

Warrenville Public Library District

FISCAL YEAR 2019 WORKING BUDGET

July 1, 2018 to June 30, 2019



APPROVED BY
LIBRARY BOARD OF TRUSTEES
6/20/2018

prepared by Sandy Whitmer, Library Director

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TABLE OF CONTENTS

Working Budget Summary (page 1)

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

Line Item Working Budget (pages 2-11)

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 12-13)

Projected fund balances through Fiscal Year 2022.

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 12 & 13 demonstrate the Library's intent to maintain a target fund balance of at least 3 months' operating expenditures.

STRATEGIC PRIORITIES

The following strategic priority action items are funded for Fiscal Year 2019:

Priority #1 – Plan for the Future

Strategic Planning Consultant (\$15,000)

Priority #2 – Maintain a Safe, Efficient Facility

LED retrofits (\$20,000, to be supplemented by a grant)
Surveillance Cameras (\$7,000)

Priority #3 – Communicate and Engage with the Community

Additional staff hours for public services, marketing
Website development (\$8,000)

INCOME HIGHLIGHTS

The Library increased its last Tax Levy to capture the 2.1% Consumer Price Index increase permitted by the Property Tax Extension Limitation Law (PTELL). Paired with a small amount of new construction, we expect a 3.25% increase over last year's property tax income. Approximately \$6,800 will be diverted to TIFS #3 and #4 in this tax levy cycle.

Most other budgeted income lines remain flat as compared to last fiscal year. Reductions have been made to income for extended use fees, interest, and book sales.

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:

- +6 hours per week for existing marketing specialist (was 16 hours per week)
- +2 hours per week for existing graphic designer (was 16 hours per week)
- +2 hours per week for existing IT assistant (was 16 hours per week)
- + 5.5 hours per week for existing Adult Services Librarian (was 32 hours; now full-time)
- +6 hours per week for existing member services associate (was 24 hours)
- +16 hours per week for new member services associate
- +16 hours per week for new youth services associate
- +16 hours per week for new adult services associate

The Library's IMRF rate will decrease from 12.97% to 11.02% in 2019.

This draft assumes a 10% increase in health insurance rates on 1/1/2019.

The Library will hire a consultant to benchmark positions and develop a pay grade and wage scale to be implemented in FY20.

Furniture/Equipment Purchases

No major furniture or equipment expenditures are included in this budget.

Automation / Technology

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

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 budgets for print materials have been adjusted to reflect prior year trends. The budget for downloadable media (Overdrive, Hoopla, Zinio) have increased based on prior year trends. The budget for online research databases (Internet subscriptions) has decreased because of decreasing usage.

Programming & Publicity

Overall, the proposed budget for programming and publicity is consistent with prior years.

Building Maintenance & Utilities

The Library expects costs for cleaning the facility to increase when the cleaning contract is re-bid.

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

Utility costs are expected to remain flat.

2016 DEBT CERTIFICATE REPAYMENT

In FY19, the Library is required to make principal & interest payments totaling \$169,900.

WARRENVILLE LIBRARY WORKING BUDGET SUMMARY - July 1, 2018 through June 30, 2019

% change FY 18 projected to FY19 Budget

% change FY18 Budget to FY19 Budget

INCOME CATEGORIES	% of total income	FY19 BUDGET			FY18 BUDGET	FY18 PROJECTED	FY17 ACTUAL	FY16 ACTUAL
Property Taxes	96.30%	1,846,493	3%	3%	1,789,037	1,786,386	1,758,280	1,739,888
Copier	0.31%	6,000	-14%	-14%	7,000	7,000	6,645	6,610
Extended Use Fees	0.99%	19,000	1%	-14%	22,000	18,900	22,634	30,375
Other Fees	0.01%	250	0%	0%	250	250	268	288
Interest	0.16%	3,000	-14%	36%	2,200	3,500	3,927	2,555
Book & Bag Sales	0.03%	500	0%	-75%	2,000	500	1,777	6,751
Lost Books	0.18%	3,500	-15%	0%	3,500	4,100	3,747	4,130
Gifts/Memorials	0.00%	-	-100%	-100%	1,000	1,200	46,416	4,870
Miscellaneous	0.16%	3,000	-42%	200%	1,000	5,200	6,878	5,894
Hotel/Motel Tax Grant	0.90%	17,205	49%	35%	12,725	11,563	17,954	14,374
Per Capita Grant	0.88%	16,900	61%	62%	10,450	10,521	-	10,446
Grants Miscellaneous	0.08%	1,600	#DIV/0!	#DIV/0!	-	-	-	-
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%	1,917,448	4%	4%	1,851,162	1,849,520	3,855,556	1,826,181
Total Income not inclusive of capital project amounts		1,917,448	4%	4%	1,851,162	1,849,520	1,868,526	1,826,181

