

Warrenville Public Library District

FISCAL YEAR 2018 WORKING BUDGET

July 1, 2017 to June 30, 2018



First Draft Presented to Board of Trustees
4/19/2017

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 five years.

Line Item Working Budget (pages 2-9)

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 10-11)

Projected fund balances through Fiscal Year 2021.

LIBRARY FUND ACCOUNTING

The Library has two funds for the majority of expenditures:

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

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

The Fund Balance Projections on pages 10 & 11 demonstrate the Library's intent to maintain a target fund balance of at least 3 months' operating expenditures while using approximately \$200,000 of fund balance from the Special Reserve Fund and to complete 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 1.6% 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 **increase/decrease** from 13.36% to **??%** 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 library 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 by at least 30%.

RENOVATION PROJECT

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

2016 DEBT CERTIFICATE REPAYMENT

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

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

% change FY 17 projected to FY18 Budget

INCOME CATEGORIES	% of total income	FY18 BUDGET		FY17 BUDGET	FY17 PROJECTED	FY16 ACTUAL	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
Property Taxes	96.52%	1,789,045	2%	1,760,934	1,758,257	1,739,888	1,708,849	1,666,909	1,586,774	1,549,055	1,090,466
Copier	0.38%	7,000	1%	6,000	6,900	6,610	5,745	6,213	7,294	6,801	5,357
Extended Use Fees	1.35%	25,000	0%	30,000	25,000	30,375	23,861	18,693	20,149	21,455	22,121
Other Fees	0.01%	250	67%	300	150	288	862	443	503	681	484
Interest	0.11%	2,000	-29%	2,500	2,800	2,555	1,048	1,231	1,475	1,363	2,857
Interest - Gift	0.00%	-		-	-	-	-	1	9	19	91
Book & Bag Sales	0.13%	2,500	0%	5,000	2,500	6,751	5,140	6,223	5,499	2,912	2,402
Lost Books	0.13%	2,500	-29%	3,500	3,500	4,130	4,590	4,615	3,585	2,802	3,820
Gifts/Memorials	0.05%	1,000	-98%	1,000	44,500	4,870	3,931	1,449	8,403	5,951	4,485
Miscellaneous	0.05%	1,000	-80%	3,000	5,000	5,894	4,953	3,958	2,977	3,684	5,561
Hotel/Motel Tax Grant	0.69%	12,725	-17%	18,049	15,249	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%	1,853,470		3,780,728	3,850,885	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		1,853,470	1%	1,840,728	1,863,856	1,826,181	1,790,957	1,737,450	1,678,374	1,626,390	1,171,768

EXPENDITURE CATEGORIES	% of total expenditures (excluding capital, debt)	FY18 BUDGET		FY17 BUDGET	FY17 PROJECTED	FY16 ACTUAL	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
Salaries	42.1%	896,500	8%	839,000	827,600	792,445	764,878	749,344	743,240	721,253	691,649
Illinois Municipal Retirement Fund	4.8%	103,000	20%	87,500	86,000	82,081	78,821	83,024	82,111	76,619	67,275
FICA (Social Security, Medicare)	3.2%	67,500	6%	64,500	63,500	58,394	56,941	55,760	55,131	53,529	51,354
Employee Insurance (UI, Workers Comp, Health)	3.2%	68,900	49%	69,905	46,124	43,870	43,092	43,498	44,117	45,308	40,322
Operating/Supplies/Postage/Legal Notices	1.2%	26,465	21%	27,066	21,900	22,624	23,032	22,913	23,714	21,431	22,269
Furniture / Equipment Purchase & Maintenance	0.6%	13,700	-42%	9,800	23,700	15,441	26,661	24,800	7,925	8,405	25,537
Automation - Software, Purchase, & Maintenance	4.5%	95,090	-8%	105,255	103,036	84,561	72,756	74,541	79,340	47,572	42,336
Insurance (Package & Liability)	0.5%	11,675	11%	10,603	10,530	28,828	19,300	22,654	21,025	19,871	23,123
Personnel Development & Recognition - Staff	0.6%	13,500	48%	12,475	9,100	13,481	15,314	16,351	15,648	9,154	11,241
Trustee Development & Supplies	0.1%	1,700	89%	1,700	900	4,938	1,400	4,640	2,262	1,599	1,111
Professional Contractual Services	1.3%	28,650	30%	42,150	22,100	24,131	49,312	27,942	44,728	39,274	49,118
Library Materials - Books, A/V, Periodicals, Online	9.8%	209,500	9%	206,625	193,000	194,376	193,583	190,196	193,878	210,391	200,928
Programming	1.5%	31,325	65%	30,850	19,000	27,903	25,919	26,452	24,142	34,145	33,833
PR/Publicity & Misc. Public Service	1.3%	27,800	62%	20,800	17,200	16,435	17,126	14,314	12,501	9,794	12,420
Building Maintenance & Security	4.5%	95,370	26%	111,470	75,400	65,490	78,042	94,553	78,801	92,227	94,876
Utilities	2.8%	59,280	-13%	69,400	67,800	64,569	66,798	62,327	54,158	68,069	75,376
Gift expenditures	0.1%	2,300	-77%	1,000	10,000	2,651	-	2,557	6,248	3,965	4,624
Capital Improvement Projects	9.4%	200,000		2,500,000	2,100,000	-	-	52,018	-	-	-
Debt Service	7.9%	167,550		180,000	22,636	-	-	-	-	-	-
Contingency	0.5%	10,000	0%	10,000	10,000	1,829	898	454	4,891	6,172	3,716
Total Expenditures	100.0%	2,129,805		4,400,099	3,729,526	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		1,762,255	2%	1,720,099	1,606,890	1,544,047	1,533,873	1,516,320	1,493,861	1,468,778	1,451,108

