

Warrenville Public Library District

FISCAL YEAR 2017 WORKING BUDGET

July 1, 2016 to June 30, 2017



Approved by Library Board of Trustees
6/15/2016

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 2020.

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**. We also anticipate utilizing **Developer Donations** for a capital project in this fiscal year.

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 \$600,000 of fund balance from the Special Reserve Fund and Corporate Fund for 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 income and expenditures for a significant renovation project.

INCOME HIGHLIGHTS

The Library increased its last Tax Levy to capture the 0.8% 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% increase over last year's property tax income. Approximately \$215 will be diverted to TIF 3 in this tax levy cycle.

Most other budgeted income lines remain flat as compared to last fiscal year. Income from extended use fees is increased based on policy changes made in FY15.

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.) No new positions are proposed, however staff hours may be reallocated as warranted.

The Library's IMRF rate will increase from 12.71% to 13.36% in 2017.

This draft assumes a 5% increase in health insurance rates on 1/1/2017.

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 FY17 include replacement of the staff computers and a new telephone system. These expenses will be paid from the Special Reserve Fund.

Other routine expenses include software licenses and upgrades, maintenance contracts and hardware replacements.

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 and the renovation plan's allocation of shelving for collections.

EXPENDITURE HIGHLIGHTS

Programming & Publicity

Overall, the proposed budget for programming and publicity is consistent with prior years. The Library will receive almost \$18,000 in grant funds from the City of Warrenville Hotel Motel Tax Fund for musical programs.

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

Building Maintenance & Utilities

Funds have been allocated for staining the exterior of the building. The Library will seek bids from cleaning contractors in FY17 and expects an increase in the monthly contract to clean the facility. The Library will also secure a maintenance contract for the HVAC systems in FY17.

Expenses for natural gas and water are expected to be consistent with FY16. Electricity costs will increase by approximately \$2,400 due to a new capacity performance charge from ComEd.

RENOVATION PROJECT

This budget includes general line items for the renovation project. Income will include developer donations currently held by the City of Warrenville and proceeds from the issuance of debt certificates. Expense line items are included for the project costs and repayment of debt. The final project budget has not been determined. The Library Board has "capped" the cost at \$2.5 million.

The Library expects to use up to \$600,000 of fund balance for the project. This is reflected in the "income less expenditures" line on page 1.

WARRENVILLE LIBRARY WORKING BUDGET SUMMARY - July 1, 2016 through June 30, 2017

% change FY 16 projected to FY17 Budget
(excludes capital project)

INCOME CATEGORIES	% of total income	FY17 BUDGET		FY16 BUDGET	FY16 PROJECTED	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
Property Taxes	95.67%	1,760,934	1.2%	1,742,226	1,739,925	1,708,849	1,666,909	1,586,774	1,549,055	1,090,466
Copier	0.33%	6,000	-7.0%	5,000	6,450	5,745	6,213	7,294	6,801	5,357
Extended Use Fees	1.63%	30,000	-1.3%	22,000	30,400	23,861	18,693	20,149	21,455	22,121
Other Fees	0.02%	300	7.1%	500	280	862	443	503	681	484
Interest	0.14%	2,500	4.2%	1,000	2,400	1,048	1,231	1,475	1,363	2,857
Book & Bag Sales	0.27%	5,000	-23.1%	6,000	6,500	5,140	6,223	5,499	2,912	2,402
Lost Books	0.19%	3,500	-14.6%	3,500	4,100	4,590	4,615	3,585	2,802	3,820
Gifts/Memorials	0.05%	1,000	-79.3%	11,000	4,820	3,931	1,449	8,403	5,951	4,485
Miscellaneous	0.16%	3,000	-46.3%	3,000	5,590	4,953	3,958	2,977	3,684	5,561
Hotel/Motel Tax Grant	0.98%	18,049	25.6%	14,974	14,374	15,039	10,777	13,891	18,013	20,569
Per Capita Grant	0.57%	10,445	#DIV/0!	17,000	-	16,939	16,939	27,822	13,675	13,645
Grants Miscellaneous	0.00%	-		-	-	-	-	-	-	-
Debt Certificate Proceeds		1,900,000								
Developer Donations		40,000		-	-	-	-	-	-	-
TOTAL INCOME	100.00%	3,780,728	1.4%	1,826,200	1,814,839	1,790,957	1,737,450	1,678,374	1,626,390	1,171,768

