



FISCAL YEAR 2020 WORKING BUDGET

July 1, 2019 to June 30, 2020



APPROVED BY LIBRARY BOARD OF TRUSTEES
6/19/2019

prepared by Sandy Whitmer, Library Director

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Working Budget Summary (page 1)

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

Line Item Working Budget (pages 2-10)

Detailed line item budget with descriptive detail for each line item. Includes income and expenditure detail by account number, including fund extension.

Fund Balance Projections (pages 11-12)

Projected fund balances through Fiscal Year 2023.

LIBRARY FUND ACCOUNTING

The Library has two funds for the majority of expenditures:

- The **Corporate Fund** is the Library's general operating fund.
- The **Building Maintenance Fund** is restricted to building and maintenance expenses including cleaning, landscaping, snow removal, janitorial supplies, and general upkeep of the facility and its HVAC and security systems.

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

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

INCOME HIGHLIGHTS

The Library increased its last Tax Levy to capture the 2.1% Consumer Price Index increase permitted by the Property Tax Extension Limitation Law (PTELL). Paired with a small amount of new construction, we expect a 2.9% increase over last year's property tax income. Approximately \$10,325 will be diverted to TIFS #3 and #4 in this tax levy cycle.

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

2016 DEBT CERTIFICATE REPAYMENT

In FY20, the Library is required to make principal & interest payments totaling \$167,200.

STRATEGIC PRIORITIES

The following strategic priority action items are funded for Fiscal Year 2020:

Priority #1 – Increase Use of the Library

- Improve Services to Hispanic Residents
 - Maintain budget for Spanish-language materials.
 - Add dedicated staff hours to connect with residents through community organizations and identify the needs of the residents.
- Raise Awareness of the Library
 - Add staff hours for marketing assistant to support efforts of a 12-month marketing plan and communications.

Priority #2 – Connect with the Community

- Connect Local Organizations, Entities and Residents
 - Funds are allocated for hosting at least three meetings at which local organizations can share information about events and services

Priority #3 – Elevate the User Experience

- Enhance customer service
 - Sufficient funds are allocated for customer service training for all staff

EXPENDITURE HIGHLIGHTS

Employee Costs

Employees with positions in pay grades 1 through 6 are eligible for a maximum 3% merit increase. All other employees are eligible for a maximum 2% merit increase.

Additional staff hours have been allocated as follows:

- +7.5 hours per week for a marketing assistant starting September 1. (An existing part-time position will become full-time.)
- +17.5 hours per week for an adult services assistant to focus on outreach to Hispanic residents starting September 1. (An existing part-time position will become full-time.)
- Graphic Artist position will be eliminated in favor of contracted design services.

The Library's IMRF rate will increase from 11.02% to 11.93% in 2020. This is because IMRF reduced the assumed return rate from 7.5% to 7.25%.

We estimated a 7% increase in health insurance rates on 1/1/2019. Budget assumes 10 employees will enroll in the plan.

The Library will hire a consultant to benchmark positions and develop a pay grade and wage scale to be implemented in FY21.

EXPENDITURE HIGHLIGHTS (cont'd)

Furniture/Equipment Purchases

The Library will complete an interior sign project in fall 2019.

Automation / Technology

Only routine expenses including software licenses and upgrades, maintenance contracts and hardware replacements are included in this year's automation budgets.

Professional Development

The budget includes funds for 1 employee and 1 trustee to attend the national Public Library Association conference in Nashville, TN. Sufficient funds have been allocated to allow staff to participate in local opportunities, workshops, staff meetings and webinars.

Library Materials

The budgets for print materials have been adjusted to reflect prior year trends. The budget for online research databases (Internet subscriptions) has decreased because of decreasing usage.

Programming & Publicity

Adult, Youth and Teen programming budgets have increased by \$1,000 to expand our programs with more innovative and interactive offerings.

Building Maintenance & Utilities

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

Utility costs are expected to be slightly lower than previous years. An increase in sewer and water rates will be offset by a reduction in electricity use. An LED retrofit/replacement project completed in FY19 and the transfer of ownership of Stafford Place street lamps to the City of Warrenville are expected to lower electricity expenses by approximately \$5,000 annually.

Warrenville Public Library District
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WARRENVILLE LIBRARY WORKING BUDGET SUMMARY - July 1, 2019 through June 30, 2020