Income less Expenditures		(276,335)		(619,371)	121,359	220,169	257,084	169,112	111,209	148,388	(360,292)
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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	1,698,320	1,698,320		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	90,725	90,725		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	-			#DIV/0!	-		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	-			#DIV/0!	-		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		1%	6,000	6,900	6,610	5,745	6,213	7,294
4015-01	Extended Use Fees	25,000	25,000		0%	30,000	25,000	30,375	23,861	18,693	20,149
4016-01	Other Fees	250	250		67%	300	150	288	862	443	503
4300-01	Interest - Corporate	2,000	2,000	reduced balances	-29%	2,500	2,800	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	2,500	2,500	no ongoing book sale; recycling and misc. sales only	0%	5,000	2,500	6,751	5,140	6,223	5,499
4450-01	Lost Books	2,500	2,500		-29%	3,500	3,500	4,130	4,590	4,615	3,585
4500-01	Gifts/Memorials	1,000	1,000		-98%	1,000	44,500	4,870	3,931	1,449	8,403
4600-01	Miscellaneous	1,000	1,000		-80%	3,000	5,000	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)	-17%	18,049	15,249	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	1,853,470	1,853,470		-52%	3,780,728	3,850,885	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	197,000	197,000	includes part-time marketing/communications position and part-time graphic artist (16 hours each)	12%	181,000	175,800	164,002	150,862	141,222	137,412
6002-01	Salaries - Circulation	117,500	117,500	(pages moved to tech services FY16)	0%	117,000	117,500	117,281	153,175	151,199	144,433
6005-01	Salaries - Public Services (was Adult Services)	342,500	342,500	includes additional staff hours to cover two separate service desks (merged adult & youth Services staff FY16)	9%	314,000	315,300	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	218,000	218,000	adds part-time technology assistant (16 hours) (pages moved from circulation FY16)	8%	201,000	201,200	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	21%	26,000	17,800	16,050	16,915	16,355	16,315
6008-01	IMRF Expense	103,000	103,000	2017 rate 13.36%; 2018 projected rate 14.36%	20%	87,500	86,000	82,081	78,821	83,024	10,850
6008-04	IMRF Expense	-	-			-		-		-	71,261
6009-01	FICA Expense	67,500	67,500	7.65% of gross wages	6%	64,500	63,500	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	8%	1,200	1,200	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			14%	9,170	8,000	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			130%	2,660	1,000	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			17%	5,941	5,000	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			16%	4,000	4,000	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			6%	795	800	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	2,500			25%	3,000	2,000	2,020	2,790	3,011	3,006
			2,000	Toner cartridges							
			500	Miscellaneous - compressed air, cleaning wipes, containers for mobile devices							
6075-01	Operating - Publishing	1,200	1,200	Legal notices	9%	1,500	1,100	1,058	1,844	1,996	2,076
6090-01	Furniture/Equipment - Purchases	7,700			-62%	6,300	20,000	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	8%	3,500	3,700	4,343	4,222	4,335	4,612
6096-01	Automation - Software	15,975			78%	9,210	9,000	13,646	15,980	12,039	6,834
			2,000	B&T Title Source & Reviews							
			-	B&T Collection HQ (5200)							
			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 (1300)							
			-	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 (\$1000)							
			10,000	Communico Suite (replacing Boopsie, Evanced, website/web server, digital signage payer, READsquared)							
			1,000	Miscellaneous							
6098-01	Automation - Purchase	7,000			-22%	9,950	9,000	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 (2300)							
			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	50,365			7%	48,295	47,000	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							
				CenTec annual maintenance contract for self check system (2)							
			1,800								
			1,000	Website Consultant							
				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							
			125	Apple developer fee for Boopsie							
			120	Meraki Cloud management for Crayon Kiosk							
6100-01	Workmen's Compensation	3,800	3,800	assume 10% increase; plus increased staff hours; plus FY17 audit adjustment (200)	30%	2,925	2,924	2,957	3,806	3,110	
6100-06	Workmen's Compensation	-	-			-		-		1,120	3,506
6102-01	Insurance Package	11,675			11%	10,603	10,530	11,876	15,466	18,837	16,678
			11,675	assume 10% increase							
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, 2018 (average \$3,833.33 per year for total savings of \$1815)	#DIV/0!	-		15,937	2,834	2,181	

