

Warrenville Public Library District

FISCAL YEAR 2015 WORKING BUDGET

July 1, 2014 to June 30, 2015



Adopted by Board of Trustees
June 18, 2014

prepared by Sandy Whitmer, Library Director

Warrenville Public Library District
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Working Budget Summary (page 1)

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

Line Item Working Budget (pages 2-11)

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Fund Balance Projections (pages 12-13)

Projected fund balances through Fiscal Year 2018.

LIBRARY FUND ACCOUNTING

In FY14, the Library will complete the consolidation of several special restricted funds (FICA, IMRF, Audit, Liability, Workers Compensation, and Unemployment Insurance) into the Corporate Fund.

This budget represents the first year that the Library has just 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 while rebuilding the Special Reserve Fund to be used for building repair & maintenance, automation hardware & software, furniture & equipment and building remodeling & expansion.

BUDGET OVERVIEW

Each department submitted budget requests which were then reviewed by the Director and Management Team. The draft represents the revised requests which meet the following objectives: maintain library services, address strategic priorities and rebuild the Special Reserve Fund to support major projects, including the remodeling of the existing space and a partial build-out of space on the Library's lower level.

This is the final draft of the working budget for FY15. It incorporates feedback from the Board of Trustees and reflects revisions to actual budget amounts that have been finely tuned since the presentation of the first draft on May 21, 2014.

INCOME HIGHLIGHTS

The Library increased its last Tax Levy to capture the 1.7% Consumer Price Index increase permitted by the Property Tax Extension Limitation Law (PTELL). Paired with a small amount of new construction, we expect a 2.2% increase over last year's property tax income. Less than \$200 will be diverted to TIF 3 in this tax cycle.

All other budgeted income lines remain flat as compared to last fiscal year.

EXPENDITURE HIGHLIGHTS

Employee Costs

This draft of the budget reflects actual merit increases (up to a 3% maximum) that will be awarded to employees. Four employees will be promoted from entry-level positions after July 1. 260 annual hours have been added to the Administrative budget for part-time graphics, editing and event assistance.

The Library's IMRF rate will increase slightly from 12.3% in 2014 to 12.4% in 2015. Due to resignations and restructuring of positions, there are fewer IMRF-eligible employees in FY15. IMRF expenditures will decrease.

LIMRiCC, the Library's health insurance cooperative will move from a fiscal year renewal (July 1) to a calendar renewal (January 1) in 2015. This first draft assumes a 10% increase in health insurance rates on 1/1/2015.

Furniture/Equipment Purchases

Funds are included for the final payment for a shelving project that was approved in FY14. (New or improved shelving for Adult New Books, Audiobooks, Large Print and Magazines.)

Funds are also included for equipment and furnishings that may be necessary as part of the merger of the Circulation and Information desks.

Automation / Technology

The proposed budget includes tablets, laptops, and/or chromebooks which will be available for staff and patrons and a second self check station.

Funds are included for a number of hardware replacements and additions that will enhance the staff's ability to work with mobile devices for day-to-day tasks.

Various software licenses and maintenance contracts continue.

EXPENDITURE HIGHLIGHTS

Professional Development

No specific out-of-state conferences have been budgeted for this year. Each department receives an allocation for department-specific training which may include conferences, workshops and webinars.

Whenever possible, shared training experiences will be made available to all staff. The Director has budgeted for two staff to attend the "On The Front Lines Conference" in Springfield, IL.

Funds are available to support training that will be beneficial to all staff, as determined by the Director and the Management Team.

Memberships in professional organizations enable Department Heads to stay abreast of information and trends specific to their areas of practice.

Library Materials

New budget lines are included for downloadable materials for adults and youth. (In prior years, these expenditures were allocated to the Internet Subscriptions budget line.)

Additional funds have been included for Adult Audiovisual materials and Adult Books in anticipation of the need to purchase multiple copies of popular TV series and popular adult fiction & nonfiction titles as a result of policy and procedural changes.

Overall, there is an increase of approximately \$28,000 in our materials budget when compared to FY14. At nearly 14% of the operating budget, the materials budget exceeds the state-recommended minimum of 12%.

Programming & Publicity

Increases in programming and publicity expenses can be attributed to the Library's intent to participate in several community events. Expenses include giveaways and logo'd shirts for staff to wear to these events.

The Library will continue to publish a quarterly, full-color, 8-page newsletter.

Building Maintenance & Utilities

In addition to routine and ongoing maintenance, several special maintenance projects have been planned: sealcoating of all parking surfaces, staining of the building exterior, and an HVAC assessment to evaluate effectiveness of heating and cooling in the Youth Activities Room and the Computer Equipment Room.

Supply costs for natural gas and electricity are expected to increase.