% change FY 19 projected to FY20 Budget

% change FY19 Budget to FY20 Budget

INCOME CATEGORIES	% of total income	FY20 BUDGET			FY19 BUDGET	FY19 PROJECTED	FY18 ACTUAL	FY17 ACTUAL	FY16 ACTUAL	FY15 ACTUAL	FY14 ACTUAL
Property Taxes	95.80%	1,900,949	3%	3%	1,846,493	1,839,805	1,786,385	1,758,280	1,739,888	1,708,849	1,666,909
Copier	0.30%	6,000	-19%	0%	6,000	7,400	7,218	6,645	6,610	5,745	6,213
Extended Use Fees	0.96%	19,000	0%	0%	19,000	19,000	20,049	22,634	30,375	23,861	18,693
Other Fees	0.03%	500	-17%	100%	250	600	246	268	288	862	443
TIF Funds	0.00%	-	#DIV/0!	#DIV/0!							
Interest	0.76%	15,000	-32%	400%	3,000	22,000	3,765	3,927	2,555	1,048	1,231
Book & Bag Sales	0.13%	2,500	47%	400%	500	1,700	912	1,777	6,751	5,140	6,223
Lost Books	0.15%	3,000	13%	-14%	3,500	2,650	4,217	3,747	4,130	4,590	4,615
Gifts/Memorials	0.05%	1,000	-33%	#DIV/0!	-	1,500	1,180	46,416	4,870	3,931	1,449
Miscellaneous	0.15%	3,000	69%	0%	3,000	1,775	6,273	6,878	5,894	4,953	3,958
Hotel/Motel Tax Grant	0.82%	16,338	-4%	-5%	17,205	16,950	11,563	17,954	14,374	15,039	10,777
Per Capita Grant	0.85%	16,900	0%	0%	16,900	16,940	10,522	-	10,446	16,939	16,939
Grants Miscellaneous	0.00%	-	-100%	-100%	1,600	1,600	400	-	-	-	-
Debt Certificate Proceeds	0.00%	-	#DIV/0!	#DIV/0!				1,929,700			
Developer Donations	0.00%	-	#DIV/0!	#DIV/0!	-	-	-	57,329	-	-	-
TOTAL INCOME	100.00%	1,984,187	3%	3%	1,917,448	1,931,920	1,852,730	3,855,556	1,826,181	1,790,957	1,737,450
Total Income not inclusive of capital project amounts		1,984,187	3%	3%	1,917,448	1,931,920	1,852,730	1,868,526	1,826,181	1,790,957	1,737,450

EXPENDITURE CATEGORIES	% of total expenditures (excluding capital, debt)	FY19 BUDGET			FY19 BUDGET	FY19 PROJECTED	FY18 ACTUAL	FY17 ACTUAL	FY16 ACTUAL	FY15 ACTUAL	FY14 ACTUAL
Salaries	48.0%	962,500	2%	1%	949,000	944,000	869,437	830,135	792,445	764,878	749,344
Illinois Municipal Retirement Fund	4.5%	91,000	-3%	-1%	92,000	93,400	97,656	86,368	82,081	78,821	83,024
FICA (Social Security, Medicare)	3.7%	74,000	5%	3%	72,000	70,500	64,952	61,293	58,394	56,941	55,760
Employee Insurance (UI, Workers Comp, Health)	3.8%	75,430	70%	0%	75,540	44,463	50,566	48,840	43,870	43,092	43,498
Operating/Supplies/Postage/Legal Notices	1.6%	32,115	31%	10%	29,125	24,600	26,940	25,604	22,624	23,032	22,913
Furniture / Equipment Purchase & Maintenance	0.9%	18,040	-10%	48%	12,200	20,000	13,253	11,176	15,441	26,661	24,800
Automation - Software, Purchase, & Maintenance	4.6%	92,665	33%	12%	82,510	69,500	85,163	99,700	84,561	72,756	74,541
Insurance (Package & Liability)	1.1%	21,750	74%	64%	13,250	12,466	13,166	10,530	28,828	19,300	22,654
Personnel Development & Recognition - Staff	0.9%	18,000	37%	19%	15,125	13,110	8,114	9,068	13,481	15,314	16,351
Trustee Development & Supplies	0.2%	3,915	278%	213%	1,250	1,035	5,002	1,048	4,938	1,400	4,640
Professional Contractual Services	1.5%	30,575	-22%	-35%	46,860	39,360	24,053	21,403	24,131	49,312	27,942
Library Materials - Books, A/V, Periodicals, Online	8.9%	179,200	0%	-4%	186,500	178,950	197,258	190,599	194,376	193,583	190,196
Programming	1.7%	34,140	11%	12%	30,405	30,800	30,187	20,297	27,903	25,919	26,452
PR/Publicity & Misc. Public Service	2.0%	40,650	137%	39%	29,275	17,175	18,854	17,478	16,435	17,126	14,314
Building Maintenance & Security	5.1%	102,800	2%	-19%	126,920	101,025	85,517	62,011	65,490	78,042	94,553
Utilities	2.8%	56,500	-9%	-9%	62,200	62,000	56,647	69,285	64,569	66,798	62,327
Gift expenditures	0.0%	1,000	-56%	-50%	2,000	2,250	4,415	1,100	2,651	-	2,557
Capital Improvement Projects	0.0%	-	#DIV/0!	#DIV/0!	-	-	335,897	2,248,094	61,965	-	52,018
Debt Service	8.3%	167,200	-2%	-2%	169,900	169,800	167,425	22,636	-	-	-
Contingency	0.2%	5,000	770%	-50%	10,000	575	2,604	3,439	1,829	898	454
Total Expenditures	100.0%	2,006,480	6%	0%	2,006,060	1,895,009	2,157,103	3,845,215	1,606,012	1,533,873	1,568,338
Total Expenditures not inclusive of capital project costs		1,839,280	0%	0%	1,836,160	1,725,209	1,653,781	1,574,485	1,544,047	1,533,873	1,516,320