EXPENDITURE CATEGORIES	% of total expenditures (excluding capital, debt)	FY19 BUDGET			FY18 BUDGET	FY18 PROJECTED	FY17 ACTUAL	FY16 ACTUAL
Salaries	47.3%	949,000	9%	6%	895,500	869,050	830,135	792,445
Illinois Municipal Retirement Fund	4.6%	92,000	-6%	-6%	98,000	97,700	86,368	82,081
FICA (Social Security, Medicare)	3.6%	72,000	11%	5%	68,500	65,000	61,293	58,394
Employee Insurance (UI, Workers Comp, Health)	3.8%	75,540	57%	11%	68,100	48,094	48,840	43,870
Operating/Supplies/Postage/Legal Notices	1.5%	29,125	8%	8%	26,965	26,975	25,604	22,624
Furniture / Equipment Purchase & Maintenance	0.6%	12,200	-8%	-11%	13,700	13,225	11,176	15,441
Automation - Software, Purchase, & Maintenance	4.1%	82,510	-3%	-11%	92,465	84,975	99,700	84,561
Insurance (Package & Liability)	0.7%	13,250	10%	19%	11,100	12,030	10,530	28,828
Personnel Development & Recognition - Staff	0.8%	15,125	86%	24%	12,150	8,150	9,068	13,481
Trustee Development & Supplies	0.1%	1,250	-75%	-70%	4,160	5,045	1,048	4,938
Professional Contractual Services	2.3%	46,860	95%	64%	28,650	24,045	21,403	24,131
Library Materials - Books, A/V, Periodicals, Online	9.3%	186,500	-6%	-11%	209,500	198,500	190,599	194,376
Programming	1.5%	30,405	1%	-3%	31,325	30,200	20,297	27,903
PR/Publicity & Misc. Public Service	1.5%	29,275	55%	11%	26,450	18,905	17,478	16,435
Building Maintenance & Security	6.3%	126,920	47%	32%	95,870	86,450	62,011	65,490
Utilities	3.1%	62,200	10%	-3%	64,280	56,375	69,285	64,569
Gift expenditures	0.1%	2,000	-13%	-13%	2,300	2,300	1,100	2,651
Capital Improvement Projects	0.0%	-	-100%	-100%	500,000	336,000	2,248,094	61,965
Debt Service	8.5%	169,900	1%	1%	167,550	167,425	22,636	-
Contingency	0.5%	10,000	285%	0%	10,000	2,600	3,439	1,829
Total Expenditures	100.0%	2,006,060	-7%	-17%	2,426,565	2,153,044	3,845,215	1,606,012
Total Expenditures not inclusive of capital project costs		1,836,160	4%	4%	1,759,015	1,649,619	1,574,485	1,544,041

Income less Expenditures		(88,612)	-71%	-85%	(575,403)	(303,524)	10,341	220,169
Income less Expenditures not inclusive of capital project costs		81,288			92,147	199,901	294,042	282,134

