

Warrenville Public Library District

FISCAL YEAR 2016 WORKING BUDGET

July 1, 2015 to June 30, 2016



Approved 6/17/2015

prepared by Sandy Whitmer, Library Director

Warrenville Public Library District
28W751 Stafford Place, Warrenville, IL 60555
630/393-1171 www.warrenville.com

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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 2-11)

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 2019.

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 while rebuilding the Special Reserve Fund to be used for building repair & maintenance, automation hardware & software, furniture & equipment and building remodeling & expansion.

BUDGET OVERVIEW

Each department submitted budget requests which were then reviewed by the Director and Management Team. This budget maintains library services, address strategic priorities and rebuilds the Special Reserve Fund to support major projects, including the proposed renovation project.

INCOME HIGHLIGHTS

The Library increased its last Tax Levy to capture the 1.5% Consumer Price Index increase permitted by the Property Tax Extension Limitation Law (PTELL). Paired with a small amount of new construction, we expect a 1.9% increase over last year's property tax income. For the second year in a row, less than \$200 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 decreased to reflect projected income for FY15. Gift & Memorial income is increased to reflect expected donations from the Foundation and donations required to complete a microfilm digitization project.

EXPENDITURE HIGHLIGHTS

Employee Costs

This draft of the budget includes merit increases for eligible employees of up to 3%. Additional hours have been included for public services librarians. The budget includes funds for a new part-time marketing specialist.

The Library's contribution rate for Illinois Municipal Retirement Fund is expected to increase from 12.4% to 12.7%.

The budget assumes a 10% increase in health insurance rates on 1/1/2016.

Furniture/Equipment Purchases

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

Automation / Technology

Special projects slated for FY16 include replacement of the public computers and an upgrade to the Library's wireless access points including a central controller. Both of these projects will be paid from the Special Reserve Fund.

The Library will implement a secure, cloud-based backup solution to minimize risk of data loss.

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

The Library will upgrade its Internet connection in FY16 and will absorb fees that are no longer subsidized by the State of Illinois through the Illinois Century Network.

EXPENDITURE HIGHLIGHTS

Professional Development

The proposed budget includes funds for two employees and two trustees to attend the Public Library Association Conference in Denver, CO in April, 2016.

Additional funds are available to support training that will be beneficial to all staff, as determined by the Director and the Management Team.

The Library will maintain an institutional membership in the Illinois Library Association rather than paying for personal memberships for trustees and managers.

Library Materials

The budget for print materials has been reduced based on prior years' expenditures and the architectural master plan's allocation of shelving for collections. The budget for downloadable materials is reduced based on prior years' expenditures. Budgets for audio visual materials and online databases are increased slightly.

Programming & Publicity

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

The Library will continue to publish a quarterly, full-color, 8-page newsletter. Additional funds have been included for printing in lieu of purchasing a large format printer for banners and signs.

Building Maintenance & Utilities

No special projects other than routine building maintenance are planned for FY16.

Expenses for natural gas and electricity are expected to be consistent with FY15 expenditures.

RENOVATION PROJECT

This budget does not include any expenses associated with a proposed renovation project. Additional discussions are necessary before solid numbers for the project can be established. Because expenses for the project will be paid from the Special Reserve, Developer Donations and Capital Projects Funds, the Director recommends including appropriate dollar amounts in the Budget & Appropriation Ordinance and adopting a separate project budget at a later date.