Total Income not inclusive of capital project amounts

1,840,728

EXPENDITURE CATEGORIES	% of total expenditures (excluding capital, debt)	FY17 BUDGET		FY16 BUDGET	FY16 PROJECTED	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
Salaries	48.8%	839,000	5.8%	814,500	792,790	764,878	749,344	743,240	721,253	691,649
Illinois Municipal Retirement Fund	5.1%	87,500	3.4%	83,500	84,660	78,821	83,024	82,111	76,619	67,275
FICA (Social Security, Medicare)	3.7%	64,500	10.5%	62,500	58,360	56,941	55,760	55,131	53,529	51,354
Employee Insurance (UI, Workers Comp, Health)	4.1%	69,905	59.4%	66,100	43,862	43,092	43,498	44,117	45,308	40,322
Operating/Supplies/Postage/Legal Notices	1.6%	27,066	15.8%	39,695	23,375	23,032	22,913	23,714	21,431	22,269
Furniture / Equipment Purchase & Maintenance	0.6%	9,800	-36.6%	11,200	15,450	26,661	24,800	7,925	8,405	25,537
Automation - Software, Purchase, & Maintenance	6.1%	105,255	24.5%	93,970	84,570	72,756	74,541	79,340	47,572	42,336
Insurance (Package & Liability)	0.6%	10,603	-61.9%	23,200	27,813	19,300	22,654	21,025	19,871	23,123
Personnel Development & Recognition - Staff	0.7%	12,475	-7.0%	20,925	13,420	15,314	16,351	15,648	9,154	11,241
Trustee Development & Supplies	0.1%	1,700	-65.6%	5,650	4,945	1,400	4,640	2,262	1,599	1,111
Professional Contractual Services	2.5%	42,150	79.4%	42,530	23,490	49,312	27,942	44,728	39,274	49,118
Library Materials - Books, A/V, Periodicals, Online	12.0%	206,625	5.5%	220,500	195,780	193,583	190,196	193,878	210,391	200,928
Programming	1.8%	30,850	10.5%	29,200	27,912	25,919	26,452	24,142	34,145	33,833
PR/Publicity & Misc. Public Service	1.2%	20,800	25.1%	23,950	16,625	17,126	14,314	12,501	9,794	12,420
Building Maintenance & Security	6.5%	111,470	65.8%	77,050	67,215	78,042	94,553	78,801	92,227	94,876
Utilities	4.0%	69,400	7.9%	66,900	64,300	66,798	62,327	54,158	68,069	75,376
Gift expenditures	0.1%	1,000	-62.3%	1,000	2,650	-	2,557	6,248	3,965	4,624
Capital Improvement Projects		2,500,000		-	55,930	-	52,018	73,304	9,224	80,952
Debt Service		180,000								
Contingency	0.6%	10,000	446.4%	10,000	1,830	898	454	4,891	6,172	3,716
Total Expenditures	100.0%	4,400,099	7.2%	1,692,370	1,604,977	1,533,873	1,568,338	1,567,165	1,478,002	1,532,060