WARRENVILLE LIBRARY WORKING BUDGET SUMMARY - July 1, 2014 through June 30, 2015

INCOME CATEGORIES	% of total income	FY15 BUDGET	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
Property Taxes	95.30%	1,710,333	1,672,224	1,666,976	1,586,774	1,549,055	1,090,466	1,085,008
Copier	0.36%	6,500	6,500	5,800	7,294	6,801	5,357	5,451
Extended Use Fees	1.67%	30,000	20,500	17,150	20,149	21,455	22,121	19,940
Other Fees	0.03%	550	550	475	503	681	484	528
Interest	0.06%	1,050	1,050	1,220	1,475	1,363	2,857	9,650
Book & Bag Sales	0.33%	6,000	6,000	6,000	5,499	2,912	2,402	1,946
Lost Books	0.17%	3,000	3,000	4,300	3,585	2,802	3,820	2,653
Gifts/Memorials	0.06%	1,000	10,000	1,500	8,403	5,951	4,485	4,224
Miscellaneous	0.24%	4,300	4,300	3,900	2,977	3,684	5,561	3,473
Hotel/Motel Tax Grant	0.84%	15,040	11,014	10,800	13,891	18,013	20,569	15,390
Per Capita Grant	0.95%	17,000	13,925	16,940	27,822	13,675	13,645	16,167
Grants Miscellaneous	0.00%	-	-	-	-	-	-	1,300
Developer Donations	0.00%	-	-	-	-	-	-	-
TOTAL INCOME	100.00%	1,794,773	1,749,063	1,735,061	1,678,374	1,626,390	1,171,768	1,165,730

EXPENDITURE CATEGORIES	% of total expenditures	FY15 BUDGET	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
Salaries	46.72%	793,000	776,500	749,050	743,240	721,253	691,649	610,633
Illinois Municipal Retirement Fund	4.77%	81,000	88,000	83,100	82,111	76,619	67,275	57,140
FICA (Social Security, Medicare)	3.53%	60,000	60,000	55,900	55,131	53,529	51,354	46,529
Employee Insurance (UI, Workers Comp, Health)	3.00%	50,950	58,400	42,680	44,117	45,308	40,322	39,534
Operating/Supplies/Postage/Legal Notices	1.64%	27,800	26,325	23,710	23,714	21,431	22,269	18,176
Furniture / Equipment Purchase & Maintenance	1.82%	30,875	9,460	24,750	7,925	8,405	25,537	10,448
Automation - Software, Purchase, & Maintenance	5.10%	86,600	76,200	75,700	79,340	47,572	42,336	62,552
Insurance (Package & Liability)	1.19%	20,200	23,300	22,750	21,025	19,871	23,123	24,179
Personnel Development & Recognition - Staff	1.15%	19,550	20,010	17,500	15,648	9,154	11,241	12,936
Trustee Development & Supplies	0.13%	2,225	4,070	4,925	2,262	1,599	1,111	3,847
Professional Contractual Services	3.38%	57,400	36,600	28,650	44,728	39,274	49,118	24,061
Library Materials - Books, A/V, Periodicals, Online	13.91%	236,175	208,250	192,350	193,878	210,391	200,928	204,657
Programming	1.69%	28,765	25,275	29,821	24,142	34,145	33,833	28,427
PR/Publicity & Misc. Public Service	1.15%	19,600	16,500	16,850	12,501	9,794	12,420	13,416
Building Maintenance & Security	6.13%	103,980	86,260	95,900	78,801	92,227	94,876	95,927
Utilities	4.02%	68,300	56,800	62,450	54,158	68,069	75,376	58,797
Gift expenditures	0.06%	1,000	10,000	2,600	6,248	3,965	4,624	3,484
Capital Improvement Projects	0.00%	-	52,500	52,025	73,304	9,224	80,952	-
Contingency	0.59%	10,000	10,000	500	4,891	6,172	3,716	6,464
Total Expenditures	100.00%	1,697,420	1,644,450	1,581,211	1,567,165	1,478,002	1,532,060	1,321,207