Income less Expenditures		(22,293)	-160%	-75%	(88,612)	36,911	(304,373)	10,341	220,169	257,084	169,112
Income less Expenditures not inclusive of capital project costs		144,907			81,288	206,711	198,949	294,042	282,134	257,084	221,130

Account & Fund Ext.	Description	FUND	FY20 BUDGET	FY20 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY19 Projected to FY20 Budget		FY19 BUDGET	FY19 PROJECTED	FY18 ACTUAL	FY17 ACTUAL
							% change FY19 Budget to FY20 Budget				
INCOME											
4001-01	Taxes Levied Corp 94.70	-01	1,798,112	1,798,112		3%	3%	1,748,717	1,741,515	1,695,631	1,673,583
4001-07	Taxes Levied Building & Maintenance 5.30	-07	102,837	102,837		5%	5%	97,776	97,500	90,579	84,674
4002-01	Back Taxes Corporate 94.70	-01	-			-100%	#DIV/0!	-	750	167	22
4002-07	Back Taxes Building & Maintenance 5.30	-07	-			-100%	#DIV/0!	-	40	9	1
4010-01	Copier	-01	6,000	6,000		-19%	0%	6,000	7,400	7,218	6,645
4015-01	Extended Use Fees	-01	19,000	19,000		0%	0%	19,000	19,000	20,049	22,634
4016-01	Other Fees	-01	500	500		-17%	100%	250	600	246	268
	TIF Funds	-01	-	-		#DIV/0!	#DIV/0!				
4300-01	Interest - Corporate	-01	15,000	15,000		-32%	400%	3,000	22,000	3,765	3,927
4400-01	Book & Bag Sales	-01	2,500	2,500	recycling and misc. sales only	47%	400%	500	1,700	912	1,777
4450-01	Lost Books	-01	3,000	3,000		13%	-14%	3,500	2,650	4,217	3,747
4500-01	Gifts/Memorials	-01	1,000	1,000	DuPage Foundation Distribution	-33%	#DIV/0!	-	1,500	1,180	46,416
4600-01	Miscellaneous	-01	3,000	3,000		69%	0%	3,000	1,775	6,273	6,878
4700-01	Hotel/Motel Tax Grant	-01	16,338	16,338	Summer Concerts & Sunday Musical Matinees (per award letter)	-4%	-5%	17,205	16,950	11,563	17,954
4800-01	Per Capita Grant	-01	16,900	16,900		0%	0%	16,900	16,940	10,522	-
4802-01	Grants Miscellaneous		-	-		-100%	-100%	1,600	1,600	400	
4850-14	Debt Certificate Proceeds		-	-		#DIV/0!	#DIV/0!	-	-		1,929,700
4900-12	Developer Donations	-01	-	-		#DIV/0!	#DIV/0!	-	-		57,329
	TOTAL INCOME		1,984,187	1,984,187		3%	3%	1,917,448	1,931,920	1,852,730	3,855,556

Account & Fund Ext.	Description	FUND	FY20 BUDGET	FY20 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY19 Projected to FY20 Budget		% change FY19 Budget to FY20 Budget		FY18 ACTUAL	FY17 ACTUAL
								FY19 BUDGET	FY19 PROJECTED		
EXPENDITURES											
6001-01	Salaries - Administration	-01	169,000	169,000	removed Marketing to new line item	-20%	-20%	212,500	210,000	197,344	164,574
6002-01	Salaries - Member Services	-01	143,000	143,000		6%	8%	133,000	135,000	118,682	119,289
6005-01	Salaries - Public Services	-01	378,000	378,000	increase 1 part-time position to full-time for increased services to Hispanic residents	4%	3%	366,500	364,000	333,219	321,059
6006-01	Salaries - IT	-01	82,000	82,000		4%	2%	80,500	79,000		
6007-01	Salaries - Technical Services	-01	135,500	135,500		1%	1%	134,000	133,500	198,506	206,077
6004-01	Salaries - Marketing		32,000	32,000	new line item (moved from Administration); adds 7.5 hours for marketing assistant; removes graphic designer (using contracted design service in FY20)						
6003-01	Salaries - Maintenance		23,000	23,000		2%	2%	22,500	22,500	21,686	19,135
6008-01	IMRF Expense		91,000	91,000	2019 rate 11.02%; 2020 rate 11.93% (rate increase because of IMRF's reduced rate of return assumption)	-3%	-1%	92,000	93,400	97,656	86,368
6009-01	FICA Expense		74,000	74,000	7.65% of gross wages	5%	3%	72,000	70,500	64,952	61,293
6010-01	Unemployment Compensation		1,500	1,500	0.30% on first \$12,960 (last year 0.28%)	25%	25%	1,200	1,200	1,104	1,057
6064-01	Operating - Material Processing Tech	-01	12,600			35%	-3%	13,000	9,300	12,834	9,245
				3,000	Processing supplies (barcodes, labels, tape, replacement cases, etc.)						
				600	Freight charges						
				9,000	Pre-processing						
6065-01	Operating - Material Processing Circulation	-01	4,900			227%	122%	2,210	1,500	1,312	1,445
				550	Adhesive receipt paper for holds (3 boxes @\$160/box=\$480; avg 50 holds/day)						
				160	Adhesive receipt paper for ILL holds (1 box @ \$160 for 6000 items; 3000 ILL items annually)						
				500	ILL Sticky Labels (item labels 150 per pack @\$23 x20= \$460 for 3000 ILL items)						
				2,500	Library Cards (5,000 @ \$0.47/card + S/H)						
				500	Miscellaneous						
				240	Notice Envelopes (4 boxes@\$60/box; avg.35 notices per week x 52 = 1,820/annual)						
				300	Receipt Paper (3 boxes @\$100/box)						
				150	Touchscreen wipes 4 boxes @ \$30/each (for Self Checkouts, Scan Station, Ipad at Member Services Desk)						
6069-01	Operating - Postage	-01	5,490			28%	6%	5,165	4,300	5,667	5,249
				235	Bulk Mail Permit Fee						
				600	Monthly bills/misc - \$50/month						
				550	Pitney Bowes machine rental/ink/labels						
				2,300	Newsletters 4@\$575.00						
				540	ILL OOS Lending 15/mo=180*\$3						
				1,100	Overdue Notices (2000 notices @ \$0.55/stamp)						
				65	Temporary library card mailings (100 @ \$0.55/stamp; 50 additional ounce stamps @ 15 cents each \$7.50)						