WARRENVILLE LIBRARY WORKING BUDGET SUMMARY - July 1, 2015 through June 30, 2016

INCOME CATEGORIES	% of total income	FY16 BUDGET	FY15 BUDGET	FY15 PROJECTED	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
Property Taxes	95.40%	1,742,226	1,710,333	1,708,764	1,666,909	1,586,774	1,549,055	1,090,466
Copier	0.27%	5,000	6,500	5,700	6,213	7,294	6,801	5,357
Extended Use Fees	1.20%	22,000	30,000	23,000	18,693	20,149	21,455	22,121
Other Fees	0.03%	500	550	850	443	503	681	484
Interest	0.05%	1,000	1,050	820	1,231	1,475	1,363	2,857
Book & Bag Sales	0.33%	6,000	6,000	5,000	6,223	5,499	2,912	2,402
Lost Books	0.19%	3,500	3,000	4,400	4,615	3,585	2,802	3,820
Gifts/Memorials	0.60%	11,000	1,000	4,000	1,449	8,403	5,951	4,485
Miscellaneous	0.16%	3,000	4,300	4,700	3,958	2,977	3,684	5,561
Hotel/Motel Tax Grant	0.82%	14,974	15,040	15,039	10,777	13,891	18,013	20,569
Per Capita Grant	0.93%	17,000	17,000	16,939	16,939	27,822	13,675	13,645
Grants Miscellaneous	0.00%	-	-	-	-	-	-	-
Developer Donations	0.00%	-	-	-	-	-	-	-
TOTAL INCOME	100.00%	1,826,200	1,794,773	1,789,212	1,737,450	1,678,374	1,626,390	1,171,768

EXPENDITURE CATEGORIES	% of total expenditures	FY16 BUDGET	FY15 BUDGET	FY15 PROJECTED	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
Salaries	48.1%	814,500	793,000	765,200	749,344	743,240	721,253	691,649
Illinois Municipal Retirement Fund	4.9%	83,500	81,000	78,820	83,024	82,111	76,619	67,275
FICA (Social Security, Medicare)	3.7%	62,500	60,000	56,800	55,760	55,131	53,529	51,354
Employee Insurance (UI, Workers Comp, Health)	3.9%	66,100	50,950	42,300	43,498	44,117	45,308	40,322
Operating/Supplies/Postage/Legal Notices	2.3%	39,695	27,800	23,160	22,913	23,714	21,431	22,269
Furniture / Equipment Purchase & Maintenance	0.7%	11,200	30,875	26,400	24,800	7,925	8,405	25,537
Automation - Software, Purchase, & Maintenance	5.6%	93,970	86,600	73,400	74,541	79,340	47,572	42,336
Insurance (Package & Liability)	1.4%	23,200	20,200	19,350	22,654	21,025	19,871	23,123
Personnel Development & Recognition - Staff	1.2%	20,925	19,050	14,400	16,351	15,648	9,154	11,241
Trustee Development & Supplies	0.3%	5,650	2,025	1,600	4,640	2,262	1,599	1,111
Professional Contractual Services	2.5%	42,530	50,050	42,900	21,191	37,928	32,155	42,789
Library Materials - Books, A/V, Periodicals, Online	13.0%	220,500	236,175	193,900	190,196	193,878	210,391	200,928
Programming	1.7%	29,200	28,765	25,600	26,452	24,142	34,145	33,833
PR/Publicity & Misc. Public Service	1.4%	23,950	19,600	17,175	14,314	12,501	9,794	12,420
Building Maintenance & Security	4.6%	77,050	103,980	77,500	94,553	78,801	92,227	94,876
Utilities	4.0%	66,900	68,300	67,150	62,327	54,158	68,069	75,376
Gift expenditures	0.1%	1,000	1,000	-	2,557	6,248	3,965	4,624
Capital Improvement Projects	0.0%	-	-	-	52,018	73,304	9,224	80,952
Contingency	0.6%	10,000	10,000	600	454	4,891	6,172	3,716
Total Expenditures	100.0%	1,692,370	1,697,420	1,533,455	1,568,338	1,567,165	1,478,002	1,532,060

Income less Expenditures		133,830	97,353	255,757	169,112	111,209	148,388	(360,292)
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WARRENVILLE LIBRARY LINE ITEM WORKING BUDGET - July 1, 2015 through June 30, 2016