Income less Expenditures		97,353	104,613	153,850	111,209	148,388	(360,292)	(155,477)
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WARRENVILLE LIBRARY LINE ITEM WORKING BUDGET - July 1, 2014 through June 30, 2015										
Account & Fund Ext.	Description	FY15 BUDGET	FY15 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
4001-01	Taxes Levied Corp 84.4294	1,626,287	1,626,287		1,581,219	1,576,200	1,339,389	1,295,122	888,375	889,541
4001-03	Taxes Levied Audit 0.3412	-			-	-	5,411	5,832	6,043	5,712
4001-04	Taxes Levied IMRF 5.0868	-			-	-	80,697	75,809	55,196	57,943
4001-05	Taxes Levied Fica 3.6960	-			-	-	53,143	57,253	51,972	44,885
4001-06	Taxes Levied Workers Compensation 0.2791	-			-	-	4,428	5,301	2,014	1,224
4001-07	Taxes Levied Building & Maintenance 6.2035	84,046	84,046		91,005	90,716	98,412	106,026	80,578	81,609
4001-08	Taxes Levied Liability Insurance 0.2171	-			-	-	3,444	2,650	4,029	4,081
4001-09	Taxes Levied Unemployment Compensation 0.0930	-			-	-	1,476	1,061	-	
4001-10	Taxes Levied Working Cash	-			-	-			-	
4002-01	Back Taxes Corporate 84.4294	-			-	60	315		1,844	10
4002-03	Back Taxes Audit 0.3412	-			-	-	1		13	0
4002-04	Back Taxes IMRF 5.0868	-			-	-	19		115	1
4002-05	Back Taxes Fica 3.6960	-			-	-	13		108	0
4002-06	Back Taxes Workers Compensation 0.2791	-			-	-	1		4	0
4002-07	Back Taxes Building & Maintenance 6.2035	-			-	-	23		167	1
4002-08	Back Taxes Liability Insurance 0.2171	-			-	-	1		8	0
4002-09	Back Taxes Unemployment Compensation 0.0930	-			-	-	0		-	
4002-10	Back Taxes Working Cash	-			-				-	
4010-01	Copier	6,500	6,500		6,500	5,800	7,294	6,801	5,357	5,451
4015-01	Extended Use Fees	30,000	30,000		20,500	17,150	20,149	21,455	22,121	19,940
4016-01	Other Fees	550	550		550	475	503	681	484	528
4300-01	Interest - Corporate	1,000	1,000		1,000	1,200	1,377	1,110	2,018	7,166
4300-10	Interest - Working Cash	40	40		40	10	88	223	748	2,196
4300-11	Interest - Special Reserve	-			-					
4300-15	Interest - Gift	10	10		10	10	9	19	91	288
4400-01	Book & Bag Sales	6,000	6,000		6,000	6,000	5,499	2,912	2,402	1,946
4450-01	Lost Books	3,000	3,000		3,000	4,300	3,585	2,802	3,820	2,653
4500-01	Gifts/Memorials	1,000	1,000		10,000	1,500	8,403	5,951	4,485	4,224
4600-01	Miscellaneous	4,300	4,300	includes coffee income	4,300	3,900	2,977	3,684	5,561	3,473
4700-01	Hotel/Motel Tax Grant	15,040	15,040	per award letter	11,014	10,800	13,891	18,013	20,569	15,390
4800-01	Per Capita Grant	17,000	17,000	per award letter	13,925	16,940	27,822	13,675	13,645	16,167
	Grants Miscellaneous	-			-	-	-		-	1,300
4900-12	Developer Donations	-			-	-				
	TOTAL INCOME	1,794,773	1,794,773	-	1,749,063	1,735,061	1,678,374	1,626,390	1,171,768	1,165,730

Account & Fund Ext.	Description	FY15 BUDGET	FY15 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
6001-01	Salaries - Administration	150,000	150,000	includes merit increases of up to 3%; 260 hours for graphics, editing, event assistance	142,000	141,250	137,412	133,677	136,771	127,764
6002-01	Salaries - Circulation	160,000	160,000	includes merit increases of up to 3%; promotes 1 to Circulation Clerk II; promotes 2 to Page II	150,500	150,900	144,433	141,346	139,347	136,939
6005-01	Salaries - Adult Services	161,000	161,000	includes merit increases of up to 3%	154,000	151,900	144,466	141,520	148,810	129,104
6006-01	Salaries - Youth Services	153,000	153,000	includes merit increases of up to 3%	148,500	143,600	143,965	140,859	131,631	119,936
6007-01	Salaries - Technical Services	151,500	151,500	includes merit increases of up to 3%; promotes 1 to Tech Clerk II	164,000	145,000	156,650	147,846	118,640	96,891
6003-01	Salaries - Maintenance	17,500	17,500	no increase - maintenance staff is currently above pay grade	17,500	16,400	16,315	16,005	16,450	
6008-01	IMRF Expense	81,000	81,000	2014 rate: 12.3%; 2015 rate: 12.4% (reduction in number of eligible employees)	88,000	83,100	10,850			
6008-04	IMRF Expense	-	-		-	-	71,261	76,619	67,275	57,140
6009-01	FICA Expense	60,000	60,000	7.65% of gross wages	55,000	50,900				
6009-05	FICA Expense	-	-	zero out FICA fund	5000	5,000	55,131	53,529	51,354	46,529
6010-01	Unemployment Compensation	1,500	1,500	0.40% on the first \$12,960 earned by each employee in the calendar year.	900	575				
6010-09	Unemployment Compensation	-	-	zero out Unemployment Comp fund	600	875	1,432	1,308	1,058	753
6063-01	Operating - Microfilming	-	-		1000	-	61	-	-	109
6064-01	Operating - Material Processing Tech	7,500			7,500	7,850	6,334	7,263	5,747	4,557
			5,500	Processing supplies						
			2,000	Disc cleaning supplies						
6065-01	Operating - Material Processing Circulation	4,100			1,425	1,410	3,115	1,427	3,108	1,745
			2,500	Library Cards						
			480	Notice Envelopes (8@\$60/box)						
			120	Expiring Library Card Notice Envelopes (2@\$60/box)						
			350	ILL Labels (150 per pack @\$23 x15 = \$345 for 2400 ILL items)						
			300	Receipt Paper (3 boxes@\$100/box)						
			200	Adhesive Paper Rolls for holds - case of 24 rolls						
			150	Miscellaneous						
6069-01	Operating - Postage	6,550			6,150	5,600	4,842	4,399	4,570	4,494
			2,400	Newsletter Postage - 4@\$600						
			600	Monthly bills - \$50/month						
			540	Interlibrary loan materials (180 @ \$3)						
			1,960	Overdue Notices (4000 @ \$0.49)						
			500	Expiring Library Card Notices (1000 @ \$0.49)						
			250	Bulk Permit						
			300	Miscellaneous						
6070-01	Operating - Office Supplies	4,575			4,375	3,350	3,860	3,432	3,283	3,005
			3,000	copy paper - including white, colored, special, cardstock						
			1,575	All other office supplies						