Account & Fund Ext.	Description	FUND	FY20 BUDGET	FY20 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY19 Projected to FY20 Budget		% change FY19 Budget to FY20 Budget		FY18 ACTUAL	FY17 ACTUAL
								FY19 BUDGET	FY19 PROJECTED		
				100	Miscellaneous						
6070-01	Operating - Office Supplies	-01	3,775			26%	-2%	3,850	3,000	3,231	4,277
				2,000	Copy paper including colored and cardstock						
				75	Notary fee + stamp						
				1,500	Other office supplies						
				200	Shredding						
6071-01	Operating - Bank Fees	-01	650			13%	8%	600	575	611	752
				650	Epay credit card fees; Square credit card fees; Illinois National Bank monthly fee						
				-	Safe Deposit Box						
6072-01	Operating - Automation Supplies	-01	3,500			-25%	17%	3,000	4,650	2,208	3,507
				500	Miscellaneous: compressed air, screen cleaning wipes, etc.						
				3,000	Toner Cartridges						
6075-01	Operating - Publishing	-01	1,200	1,200	Legal notices	-6%	-8%	1,300	1,275	1,077	1,128
6090-01	Furniture/Equipment - Purchases	-01	8,540			4%	-2%	8,700	8,200	7,604	8,001
				2,100	Copier lease (C268 \$167/mo thru 5/20) + 1 additional month						
				4,440	Copier lease (C368 \$370/mo thru 3/22)						
				1,000	Miscellaneous						
6090-11	Furniture/Equipment - Purchases (Special Reserve)	-01	6,000	6,000	Balance due on interior sign project	-32%	#DIV/0!	-	8,800	2,423	-
6093-01	Furniture/Equipment - Maintenance	-01	3,500	3,500	Per print charges for staff and public copiers	17%	0%	3,500	3,000	3,225	3,175
6096-01	Automation - Software	-01	15,285			-8%	-11%	17,195	16,600	14,349	6,644
				3,000	B&T Title Source & Reviews						
				7,500	Communico Suite						
				450	Library Elf (rate increase based on active library cards)						
				400	Marketing / Adobe Creative Suite subscription for Graphics PC (\$30/mo paid annually)						
				300	Microsoft Windows Server 2019 2-core licenses [24] & Device CALs [50] fromTech Soup						
				1,000	Miscellaneous						
				800	NEW Microsoft Windows Enterprise licenses [50] from TechSoup*						
				1,200	OCLC						
				125	Quickbooks Online Plus (5-user annual subscription)						
				250	Schedule3W software						
				260	Website / Adobe Dreamweaver subscription (\$21 monthly)						
6098-01	Automation - Purchase	-01	3,500			-13%	-3%	3,600	4,000	6,018	10,280
				500	Member Supplies - ear buds, flash drives, CD/DVD						
				2,000	Miscellaneous (includes replacements for hot spots, mobile devices)						
				1,000	TBS SimpleScan Station (Year 4 of 5-year lease-purchase)						