Total Expenditures not inclusive of capital project costs

1,720,099

Income less Expenditures		(619,371)	-42.5%	133,830	209,862	257,084	169,112	111,209	148,388	(360,292)
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Account & Fund Ext.	Description	FY17 BUDGET	FY17 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY 16 projected to FY17 Budget		FY16 BUDGET	FY16 PROJECTED	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL
4001-01	Taxes Levied Corp 95.1842	1,676,131	1,676,131		1%		1,660,181	1,656,000	1,624,795	1,576,136	1,339,389	1,295,122
4001-03	Taxes Levied Audit 0.0	-					-	-			5,411	5,832
4001-04	Taxes Levied IMRF 0.0	-					-	-			80,697	75,809
4001-05	Taxes Levied Fica 0.0	-					-	-			53,143	57,253
4001-06	Taxes Levied Workers Compensation 0.0	-					-	-			4,428	5,301
4001-07	Taxes Levied Building & Maintenance 4.8158	84,803	84,803		4%		82,045	81,836	83,969	90,713	98,412	106,026
4001-08	Taxes Levied Liability Insurance 0.0	-					-	-			3,444	2,650
4001-09	Taxes Levied Unemployment Compensation 0.0	-					-	-			1,476	1,061
4001-10	Taxes Levied Working Cash	-					-	-				
4002-01	Back Taxes Corporate 95.1842	-			-100%		-	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 4.8158	-			-100%		-	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	6,000	6,000		-7%		5,000	6,450	5,745	6,213	7,294	6,801
4015-01	Extended Use Fees	30,000	30,000		-1%		22,000	30,400	23,861	18,693	20,149	21,455
4016-01	Other Fees	300	300		7%		500	280	862	443	503	681
4300-01	Interest - Corporate	2,500	2,500		4%		1,000	2,400	1,048	1,229	1,377	1,110
4300-10	Interest - Working Cash	-	-				-	-	-	1	88	223
4300-11	Interest - Special Reserve	-	-				-					
4300-15	Interest - Gift	-	-				-	-	-	1	9	19
4400-01	Book & Bag Sales	5,000	5,000		-23%		6,000	6,500	5,140	6,223	5,499	2,912
4450-01	Lost Books	3,500	3,500		-15%		3,500	4,100	4,590	4,615	3,585	2,802
4500-01	Gifts/Memorials	1,000	1,000		-79%		11,000	4,820	3,931	1,449	8,403	5,951
4600-01	Miscellaneous	3,000	3,000	includes coffee income	-46%		3,000	5,590	4,953	3,958	2,977	3,684
4700-01	Hotel/Motel Tax Grant	18,049	18,049	Summer Concerts & Sunday Musical Matinees (per award letter)	26%		14,974	14,374	15,039	10,777	13,891	18,013
4800-01	Per Capita Grant	10,445	10,445	reduced from \$1.25 per capita to \$0.77085 per capita due to state budget cuts	#DIV/0!		17,000	-	16,939	16,939	27,822	13,675
	Grants Miscellaneous	-					-	-			-	
4850-14	Debt Certificate Proceeds	1,900,000	1,900,000		#DIV/0!							
4900-12	Developer Donations	40,000	40,000		#DIV/0!		-	-				
	TOTAL INCOME	3,780,728	3,780,728		108%		1,826,200	1,814,839	1,790,957	1,737,450	1,678,374	1,626,390

Account & Fund Ext.	Description	FY17 BUDGET	FY17 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY 16 projected to FY17 Budget		FY16 BUDGET	FY16 PROJECTED	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL
6001-01	Salaries - Administration	181,000	181,000	includes funds for new, part-time marketing/communications position	10%		186,500	164,020	150,862	141,222	137,412	133,677
6002-01	Salaries - Circulation	117,000	117,000	(pages moved to tech services FY16)	0%		110,000	117,250	153,175	151,199	144,433	141,346
6005-01	Salaries - Public Services (was Adult Services)	314,000	314,000	(merged adult & youth Services staff FY16)	3%		301,000	304,200	157,426	151,953	144,466	141,520
6006-01	Salaries - Youth Services	-		(moved to Public Services line item FY16)	#DIV/0!		-	-	140,268	143,733	143,965	140,859
6007-01	Salaries - Technical Services	201,000	201,000	(pages moved from circulation FY16)	5%		200,000	190,700	146,232	144,882	156,650	147,846
6003-01	Salaries - Maintenance	26,000	26,000	includes funds (10,000) for temporary staff to assist with renovation project	56%		17,000	16,620	16,915	16,355	16,315	16,005
6008-01	IMRF Expense	87,500	87,500	2016 rate: 12.71%; 2017 rate 13.36%	3%		83,500	84,660	78,821	83,024	10,850	
6008-04	IMRF Expense	-	-				-	-		-	71,261	76,619
6009-01	FICA Expense	64,500	64,500	7.65% of gross wages	11%		62,500	58,360	56,941	50,778		
6009-05	FICA Expense	-	-				0	-		4,982	55,131	53,529
6010-01	Unemployment Compensation	1,200	1,200	0.31% on first \$12,960	0%		1,300	1,200	1,227	570		
6010-09	Unemployment Compensation	-	-				0	-		865	1,432	1,308
6063-01	Operating - Microfilming	-	-	Digitization of newspapers postponed. Reviewing copyright permissions in FY17.	#DIV/0!		10000	-	-	-	61	-
6064-01	Operating - Material Processing Tech	9,170			-1%		11,025	9,285	5,789	7,210	6,334	7,263
			5,225	Processing supplies (barcodes, labels, tape, replacement cases, etc.)								
			2,945	Shipping, pre-processing charges								
			1,000	Replace puzzle bags								
6065-01	Operating - Material Processing Circulation	2,660			17%		2,250	2,275	3,728	1,410	3,115	1,427
			-	Library Cards								
			520	Notice Envelopes (8@\$65/box)								
			130	Pre-expiring Library Card Notice Envelopes (2@\$65/box)								
			500	ILL Labels (150 per pack @\$23 x20 = \$460 for 3000 ILL items)								
			300	Receipt Paper (3 boxes@\$100/box)								
			550	Adhesive receipt paper for holds (3 @ \$160/box = \$480; avg 50 holds/day)								
			160	Receipt paper for Square Register USB printer								
			500	Miscellaneous								
6069-01	Operating - Postage	5,941			13%		6,220	5,235	5,144	5,560	4,842	4,399
			2,000	Newsletter Postage - 4@\$500								
			600	Monthly bills - \$50/month								
			540	Interlibrary loan Out of State materials (180 @ \$3)								
			1,551	Overdue Notices (3300 @ \$0.47)								
			100	Notices for minors turning 18 (200 @ \$0.47)								
			425	Expiring Library Card Notices (900 @ \$0.47)								
			225	Bulk Permit								
			500	Miscellaneous (includes Pitney Bowes fees)								