Account & Fund Ext.	Description	FY16 BUDGET	FY16 ITEMIZED STAFF BUDGET REQUEST	NOTES
4001-01	Taxes Levied Corp 95.2908	1,660,181	1,660,181	
4001-03	Taxes Levied Audit 0.0	-		
4001-04	Taxes Levied IMRF 0.0	-		
4001-05	Taxes Levied Fica 0.0	-		
4001-06	Taxes Levied Workers Compensation 0.0	-		
4001-07	Taxes Levied Building & Maintenance 4.7092	82,045	82,045	
4001-08	Taxes Levied Liability Insurance 0.0	-		
4001-09	Taxes Levied Unemployment Compensation 0.0	-		
4001-10	Taxes Levied Working Cash	-		
4002-01	Back Taxes Corporate 95.2908	-		
4002-03	Back Taxes Audit 0.0	-		
4002-04	Back Taxes IMRF 0.0	-		
4002-05	Back Taxes Fica 0.0	-		
4002-06	Back Taxes Workers Compensation 0.0	-		
4002-07	Back Taxes Building & Maintenance 4.7092	-		
4002-08	Back Taxes Liability Insurance 0.0	-		
4002-09	Back Taxes Unemployment Compensation 0.0	-		
4002-10	Back Taxes Working Cash	-		
4010-01	Copier	5,000	5,000	
4015-01	Extended Use Fees	22,000	22,000	
4016-01	Other Fees	500	500	
4300-01	Interest - Corporate	1,000	1,000	
4300-10	Interest - Working Cash	-	-	
4300-11	Interest - Special Reserve	-	-	
4300-15	Interest - Gift	-	-	
4400-01	Book & Bag Sales	6,000	6,000	
4450-01	Lost Books	3,500	3,500	
4500-01	Gifts/Memorials	11,000	11,000	
4600-01	Miscellaneous	3,000	3,000	includes coffee income
4700-01	Hotel/Motel Tax Grant	14,974	14,974	per award letter
4800-01	Per Capita Grant	17,000	17,000	per award letter
	Grants Miscellaneous	-		
4900-12	Developer Donations	-		
	TOTAL INCOME	1,826,200	1,826,200	

FY15 BUDGET	FY15 PROJECTED	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
1,626,287	1,624,795	1,576,136	1,339,389	1,295,122	888,375
-	-		5,411	5,832	6,043
-	-		80,697	75,809	55,196
-	-		53,143	57,253	51,972
-	-		4,428	5,301	2,014
84,046	83,969	90,713	98,412	106,026	80,578
-	-		3,444	2,650	4,029
-	-		1,476	1,061	-
-	-				-
-	-	57	315		1,844
-	-		1		13
-	-		19		115
-	-		13		108
-	-		1		4
-	-	3	23		167
-	-		1		8
-	-		0		-
-	-				-
6,500	5,700	6,213	7,294	6,801	5,357
30,000	23,000	18,693	20,149	21,455	22,121
550	850	443	503	681	484
1,000	820	1,229	1,377	1,110	2,018
40	-	1	88	223	748
-	-				
10	-	1	9	19	91
6,000	5,000	6,223	5,499	2,912	2,402
3,000	4,400	4,615	3,585	2,802	3,820
1,000	4,000	1,449	8,403	5,951	4,485
4,300	4,700	3,958	2,977	3,684	5,561
15,040	15,039	10,777	13,891	18,013	20,569
17,000	16,939	16,939	27,822	13,675	13,645
-	-		-		-
-	-				
1,794,773	1,789,212	1,737,450	1,678,374	1,626,390	1,171,768