Account & Fund Ext.	Description	FY19 BUDGET	FY19 ITEMIZED STAFF BUDGET REQUEST	NOTES					FY17 ACTUAL	FY16 ACTUAL
					% change FY18 Projected to FY19 Budget		% change FY18 Budget to FY19 Budget			
INCOME										
4001-01	Taxes Levied Corp 94.70	1,748,717	1,748,717		3%	3%	1,698,315	1,695,631	1,673,583	1,655,963
4001-07	Taxes Levied Building & Maintenance 5.30	97,776	97,776		8%	8%	90,722	90,579	84,674	81,836
4002-01	Back Taxes Corporate 94.70	-			-100%	#DIV/0!	-	167	22	1,995
4002-07	Back Taxes Building & Maintenance 5.30	-			-100%	#DIV/0!	-	9	1	94
4010-01	Copier	6,000	6,000		-14%	-14%	7,000	7,000	6,645	6,610
4015-01	Extended Use Fees	19,000	19,000		1%	-14%	22,000	18,900	22,634	30,375
4016-01	Other Fees	250	250		0%	0%	250	250	268	288
4300-01	Interest - Corporate	3,000	3,000		-14%	36%	2,200	3,500	3,927	2,555
4400-01	Book & Bag Sales	500	500	no ongoing book sale; recycling and misc. sales only	0%	-75%	2,000	500	1,777	6,751
4450-01	Lost Books	3,500	3,500		-15%	0%	3,500	4,100	3,747	4,130
4500-01	Gifts/Memorials	-	-		-100%	-100%	1,000	1,200	46,416	4,870
4600-01	Miscellaneous	3,000	3,000		-42%	200%	1,000	5,200	6,878	5,894
4700-01	Hotel/Motel Tax Grant	17,205	17,205	Summer Concerts & Sunday Musical Matinees (per award letter)	49%	35%	12,725	11,563	17,954	14,374
4800-01	Per Capita Grant	16,900	16,900		61%	62%	10,450	10,521	-	10,446
4802-01	Grants Miscellaneous	1,600	1,600	IEEE Science Kit Grant	300%	#DIV/0!	-	400		
4850-14	Debt Certificate Proceeds	-	-		#DIV/0!	#DIV/0!		-	1,929,700	
4900-12	Developer Donations	-	-		#DIV/0!	#DIV/0!		-	57,329	-
	TOTAL INCOME	1,917,448	1,917,448		4%	4%	1,851,162	1,849,520	3,855,556	1,826,181

Account & Fund Ext.	Description	FY19 BUDGET	FY19 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY18 Projected to FY19 Budget		FY18 BUDGET	FY18 PROJECTED	FY17 ACTUAL	FY16 ACTUAL
						% change FY18 Budget to FY19 Budget				
EXPENDITURES										
6001-01	Salaries - Administration	212,500	212,500	adds 6 hours to marketing specialist position; adds 2 hours to graphic designer position	8%	8%	196,500	197,350	164,574	164,002
6002-01	Salaries - Member Services	133,000	133,000	adds 6 hours to one existing part-time position; adds new 16 hour member services position	12%	13%	118,000	118,500	119,289	117,281
6005-01	Salaries - Public Services	366,500	366,500	makes one existing part-time position full-time (adds 5.5 hours); two 16-hour positions	10%	7%	342,000	333,000	321,059	304,274
6006-01	Salaries - IT	80,500	80,500	adds 2 hours to part-time position (IT moved to separate budget from tech services FY19)	#DIV/0!	#DIV/0!				-
6007-01	Salaries - Technical Services	134,000	134,000	Reduced part-time staff by 8 hours due to reduced materials budgets and pre-processing of materials (IT removed from tech services budget FY19)	-32%	-38%	217,500	198,500	206,077	190,838
6003-01	Salaries - Maintenance	22,500	22,500		4%	5%	21,500	21,700	19,135	16,050
6008-01	IMRF Expense	92,000	92,000	2018 rate 12.97%; 2019 rate 11.02%	-6%	-6%	98,000	97,700	86,368	82,081
6009-01	FICA Expense	72,000	72,000	7.65% of gross wages	11%	5%	68,500	65,000	61,293	58,394
6010-01	Unemployment Compensation	1,200	1,200	0.28% on first \$12,960 (last year 0.31%)	9%	-8%	1,300	1,100	1,057	1,224
6064-01	Operating - Material Processing Tech	13,000			1%	43%	9,100	12,850	9,245	8,726
			5,000	Processing supplies (barcodes, labels, tape, replacement cases, etc.)						
			500	Freight charges from invoices						
			7,500	Pre-processing						
6065-01	Operating - Material Processing Circulation	2,210			67%	-4%	2,300	1,325	1,445	1,939
			-	Library Cards						
			200	Notice Envelopes (4@\$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)						
			160	Adhesive receipt paper for ILL holds (1 box @ \$160 for 6000 items; 3000 items annually)						
			-	Receipt paper for Square Register USB printer						
			500	Miscellaneous						