Account & Fund Ext.	Description	FY17 BUDGET	FY17 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY 16 projected to FY17 Budget		FY16 BUDGET	FY16 PROJECTED	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL
6070-01	Operating - Office Supplies	4,000			37%		4,000	2,925	3,169	3,305	3,860	3,432
			2,000	copy paper - including white, colored, special, cardstock								
			1,500	All other office supplies								
			500	Shredding								
6071-01	Operating - Bank Fees	795			38%		700	575	568	421	420	365
			670	Epay credit card fees; Square credit card fees; Illinois National Bank monthly fee (\$10)								
			125	Safe Deposit Box								
6072-01	Operating - Automation Supplies	3,000			49%		3,500	2,020	2,790	3,011	3,006	2,358
			2,500	Toner cartridges								
			500	Miscellaneous - compressed air, cleaning wipes, plastic cases for mobile devices								
6075-01	Operating - Publishing	1,500	1,500	Legal notices	42%		2,000	1,060	1,844	1,996	2,076	2,188
6090-01	Furniture/Equipment - Purchases	6,300			-5%		6,500	6,630	22,439	20,465	3,313	4,061
			4,700	Copier Lease (c284e & c368 \$391/mos)								
			600	Water cooler lease (\$150 quarterly)								
			1,000	General / Miscellaneous								
6090-11	Furniture/Equipment - Purchases (Special Reserve)	-	-		-100%		-	4,470			-	
6093-01	Furniture/Equipment - Maintenance	3,500	3,500	Per print charges for staff and public copiers	-20%		4,700	4,350	4,222	4,335	4,612	4,345
6096-01	Automation - Software	9,210			-33%		14,775	13,650	15,980	12,039	6,834	8,005
			2,000	B&T Title Source & Reviews								
			-	B&T Collection HQ (5200)								
			1,120	OCLC								
			420	Library ELF (<i>rate increase based on number of active library cards</i>)								
			720	Website (Dreamweaver annual subscriptions for Leila, Sandy; plus All Apps annual subscription for Marketing								
			300	Constant Contact (annual pre-pay)								
			-	Evanced "Dlbs" for study room reservation (1300)								
			-	ILS Authentication setup option for Dlbs (485)								
			350	Additional Paper Cut license for second print release station								
			300	Scheduling software for 2 department heads								
			3,000	Microsoft Office 2016 STANDARD licenses for Public & Staff PCs (35 via Techsoup @ \$29 each, 20 via CDWG @ \$70 each); Exchange Server 2016 (\$53 via TechSoup) & Exchange User CALs (60 @ \$5/ea via TechSoup)								
			1,000	Miscellaneous								

