | | | | | | |
| 6311-01 | Public Service - PR/Publicity | 4,550 | | | -16% | 5,300 | 5,442 | 4,022 | 5,313 | 3,088 | 2,127 |
| | | | 300 | National Library Week & Library Card Sign-up Month | | | | | | | |
| | | | - | New Patron Packets (Folders 15 cases@\$12 each; labels 1 case@\$50) | | | | | | | |
| | | | 3,000 | Giveaways - Pens (\$1,000), Summerdaze (\$500), Parade (\$250), Bookmarks (\$250); Other (\$1,000) | | | | | | | |
| | | | 250 | Staff Shirts for new employees | | | | | | | |
| | | | 1,000 | Miscellaneous | | | | | | | |
| 6313-01 | Public Service - Miscellaneous | 1,300 | | | -10% | 3,000 | 1,443 | 1,968 | 1,928 | 1,453 | 1,707 |
| | | | 300 | Coffee lids, sleeves | | | | | | | |
| | | | 1,000 | Misc. programs | | | | | | | |

| Account & Fund Ext. | Description | FY18 BUDGET | FY18 ITEMIZED STAFF BUDGET REQUEST | NOTES | % change FY17 projected to FY18 Budget | | | | FY15 ACTUAL | FY14 ACTUAL | FY13 ACTUAL |
|------------------------|------------------------|-------------|--|---|--|-------------|-------------------|-------------|-------------|-------------|-------------|
| | | | | | | FY17 BUDGET | FY17 PROJECTED | FY16 ACTUAL | | | |
| 6400-01 | Maintenance | - | - | | | | | | | | - |
| 6400-07 | Maintenance | 44,520 | | | 36% | 39,720 | 32,628 | 29,287 | 33,666 | 30,289 | 29,288 |
| | | | 30,000 | Cleaning (rebid Summer 2016) | | | | | | | |
| | | | 1,200 | Quarterly scrub & extract washroom floors \$300 ea | | | | | | | |
| | | | 1,700 | Window washing (2X/year) | | | | | | | |
| | | | - | Aquarium | | | | | | | |
| | | | 4,700 | Elevator contract | | | | | | | |
| | | | 800 | Elevator pressure test (2X/year) | | | | | | | |
| | | | 320 | City Inspection of elevator (\$80 per visit - 4X/year) | | | | | | | |
| | | | 600 | Pest Control | | | | | | | |
| | | | 2,500 | Sealcoating | | | | | | | |
| | | | 1,700 | Roof Maintenance (\$850 ea.; Spring & Fall) | | | | | | | |
| | | | 1,000 | Misc (includes misc elevator items) | | | | | | | |
| 6400-11 | Maintenance | - | - | Staining building | #DIV/0! | 17,000 | - | - | | | |
| 6401-07 | Maintenance - Supplies | 2,200 | | | -25% | 5,900 | 2,932 | 4,019 | 3,384 | 6,170 | 5,478 |
| | | | 1,000 | Bulbs, Ballasts (reduced due to LED retrofit/replacements) | | | | | | | |
| | | | 200 | Bulb Recycling | | | | | | | |
| | | | - | 2 vacuums for staff and meeting room use | | | | | | | |
| | | | 1,000 | Misc. supplies | | | | | | | |
| 6402-07 | Security | 4,750 | | | 85% | 7,800 | 2,567 | 6,220 | 4,764 | 2,958 | 3,888 |
| | | | 600 | Fire alarm - inpection & repairs | | | | | | | |
| | | | 1,000 | Security alarm monitoring (\$90/quarter for burglar; \$156/quarter for fire) | | | | | | | |
| | | | 150 | Extinguishers (Recharge All, Replace 1) | | | | | | | |
| | | | 1,000 | Sprinklers | | | | | | | |
| | | | 500 | Backflow Preventor test (6@\$75) | | | | | | | |
| | | | 1,500 | General maintenance | | | | | | | |
| 6403-01 | Gas | 9,000 | 9,000 | | 5% | 10,000 | 8,592 | 7,865 | 9,423 | 12,345 | 8,231 |
| 6406-07 | Snow Removal | 20,000 | 20,000 | | 45% | 20,000 | 13,832 | 13,434 | 19,574 | 40,311 | 24,028 |
| 6407-07 | HVAC | 10,900 | | | 980% | 10,900 | 1,009 | 3,473 | 3,699 | 2,886 | 4,005 |
| | | | 4,000 | General maintenance | | | | | | | |
| | | | 300 | Filters | | | | | | | |
| | | | 600 | Humidifier bottles | | | | | | | |
| | | | 6,000 | Maintenance contract | | | | | | | |
| 6408-01 | Water/Sewer | 800 | 800 | | -4% | 900 | 833 | 798 | 824 | 761 | 703 |
| 6409-01 | Electricity | 40,000 | 40,000 | | -14% | 44,500 | 46,613 | 42,807 | 41,044 | 33,134 | 32,788 |
| 6410-01 | Telephone | 14,480 | | | 5% | 14,000 | 13,775 | 13,099 | 15,507 | 16,087 | 12,436 |
| | | | 3,380 | Telephone lines (Call One \$215/mos; Megapath \$65/mos.) | | | | | | | |
| | | | 10,100 | Internet (AT&T \$384/mos; Illinois Century Network \$450/mos) | | | | | | | |
| | | | 1,000 | Absorb Faxing costs for BookScan Station | | | | | | | |
| 6411-07 | Janitorial supplies | 3,500 | 3,500 | includes toilet tissue, batteries, soap, paper towels, c-fold towels, etc. | 27% | 2,200 | 2,758 | 2,293 | 1,933 | 1,559 | 1,563 |
| 6413-01 | Landscape maintenance | 10,000 | | | 59% | 7,950 | 6,287 | 6,764 | 11,022 | 10,380 | 10,551 |
| | | | 3,000 | Outside contract (\$370/mos x 8) | | | | | | | |
| | | | 3,250 | Inside contract (\$270/mos) | | | | | | | |
| | | | 250 | Spring Plantings; Replacements | | | | | | | |
| | | | 1,500 | Miscellaneous Replacements | | | | | | | |
| | | | 2,000 | Mulch | | | | | | | |