Account & Fund Ext.	Description	FY19 BUDGET	FY19 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY18 Projected to FY19 Budget		FY18 BUDGET	FY18 PROJECTED	FY17 ACTUAL	FY16 ACTUAL
						% change FY18 Budget to FY19 Budget				
6069-01	Operating - Postage	5,165			-9%	-12%	5,865	5,675	5,249	5,181
			2,300	Newsletter Postage - 4@\$575						
			600	Monthly bills - \$50/month						
			540	Interlibrary loan Out of State materials (180 @ \$3)						
			1,000	Overdue Notices (2000 @ \$0.50)						
			-	Notices for minors turning 18 (200 @ \$0.49)						
			-	Expiring Library Card Notices (820 @ \$0.49)						
			225	Bulk Permit						
			500	Miscellaneous (includes Pitney Bowes fees)						
6070-01	Operating - Office Supplies	3,850			18%	-17%	4,650	3,250	4,277	3,038
			2,000	copy paper - including white, colored, special, cardstock						
			1,700	All other office supplies						
			150	Shredding						
6071-01	Operating - Bank Fees	600			0%	-29%	850	600	752	662
			600	Epay credit card fees; Square credit card fees; Illinois National Bank monthly fee (\$10)						
			-	Safe Deposit Box						
6072-01	Operating - Automation Supplies	3,000			36%	0%	3,000	2,200	3,507	2,020
			2,500	Toner cartridges						
			500	Miscellaneous - compressed air, cleaning wipes, containers for mobile devices						
6075-01	Operating - Publishing	1,300	1,300	Legal notices	21%	8%	1,200	1,075	1,128	1,058
6090-01	Furniture/Equipment - Purchases	8,700			14%	13%	7,700	7,600	8,001	6,629
			6,700	Copier Leases						
			1,000	Lower Level Program Room						
			1,000	General / Miscellaneous						
6090-11	Furniture/Equipment - Purchases (Special Reserve)	-	-		-100%	-100%	2,000	2,425	-	4,469
6093-01	Furniture/Equipment - Maintenance	3,500	3,500	Per print charges for staff and public copiers	9%	-13%	4,000	3,200	3,175	4,343

Account & Fund Ext.	Description	FY19 BUDGET	FY19 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY18 Projected to FY19 Budget		% change FY18 Budget to FY19 Budget		FY17 ACTUAL	FY16 ACTUAL
							FY18 BUDGET	FY18 PROJECTED		
6096-01	Automation - Software	17,195			22%	28%	13,475	14,150	6,644	13,646
			2,000	B&T Title Source & Reviews						
			-	B&T Collection HQ (\$5,200)						
			1,100	OCLC						
			450	Library ELF (<i>rate increase based on number of active library cards</i>)						
			260	Website (Shared dreamweaver subscription for Sandy, Leila)						
			400	Marketing (All Apps subscription for graphic artist)						
				Constant Contact (annual pre-pay) - moved to PR/Publicity						
			-	Evanced "D!bs" for study room reservation (\$1,300)						
			-	ILS Authentication setup option for D!bs (\$485)						
			-	Additional Paper Cut license for second print release station						
			500	Schedule 3W software for Leila, Patty)						
			125	Quickbooks Online Plus 5-user (\$50) or Quickbooks Premier 2017 3-user (\$125)						
			695	SimpleScan Station Software upgrade						
			165	Adobe Acrobat Pro 2017 for Windows (3- Sandy/laptop, Jackie, Jen/Leila/laptop)						
			3,000	Microsoft Office 2019 Standard licenses for public and Staff PCs)						
			7,500	Communico Suite (replacing Boopsie, Evanced, website/web server, digital signage payer, READSquared)						
			1,000	Miscellaneous						
6098-01	Automation - Purchase	3,600			-40%	-49%	7,000	6,025	10,280	7,548
			500	Patron Supplies - earbuds, flash drives						
			100	5 Circulating 4G LTE Hotspots						
			1,000	BookScan Station from TBS (scan, email, fax)						
			2,000	Miscellaneous						
6098-11	Automation - Purchase	16,850			14%	-23%	21,750	14,800	38,036	25,252
			1,600	2 Staff duplex color printer replacements						
			1,750	7 Management Team printer replacements (per plan)						
			9,500	WPLDHOST3 server replacement (per plan)						
			2,000	3 48-port switches (replacements)						
			2,000	Self-check station (trade-in/replacement)						