Account & Fund Ext.	Description	FY16 BUDGET	FY16 ITEMIZED STAFF BUDGET REQUEST	NOTES
6001-01	Salaries - Administration	186,500	186,500	adds 20 hour marketing specialist; increases graphic artist to 10 hours (+6 hours)
6002-01	Salaries - Circulation	110,000	110,000	(pages moved to tech services)
6005-01	Salaries - Public Services (was Adult Services)	301,000	301,000	merged adult & youth Services staff; adds librarian hours (includes increasing 1 part-time position to full-time)
6006-01	Salaries - Youth Services	-	-	(moved to Public Services line item)
6007-01	Salaries - Technical Services	200,000	200,000	pages moved from circulation
6003-01	Salaries - Maintenance	17,000	17,000	
6008-01	IMRF Expense	83,500	83,500	2015 rate: 12.4%; 2016 rate 12.7% (additional hours; eligible employees)
6008-04	IMRF Expense	-	-	
6009-01	FICA Expense	62,500	62,500	7.65% of gross wages
6009-05	FICA Expense	-	-	
6010-01	Unemployment Compensation	1,300	1,300	0.35% on the first \$12,960 earned by each employee in the calendar year.
6010-09	Unemployment Compensation	-	-	
6063-01	Operating - Microfilming	10,000	10,000	Digitization of all microfilmed local newspapers; digitization of local newspapers in print (last 3-4 years); implement only if able to secure funding from outside source
6064-01	Operating - Material Processing Tech	11,025		
			6,000	Processing supplies (barcodes, labels, tape, replacement cases, etc.)
			1,000	Disc cleaning supplies
			2,025	Janway hanging media pouches for puzzles (325 bags@\$5.80; 33 packs hooks@\$2.75; shipping \$25; labeling supplies \$24)
			2,000	Convert Music CD collection to poly cases (purchase \$2,675 in FY15)
6065-01	Operating - Material Processing Circulation	2,250		
			-	Library Cards
			520	Notice Envelopes (8@\$65/box)
			130	Expiring Library Card Notice Envelopes (2@\$65/box)
			450	ILL Labels (150 per pack @\$23 x18 = \$414 for 2600 ILL items)
			300	Receipt Paper (3 boxes@\$100/box)
			550	Adhesive Paper Rolls for holds - case of 24 rolls (3@\$160/case)
			300	Miscellaneous

FY15 BUDGET	FY15 PROJECTED	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
150,000	151,256	141,222	137,412	133,677	136,771
160,000	153,354	151,199	144,433	141,346	139,347
161,000	157,410	151,953	144,466	141,520	148,810
153,000	140,275	143,733	143,965	140,859	131,631
151,500	146,405	144,882	156,650	147,846	118,640
17,500	16,500	16,355	16,315	16,005	16,450
81,000	78,820	83,024	10,850		
-	-	-	71,261	76,619	67,275
60,000	56,800	50,778			
0	-	4,982	55,131	53,529	51,354
1,500	1,250	570			
0	-	865	1,432	1,308	1,058
0	-	-	61	-	-
7,500	5,800	7,210	6,334	7,263	5,747
4,100	3,750	1,410	3,115	1,427	3,108

Account & Fund Ext.	Description	FY16 BUDGET	FY16 ITEMIZED STAFF BUDGET REQUEST	NOTES
6069-01	Operating - Postage	6,220		
			2,000	Newsletter Postage - 4@\$500
			600	Monthly bills - \$50/month
			540	Interlibrary loan Out of State materials (180 @ \$3)
			2,010	Overdue Notices (4000 @ \$0.52) - anticipates rate increase in 2016
			520	Expiring Library Card Notices (1000 @ \$0.52)
			250	Bulk Permit
			300	Miscellaneous
6070-01	Operating - Office Supplies	4,000		
			2,400	copy paper - including white, colored, special, cardstock
			1,600	All other office supplies
6071-01	Operating - Bank Fees	700		
			600	Epay credit card fees (avg \$50 per mos.)
			100	Safe Deposit Box
6072-01	Operating - Automation Supplies	3,500		
			3,000	Toner cartridges
			500	Miscellaneous - compressed air, cleaning wipes, plastic cases for mobile devices
6075-01	Operating - Publishing	2,000	2,000	Legal notices
6090-01	Furniture/Equipment - Purchases	6,500		
			1,450	Copier Lease (c224e \$120/mos)
			3,050	Copier Lease (c284e \$251/mos)
			2,000	General / Miscellaneous
6090-11	Furniture/Equipment - Purchases (Special Reserve)	-	-	
6093-01	Furniture/Equipment - Maintenance	4,700	4,100	Per print charges for staff and public copiers
			600	Water cooler lease (\$150 quarterly)