Account & Fund Ext.	Description	FY15 BUDGET	FY15 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
6071-01	Operating - Bank Fees	575			575	450	420	365	-	
			500	Epay credit card fees - Average \$35/month - anticipate more usage of debit/cc						
			75	Safe Deposit Box						
6072-01	Operating - Automation Supplies	3,000			3,500	3,050	3,006	2,358	3,284	2,153
			2,500	Toner cartridges						
			500	Miscellaneous - compressed air, cleaning wipes						
6075-01	Operating - Publishing	1,500	1,500	Legal notices	1,800	2,000	2,076	2,188	2,277	2,113
6090-01	Furniture/Equipment - Purchases	25,375			4,660	20,400	3,313	4,061	22,007	7,530
			1,450	Copier Lease (c224e \$120/mos)						
			3,050	Copier Lease (c284e \$251/mos)						
			4,300	Audiobook/Large Print shelving						
			4,250	Mag Boxes (magazine display boxes)						
			3,250	New Books Shelving for Adult Collection						
			500	Speakers & Mic (for meeting room & offsite)						
			3,000	Equipment and Furnishings for desk merger/relocation of circulation & info desk functions						
			2,500	Television for Hudetz Room (\$2000) + mounting system (\$500)						
			150	Colored book ends for teen area						
			300	Ottomans for teen area						
			500	Ottomans for adult services						
			125	White Board for Tech Services Department						
			1,000	Book Cart for Youth Services Storytime collection						
			1,000	General / Miscellaneous						
6090-11	Furniture/Equipment - Purchases (Special Reserve)	-	-				-			
6093-01	Furniture/Equipment - Maintenance	5,500	5,500	Per print charges for staff and public copiers	4,800	4,350	4,612	4,345	3,530	2,918
6096-01	Automation - Software	17,150			13,050	12,100	6,834	8,005	4,564	16,386
			2,000	B&T Title Source & Reviews						
			5,000	B&T Collection HQ						
			1,200	OCLC						
			200	WebDewey (not included in OCLC) [\$185]						
			350	Library ELF (<i>rate increases based on number of active library cards</i>)						
			500	Website						
			600	Constant Contact						
			825	NEW Summer Reader (Evanced - annual subscription, setup, hosting, training)						
			1,475	NEW eResource Central (SirsiDynix)						
			3,000	Gale Analytics on Demand Patron Profiles (1 year subscription)						
			2,000	Miscellaneous						