Account & Fund Ext.	Description	FY19 BUDGET	FY19 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY18 Projected to FY19 Budget		FY18 BUDGET	FY18 PROJECTED	FY17 ACTUAL	FY16 ACTUAL
						% change FY18 Budget to FY19 Budget				
6099-01	Automation - Maintenance	44,865			-10%	-11%	50,240	50,000	44,740	38,115
			26,250	Horizon Software(SirsiDynix)						
			2,100	MyPC, PaperCut, PrinterOn, Cpad (2), Print Release (2), Coin box (3) [TBS]						
			350	Coin box (1), PaperCut/Print Release (1) (Youth Services)						
			800	BookScan Station (annual maintenance)						
			4,750	Network Consultant (Computers for Business) [50 hrs @ \$95/hr]						
			3,600	Cloud Backup of servicers via DPM & Microsoft Azure						
			1,600	Phone system maintenance contract						
			500	SmartNet contract for CISCO 2901						
			1,800	CenTec annual maintenance contract for self check system (2)						
			1,000	Symantec Mail Security for MS Exchange (Symantec via CDW) - 60 licenses/\$15 each						
			1,200	Mobile Beacon/SPRINT 4G LTE annual service plan (10 circulating)						
			120	Mobile Beacon/SPRINT 4G LTE annual service plan (1 staff)						
			150	Standard SSL Certificate for rpa.warrenville.com/IIS 2-year						
			525	UCC SSL Certificate for Exchange (3-year)						
			120	Meraki Cloud management for Crayon Kiosk						
6100-01	Workmen's Compensation	3,800	3,800		3943%	27%	3,000	94	5,422	2,957
6102-01	Insurance Package	13,250			10%	19%	11,100	12,030	10,530	11,876
			13,250	estimated 10% increase						
6103-01	Liability Insurance - Officers/Directors	-	-	3 year pre-paid in June 2016 to lock in savings for years beginning July 1, 2016 through July 1, 2019 (average \$3,833.33 per year for total savings of \$1,815)	#DIV/0!	#DIV/0!	-	-	-	15,937
6103-08	Liability Insurance - Officers/Directors	-	-				-			-
6104-01	Liability Insurance - Umbrella	-	-	included in package	#DIV/0!	#DIV/0!	-	-	-	985
6107-01	Insurance - Bonds	-	-				-			30

Account & Fund Ext.	Description	FY19 BUDGET	FY19 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY18 Projected to FY19 Budget		FY18 BUDGET	FY18 PROJECTED	FY17 ACTUAL	FY16 ACTUAL
						% change FY18 Budget to FY19 Budget				
6108-01	Insurance - Health/Life	70,540			50%	11%	63,800	46,900	42,361	39,689
			55,300	Health Insurance; assumes 10% increase 1/1/19; employer/employee contribution rates remain same as FY18; \$5,530 per employee per year (10 eligible employees)						
			10,000	HSA Contribution; \$1,000 per employee per year (10 eligible employees)						
			3,300	Dental Insurance; assumes 5% increase 1/1/19; employer/employee contribution rates remain same as FY18; \$330 per employee per year (10 employees)						
			750	Vision Insurance assumes 5% increase 1/1/19; employer/employee contribution rates remain same as FY18; \$75 per employee per year (10 employees)						
			750	LIMRiCC admin fee paid 100% by Library; assumes 10% increase 1/1/19; \$75 per year per employee (10 employees)						
			440	LIMRiCC life insurance paid 100% by Library; assumes 5% increase 1/1/19; \$44 per year per participating employee (10 employees)						
6146-01	Personnel Development - Recruiting	500	500	Background checks (\$50 per employee)	-20%	0%	500	625	405	370
6148-01	PD - Staff Appreciation	3,300			230%	164%	1,250	1,000	1,208	960
			350	National Library Week Breakfast / Luncheon / Treats						
			450	Summer, Fall, Winter luncheons (\$150 each)						
			2,000	Staff Appreciation Dinner						
			500	Cards, flowers, cakes, treats						
6150-01	PD - Staff dues	2,875			-1%	3%	2,800	2,900	2,619	2,601
			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	Management Association of Illinois - institutional membership						
			100	COSUGI (SirsiDynix Users Group) - Computer Systems Administrator (institutional)						
			150	Wheaton Warrenville Early Childhood Coop.						
			275	Chamber of Commerce - institutional						
			25	Warrenville Historical Society - institutional						

