

Date: May 15, 2019

To: Library Board of Trustees

From: Sandy Whitmer, Library Director

Re: First Draft FY20 Working Budget Notes

The following are important notes regarding the attached budget draft.

INCOME

- There are no significant changes to income from prior years

EXPENDITURES

- Two existing part-time positions will be elevated to full-time positions to assist with strategic plan activities. This increases salary and benefits expenditures. Both positions will be added to our insurance plan.
 - 7.5 weekly hours for marketing support (Increase Library Use / Raise Awareness of the Library)
 - 17.5 weekly hours (Increase Library Use / Improve Services to Hispanic Residents)
- Liability Insurance / Officers & Directors
Our three-year policy is expiring and I budgeted for another three-year renewal. I will have more information in June after I meet with our insurance broker.

FUND BALANCE, DEFICIT SPENDING

- As presented, the Corporate Fund for this budget has a deficit of \$24,295.
- The fund balance target is within our 25% goal for this fiscal year, but continued deficit spending combined with the minimum wage legislation will result in us falling below our target in just 2-3 years.

(cont'd on reverse)

SUGGESTED EXPENDITURE REDUCTIONS

To close the gap, I recommend the following reductions to this draft:

• Staffing Delay new full time positions to Sep.1	Marketing Salary	(1,000)
	Public Services Salary	(2,500)
	Health Insurance	(2,400)
• Library Materials Reduce Print, AV and Internet Subscriptions	Adult Fiction	(3,000)
	Young Adult Fiction	(1,000)
	Youth Fiction	(1,000)
	Adult DVDs	(1,000)
	Adult Music CDs	(500)
	Adult Audiobooks	(2,500)
	Youth DVDs	(500)
	Youth Audiobooks	(500)
	Internet Subscriptions	(5,000)
• Trustee Dues, Transportation & Meetings Send only one trustee to PLA Conference	Trustee Dues	(140)
	Trustee Meetings	(1,275)
	Trustee Transportation	(500)
TOTAL REDUCTIONS		(22,815)

INCOME CATEGORIES								
	% of total income	FY20 BUDGET	% change FY 19 projected to FY20 Budget		FY19 BUDGET	FY19 PROJECTED	FY18 ACTUAL	FY17 ACTUAL
Property Taxes	95.80%	1,900,949	3%	3%	1,846,493	1,839,805	1,786,385	1,758,280
Copier	0.30%	6,000	-20%	0%	6,000	7,500	7,218	6,645
Extended Use Fees	0.96%	19,000	-5%	0%	19,000	20,000	20,049	22,634
Other Fees	0.03%	500	-17%	100%	250	600	246	268
Interest	0.76%	15,000	-30%	400%	3,000	21,500	3,765	3,927
Book & Bag Sales	0.13%	2,500	56%	400%	500	1,600	912	1,777
Lost Books	0.15%	3,000	0%	-14%	3,500	3,000	4,217	3,747
Gifts/Memorials	0.05%	1,000	-26%	#DIV/0!	-	1,350	1,180	46,416
Miscellaneous	0.15%	3,000	71%	0%	3,000	1,750	6,273	6,878
Hotel/Motel Tax Grant	0.82%	16,338	-4%	-5%	17,205	16,950	11,563	17,954
Per Capita Grant	0.85%	16,900	0%	0%	16,900	16,940	10,522	-
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	1,932,595	1,852,730	3,855,556
Total Income not inclusive of capital project amounts		1,984,187	3%	3%	1,917,448	1,932,595	1,852,730	1,868,526