| Account & Fund Ext. | Description | FY18 BUDGET | FY18 ITEMIZED STAFF BUDGET REQUEST | NOTES | % change FY17 projected to FY18 Budget | | | FY16 ACTUAL | FY15 ACTUAL | FY14 ACTUAL | FY13 ACTUAL |
|------------------------|------------------------------|-------------|--|---|--|-------------|-------------------|-------------|-------------|-------------|-------------|
| | | | | | | FY17 BUDGET | FY17 PROJECTED | | | | |
| 6500-01 | Gift expenditures | 2,300 | | | 109% | 1,000 | 1,100 | 2,651 | - | 2,557 | 6,248 |
| | | | 100 | 5 additional circulating Mobile Beacon Hotspots - Foundation | | | | | | | |
| | | | 1,200 | Mobile Beacon annual service plans (10 hotspots) - Foundation | | | | | | | |
| | | | 1,000 | Miscellaneous | | | | | | | |
| 6520-14 | Capital Improvement Projects | - | - | | -100% | 2,500,000 | 2,545,373 | - | | 52,018 | |
| 6520-11 | Capital Improvement Projects | 200,000 | 200,000 | | #DIV/0! | - | | 61,965 | | | 73,304 |
| | | | - | Architect Fees | | | | | | | |
| | | | - | Owners Rep | | | | | | | |
| | | | - | Construction | | | | | | | |
| 6530-01 | Debt Repayment | 167,550 | 167,550 | | 640% | 180,000 | 22,636 | | | | |
| 6600-01 | Contingency | 10,000 | 10,000 | | 191% | 10,000 | 3,439 | 1,829 | 898 | 454 | 4,891 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | Total Expenditures | 2,126,565 | 2,126,565 | | -49% | 4,400,099 | 4,141,568 | 1,606,012 | 1,533,873 | 1,568,338 | 1,567,165 |
| | | | | | | | | | | | |
| | Income less Expenditures | (275,403) | (275,403) | | -4% | (619,371) | (286,996) | 220,169 | 257,084 | 169,112 | 111,209 |

FUND BALANCE PROJECTIONS
FY2017-2018

| FUND | Estimated Beginning Balance 7/1/17 | Income Budgeted FY17/18 | Expenses Budgeted FY18/19 | Projected Year- End Balance 6/30/18 | Income vs. Expenses |
|---------------------|--|-------------------------------|---------------------------------|---|------------------------|
| CORPORATE | 500,000 | 1,760,440 | 1,816,945 | 443,495 | (56,505) |
| FICA | - | - | - | - | - |
| IMRF | - | - | - | - | - |
| BUILDING/MAINT | 82,375 | 90,722 | 85,870 | 87,227 | 4,852 |
| AUDIT | - | - | - | - | - |
| LIABILITY | - | - | - | - | - |
| WORKERS COMP | - | - | - | - | - |
| UNEMPLOYMENT | - | - | - | - | - |
| CAPITAL PROJECTS | - | - | - | - | - |
| ALBA LEMOS GIFT | 23,524 | - | - | 23,524 | - |
| SPECIAL RESERVE | 47,780 | | 223,750 | (175,970) | (223,750) |
| WORKING CASH | 225,847 | - | - | 225,847 | - |
| DEVELOPER DONATIONS | - | - | - | - | - |
| | | | | | |
| TOTALS | 879,526 | 1,851,162 | 2,126,565 | 604,123 | (275,403) |