Account & Fund Ext.	Description	FY15 BUDGET	FY15 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
6098-01	Automation - Purchase	22,900			19,025	18,100	34,922	3,096	3,795	25,224
			500	Patron Supplies - earbuds, flash drives						
			3,000	Miscellaneous						
			300	Telephone equipment (console + 4 phones)						
			500	Duplex/wireless monochrome printer replacement to add staff wireless printing or due to failure (<i>as low as \$300</i>)						
			4,800	2nd Patron self-checkout station [i-Circ from CenTec]						
			600	Bluetooth barcode scanners for MobileCirc (\$100-300 each)						
			500	Receipt printer for adhesive hold slips (self-service hold shelf) <i>includes initial paper supply</i>						
			1,000	Nabi 2/Nabi Jr. tablets (4) for in-house circulation						
			1,400	Chromebooks (4) for in-house circulation						
			2,000	Laptops (3-4) for meeting room and staff use (<i>evaluate Chromebooks</i>)						
			500	10" Android tablet (for general staff use)						
			6,800	AWE Computers						
			1,000	Digital signage (digital signage players \$500 ea., digital displays \$500 ea.)						
6098-11	Automation - Purchase	-			-			4,190		
6099-01	Automation - Maintenance	46,550			44,125	45,500	37,585	32,281	33,977	20,942
			20,500	Horizon Software contracts (SirsiDynix) (includes \$2100 for MobileCirc)						
			3,750	MyPC, PaperCut, PrinterOn, Cpad (2), Print Release (2) , Coin box (2) [TBS]						
			4,750	Network Consultant (Computers for Business) [50 hrs @ \$95/hr, 80 hrs @ \$90/hr]						
			400	ICN Cisco 2811 Router (AT&T)						
			1,000	Website Consultant (Weblynx)						
			825	Symantec Mail Security for MS Exchange (Symantec via CDW) - 60 licenses/\$13.75 each						
			1,100	Events, Room Reserve [\$567 - support, \$441 - hosting]						
			3,100	Boopsie Mobile App (cancel bookcheck, estimated 5% increase in contract)						
			5,000	Sikich Assessment: Phase 2/Security						
			3,000	Cloud Backup to Live Vault via Sikich (\$3000)						
			1,200	Phone system maintenance contract - 1 year @ 24x7 (TSG) [system only, no phones]						
			800	CenTec annual maintenance contract for self check system						
			500	EZProxy subscription (OCLC) - replace RPA/Remote Patron Authentication						
			200	warrenville.com domain name registration						
			300	Management Console for Google Chromebooks (\$30 each for life of device)						
			125	Apple developer fee for Boopsie						

Account & Fund Ext.	Description	FY15 BUDGET	FY15 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
6100-01	Workmen's Compensation	4,000	4,000	increased payroll; claim activity in FY14	3,100	3,110				
6100-06	Workmen's Compensation	-	-	zero out Workers Comp fund	1,200	1,120	3,506	3,502	4,119	3,221
6102-01	Insurance Package	16,200			19,500	18,900	16,678	15,503	19,209	20,239
			15,000	Package Insurance (reduced, new carrier)						
			1,200	Insurance in lieu of bonds for Treasurer (1,000,000), Director (100,000) & Administrative Assistant (100,000)						
6102-08	Insurance - liability package	-	-				-			
6103-01	Liability Insurance - Officers/Directors	3,000	3,000		2,150	2,200				
6103-08	Liability Insurance - Officers/Directors	-	-	zero out Liability fund	650	650	2,573	2,338	2,231	2,169
6104-01	Liability Insurance - Umbrella	1,000	1,000		1,000					
6104-08	Liability Insurance - Umbrella	-				1,000	1,000	1,000	783	871
6107-01	Insurance - Bonds	-	-	Moved to insurance package		-	774	1,030	900	900
6108-01	Insurance - Health/Life	45,450			52,600	37,000	39,179	40,498	35,145	35,560
			43,700	Health/dental/vision; \$2950/mo (Jul-Dec for current enrollees @6); \$3,247/mo (Jan-Jun for all eligible FY employees @8) library cost; assumes 15% increase 1/1/15; assumes 80% paid by Library						
			600	Wageworks FSA fees - \$50/month						
			800	LIMRiCC admin fee paid by Library (\$5.50/mos x 12 employees)						
			350	LIMRiCC life insurance paid 100% by Library (\$3.50/mos x 8 employees)						
6146-01	Personnel Development - Recruiting -NEW	500	500	Advertising, background checks						
6147-01	Personnel Development - Miscellaneous	-	-		500	125	823	684	476	647
6148-01	PD - Staff Appreciation	1,600			2,700	2,500	2,132	1,993	1,930	1,847
			400	Staff Recognition Awards (5-year anniversaries, \$10 per year)						
			250	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	1,500	-	-	774