Account & Fund Ext.	Description	FUND	FY20 BUDGET	FY20 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY19 Projected to FY20 Budget				FY18 ACTUAL	FY17 ACTUAL
							% change FY19 Budget to FY20 Budget				
								FY19 BUDGET	FY19 PROJECTED		
6098-11	Automation - Purchase		17,850			231%	6%	16,850	5,400	14,797	38,036
				7,500	HP Server replacing WPLDHOST3 [per plan]						
				1,750	Mgmt Team local printer replacements [7] (deferred from FY19)						
				2,400	Mini-desktop Catalog PCs [4]						
				1,400	NAS backup storage expansion unit						
				2,000	Self-check Station replacing Self-check #2 EOL 5/2020						
				1,600	Staff duplex color printer replacements [2] (deferred from FY19)						
				1,200	Widescreen monitors for Computer Lab [8]						
6099-01	Automation - Maintenance	-01	56,030			29%	25%	44,865	43,500	49,999	44,740
				1,800	Cen-Tec annual maintenance for self-checks [2]						
				120	Cisco Meraki cloud management for iPad Kiosk						
				550	Cisco SmartNet contract for internet router						
				4,200	Cloud backup of servers (monthly charges based on storage volume)						
				2,900	Faronics DeepFreeze & Anti-Virus 3-year subscription (1-year \$1500; 2-year \$2500)						
				4,750	Network Consultant prepaid hours [50]						
				1,425	Network Consultant project hours host server replacement [15]						
				400	NEW ePRINTit wireless printing solution (TBS)						
				5,200	NEW SirsyDynix fee to migrate Horizon & HIP to new Windows Server 2016/2012 R2 VMs						
				1,600	Phone system maintenance contract 24x7 *						
				26,500	SirsyDynix/Horizon software						
				1,600	SonicWall firewall 2-year contract (1-year \$1053; 3-year \$2184)						
				1,200	Sprint/Mobile Beacon service plans for circulating hotspots [10]						
				120	Sprint/Mobile Beacon service plans for staff hotspot						
				250	Standard SSL certificate 3-year for ipac.warrenville.com						
				500	Symantec Mail Security for Microsoft Exchange						
				2,000	TBS MyPC, PaperCut, Cpad/Print Release (2), Coin tower (3)						
				795	TBS SimpleScan Station annual maintenance [1]						
				120	TBS SimpleScan Station Text & Audio Translation service						
6100-01	Workmen's Compensation	-06	3,000	3,000		33%	-21%	3,800	2,263	2,441	5,422
6102-01	Insurance Package	-01	14,100			13%	6%	13,250	12,466	13,166	10,530
				14,100	includes general liability, cyber crime						
6103-01	Liability Insurance - Officers/Directors		7,600	7,600	2-year pre-paid policy	#DIV/0!	#DIV/0!	-	-	-	-
6103-08	Liability Insurance - Officers/Directors	-08	-	-				-		-	
6104-01	Liability Insurance - Umbrella		-	-	included in package	#DIV/0!	#DIV/0!	-	-	-	-
6107-01	Insurance - Bonds	-01	50	50	Notary Bond			-		-	

Account & Fund Ext.	Description	FUND	FY20 BUDGET	FY20 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY19 Projected to FY20 Budget		FY19 BUDGET	FY19 PROJECTED	FY18 ACTUAL	FY17 ACTUAL
							% change FY19 Budget to FY20 Budget				
6108-01	Insurance - Health/Life	-01	70,930			73%	1%	70,540	41,000	47,021	42,361
				55,620	Health Insurance; assumes 7% increase 1/1/20; employer/employee contribution rates remain same as FY19; \$5,562 per employee per year (10 eligible employees)						
				10,000	HSA Contribution; \$1,000 per employee per year (10 eligible employees)						
				3,350	Dental Insurance; assumes 5% increase 1/1/20; employer/employee contribution rates remain same as FY19; \$335 per employee per year (10 employees)						
				760	Vision Insurance assumes 5% increase 1/1/20; employer/employee contribution rates remain same as FY19; \$76 per employee per year (10 employees)						
				760	LIMRiCC admin fee paid 100% by Library; assumes 10% increase 1/1/20; \$76 per year per employee (10 employees)						
				440	Life insurance paid 100% by Library; assumes 5% increase 1/1/20; \$44 per employee						
6146-01	Personnel Development - Recruiting		500			-23%	0%	500	650	630	405
				300	Background checks						
				200	Advertising						
6148-01	PD - Staff Appreciation	-01	3,600			20%	9%	3,300	3,000	986	1,208
				450	National Library Week Breakfast / Luncheon / Treats						
				450	Summer, Fall, Winter luncheons (\$150 each)						
				2,200	Staff Appreciation Dinner						
				500	Cards, flowers, cakes, treats						
6149-01	PD - Staff/Tuition Reimbursement	-01	1,500	1,500						-	
6150-01	PD - Staff dues	-01	2,875			-4%	0%	2,875	3,000	2,885	2,619
				950	ALA + 1 division for Director, Head of Technical Services, Circulation Manager (\$210 each); ALA + 3 divisions for Head of Public Services (\$325)						
				225	ILA - Institutional Membership (no employee personal memberships)						
				100	LACONI - institutional membership						
				50	ATLAS - institutional membership						
				1,000	HR Source - institutional membership						
				100	COSUGI (SirsiDynix Users Group) - Computer Systems Administrator (institutional)						
				150	Wheaton Warrenville Early Childhood Coop.						
				275	Chamber of Commerce - institutional						
				25	Warrenville Historical Society - institutional						