Account & Fund Ext.	Description	FY19 BUDGET	FY19 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY18 Projected to FY19 Budget		FY18 BUDGET	FY18 PROJECTED	FY17 ACTUAL	FY16 ACTUAL
						% change FY18 Budget to FY19 Budget				
6151-01	PD - Staff meetings	6,950			155%	5%	6,600	2,725	4,086	6,815
			500	Tech Services: Miscellaneous seminars, meetings						
			550	Admin Assist: HR Conference, Miscellaneous meetings						
			500	Circulation: Miscellaneous seminars, meetings						
			500	Director: Meetings, seminars, conferences						
			1,000	Public Services: Miscellaneous seminars, meetings						
			750	Marketing: Library Marketing Conference (500), Misc. 250						
			3,000	Director: Misc. (staff meetings, staff in service; training opportunities for all staff)						
			150	IT: Miscellaneous seminars, meetings						
6152-01	PD - Staff Transportation	1,500	1,500	General mileage reimbursement	67%	50%	1,000	900	750	2,735
6153-01	PD - Trustee dues	-	-		-100%	-100%	270	270	-	268
6154-01	PD - Trustee meetings	500	500	Trustees: Miscellaneous seminars, meetings	-85%	-81%	2,690	3,400	520	3,558
6155-01	PD - Trustee transportation	250	250	Miscellaneous	-74%	-64%	700	975	94	800
6156-01	PD - trustee miscellaneous	500	500	cards, flowers, cakes, treats, meeting supplies	25%	0%	500	400	434	312
6200-01	Contractual - Lawyer	5,000	5,000		54%	0%	5,000	3,250	4,238	2,340
6205-01	Contractual - Accounting	13,100			24%	31%	10,000	10,550	10,089	9,973
			6,100	Accounting Services (\$508 per month)						
			2,500	GASB 75 Actuarial Report (Post Employment Benefits)						
			4,500	Paylocity (Webtime, Webpay, ACA tracking)						
6206-01	Contractual - Collection Agency	1,250			194%	25%	1,000	425	627	618
			1,000	Unique Management Systems						
			250	NCOA Database Verification (annual, all library card accounts, address check; UMS)						
6210-01	Contractual - Audit	7,810	7,810	per proposal; \$6,960 + \$850 for GASB 75	-2%	-2%	7,950	7,950	6,450	6,950
6211-01	Contractual - Consultants	19,700			953%	319%	4,700	1,870	-	4,250
			4,700	Pay grade benchmarking (per proposal)						
			15,000	Strategic Planning facilitation						
6247-01	Library Materials - Adult Books	58,000			5%	-13%	67,000	55,250	56,395	54,908
			30,000	Nonfiction						
			26,000	Fiction						
			2,000	Spanish						
6248-01	Library Materials - Children/Youth Books	33,000			-11%	3%	32,000	37,250	35,251	35,832
			9,000	Nonfiction						
			19,000	Fiction						
			1,000	Spanish						
			4,000	Young Adult						