Account & Fund Ext.	Description	FY15 BUDGET	FY15 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
6150-01	PD - Staff dues	3,050			3,045	2,800	2,770	2,586	2,466	2,112
			1,000	ALA + 1 division for Director, Head of Adult Services, Head of Youth Services, Head of Technical Services, Circulation Manager (\$200 each)						
			650	ILA - Director, Head of Adult Services, Head of Youth Services, Head of Technical Services, Circulation Manager						
			100	LACONI - institutional membership						
			900	Management Association of Illinois - institutional membership						
			100	COSUGI (SirsiDynix Users Group) - Computer Systems Administrator (institutional)						
			250	Chamber of Commerce - institutional						
			25	Warrenville Historical Society - institutional						
			25	Youth Services: Collaborative Summer Library Program						
6151-01	PD - Staff meetings	11,050			9,515	8,100	5,955	2,062	5,172	4,563
			700	Tech Services: Miscellaneous seminars, meetings						
			1,050	Admin Assist: HR Meetings (\$500); HR Conference (\$350); Misc. (\$200)						
			700	Circulation: Miscellaneous seminars, meetings						
			700	Youth Services: Miscellaneous seminars, meetings						
			3,500	Director: Meetings, seminars, conferences						
			1,000	Adult Services: Miscellaneous seminars, meetings						
			650	Director: On The Front Lines Conference 2 staff @ \$315 each)						
			2,500	Director: Misc. (staff meetings, staff in service; training opportunities for all staff)						
			250	IT: Miscellaneous seminars, meetings						
6152-01	PD - Staff Transportation	3,350			2,750	2,475	2,468	1,829	1,197	2,993
			250	1 vehicle to On The Front Lines Conference (Springfield, IL)						
			100	Circulation Outreach / Homebound Delivery Trips						
			500	Director conference travel						
			2,500	General mileage reimbursement						

Account & Fund Ext.	Description	FY15 BUDGET	FY15 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
6153-01	PD - Trustee dues	525	525	ILA All Trustees	600	1,050	400	450	225	559
6154-01	PD - Trustee meetings	1,000	1,000	Trustees: Miscellaneous seminars, meetings	2,520	3,000	600	792	523	2,190
6155-01	PD - Trustee transportation	200	200	Miscellaneous	450	350	695	97	-	432
6156-01	PD - trustee miscellaneous	500	500	cards, flowers, cakes, treats, meeting supplies	500	525	567	260	363	666
6200-01	Contractual - Lawyer	15,000	15,000		15,000	12,500	8,910	7,200	20,617	11,000
6205-01	Contractual - Accounting	10,050			9,400	9,250	8,910	8,005	7,224	7,056
			6,500	Accounting Services						
			2,800	Paylocity Webpay (payroll)						
			750	Paylocity Webtime (time clock)						
6206-01	Contractual - Collection Agency	1,500	1,500	Unique Management Services	1,500	1,100	1,316	1,294	1,164	940
6210-01	Contractual - Audit	5,850	5,850	per proposal from Sikich	5,600	5,600				
6210-03	Contractual - Audit	-	-	zero out Audit fund	100	100	5,485	5,825	5,165	5,065
6211-01	Contractual - Consultants	25,000			5,000	100	20,108	16,950	14,948	
			20,000	Architect (space needs plan)						
			5,000	Marketing (branding, logo)						
6247-01	Library Materials - Adult Books	82,500			72,500	59,750	68,757	80,901	70,928	75,732
			41,000	Nonfiction						
			40,000	Fiction						
			1,500	Spanish						
6248-01	Library Materials - Children/Youth Books	36,250			36,250	34,500	32,879	38,636	34,142	35,585
			10,000	Nonfiction						
			14,750	Fiction						
			11,500	Young Adult						
6250-01	Library Materials - Adult Audiovisual	35,500			29,500	29,900	24,792	26,997	27,661	26,307
			20,000	DVDs (increase for duplicate TV series titles)						
			12,000	Audiobooks						
			3,500	CDs						
6251-01	Library Materials - Youth Audiovisual	9,000			9,000	9,100	8,966	9,165	10,407	8,770
			5,540	DVDs						
			700	Music						
			2,600	Audiobooks						
			160	Puzzles						
6254-01	Library Materials - Adult eBooks -NEW	13,500	13,500	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle)						
6255-01	Library Materials - Youth eBooks -NEW	2,500	2,500	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle)						
6261-01	Library Materials - Periodicals	12,750			11,000	10,500	11,247	12,581	12,780	13,056
			8,400	EBSCO (vendor) + direct subscriptions						
			3,600	Newspapers						
			750	Book Page (monthly newspaper)						
6264-01	Library Materials - Internet Subscriptions	44,175			50,000	48,600	47,237	42,111	45,010	45,207
			41,500	Databases / Tutorials						
			1,500	Universal Class (online classes)						
			800	Tumblebooks Premium (Tumblebooks, Tumblebooks, Jr.)						
			375	Tumblebooks Cloud						