Account & Fund Ext.	Description	FUND	FY20 BUDGET	FY20 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY19 Projected to FY20 Budget				FY18 ACTUAL	FY17 ACTUAL
							% change FY19 Budget to FY20 Budget				
								FY19 BUDGET	FY19 PROJECTED		
6151-01	PD - Staff meetings	-01	7,525			45%	8%	6,950	5,200	2,728	4,086
				500	Tech Services: Miscellaneous seminars, meetings						
				350	Assistant to Director						
				500	Member Services: Miscellaneous seminars, meetings						
				1,275	Director PLA Conference - registration (275) + hotel (\$185x4) + meals (\$65x4)						
				500	Director: Meetings, seminars, conferences						
				1,000	Public Services: Miscellaneous seminars, meetings						
				250	Marketing: Miscellaneous seminars, meetings						
				3,000	Staff In Service, All Staff Meetings, Hosted Meetings						
				150	IT: Miscellaneous seminars, meetings						
6152-01	PD - Staff Transportation	-01	2,000			59%	33%	1,500	1,260	884	750
				1,500	General mileage reimbursement						
				500	Director PLA Conference (airfare, airport parking or transport to/from airport)						
6153-01	PD - Trustee dues	-01	140	140	ALA + PLA for 1 trustee (PLA Conference member discount)	#DIV/0!	#DIV/0!	-	-	270	-
6154-01	PD - Trustee meetings	-01	2,525			449%	405%	500	460	3,368	520
				500	Trustees: Miscellaneous seminars, meetings						
				350	ILA Trustee Day at ILA Conference (2 trustees)						
				270	ILA Trustee Workshop (2 trustees)						
				130	LACONI Trustee Dinner (2 trustees)						
				1,275	PLA Conference for 1 trustee - cost per trustee: registration (275) + hotel (\$185x4) + meals (\$65x4)						
6155-01	PD - Trustee transportation	-01	750			2900%	200%	250	25	979	94
				250	Miscellaneous						
				500	1 Trustee PLA Conference (airfare, airport parking or transport to/from airport)						
6156-01	PD - trustee miscellaneous	-01	500	500	cards, flowers, cakes, treats, meeting supplies	-9%	0%	500	550	385	434
6200-01	Contractual - Lawyer	-01	3,000	3,000		200%	-40%	5,000	1,000	3,255	4,238
6205-01	Contractual - Accounting		11,600			-13%	-11%	13,100	13,300	10,548	10,089
				6,100	Accounting Services (\$508 per month)						
				-	GASB 75 Actuarial Report (Post Employment Benefits)						
				5,500	Paylocity (Webtime, Webpay, ACA tracking)						
6206-01	Contractual - Collection Agency	-01	1,250			79%	0%	1,250	700	430	627
				1,000	Unique Management Systems						
				250	NCOA Database Verification (annual, all library card accounts, address check; UMS)						
6210-01	Contractual - Audit		7,225	7,225	per proposal	-7%	-7%	7,810	7,810	7,950	6,450
6211-01	Contractual - Consultants	-01	7,500			-55%	-62%	19,700	16,550	1,870	-
				5,000	Pay grade benchmarking (per proposal)						
				2,500	Employee engagement survey						