Account & Fund Ext.	Description	FY17 BUDGET	FY17 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY 16 projected to FY17 Budget		FY16 BUDGET	FY16 PROJECTED	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL
6098-01	Automation - Purchase	9,950			33%		8,000	7,500	21,134	17,494	34,922	3,096
			500	Patron Supplies - earbuds, flash drives								
			400	Bluetooth printer for MobileCirc								
			400	Second iPad Mini for MobileCirc use (holds, inventory, etc.)								
			300	Second Bluetooth 2D barcode reader for use with MobileCirc								
			500	Staff duplex monochrome printer (per plan)								
			1,500	Management Team printer replacements (per plan)								
			2,300	Additional coin/bill tower plus installation for second public print station								
			1,000	Printers for Adult & Youth service desks								
			1,000	BookScan Station from TBS (scan, email, fax)								
			-	6 Sprint 4G LTE hotspots via Mobile Beacon for circulation as mobile devices (600)								
			1,050	Square Register/Credit Card + cash register (cash drawer \$200; iPad stand \$150; iPad \$500; USB Receipt printer \$200)								
			1,000	Miscellaneous								
6098-11	Automation - Purchase	37,800			49%		27,500	25,305				
			18,000	Phone system replacement								
			19,800	Staff PC Replacements (24@\$825)			-					4,190
6099-01	Automation - Maintenance	48,295			27%		43,695	38,115	35,642	45,008	37,585	32,281
			24,000	Horizon Software contracts (SirsiDynix) (includes eRC full year plus Hoopla pro-rated)								
			3,600	MyPC, PaperCut, PrinterOn, Cpad (2), Print Release (2), Coin box (3) [TBS]								
			4,750	Network Consultant (Computers for Business) [50 hrs @ \$95/hr]								
			3,000	Cloud Backup of servicers via DPM & Microsoft Azure								
			1,400	Phone system maintenance contract								
			400	SmartNet contract for CISCO 2901								
			1,700	CenTec annual maintenance contract for self check system (2@\$850)								
			1,000	Website Consultant (Weblynx)								
			1,000	Symantec Mail Security for MS Exchange (Symantec via CDW) - 60 licenses/\$15 each								
			1,100	Evanced (Signup, Spaces) [\$567 - support, \$441 - hosting]								
			3,000	Boopsie Mobile App								
			3,000	Faronics DeepFreeze & Anti-virus (3-year)								
			-	7 Mobile Beacon/SPRINT 4G LTE annual service plan (1 staff; 6 circulating) (850)								
			100	Standard SSL Certificate for Apache Tomcat (MobileCirc)								
			125	Apple developer fee for Boopsie								
			120	Meraki Cloud management for Crayon Kiosk								

Account & Fund Ext.	Description	FY17 BUDGET	FY17 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY 16 projected to FY17 Budget		FY16 BUDGET	FY16 PROJECTED	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL
6100-01	Workmen's Compensation	2,925	2,925	per proposal 5/27/16	-1%		4,500	2,957	3,806	3,110		
6100-06	Workmen's Compensation	-	-				-	-		1,120	3,506	3,502
6102-01	Insurance Package	10,603			-11%		18,700	11,876	15,466	18,837	16,678	15,503
			10,603	per proposal 5/27/16								
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)	-100%		3,500	15,937	2,834	2,181		
6103-08	Liability Insurance - Officers/Directors	-	-				-	-		636	2,573	2,338
6104-01	Liability Insurance - Umbrella	-	-	included in package	#DIV/0!		1,000	-	1,000			
6104-08	Liability Insurance - Umbrella	-						-		1,000	1,000	1,000
6107-01	Insurance - Bonds	-	-					-			774	1,030
6108-01	Insurance - Health/Life	65,780			66%		60,300	39,705	38,059	37,833	39,179	40,498
			57,500	Health/Dental/Vision insurance for 9 eligible employees; assumes 5% premium increase; assumes library continues to offer same plans (with possible benefit adjustments) and same shared premium rates as FY16.								
			6,000	HSA Contribution for 6 employees participating in HSA eligible health insurance plan								
			900	Wageworks FSA fees - \$100/month (6 mos + 3 mos runout period)								
			1,000	LIMRiCC admin fee paid by Library (\$5.50/mos x 15 employees)								
			380	LIMRiCC life insurance paid 100% by Library (\$3.50/mos x 9 employees)								
6146-01	Personnel Development - Recruiting	500	500	Advertising, background checks	35%		500	370	628			
6147-01	Personnel Development - Miscellaneous	-	-				-	-	-	128	823	684
6148-01	PD - Staff Appreciation	1,200			25%		1,200	960	1,496	2,343	2,132	1,993
			250	National Library Week Breakfast / Luncheon / Treats								
			450	Summer, Fall, Winter luncheons (\$150 each)								
			500	Cards, flowers, cakes, treats								
6149-01	PD - Staff/Tuition Reimbursement	-	-				-	-	-	1,500	1,500	-
6150-01	PD - Staff dues	2,625			1%		2,625	2,600	2,595	2,774	2,770	2,586
			950	ALA + 1 division for Director, Head of Technical Services, Circulation Manager (\$205 each); ALA + 3 divisions for Head of Public Services (\$315)								
			175	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								
			25	Youth Services: Collaborative Summer Library Program								