Account & Fund Ext.	Description	FY19 BUDGET	FY19 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY18 Projected to FY19 Budget		FY18 BUDGET	FY18 PROJECTED	FY17 ACTUAL	FY16 ACTUAL
						% change FY18 Budget to FY19 Budget				
6250-01	Library Materials - Adult Audiovisual	26,000			3%	-4%	27,000	25,200	25,433	27,393
			17,000	DVDs						
			7,000	Audiobooks						
			2,000	CDs						
6251-01	Library Materials - Youth Audiovisual	7,000			26%	0%	7,000	5,550	5,058	7,315
			4,000	DVDs						
			600	Music						
			2,000	Audiobooks						
			400	Puzzles						
6254-01	Library Materials - eBooks	26,000	26,000	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle) for adult, teen, youth	-1%	8%	24,000	26,250	18,101	14,811
6255-01	Library Materials - Youth eBooks	-	-	FY17 changed to single line item for all audiences	#DIV/0!	#DIV/0!				2,109
6261-01	Library Materials - Periodicals	11,500			8%	0%	11,500	10,625	10,454	12,499
			7,000	Revistas (vendor) + direct subscriptions						
			4,500	Newspapers						
6264-01	Library Materials - Internet Subscriptions	25,000	25,000	Databases / Tutorials / Tumblebooks	-35%	-39%	41,000	38,375	39,908	39,509
6300-01	Public Service - Adult Programming	6,700			2%	3%	6,500	6,575	5,204	6,946
			5,000	18 programs @ \$300 each + supplies						
			700	SR prizes and publicity						
			600	Movie licenses						
			150	11 book discussions @\$12 ea						
			250	Outreach/Passive Programming						
6301-01	Public Service - Youth Programming	6,500			3%	0%	6,500	6,300	3,389	5,170
			3,500	Children's Programs						
			1,500	Teen programs						
			1,500	Summer Reading						
6304-01	Public Service - Hotel/Motel Tax	17,205			-1%	-6%	18,325	17,325	11,705	15,787
			14,155	Concerts on the Commons						
			3,050	Sunday Musical Matinees						
6305-01	Public Service - Refunds/Fines/Fees	500	500	Refunds to other libraries for materials lost by Warrenville patrons	525%	0%	500	80	176	116
6308-01	Public Service - Printing	14,500			4%	-28%	20,100	14,000	10,419	10,329
			12,000	Newsletter - 4@\$3,000						
			-	Library Card Applications						
			2,500	Miscellaneous posters, banners, brochures, bookmarks						
6311-01	Public Service - PR/Publicity	13,125			245%	188%	4,550	3,800	5,440	4,022
			500	National Library Week & Library Card Sign-up Month						
			8,000	Website development						
			2,250	Giveaways - Pens (\$1,000), Parade (\$250), Other (\$1,000)						
			500	Staff Shirts for new employees						
			375	Constant Contact (annual pre-pay)						
			300	Facebook ads, boosts						
			1,200	Miscellaneous (includes supplies, acrylic holders, etc.)						

Account & Fund Ext.	Description	FY19 BUDGET	FY19 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY18 Projected to FY19 Budget		FY18 BUDGET	FY18 PROJECTED	FY17 ACTUAL	FY16 ACTUAL
						% change FY18 Budget to FY19 Budget				
6313-01	Public Service - Miscellaneous	1,150			12%	-12%	1,300	1,025	1,443	1,968
			150	Coffee lids, sleeves						
			1,000	Misc. programs						
6400-07	Maintenance	74,520			49%	67%	44,520	49,950	32,628	29,287
			30,000	Cleaning (\$2,500 per month)						
			1,400	Quarterly scrub & extract washroom floors \$350 ea						
			2,000	Window washing (2X/year)						
			4,700	Elevator contract						
			800	Elevator pressure test (2X/year)						
			320	City Inspection of elevator (\$80 per visit - 4X/year)						
			600	Pest Control						
			2,600	Sealcoating						
			1,700	Roof Maintenance (\$850 ea.; Spring & Fall)						
			20,000	LED Retrofits/Replacements (Parking lot, exterior, interior "uplights")						
			1,000	Lower Level Program Room						
			8,000	Replace Stafford entry doors (if refinishing is not successful)						
			1,400	Misc (includes misc elevator items)						
6400-11	Maintenance	-	-		#DIV/0!	#DIV/0!			-	-
6401-07	Maintenance - Supplies	3,200			29%	45%	2,200	2,475	2,932	4,019
			2,000	Bulbs, Ballasts						
			200	Bulb Recycling						
			1,000	Misc. supplies						
6402-07	Security	13,550			371%	185%	4,750	2,875	2,567	6,220
			700	Fire alarm - inpection & repairs						
			2,500	Alarm monitoring (\$155/month for burglar; \$160/quarter for fire)						
			350	Extinguishers						
			1,000	Sprinklers						
			500	Backflow Preventor test (6@\$75)						
			7,000	Surveillance Camera System						
			1,500	General maintenance						
6403-01	Gas	8,000	8,000		10%	-11%	9,000	7,300	8,201	7,865
6406-07	Snow Removal	20,000	20,000		7%	0%	20,000	18,725	13,832	13,434
6407-07	HVAC	5,200			259%	-52%	10,900	1,450	1,009	3,473
			4,000	General maintenance						
			400	Filters						
			800	Humidifier bottles						
6408-01	Water/Sewer	800	800		-3%	0%	800	825	718	798
6409-01	Electricity	40,000	40,000		14%	0%	40,000	35,000	46,613	42,807
6410-01	Telephone	13,400			1%	-7%	14,480	13,250	13,753	13,099
			2,400	Telephone lines (Call One \$140/mos; Megapath \$60/mos.)						
			10,000	Internet (AT&T \$384/mos; Illinois Century Network \$450/mos)						
			1,000	Absorb Faxing costs for BookScan Station						