FY15 BUDGET	FY15 PROJECTED	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
6,550	5,200	5,560	4,842	4,399	4,570
4,575	3,200	3,305	3,860	3,432	3,283
575	560	421	420	365	-
3,000	2,800	3,011	3,006	2,358	3,284
1,500	1,850	1,996	2,076	2,188	2,277
25,375	22,200	20,465	3,313	4,061	22,007
5,500	4,200	4,335	4,612	4,345	3,530

Account & Fund Ext.	Description	FY16 BUDGET	FY16 ITEMIZED STAFF BUDGET REQUEST	NOTES
6099-01	Automation - Maintenance	43,695		
			20,500	Horizon Software contracts (SirsiDynix) (includes \$2100 for MobileCirc)
			3,750	MyPC, PaperCut, PrinterOn, Cpad (2), Print Release (2), Coin box (2) [TBS]
			4,750	Network Consultant (Computers for Business) [50 hrs @ \$95/hr, 80 hrs @ \$90/hr]
			400	ICN Cisco 2811 Router (AT&T) ; AT&T SmartNet Renewals
			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	Cloud Backup to Live Vault via Sikich (\$3000)
			1,350	Phone system maintenance contract - 1 year @ 24x7 (TSG) [system only, no phones]
			1,700	CenTec annual maintenance contract for self check system (2@\$850)
			1,500	EZProxy subscription (OCLC) - replace RPA/Remote Patron Authentication
			420	SPRINT 4G LTE service for Mobile Beacon hotspot
			100	Standard SSL Certificate for Apache Tomcat (MobileCirc)
			125	Apple developer fee for Boopsie
6100-01	Workmen's Compensation	4,500	4,500	
6100-06	Workmen's Compensation	-	-	
6102-01	Insurance Package	18,700		
			17,500	Package Insurance (estimated 7% increase)
			1,200	Insurance in lieu of bonds for Treasurer (1,000,000), Director (100,000) & Administrative Assistant (100,000)
6102-08	Insurance - liability package	-	-	
6103-01	Liability Insurance - Officers/Directors	3,500	3,500	
6103-08	Liability Insurance - Officers/Directors	-	-	
6104-01	Liability Insurance - Umbrella	1,000	1,000	
6104-08	Liability Insurance - Umbrella	-	-	
6107-01	Insurance - Bonds	-	-	
6108-01	Insurance - Health/Life	60,300		
			58,500	Health/dental/vision; \$4,630/mo (Jul-Dec for all eligible employees @8); \$5,093/mo (Jan-Jun for all eligible employees @8) library cost; assumes 10% increase 1/1/16; assumes 80% paid by Library
			600	Wageworks FSA fees - \$50/month
			850	LIMRiCC admin fee paid by Library (\$5.50/mos x 13 employees)
			350	LIMRiCC life insurance paid 100% by Library (\$3.50/mos x 8 employees)

FY15 BUDGET	FY15 PROJECTED	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
46,550	35,700	45,008	37,585	32,281	33,977
4,000	3,800	3,110			
-	-	1,120	3,506	3,502	4,119
16,200	15,500	18,837	16,678	15,503	19,209
			-		
3,000	2,850	2,181			
-	-	636	2,573	2,338	2,231
1,000	1,000				
	-	1,000	1,000	1,000	783
	-		774	1,030	900
45,450	37,250	37,833	39,179	40,498	35,145