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 + Working Cash | 454,236 | 669,342 | 215,106 |
| Building Maintenance | 21,468 | 87,227 | 65,760 |

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

FUND BALANCE PROJECTIONS
FY2018-2019

CPI - 2.1%1%

| FUND | Estimated Beginning Balance 7/1/18 | Income Budgeted FY18/19 | Expenses Budgeted FY18/19 | Projected Year- End Balance 6/30/19 | Income vs. Expenses |
|---------------------|--|-------------------------------|---------------------------------|---|------------------------|
| CORPORATE | 443,495 | 1,797,409 | 1,835,114 | 405,790 | (37,705) |
| FICA | - | - | - | - | - |
| IMRF | - | - | - | - | - |
| BUILDING/MAINT | 87,227 | 92,627 | 86,728.70 | 93,125 | 5,898 |
| AUDIT | - | - | - | - | - |
| LIABILITY | - | - | - | - | - |
| WORKERS COMP | - | - | - | - | - |
| UNEMPLOYMENT | - | - | - | - | - |
| CAPITAL PROJECTS | - | - | - | - | - |
| ALBA LEMOS GIFT | 23,524 | - | - | 23,524 | - |
| SPECIAL RESERVE | (175,970) | - | - | (175,970) | - |
| WORKING CASH | 225,847 | - | - | 225,847 | - |
| DEVELOPER DONATIONS | - | - | - | - | - |
| | | | | | |
| TOTALS | 604,123 | 1,890,036 | 1,921,843 | 572,316 | (31,807) |

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 + Working Cash | 458,779 | 631,637 | 172,858 |
| Building Maintenance | 21,682 | 93,125 | 71,443 |

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

FUND BALANCE PROJECTIONS

FY2019-2020

CPI - 1%

1%

| FUND | Estimated Beginning Balance 7/1/19 | Income Budgeted FY19/20 | Expenses Budgeted FY19/20 | Projected Year- End Balance 6/30/20 | Income vs. Expenses |
|---------------------|--|-------------------------------|---------------------------------|---|------------------------|
| CORPORATE | 405,790 | 1,815,383 | 1,853,466 | 367,708 | (38,082) |
| FICA | - | - | - | - | - |
| IMRF | - | - | - | - | - |
| BUILDING/MAINT | 93,125 | 93,553 | 87,595.99 | 99,083 | 5,957 |
| AUDIT | - | - | - | - | - |
| LIABILITY | - | - | - | - | - |
| WORKERS COMP | - | - | - | - | - |
| UNEMPLOYMENT | - | - | - | - | - |
| | | - | | | |
| ALBA LEMOS GIFT | 23,524 | - | - | 23,524 | - |
| SPECIAL RESERVE | (175,970) | - | - | (175,970) | - |
| WORKING CASH | 225,847 | - | - | 225,847 | - |
| DEVELOPER DONATIONS | - | - | - | - | - |
| | | | | | |
| TOTALS | 572,316 | 1,908,937 | 1,941,062 | 540,191 | (32,125) |

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 + Working Cash | 463,366 | 593,555 | 130,188 |
| Building Maintenance | 21,899 | 99,083 | 77,184 |

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

FUND BALANCE PROJECTIONS

FY2020-2021

CPI = 1%

1%

| 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 | 367,708 | 1,833,537 | 1,872,000 | 329,244 | (38,463) |
| FICA | - | - | - | - | - |
| IMRF | - | - | - | - | - |
| BUILDING/MAINT | 99,083 | 94,489 | 88,471.95 | 105,100 | 6,017 |
| AUDIT | - | - | - | - | - |
| LIABILITY | - | - | - | - | - |
| WORKERS COMP | - | - | - | - | - |
| UNEMPLOYMENT | - | - | - | - | - |
| | | | | | |
| ALBA LEMOS GIFT | 23,524 | - | - | 23,524 | - |
| SPECIAL RESERVE | (175,970) | | - | (175,970) | - |
| WORKING CASH | 225,847 | - | - | 225,847 | - |
| DEVELOPER DONATIONS | - | - | - | - | - |
| | | | | | |
| TOTALS | 540,191 | 1,928,026 | 1,960,472 | 507,745 | (32,446) |

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 + Working Cash | 468,000 | 555,091 | 87,091 |
| Building Maintenance | 22,118 | 105,100 | 82,982 |

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