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			
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			52%	65,780	42,000	39,689	38,059	37,833
			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	25%	500	400	370	628	
6147-01	Personnel Development - Miscellaneous	-	-			-		-	128	823
6148-01	PD - Staff Appreciation	1,250			4%	1,200	1,200	960	1,496	2,343
			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	2,650			6%	2,625	2,500	2,601	2,595	2,774
			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)						
			250	Chamber of Commerce - institutional						
			25	Warrenville Historical Society - institutional						
6151-01	PD - Staff meetings	6,600			65%	5,650	4,000	6,815	8,321	7,187
			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						

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			
6152-01	PD - Staff Transportation	2,500	2,500	General mileage reimbursement	150%	2,500	1,000	2,735	2,274	2,419	2,468
6153-01	PD - Trustee dues	-	-		#DIV/0!	-		268	375	1,025	400
6154-01	PD - Trustee meetings	1,000	1,000	Trustees: Miscellaneous seminars, meetings	67%	1,000	600	3,558	682	2,876	600
6155-01	PD - Trustee transportation	200	200	Miscellaneous	100%	200	100	800	-	336	695
6156-01	PD - trustee miscellaneous	500	500	cards, flowers, cakes, treats, meeting supplies	150%	500	200	312	343	403	567
6200-01	Contractual - Lawyer	5,000	5,000		0%	15,000	5,000	2,340	2,496	12,227	8,910
6205-01	Contractual - Accounting	10,000			0%	9,700	10,000	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	54%	1,000	650	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			16%	63,650	58,000	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			-11%	35,150	36,000	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			-4%	30,875	28,000	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			0%	8,550	7,000	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	100%	14,250	12,000	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		
6261-01	Library Materials - Periodicals	11,500			5%	11,400	11,000	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	0%	42,750	41,000	39,509	46,153	46,116	47,237
6300-01	Public Service - Adult Programming	6,500			18%	6,500	5,500	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			63%	6,500	4,000	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			93%	17,850	9,500	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	150%	500	200	116	207	272	247