Account & Fund Ext.	Description	FY19 BUDGET	FY19 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY18 Projected to FY19 Budget		FY18 BUDGET	FY18 PROJECTED	FY17 ACTUAL	FY16 ACTUAL
						% change FY18 Budget to FY19 Budget				
6411-07	Janitorial supplies	3,000	3,000	includes toilet tissue, batteries, soap, paper towels, c-fold towels, etc.	14%	-14%	3,500	2,625	2,758	2,293
6413-07	Landscape maintenance	7,450			-11%	-26%	10,000	8,350	6,287	6,764
			2,960	Outside contract (\$370/mos x 8)						
			3,240	Inside contract (\$270/mos)						
			250	Spring Plantings						
			1,000	Miscellaneous Replacements						
			-	Mulch						
6500-01	Gift expenditures	2,000			-13%	-13%	2,300	2,300	1,100	2,651
			1,000	IEEE Grant (remainder of FY18 funds)						
			1,000	DuPage Foundation Distribution						
6520-14	Capital Improvement Projects	-	-		#DIV/0!	#DIV/0!			2,248,094	-
6520-11	Capital Improvement Projects	-	-		-100%	-100%	500,000	336,000		61,965
6520-01	Capital Improvement Projects								5,110	
6530-01	Debt Repayment	169,900	169,900		1%	1%	167,550	167,425	22,636	
6600-01	Contingency	10,000	10,000		285%	0%	10,000	2,600	3,439	1,829
	Total Expenditures	2,006,060	2,006,060		-7%	-17%	2,426,565	2,153,044	3,845,215	1,606,012
Total expenditures without capital improvement		1,836,160	1,836,160		11%	4%	1,759,015	1,649,619	3,822,579	1,544,047
	Income less Expenditures	(88,612)	(88,612)		-71%	-85%	(575,403)	(303,524)	10,341	220,169
Total income less expenditures without capital improvement		81,288	81,288		-59%	-12%	92,147	199,901	32,977	282,134

FUND BALANCE PROJECTIONS
FY2018-2019

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	374,050	1,819,672	1,862,290	331,432	(42,618)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	94,850	97,776	126,920	65,706	(29,144)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	154,725		16,850	137,875	(16,850)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	872,996	1,917,448	2,006,060	784,384	(88,612)

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	465,573	557,279	91,707
Building Maintenance	31,730	65,706	33,976
*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash is transferred to Special Reserve Fund			

FUND BALANCE PROJECTIONS
FY2019-2020

CPI - 2.1%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	331,432	1,857,885	1,880,913	308,404	(23,028)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	65,706	99,829	108,189.20	57,346	(8,360)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	137,875	-	-	137,875	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	784,384	1,957,714	1,989,102	752,996	(31,388)

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	470,228	534,251	64,023
Building Maintenance	27,047	57,346	30,299
*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	308,404	1,876,464	1,899,722	285,146	(23,258)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	57,346	100,828	109,271.09	48,903	(8,444)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
		-			
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	137,875	-	-	137,875	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	752,996	1,977,292	2,008,993	721,295	(31,702)

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

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	474,931	510,993	36,063
Building Maintenance	27,318	48,903	21,585

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

FUND BALANCE PROJECTIONS

FY2021-2022

CPI = 1%

1%

FUND	Estimated Beginning Balance 7/1/21	Income Budgeted FY21/22	Expenses Budgeted FY21/22	Projected Year- End Balance 6/30/22	Income vs. Expenses
CORPORATE	285,146	1,895,229	1,918,719	261,655	(23,491)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	48,903	101,836	110,363.80	40,375	(8,528)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,524	-	-	23,524	-
SPECIAL RESERVE	137,875		-	137,875	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	721,295	1,997,064	2,029,083	689,276	(32,019)

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	479,680	487,502	7,823
Building Maintenance	27,591	40,375	12,784

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