EXPENDITURE CATEGORIES								
	% of total expenditures (excluding capital, debt)	FY19 BUDGET			FY18 BUDGET	FY18 PROJECTED	FY17 ACTUAL	FY17 ACTUAL
Salaries	48.8%	988,500	6%	4%	949,000	933,700	869,437	830,135
Illinois Municipal Retirement Fund	4.5%	92,000	-2%	0%	92,000	94,000	97,656	86,368
FICA (Social Security, Medicare)	3.7%	75,000	4%	4%	72,000	72,000	64,952	61,293
Employee Insurance (UI, Workers Comp, Health)	3.8%	76,430	53%	1%	75,540	50,000	50,566	48,840
Operating/Supplies/Postage/Legal Notices	1.6%	32,115	13%	10%	29,125	28,400	26,940	25,604
Furniture / Equipment Purchase & Maintenance	0.6%	12,040	-51%	-1%	12,200	24,500	13,253	11,176
Automation - Software, Purchase, & Maintenance	4.5%	91,615	18%	11%	82,510	77,800	85,163	99,700
Insurance (Package & Liability)	1.2%	25,150	101%	90%	13,250	12,500	13,166	10,530
Personnel Development & Recognition - Staff	0.9%	18,000	27%	19%	15,125	14,200	8,114	9,068
Trustee Development & Supplies	0.3%	5,080	332%	306%	1,250	1,175	5,002	1,048
Professional Contractual Services	1.5%	30,575	-27%	-35%	46,860	41,710	24,053	21,403
Library Materials - Books, A/V, Periodicals, Online	9.5%	191,500	0%	3%	186,500	191,000	197,258	190,599
Programming	1.6%	32,140	6%	6%	30,405	30,200	30,187	20,297
PR/Publicity & Misc. Public Service	1.2%	23,650	21%	-19%	29,275	19,500	18,854	17,478
Building Maintenance & Security	5.1%	102,700	7%	-19%	126,920	96,200	85,517	62,011
Utilities	2.8%	56,500	-9%	-9%	62,200	62,270	56,647	69,285
Gift expenditures	0.0%	1,000	-57%	-50%	2,000	2,300	4,415	1,100
Capital Improvement Projects	0.0%	-	#DIV/0!	#DIV/0!	-	-	335,897	2,248,094
Debt Service	8.3%	167,200	-2%	-2%	169,900	169,800	167,425	22,636
Contingency	0.2%	5,000	400%	-50%	10,000	1,000	2,604	3,439
Total Expenditures	100.0%	2,026,195	5%	1%	2,006,060	1,922,255	2,157,103	3,845,215
Total Expenditures not inclusive of capital project costs		1,858,995	1%	1%	1,836,160	1,752,455	1,653,781	1,574,485

Income less Expenditures		(42,008)	-506%	-53%	(88,612)	10,340	(304,373)	10,341
Income less Expenditures not inclusive of capital project costs		125,192			81,288	180,140	198,949	294,042

Account & Fund Ext.	Description	FUND	FY20 BUDGET	FY20 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY19 Projected to FY20 Budget				FY18 ACTUAL	FY17 ACTUAL
								FY19 BUDGET	FY19 PROJECTED		
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		-20%	0%	6,000	7,500	7,218	6,645
4015-01	Extended Use Fees	-01	19,000	19,000		-5%	0%	19,000	20,000	20,049	22,634
4016-01	Other Fees	-01	500	500		-17%	100%	250	600	246	268
4300-01	Interest - Corporate	-01	15,000	15,000		-30%	400%	3,000	21,500	3,765	3,927
4400-01	Book & Bag Sales	-01	2,500	2,500	recycling and misc. sales only	56%	400%	500	1,600	912	1,777
4450-01	Lost Books	-01	3,000	3,000		0%	-14%	3,500	3,000	4,217	3,747
4500-01	Gifts/Memorials	-01	1,000	1,000	DuPage Foundation Distribution	-26%	#DIV/0!	-	1,350	1,180	46,416
4600-01	Miscellaneous	-01	3,000	3,000		71%	0%	3,000	1,750	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	1,932,595	1,852,730	3,855,556

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								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		7%	8%	133,000	134,000	118,682	119,289
6005-01	Salaries - Public Services	-01	384,000	384,000	increase 1 part-time position to full-time for increased services to Hispanic residents	8%	5%	366,500	355,000	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		2%	1%	134,000	133,000	198,506	206,077
6004-01	Salaries - Marketing		52,000	52,000	new line item (moved from Administration); adds 7.5 hours for marketing assistant						
6003-01	Salaries - Maintenance		23,000	23,000		1%	2%	22,500	22,700	21,686	19,135
6008-01	IMRF Expense		92,000	92,000	2019 rate 11.02%; 2020 rate 11.93% (rate increase because of IMRF's reduced rate of return assumption)	-2%	0%	92,000	94,000	97,656	86,368
6009-01	FICA Expense		75,000	75,000	7.65% of gross wages	4%	4%	72,000	72,000	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			15%	-3%	13,000	11,000	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, Ipads at Member Services Desk)						
6069-01	Operating - Postage	-01	5,490			10%	6%	5,165	5,000	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)						
				100	Miscellaneous						