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			
6308-01	Public Service - Printing	20,100			101%	12,000	10,000	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	5,900			18%	5,300	5,000	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)							
			3,250	Giveaways - Pens (1,000), Summerdaze (500), Parade (250), Grand re-opening (1,000); Bookmarks (250); Other (250)							
			1,350	Staff Shirts / logo apparel (new shirt for all staff + trustees)							
			1,000	Miscellaneous							
6313-01	Public Service - Miscellaneous	1,300			-35%	3,000	2,000	1,968	1,928	1,453	1,707
			300	Coffee lids, sleeves							
			1,000	Misc. programs							
6400-01	Maintenance	-	-								-
6400-07	Maintenance	42,020			40%	39,720	30,000	29,287	33,666	30,289	29,288
			30,000	Cleaning (rebid Spring 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							
			-	Sealcoating							
			1,700	Roof Maintenance (850 ea.; Spring & Fall)							
			1,000	Misc (includes misc elevator items)							
6400-11	Maintenance	-	-	Staining building	-100%	17,000	17,000	-			
6401-07	Maintenance - Supplies	3,200			7%	5,900	3,000	4,019	3,384	6,170	5,478
			2,000	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	7,750			546%	7,800	1,200	6,220	4,764	2,958	3,888
			600	Fire alarm - inspection & repairs							
			1,000	Security alarm monitoring (\$90/quarter for burglar; \$156/quarter for fire)							
			150	Extinguishers (Recharge All, Replace 1)							
			4,000	Sprinklers (increased for leaks, repairs)							
			500	Backflow Preventor test (6@\$75)							
			1,500	General maintenance							
6403-01	Gas	8,000	8,000		33%	10,000	6,000	7,865	9,423	12,345	8,231
6406-07	Snow Removal	20,000	20,000		54%	20,000	13,000	13,434	19,574	40,311	24,028

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			
6407-07	HVAC	10,900			445%	10,900	2,000	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		0%	900	800	798	824	761	703
6409-01	Electricity	36,000	36,000		-25%	44,500	48,000	42,807	41,044	33,134	32,788
6410-01	Telephone	14,480			11%	14,000	13,000	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.	30%	2,200	2,700	2,293	1,933	1,559	1,563
6413-01	Landscape maintenance	8,000			23%	7,950	6,500	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							
				Mulch (\$2000)							
6500-01	Gift expenditures	2,300			-77%	1,000	10,000	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	200,000	200,000		-90%	2,500,000	2,100,000	-		52,018	
6520-11	Capital Improvement Projects	-	-		#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		0%	10,000	10,000	1,829	898	454	4,891
	Total Expenditures	2,129,805	2,129,805		-43%	4,400,099	3,729,526	1,606,012	1,533,873	1,568,338	1,567,165
	Income less Expenditures	(276,335)	(276,335)		-328%	(619,371)	121,359	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	Transfer to Capital Projects Fund	Projected Year- End Balance 6/30/18	Income vs. Expenses
CORPORATE	559,959	1,762,745	1,818,685		504,019	(55,940)
FICA	-	-	-		-	-
IMRF	-	-	-		-	-
BUILDING/MAINT	86,204	90,725	87,370		89,559	3,355
AUDIT	-	-	-		-	-
LIABILITY	-	-	-		-	-
WORKERS COMP	-	-	-		-	-
UNEMPLOYMENT	-	-	-		-	-
CAPITAL PROJECTS	-	-	200,000	(200,000)	-	
ALBA LEMOS GIFT	23,524	-	-		23,524	-
SPECIAL RESERVE	336,824		23,750	200,000	113,074	(23,750)
WORKING CASH	225,847	-	-		225,847	-
DEVELOPER DONATIONS	-	-	-	-	-	-
TOTALS	1,232,358	1,853,470	2,129,805		956,023	(276,335)

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	454,671	729,866	275,195
Building Maintenance	21,843	89,559	67,717
*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	504,019	1,799,763	1,836,872	466,910	(37,109)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	89,559	92,630	88,243.70	93,946	4,387
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	113,074	-	-	113,074	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	956,023	1,892,393	1,925,116	923,300	(32,723)

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	459,218	692,757	233,539
Building Maintenance	22,061	93,946	71,885
*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	466,910	1,817,760	1,855,241	429,429	(37,480)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	93,946	93,557	89,126.14	98,376	4,430
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
		-			
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	113,074	-	-	113,074	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	923,300	1,911,317	1,944,367	890,250	(33,050)

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	463,810	655,276	191,466
Building Maintenance	22,282	98,376	76,094

*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	429,429	1,835,938	1,873,793	391,574	(37,855)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	98,376	94,492	90,017.40	102,851	4,475
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	113,074		-	113,074	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	890,250	1,930,430	1,963,810	856,870	(33,380)

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	468,448	617,421	148,973
Building Maintenance	22,504	102,851	80,346

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