Account & Fund Ext.	Description	FUND	FY20 BUDGET	FY20 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY19 Projected to FY20 Budget		% change FY19 Budget to FY20 Budget		FY18 ACTUAL	FY17 ACTUAL
								FY19 BUDGET	FY19 PROJECTED		
6247-01	Library Materials - Adult Books	-14	56,000			1%	-3%	58,000	55,500	55,243	56,395
				29,000	Nonfiction						
				25,000	Fiction						
				2,000	Spanish						
6248-01	Library Materials - Children/Youth Books	-14	32,500			-3%	-2%	33,000	33,500	37,255	35,251
				9,000	Nonfiction						
				18,800	Fiction						
				1,200	Spanish						
				3,500	Young Adult						
6250-01	Library Materials - Adult Audiovisual	-14	22,200			4%	-15%	26,000	21,350	25,190	25,433
				16,000	DVDs						
				5,000	Audiobooks						
				1,200	CDs						
6251-01	Library Materials - Youth Audiovisual	-14	6,000			-8%	-14%	7,000	6,500	5,537	5,058
				3,000	DVDs						
				500	Music						
				1,500	Audiobooks						
				1,000	Puzzles						
6254-01	Library Materials - eBooks	-14	26,000	26,000	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle) for adult, teen, youth	39%	0%	26,000	18,650	26,242	18,101
6255-01	Library Materials - Youth eBooks	-14	-	-	FY17 changed to single line item for all audiences	#DIV/0!	#DIV/0!			-	
6261-01	Library Materials - Periodicals		11,500			5%	0%	11,500	11,000	10,618	10,454
				7,000	Revistas (vendor) + direct subscriptions						
				4,500	Newspapers						
6264-01	Library Materials - Internet Subscriptions	-01	25,000	25,000	Databases / Tutorials / Tumblebooks	-23%	0%	25,000	32,450	37,173	39,908
6300-01	Public Service - Adult Programming	-01	8,500			21%	27%	6,700	7,000	6,893	5,204
				5,600	20 programs @ \$300 each + supplies						
				650	SR prizes and publicity						
				700	Movie licenses						
				150	11 book discussions @\$12 ea						
				400	Outreach/Passive Programming						
				1,000	Other Programming						
6301-01	Public Service - Youth Programming	-01	7,500			21%	15%	6,500	6,200	5,968	3,389
				3,500	Youth & Young Adult Programs						
				1,500	Youth & Young Adult Presenters						
				1,500	Summer Reading						
				1,000	Other programming						
6304-01	Public Service - Hotel/Motel Tax	-01	18,140			3%	5%	17,205	17,600	17,327	11,705
				15,000	Concerts on the Commons						
				3,140	Sunday Musical Matinees						
6305-01	Public Service - Refunds/Fines/Fees	-01	500	500	Refunds to other libraries for materials lost by Warrenville patrons	567%	0%	500	75	63	176
6308-01	Public Service - Printing	-01	14,600			22%	1%	14,500	12,000	13,981	10,419
				12,600	Newsletter - 4@\$3,000						
				2,000	Miscellaneous posters, banners, brochures, bookmarks						

Account & Fund Ext.	Description	FUND	FY20 BUDGET	FY20 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY19 Projected to FY20 Budget		% change FY19 Budget to FY20 Budget		FY18 ACTUAL	FY17 ACTUAL
								FY19 BUDGET	FY19 PROJECTED		
6311-01	Public Service - PR/Publicity	-01	24,750			535%	89%	13,125	3,900	3,794	5,440
				300	New staff member polo shirts						
				300	Facebook ads, boosts						
				750	Giveaways - Other						
				300	Giveaways - Parade candy and dog biscuits						
				1,000	Giveaways - Pens						
				600	Large-scale library event						
				600	Miscellaneous Marketing materials (supplies, acrylic holders, etc.)						
				200	Parade float materials						
				300	Library Card registration monthly drawing (12 gift cards x \$25/each)						
				400	Constant Contact (up to 2,500 email addresses); FY2019 = \$378						
				15,000	Contracted Graphic Design						
				5,000	Website Development						
6313-01	Public Service - Miscellaneous	-01	800			-33%	-30%	1,150	1,200	1,015	1,443
				150	Museum Adventure Pass Program						
				150	Coffee lids, sleeves						
				500	Misc. programs						
6400-07	Maintenance	-07	49,595			2%	-33%	74,520	48,500	48,876	32,628
				24,000	Cleaning Contract + special cleaning services						
				1,600	Window washing (1X/year)						
				5,200	Elevator contract						
				750	Elevator pressure test (2X/year)						
				320	City Inspection of elevator (\$80 per visit - 4X/year)						
				625	Pest Control						
				1,700	Roof Maintenance (\$850 ea.; Spring & Fall)						
				400	Movable partition maintenance						
				15,000	Window repair/replacement (leaks)						
6400-11	Maintenance		-	-		#DIV/0!	#DIV/0!	-		-	-
6401-07	Maintenance - Supplies	-01	2,200			42%	-31%	3,200	1,550	2,469	2,932
				1,000	Bulbs, Ballasts						
				200	Bulb Recycling						
				1,000	Misc. supplies						
6402-07	Security	-01	13,655			92%	1%	13,550	7,100	2,865	2,567
				700	Fire alarm - inspection & repairs						
				700	Elevator access (OTIS) during fire alarm inspection & repairs						
				2,480	Alarm monitoring (\$620/quarter; fire & burglar)						
				350	Extinguisher inspection and recharging						
				1,000	Fire Sprinkler System - inspection and repairs						
				425	Backflow Preventor test (6@\$75)						
				7,000	Surveillance camera system (carried forward from FY19)						
				1,000	General maintenance						
6403-01	Gas	-01	7,000	7,000		-11%	-13%	8,000	7,850	7,308	8,201
6406-07	Snow Removal	-01	20,000	20,000		-28%	0%	20,000	27,900	18,721	13,832