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								FY19 BUDGET	FY19 PROJECTED		
6070-01	Operating - Office Supplies	-01	3,775			8%	-2%	3,850	3,500	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			8%	8%	600	600	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			-36%	17%	3,000	5,500	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	-8%	-8%	1,300	1,300	1,077	1,128
6090-01	Furniture/Equipment - Purchases	-01	8,540			7%	-2%	8,700	8,000	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	-	-		-100%	#DIV/0!	-	13,000	2,423	-
6093-01	Furniture/Equipment - Maintenance	-01	3,500	3,500	Per print charges for staff and public copiers	0%	0%	3,500	3,500	3,225	3,175
6096-01	Automation - Software	-01	14,285			-16%	-17%	17,195	17,000	14,349	6,644
				2,000	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						
				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			-8%	-3%	3,600	3,800	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)						

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							% change FY19 Budget to FY20 Budget				
								FY19 BUDGET	FY19 PROJECTED		
6098-11	Automation - Purchase		17,850			37%	6%	16,850	13,000	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	55,980			27%	25%	44,865	44,000	49,999	44,740
				1,800	Cen-Tec annual maintenance for self-checks [2]						
				120	Cisco Meraki cloud management for iPad Kiosk						
				500	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	4,000	4,000		5%	5%	3,800	3,800	2,441	5,422
6102-01	Insurance Package	-01	13,100			5%	-1%	13,250	12,500	13,166	10,530
				13,100	Assumes 5% increase						
6103-01	Liability Insurance - Officers/Directors		12,000	12,000	3-year pre-paid policy, assumes 4% increase (current policy expires 7-1-2019)	#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			-		-	

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								FY19 BUDGET	FY19 PROJECTED		
6108-01	Insurance - Health/Life	-01	70,930			58%	1%	70,540	45,000	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			-29%	0%	500	700	630	405
				300	Background checks						
				200	Advertising						
6148-01	PD - Staff Appreciation	-01	3,600			13%	9%	3,300	3,200	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						

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							% change FY19 Budget to FY20 Budget				
								FY19 BUDGET	FY19 PROJECTED		
6151-01	PD - Staff meetings	-01	7,525			25%	8%	6,950	6,000	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			54%	33%	1,500	1,300	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	280	280	ALA + PLA for 2 trustees (PLA Conference member discount)	#DIV/0!	#DIV/0!	-	-	270	-
6154-01	PD - Trustee meetings	-01	3,050			369%	510%	500	650	3,368	520
				500	Trustees: Miscellaneous seminars, meetings						
				2,550	PLA Conference for 2 trustees - cost per trustee: registration (275) + hotel (\$185x4) + meals (\$65x4)						
6155-01	PD - Trustee transportation	-01	1,250			4900%	400%	250	25	979	94
				250	Miscellaneous						
				1,000	2 Trustees PLA Conference (airfare, airport parking or transport to/from airport)						
6156-01	PD - trustee miscellaneous	-01	500	500	cards, flowers, cakes, treats, meeting supplies	0%	0%	500	500	385	434
6200-01	Contractual - Lawyer	-01	3,000	3,000		50%	-40%	5,000	2,000	3,255	4,238
6205-01	Contractual - Accounting		11,600			-11%	-11%	13,100	13,100	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			56%	0%	1,250	800	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			-58%	-62%	19,700	18,000	1,870	-
				5,000	Pay grade benchmarking (per proposal)						
				2,500	Employee engagement survey						