Account & Fund Ext.	Description	FY15 BUDGET	FY15 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
6300-01	Public Service - Adult Programming	6,000			5,000	4,800	5,093	4,680	4,721	3,001
			4,800	20 programs @\$240 ea						
			700	SR prizes and publicity						
			200	Movie Licenses						
			200	20 book discussions @\$10 ea						
			100	Outreach						
6301-01	Public Service - Youth Programming	7,725			7,125	6,600	7,650	7,178	7,427	6,993
			3,530	Children's programs						
			3,025	Teen programs						
			1,070	Summer Reading						
			100	Winter Reading						
6304-01	Public Service - Hotel/Motel Tax	15,040			13,150	18,421	11,400	22,287	21,685	18,433
			13,000	Concerts on the Commons: Performers						
			1,900	Concerts on the Commons: Display Ads						
			140	Concerts on the Commons: Bookmark promo						
6305-01	Public Service - Refunds/Fines/Fees	500	500	Refunds to other libraries for materials lost by Warrenville patrons	500	300	247	243	726	433
6308-01	Public Service - Printing	11,400			11,100	11,850	8,420	5,678	6,539	7,802
			10,000	Newsletter - 4@\$2500						
			200	Custom Bookmarks for promotion of services						
			200	Library Card Applications						
			1,000	Miscellaneous						
6311-01	Public Service - PR/Publicity	5,200			2,800	3,250	2,127	2,350	2,842	4,081
			500	National Library Week & Library Card Sign-up Month						
			300	Bookmarks						
			450	1000 New Patron Packets (Folders 25 cases@\$10 each; labels 1 case@\$50)						
			300	Magnets						
			500	Pens						
			150	Dry Erase Prize Wheel for special events						
			500	Parade Giveaways						
			1,000	Staff Shirts / logo apparel						
			1,500	Other Giveaways & Misc.						
6313-01	Public Service - Miscellaneous	2,500			2,100	1,450	1,707	1,524	2,313	1,100
			1,500	Coffee supplies						
			1,000	Misc. programs						

Account & Fund Ext.	Description	FY15 BUDGET	FY15 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
6400-01	Maintenance	-	-				-			
6400-07	Maintenance	53,280			30,950	30,500	29,288	34,560	51,061	54,459
			19,250	Cleaning (\$1580 July,Aug, Sept) \$1612 (rest of year)						
			900	Quarterly scrub & extract washroom floors \$225 ea						
			900	Window washing (1X year)						
			1,200	Aquariums						
			4,550	Elevator contract						
			800	Elevator pressure test (\$350 2X year)						
			180	City Inspection of elevator (\$90 per visit - 2x year)						
			600	Pest Control						
			2,200	Sealcoating						
			1,700	Roof Maintenance (\$850 ea.; Spring & Fall)						
			5,000	HVAC Assessment, adjustments (Youth & Computer Rooms)						
			15,000	Staining building						
			1,000	Misc (includes misc elevator items)						
6400-11	Maintenance	-						11,609		
6401-07	Maintenance - Supplies	6,000			6,000	6,200	5,478	5,486	7,830	4,787
			4,500	Bulbs, Ballasts						
			500	Bulb Recycling						
			1,000	Misc. supplies						
6402-07	Security	3,850			5,010	2,900	3,888	5,094	2,679	2,864
			525	Fire alarm - inpsection & repairs						
			375	Security alarm monitoring (\$90/quarter)						
			1,000	Extinguishers (Recharge All, Replace 1)						
			375	Sprinklers						
			575	Backflow Preventor test (added one valve HVAC)						
			1,000	General maintenance						
6403-01	Gas	9,000	9,000	increasing rates	7,500	12,350	8,231	7,614	7,354	9,476
6406-07	Snow Removal	20,000	20,000		20,000	40,325	24,028	15,396	22,750	18,852
6407-07	HVAC	5,000	5,000	General maintenance (includes replacement of 1 back flow valve)	4,000	2,900	4,005	7,836	2,507	6,216
6408-01	Water/Sewer	800	800	averaged \$65 per month in FY13	800	800	703	638	600	572
6409-01	Electricity	42,000	42,000	NIMEC suggests 15-20% increase; increasing rates	35,000	33,150	32,788	47,376	47,564	37,122
6410-01	Telephone	16,500			13,500	16,150	12,436	12,442	19,858	11,627
			5,500	Telephone lines						
			11,000	Internet Fiber Optic Line						
6411-07	Janitorial supplies	1,700	1,700	includes toilet tissue, batteries, dish soap, paper towels, c-fold towels, etc.	1,700	1,575	1,563	1,289	1,227	1,567
6413-01	Landscape maintenance	14,150			18,600	11,500	10,551	10,958	6,822	7,182
			2,400	Outside contract						
			4,250	Inside contract						
			3,500	Spring Plantings; Replacements						
			4,000	Mulch						