Account & Fund Ext.	Description	FY17 BUDGET	FY17 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY 16 projected to FY17 Budget		FY16 BUDGET	FY16 PROJECTED	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL
6151-01	PD - Staff meetings	5,650			-17%		12,300	6,785	8,321	7,187	5,955	2,062
			600	Tech Services: Miscellaneous seminars, meetings								
			250	Admin Assist: Meetings, seminars, conferences								
			800	Circulation: Miscellaneous seminars, meetings								
			250	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)								
			250	IT: Miscellaneous seminars, meetings								
6152-01	PD - Staff Transportation	2,500	2,500	General mileage reimbursement	-8%		4,300	2,705	2,274	2,419	2,468	1,829
6153-01	PD - Trustee dues	-	-		-100%		250	270	375	1,025	400	450
6154-01	PD - Trustee meetings	1,000	1,000	Trustees: Miscellaneous seminars, meetings	-72%		3,900	3,560	682	2,876	600	792
6155-01	PD - Trustee transportation	200	200	Miscellaneous	-75%		1,000	800	-	336	695	97
6156-01	PD - trustee miscellaneous	500	500	cards, flowers, cakes, treats, meeting supplies	59%		500	315	343	403	567	260
6200-01	Contractual - Lawyer	15,000	15,000		541%		10,000	2,340	2,496	12,227	8,910	7,200
6205-01	Contractual - Accounting	9,700			4%		9,580	9,330	9,264	8,957	8,910	8,005
			6,000	Accounting Services								
			3,700	Paylocity (Webtime, Webpay, ACA tracking)								
6206-01	Contractual - Collection Agency	1,000	1,000	Unique Management Services	61%		1,000	620	600	1,101	1,316	1,294
6210-01	Contractual - Audit	6,450	6,450	per proposal from Sikich	-7%		6,950	6,950	5,850	5,650	5,485	5,825
6211-01	Contractual - Consultants	10,000	10,000		135%		15,000	4,250	31,102	7	20,108	16,950
6247-01	Library Materials - Adult Books	63,650			16%		69,500	54,910	54,485	59,674	68,757	80,901
			31,350	Nonfiction								
			30,400	Fiction								
			1,900	Spanish								
6248-01	Library Materials - Children/Youth Books	35,150			-2%		35,000	35,835	35,230	35,170	32,879	38,636
			10,450	Nonfiction								
			16,150	Fiction								
			950	Spanish								
			7,600	Young Adult								
6250-01	Library Materials - Adult Audiovisual	30,875			13%		35,500	27,395	26,511	29,302	24,792	26,997
			19,000	DVDs								
			9,500	Audiobooks								
			2,375	CDs								
6251-01	Library Materials - Youth Audiovisual	8,550			17%		10,000	7,315	10,383	9,469	8,966	9,165
			4,750	DVDs								
			665	Music								
			2,850	Audiobooks								
			285	Puzzles								
6254-01	Library Materials - eBooks	14,250	14,250	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle) for adult, teen, youth	4%		10,000	13,745	7,141			
6255-01	Library Materials - Youth eBooks	-	-	FY17 changed to single line item for all audiences	-100%		2,500	2,110	2,287			
6261-01	Library Materials - Periodicals	11,400			-9%		12,000	12,460	11,393	10,465	11,247	12,581
			7,790	EBSCO (vendor) + direct subscriptions								
			3,610	Newspapers								
6264-01	Library Materials - Internet Subscriptions	42,750	42,750	Databases / Tutorials / Tumblebooks	2%		46,000	42,010	46,153	46,116	47,237	42,111