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								FY19 BUDGET	FY19 PROJECTED		
6247-01	Library Materials - Adult Books	-14	58,000			5%	0%	58,000	55,000	55,243	56,395
				30,000	Nonfiction						
				26,000	Fiction						
				2,000	Spanish						
6248-01	Library Materials - Children/Youth Books	-14	33,000			0%	0%	33,000	33,000	37,255	35,251
				9,000	Nonfiction						
				18,800	Fiction						
				1,200	Spanish						
				4,000	Young Adult						
6250-01	Library Materials - Adult Audiovisual	-14	26,000			4%	0%	26,000	25,000	25,190	25,433
				17,000	DVDs						
				7,000	Audiobooks						
				2,000	CDs						
6251-01	Library Materials - Youth Audiovisual	-14	7,000			0%	0%	7,000	7,000	5,537	5,058
				3,500	DVDs						
				500	Music						
				2,000	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	4%	0%	26,000	25,000	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	30,000	30,000	Databases / Tutorials / Tumblebooks	-14%	20%	25,000	35,000	37,173	39,908
6300-01	Public Service - Adult Programming	-01	7,500			7%	12%	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						
6301-01	Public Service - Youth Programming	-01	6,500			8%	0%	6,500	6,000	5,968	3,389
				3,500	Youth & Young Adult Programs						
				1,500	Youth & Young Adult Presenters						
				1,500	Summer Reading						
6304-01	Public Service - Hotel/Motel Tax	-01	18,140			5%	5%	17,205	17,200	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	150%	0%	500	200	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	7,750			29%	-41%	13,125	6,000	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						
				3,000	Website Development						
6313-01	Public Service - Miscellaneous	-01	800			-38%	-30%	1,150	1,300	1,015	1,443
				150	Museum Adventure Pass Program						
				150	Coffee lids, sleeves						
				500	Misc. programs						
6400-07	Maintenance	-07	49,195			23%	-34%	74,520	40,000	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)						
				15,000	LED Retrofits/Replacements - LED Retrofits/Replacements - parking lot, exterior, interior "uplights" (carried forward from FY19)Parking lot, exterior, interior "uplights")						
6400-11	Maintenance		-	-		#DIV/0!	#DIV/0!	-		-	-
6401-07	Maintenance - Supplies	-01	2,200			10%	-31%	3,200	2,000	2,469	2,932
				1,000	Bulbs, Ballasts						
				200	Bulb Recycling						
				1,000	Misc. supplies						
6402-07	Security	-01	12,955			62%	-4%	13,550	8,000	2,865	2,567
				700	Fire alarm - inpection & 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		-13%	-13%	8,000	8,000	7,308	8,201
6406-07	Snow Removal	-01	20,000	20,000		-29%	0%	20,000	28,000	18,721	13,832

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		
6407-07	HVAC	-01	3,800			90%	-27%	5,200	2,000	1,610	1,009
				3,000	General maintenance						
				400	Filters						
				400	Humidifier bottles						
6408-01	Water/Sewer	-07	850	850	5% rate increase	-2%	6%	800	870	816	718
6409-01	Electricity	-01	35,000	35,000	reduction (LED retrofit/replacement, city assumes responsibility for Stafford/Mount Street lamp posts)	-13%	-13%	40,000	40,000	34,898	46,613
6410-01	Telephone	-07	13,650			2%	2%	13,400	13,400	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	11,550			-11%	55%	7,450	13,000	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			-57%	-50%	2,000	2,300	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		400%	-50%	10,000	1,000	2,604	3,439
	Total Expenditures		2,026,195	2,026,195		5%	1%	2,006,060	1,922,255	2,157,103	3,845,215
Total expenditures without capital improvement			1,858,995	1,858,995		6%	1%	1,836,160	1,752,455	1,653,781	3,822,579
	Income less Expenditures		(42,008)	(42,008)		-506%	-53%	(88,612)	10,340	(304,373)	10,341
Total income less expenditures without capital improvement			125,192	125,192		-31%	54%	81,288	180,140	198,949	32,977

FUND BALANCE PROJECTIONS
FY2019-2020

5/15/19 DRAFT

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	307,154	1,881,350	1,905,645	282,859	(24,295)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	97,141	102,837	102,700	97,278	137
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	228,831		17,850	210,981	(17,850)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	882,497	1,984,187	2,026,195	840,489	(42,008)

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	476,411	508,706	32,295
Building Maintenance	25,675	97,278	71,603
*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	282,859	1,917,096	1,924,701	275,253	(7,606)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	97,278	104,791	108,189.20	93,880	(3,398)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	210,981	-	-	210,981	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	840,489	2,021,887	2,032,891	829,485	(11,004)

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	481,175	501,100	19,925
Building Maintenance	27,047	93,880	66,832
*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash is transferred to Special Reserve Fund			

FUND BALANCE PROJECTIONS
FY2022-2023

CPI - 1%

1%

5/15/19 DRAFT

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	275,253	1,936,267	1,943,948	267,571	(7,682)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	93,880	105,839	109,271.09	90,447	(3,432)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
		-			
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	210,981	-	-	210,981	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	829,485	2,042,105	2,053,220	818,371	(11,114)
<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		485,987	493,418	7,431	
Building Maintenance		27,318	90,447	63,130	
*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	267,571	1,955,629	1,963,388	259,813	(7,759)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	90,447	106,897	110,363.80	86,981	(3,467)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	210,981		-	210,981	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	818,371	2,062,526	2,073,752	807,145	(11,225)
Note: Cash on hand at year-end is approximately \$850,000 greater due to deferred property tax revenue.					
FUND BALANCE TARGETS		TARGET *	PROJECTED YEAR-END	DIFFERENCE	
Corporate + Working Cash		490,847	485,660	(5,187)	
Building Maintenance		27,591	86,981	59,390	
*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash is transferred to Special Reserve Fund					