

Warrenville Public Library District

FISCAL YEAR 2018 WORKING BUDGET

July 1, 2017 to June 30, 2018



APPROVED 6/21/17
BY LIBRARY BOARD OF TRUSTEES

prepared by Sandy Whitmer, Library Director

Warrenville Public Library District
28W751 Stafford Place, Warrenville, IL 60555
630/393-1171 www.warrenville.com

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 \$500,000 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 will be incurred in FY18. \$500,000 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	36.9%	895,500	8%	839,000	830,016	792,445	764,878	749,344	743,240	721,253	691,649
Illinois Municipal Retirement Fund	4.0%	98,000	10%	87,500	89,269	82,081	78,821	83,024	82,111	76,619	67,275
FICA (Social Security, Medicare)	2.8%	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)	2.8%	68,100	40%	69,905	48,704	43,870	43,092	43,498	44,117	45,308	40,322
Operating/Supplies/Postage/Legal Notices	1.1%	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	3.8%	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	0.5%	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	1.2%	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	8.6%	209,500	10%	206,625	190,422	194,376	193,583	190,196	193,878	210,391	200,928
Programming	1.3%	31,325	54%	30,850	20,298	27,903	25,919	26,452	24,142	34,145	33,833
PR/Publicity & Misc. Public Service	1.1%	26,450	51%	20,800	17,480	16,435	17,126	14,314	12,501	9,794	12,420
Building Maintenance & Security	4.0%	95,870	55%	111,470	62,013	65,490	78,042	94,553	78,801	92,227	94,876
Utilities	2.6%	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	20.6%	500,000		2,500,000	2,245,373	-	-	52,018	-	-	-
Debt Service	6.9%	167,550		180,000	22,636	-	-	-	-	-	-
Contingency	0.4%	10,000	191%	10,000	3,439	1,829	898	454	4,891	6,172	3,716
Total Expenditures	100.0%	2,426,565		4,400,099	3,841,568	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		(575,403)		(619,371)	13,004	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	2,245,373	-		52,018	
6520-11	Capital Improvement Projects	500,000	500,000		#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	2,426,565	2,426,565		-37%	4,400,099	3,841,568	1,606,012	1,533,873	1,568,338	1,567,165
	Income less Expenditures	(575,403)	(575,403)		-4525%	(619,371)	13,004	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	257,950		523,750	(265,800)	(523,750)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,089,696	1,851,162	2,426,565	514,293	(575,403)

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	(265,800)	-	-	(265,800)	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	514,293	1,890,036	1,921,843	482,486	(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	(265,800)	-	-	(265,800)	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	482,486	1,908,937	1,941,062	450,361	(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	(265,800)		-	(265,800)	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	450,361	1,928,026	1,960,472	417,915	(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					