Account & Fund Ext.	Description	FUND	FY20 BUDGET	FY20 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY19 Projected to FY20 Budget				FY18 ACTUAL	FY17 ACTUAL	
							% change FY19 Budget to FY20 Budget		FY19 BUDGET			FY19 PROJECTED
6407-07	HVAC	-01	3,800			162%	-27%	5,200	1,450	1,610	1,009	
				3,000	General maintenance							
				400	Filters							
				400	Humidifier bottles							
6408-01	Water/Sewer	-07	850	850	5% rate increase	-8%	6%	800	925	816	718	
6409-01	Electricity	-01	35,000	35,000	reduction (LED retrofit/replacement, city assumes responsibility for Stafford/Mount Street lamp posts)	-12%	-13%	40,000	39,900	34,898	46,613	
6410-01	Telephone	-07	13,650			2%	2%	13,400	13,325	13,625	13,753	
				2,650	Telephone lines (Call One \$151/mos; Megapath \$70/mos.)							
				10,000	Internet (AT&T \$384/mos; Illinois Century Network \$450/mos)							
				1,000	Absorb Faxing costs for BookScan Station							
6411-07	Janitorial supplies	-01	3,000	3,000	Kleenex, dish soap, paper towels, napkins, batteries	-6%	0%	3,000	3,200	2,626	2,758	
6413-07	Landscape maintenance	-07	10,550			-7%	42%	7,450	11,325	8,350	6,287	
				2,960	Outside contract (\$370/mos x 8)							
				3,240	Inside contract (\$270/mos)							
				250	Spring Plantings							
				3,000	Miscellaneous Replacements, Landscaping							
				100	Watering service for hanging baskets (2 weeks)							
				2,000	Mulch							
6500-01	Gift expenditures	-01	1,000			-56%	-50%	2,000	2,250	4,415	1,100	
				1,000	DuPage Foundation Distribution							
6520-14	Capital Improvement Projects		-	-		#DIV/0!	#DIV/0!	-			2,248,094	
6520-11	Capital Improvement Projects		-	-		#DIV/0!	#DIV/0!	-	-	335,897		
6520-01	Capital Improvement Projects										5,110	
6530-01	Debt Repayment		167,200	167,200		-2%	-2%	169,900	169,800	167,425	22,636	
6600-01	Contingency	-01	5,000	5,000		770%	-50%	10,000	575	2,604	3,439	
	Total Expenditures		2,006,480	2,007,480		6%	0%	2,006,060	1,895,009	2,157,103	3,845,215	
Total expenditures without capital improvement			1,839,280	1,840,280		7%	0%	1,836,160	1,725,209	1,653,781	3,822,579	
	Income less Expenditures		(22,293)	(23,293)		-160%	-75%	(88,612)	36,911	(304,373)	10,341	
Total income less expenditures without capital improvement			144,907	143,907		-30%	78%	81,288	206,711	198,949	32,977	

FUND BALANCE PROJECTIONS
FY2019-2020

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	326,750	1,881,350	1,879,830	328,270	1,520
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	92,316	102,837	102,800	92,353	37
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	240,631		23,850	216,781	(23,850)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	909,068	1,984,187	2,006,480	886,775	(22,293)

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

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	469,958	554,117	84,160
Building Maintenance	25,700	92,353	66,653
*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash is transferred to Special Reserve Fund			

FUND BALANCE PROJECTIONS
FY2020-2021

CPI - 1.9%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	328,270	1,917,096	1,898,628	346,737	18,467
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	92,353	104,791	108,189.20	88,955	(3,398)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	216,781	-	-	216,781	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	886,775	2,021,887	2,006,818	901,844	15,069

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

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	474,657	572,584	97,927
Building Maintenance	27,047	88,955	61,907
*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash is transferred to Special Reserve Fund			

FUND BALANCE PROJECTIONS
FY2022-2023

CPI - 1%1%

FUND	Estimated Beginning Balance 7/1/21	Income Budgeted FY21/22	Expenses Budgeted FY21/22	Projected Year- End Balance 6/30/22	Income vs. Expenses
CORPORATE	346,737	1,936,267	1,917,615	365,389	18,652
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	88,955	105,839	109,271.09	85,522	(3,432)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
		-			
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	216,781	-	-	216,781	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	901,844	2,042,105	2,026,886	917,064	15,220
<i>Note: Cash on hand at year-end is approximately \$850,000 greater due to deferred property tax revenue.</i>					
FUND BALANCE TARGETS		TARGET *	PROJECTED YEAR-END	DIFFERENCE	
Corporate + Working Cash		479,404	591,236	111,833	
Building Maintenance		27,318	85,522	58,205	
*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash is transferred to Special Reserve Fund					

FUND BALANCE PROJECTIONS
FY2023-2024

CPI = 1%1%

FUND	Estimated Beginning Balance 7/1/22	Income Budgeted FY22/23	Expenses Budgeted FY22/23	Projected Year- End Balance 6/30/22	Income vs. Expenses
CORPORATE	365,389	1,955,629	1,936,791	384,228	18,839
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	85,522	106,897	110,363.80	82,056	(3,467)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	216,781		-	216,781	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	917,064	2,062,526	2,047,155	932,436	15,372
Note: Cash on hand at year-end is approximately \$850,000 greater due to deferred property tax revenue.					
FUND BALANCE TARGETS	TARGET *		PROJECTED YEAR-END	DIFFERENCE	
Corporate + Working Cash	484,198		610,075	125,877	
Building Maintenance	27,591		82,056	54,465	
*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash is transferred to Special Reserve Fund					