Account & Fund Ext.	Description	FY15 BUDGET	FY15 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY14 BUDGET	FY14 PROJECTED	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL	FY10 ACTUAL
6500-01	Gift expenditures	1,000	1,000	Misc. Gifts	10,000	2,600	6,248	3,965	4,624	3,484
6520-01	Capital Improvement Projects	-			52,500	52,025				
6520-11	Capital Improvement Projects	-			-	-	73,304	9,224	80,952	
6600-01	Contingency	10,000	10,000		10,000	500	4,891	6,172	3,716	6,464
	Total Expenditures	1,697,420	1,697,420		1,644,450	1,581,211	1,567,165	1,478,002	1,532,060	1,321,207
	Income less Expenditures	97,353	97,353		104,613	153,850	111,209	148,388	(360,292)	(155,477)

FUND BALANCE PROJECTIONS
FY 2014-2015

FUND	Estimated Beginning Balance 7/1/14	Income Budgeted FY14/15	Expenses Budgeted FY14/15	Projected Year- End Balance 6/30/15	Income vs. Expenses
CORPORATE	382,242	1,710,677	1,607,590	485,329	103,087
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	12,724	84,046	89,830	6,940	(5,784)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,533	10	-	23,543	10
SPECIAL RESERVE	28,845		-	28,845	-
WORKING CASH	225,856	40	-	225,896	40
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	673,200	1,794,773	1,697,420	770,553	97,353

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

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Special Funds (excludes Gift, Special Reserve & Developer Donation)	424,355	718,165	293,810
*Target = 25% of Corporate & Special Fund expenditures difference is transferred to Sp. Reserve			

FUND BALANCE PROJECTIONS
FY2015-2016

CPI = 1.5%2%

FUND	Estimated Beginning Balance 7/1/15	Income Budgeted FY15/16	Expenses Budgeted FY15/16	Projected Year- End Balance 6/30/16	Income vs. Expenses
CORPORATE	191,519	1,736,337	1,639,742	288,114	96,595
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	6,940	85,307	91,626.60	620	(6,320)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,543	10	-	23,553	10
SPECIAL RESERVE	322,655		-	322,655	-
WORKING CASH	225,896	41	-	225,937	41
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	770,553	1,821,695	1,731,368	860,879	90,326

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

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Special Funds (excludes Gift, Special Reserve & Developer Donation)	432,842	514,671	81,829
*Target = 25% of Corporate & Special Fund expenditures difference is transferred to Sp. Reserve			

FUND BALANCE PROJECTIONS
FY2016-2017

CPI - 1.25%

2%

FUND	Estimated Beginning Balance 7/1/16	Income Budgeted FY16/17	Expenses Budgeted FY16/17	Projected Year- End Balance 6/30/17	Income vs. Expenses
CORPORATE	206,285	1,779,746	1,672,537	313,494	107,209
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	620	87,439	93,459.13	(5,400)	(6,020)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,553	10	-	23,564	10
SPECIAL RESERVE	404,484		-	404,484	-
WORKING CASH	225,937	42	-	225,978	42
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	860,879	1,867,237	1,765,996	962,120	101,241
<div>Note: Cash on hand at year-end is approximately \$700,000 greater due to deferred property tax revenue.</div> <div><div>FUND BALANCE TARGETS</div><div><div>TARGET *</div><div>PROJECTED YEAR-END</div><div>DIFFERENCE</div></div><div>Corporate + Special Funds</div><div>441,499</div><div>534,073</div><div>92,574</div><div>(excludes Gift, Special Reserve & Developer Donation)</div></div>					
<div>*Target = 25% of Corporate & Special Fund expenditures</div> <div>difference is transferred to Sp. Reserve</div>					

FUND BALANCE PROJECTIONS
FY2017-2018

CPI = 1.25%

2%

FUND	Estimated Beginning Balance 7/1/17	Income Budgeted FY17/18	Expenses Budgeted FY17/18	Projected Year- End Balance 6/30/18	Income vs. Expenses
CORPORATE	220,920	1,824,239	1,705,987	339,172	118,252
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	(5,400)	89,625	95,328.31	(11,103)	(5,703)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,564	11	-	23,574	11
SPECIAL RESERVE	497,058		-	497,058	-
WORKING CASH	225,978	43	-	226,021	43
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	962,120	1,913,918	1,801,316	1,074,723	112,602
<div>Note: Cash on hand at year-end is approximately \$700,000 greater due to deferred property tax revenue.</div> <div><div>FUND BALANCE TARGETS</div><div><div>TARGET *</div><div>PROJECTED YEAR-END</div><div>DIFFERENCE</div></div><div>Corporate + Special Funds</div><div>450,329</div><div>554,090</div><div>103,762</div><div>(excludes Gift, Special Reserve & Developer Donation)</div></div>					
<div>*Target = 25% of Corporate & Special Fund expenditures</div> <div>difference is transferred to Sp. Reserve</div>					