Account & Fund Ext.	Description	FY17 BUDGET	FY17 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY 16 projected to FY17 Budget		FY16 BUDGET	FY16 PROJECTED	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL
6300-01	Public Service - Adult Programming	6,500			-6%		6,000	6,945	5,575	4,218	5,093	4,680
			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			26%		7,000	5,177	4,928	5,992	7,650	7,178
			3,500	Children's Programs								
			1,500	Teen programs								
			1,500	Summer Reading								
6304-01	Public Service - Hotel/Motel Tax	17,850			13%		16,200	15,790	15,416	16,242	11,400	22,287
			14,600	Concerts on the Commons (Performers \$14,600; Advertising \$1,000; Printing \$150)								
			3,250	Sunday Musical Matinees (Performers \$3,250)								
6305-01	Public Service - Refunds/Fines/Fees	500	500	Refunds to other libraries for materials lost by Warrenville patrons	335%		500	115	207	272	247	243
6308-01	Public Service - Printing	12,000			16%		14,200	10,330	9,678	9,501	8,420	5,678
			10,000	Newsletter - 4@\$2500								
			-	Library Card Applications								
			2,000	Miscellaneous (posters, banners, brochures)								
6311-01	Public Service - PR/Publicity	5,300			30%		6,250	4,080	5,313	3,088	2,127	2,350
			500	National Library Week & Library Card Sign-up Month								
			300	Bookmarks								
			300	New Patron Packets (Folders 20 cases@\$11 each; labels 1 case@\$50)								
			500	Pens								
			700	Outreach Giveaways (SummerDaze, etc.)								
			500	Parade Giveaways (\$500)								
			500	Staff Shirts / logo apparel								
			2,000	Other Giveaways & Misc.								
6313-01	Public Service - Miscellaneous	3,000			43%		3,000	2,100	1,928	1,453	1,707	1,524
			2,000	Coffee supplies								
			1,000	Misc. programs								
6400-01	Maintenance	-	-								-	
6400-07	Maintenance	39,720			28%		32,600	31,000	33,666	30,289	29,288	34,560
			25,500	Cleaning (contract expires Sep 2016; rebid)								
			1,200	Quarterly scrub & extract washroom floors \$300 ea								
			1,700	Window washing (2X year)								
			-	Aquarium								
			4,800	Elevator contract								
			800	Elevator pressure test (2X/year)								
			320	City Inspection of elevator (\$80 per visit - 4x year)								
			600	Pest Control								
			2,100	Sealcoating								
			1,700	Roof Maintenance (\$850 ea.; Spring & Fall)								
			1,000	Misc (includes misc elevator items)								
6400-11	Maintenance	17,000	17,000	Staining building	#DIV/0!			-				11,609

Account & Fund Ext.	Description	FY17 BUDGET	FY17 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY 16 projected to FY17 Budget		FY16 BUDGET	FY16 PROJECTED	FY15 ACTUAL	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL
6401-07	Maintenance - Supplies	5,900			47%		5,200	4,020	3,384	6,170	5,478	5,486
			4,000	Bulbs, Ballasts								
			200	Bulb Recycling								
			700	2 vacuums for staff and meeting room use								
			1,000	Misc. supplies								
6402-07	Security	7,800			25%		4,025	6,220	4,764	2,958	3,888	5,094
			600	Fire alarm - inpection & repairs								
			1,000	Security alarm monitoring (\$90/quarter for burglar; \$156/quarter for fire)								
			200	Extinguishers (Recharge All, Replace 1)								
			4,000	Sprinklers (increased for leaks, repairs)								
			500	Backflow Preventor test (\$75 per backflow @5)								
			1,500	General maintenance								
6403-01	Gas	10,000	10,000		27%		10,000	7,865	9,423	12,345	8,231	7,614
6406-07	Snow Removal	20,000	20,000		49%		20,000	13,435	19,574	40,311	24,028	15,396
6407-07	HVAC	10,900			214%		5,000	3,475	3,699	2,886	4,005	7,836
			4,000	General maintenance								
			300	Filters								
			600	Humidifier bottles								
			6,000	Maintenance contract								
6408-01	Water/Sewer	900	900		71%		900	525	824	761	703	638
6409-01	Electricity	44,500	44,500	increased transmission fees	4%		40,000	42,810	41,044	33,134	32,788	47,376
6410-01	Telephone	14,000			7%		16,000	13,100	15,507	16,087	12,436	12,442
			3,600	Telephone lines								
			10,000	Internet (AT&T \$384/mos; Illinois Century Network \$450/mos)								
			400	Absorb Faxing costs for BookScan Station								
6411-07	Janitorial supplies	2,200	2,200	includes toilet tissue, batteries, dish soap, paper towels, c- fold towels, etc.	-4%		2,200	2,300	1,933	1,559	1,563	1,289
6413-01	Landscape maintenance	7,950			18%		8,025	6,765	11,022	10,380	10,551	10,958
			2,960	Outside contract (\$370/mos x 8)								
			3,240	Inside contract (\$270/mos)								
			250	Spring Plantings; Replacements								
			1,500	Tree/shrub Replacement (if damaged)								
			-	Mulch								
6500-01	Gift expenditures	1,000	1,000	Misc. Gifts	-62%		1,000	2,650	-	2,557	6,248	3,965
6520-14	Capital Improvement Projects	1,900,000	1,900,000		#DIV/0!		-	-		52,018		
6520-11	Capital Improvement Projects	600,000	600,000		973%		-	55,930			73,304	9,224
			-	Architect Fees								
			-	Owners Rep								
			-	Construction								
6530-01	Debt Repayment	180,000	180,000		#DIV/0!							
6600-01	Contingency	10,000	10,000		446%		10,000	1,830	898	454	4,891	6,172
	Total Expenditures	4,400,099	4,400,099		174%		1,692,370	1,604,977	1,533,873	1,568,338	1,567,165	1,478,002
	Income less Expenditures	(619,371)	(619,371)		-395%		133,830	209,862	257,084	169,112	111,209	148,388

FUND BALANCE PROJECTIONS
FY 2016-2017

FUND	Estimated Beginning Balance 7/1/16	Income Budgeted FY16/17	Expenses Budgeted FY16/17	Projected Year- End Balance 6/30/17	Income vs. Expenses
CORPORATE	285,704	1,755,925	1,918,779	122,850	(162,854)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	51,706	84,803	86,520	49,989	(1,717)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	1,900,000	1,900,000	-	-
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	568,140		454,800	113,340	(454,800)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	40,000	40,000	-	-
TOTALS	1,154,921	3,780,728	4,400,099	535,550	(619,371)

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

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Special Funds (excludes Gift, Special Reserve & Developer Donation)	501,325	398,686	(102,639)
*Target = 25% of Corporate & Special Fund expenditures difference is transferred to Sp. Reserve			

FUND BALANCE PROJECTIONS
FY2017-2018

CPI = 0.0%1%

FUND	Estimated Beginning Balance 7/1/17	Income Budgeted FY17/18	Expenses Budgeted FY17/18	Projected Year- End Balance 6/30/18	Income vs. Expenses
CORPORATE	122,850	1,755,925	1,737,967	140,808	17,958
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	49,989	84,803	70,385	64,407	14,418
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	113,340	-	-	113,340	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	535,550	1,840,728	1,808,352	567,926	32,376

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

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Special Funds (excludes Gift, Special Reserve & Developer Donation)	452,088	431,062	(21,026)
*Target = 25% of Corporate & Special Fund expenditures difference is transferred to Sp. Reserve			

FUND BALANCE PROJECTIONS
FY2018-2019

CPI - 0.0%

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	161,834	1,755,925	1,755,346	162,413	579
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	64,407	84,803	71,089.05	78,121	13,714
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	113,340	-	-	113,340	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	588,952	1,840,728	1,826,436	603,244	14,292
<div>Note: Cash on hand at year-end is approximately \$700,000 greater due to deferred property tax revenue.</div>					
<div><div>FUND BALANCE TARGETS</div><div><div>TARGET *</div><div>PROJECTED YEAR-END</div><div>DIFFERENCE</div></div><div>Corporate + Special Funds</div><div>(excludes Gift, Special Reserve & Developer Donation)</div><div>456,609</div><div>466,380</div><div>9,772</div></div>					
<div>*Target = 25% of Corporate & Special Fund expenditures</div> <div>difference is transferred to Sp. Reserve</div>					

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	152,641	1,773,484	1,772,900	153,225	584
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	78,121	85,651	71,799.94	91,972	13,851
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	123,112	-	-	123,112	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	603,244	1,859,135	1,844,700	617,680	14,435
<div>Note: Cash on hand at year-end is approximately \$700,000 greater due to deferred property tax revenue.</div>					
<div><div>FUND BALANCE TARGETS</div><div><div>TARGET *</div><div>PROJECTED YEAR-END</div><div>DIFFERENCE</div></div><div>Corporate + Special Funds</div><div>(excludes Gift, Special Reserve & Developer Donation)</div><div>461,175</div><div>471,044</div><div>9,869</div></div>					
<div>*Target = 25% of Corporate & Special Fund expenditures</div> <div>difference is transferred to Sp. Reserve</div>					