Account & Fund Ext.	Description	FY16 BUDGET	FY16 ITEMIZED STAFF BUDGET REQUEST	NOTES
6146-01	Personnel Development - Recruiting	500	500	Advertising, background checks
6147-01	Personnel Development - Miscellaneous	-	-	
6148-01	PD - Staff Appreciation	1,200		
			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	-	-	
6150-01	PD - Staff dues	2,625		
			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
6151-01	PD - Staff meetings	12,300		
			1,000	Tech Services: Miscellaneous seminars, meetings
			1,650	Admin Assist: PHR Certification Course (\$1,000); HR Conference (\$400); Paylocity Conference (\$350); Misc. (\$300)
			1,000	Circulation: Miscellaneous seminars, meetings
			1,000	Youth Services: Miscellaneous seminars, meetings
			1,000	Director: Meetings, seminars, conferences
			2,900	PLA - Director, Head of Public Services
			1,000	Adult Services: Miscellaneous seminars, meetings
			2,500	Director: Misc. (staff meetings, staff in service; training opportunities for all staff)
			250	IT: Miscellaneous seminars, meetings
6152-01	PD - Staff Transportation	4,300		
			800	PLA - Director, Head of Public Services
			3,500	General mileage reimbursement

FY15 BUDGET	FY15 PROJECTED	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
500	650				
-	-	128	823	684	476
1,600	1,400	2,343	2,132	1,993	1,930
-	-	1,500	1,500	-	-
3,050	2,600	2,774	2,770	2,586	2,466
11,050	8,100	7,187	5,955	2,062	5,172
3,350	2,300	2,419	2,468	1,829	1,197

Account & Fund Ext.	Description	FY16 BUDGET	FY16 ITEMIZED STAFF BUDGET REQUEST	NOTES
6153-01	PD - Trustee dues	250	250	ALA/PLA - 2 Trustees
6154-01	PD - Trustee meetings	3,900		
			1,000	Trustees: Miscellaneous seminars, meetings
			2,900	PLA - 2 Trustees
6155-01	PD - Trustee transportation	1,000		
			200	Miscellaneous
			800	PLA - 2 Trustees
6156-01	PD - trustee miscellaneous	500	500	cards, flowers, cakes, treats, meeting supplies
6200-01	Contractual - Lawyer	10,000	10,000	
6205-01	Contractual - Accounting	9,580		
			6,000	Accounting Services (increased to \$498/mos)
			2,830	Paylocity Webpay (payroll \$2,600; W-2s \$230))
			750	Paylocity Webtime (time clock)
6206-01	Contractual - Collection Agency	1,000	1,000	Unique Management Services
6210-01	Contractual - Audit	6,950	6,950	per proposal from Sikich
6211-01	Contractual - Consultants	15,000	15,000	
6247-01	Library Materials - Adult Books	69,500		
			34,000	Nonfiction
			34,000	Fiction
			1,500	Spanish
6248-01	Library Materials - Children/Youth Books	35,000		
			12,000	Nonfiction
			15,000	Fiction
			8,000	Young Adult
6250-01	Library Materials - Adult Audiovisual	35,500		
			20,000	DVDs (increase for duplicate TV series titles)
			12,000	Audiobooks
			3,500	CDs
6251-01	Library Materials - Youth Audiovisual	10,000		
			6,000	DVDs
			700	Music
			3,000	Audiobooks
			300	Puzzles
6254-01	Library Materials - Adult eBooks	10,000	10,000	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle)
6255-01	Library Materials - Youth eBooks	2,500	2,500	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle)
6261-01	Library Materials - Periodicals	12,000		
			8,200	EBSCO (vendor) + direct subscriptions
			3,800	Newspapers
6264-01	Library Materials - Internet Subscriptions	46,000	46,000	Databases / Tutorials / Tumblebooks

FY15 BUDGET	FY15 PROJECTED	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
525	400	1,025	400	450	225
1,000	700	2,876	600	792	523
200	-	336	695	97	-
500	500	403	567	260	363
15,000	2,500	12,227	8,910	7,200	20,617
10,050	9,300	8,957	8,910	8,005	7,224
1,500	700	1,101	1,316	1,294	1,164
5,850	5,850	5,650	5,485	5,825	5,165
25,000	31,100	7	20,108	16,950	14,948
82,500	54,700	59,674	68,757	80,901	70,928
36,250	35,300	35,170	32,879	38,636	34,142
35,500	29,000	29,302	24,792	26,997	27,661
9,000	8,500	9,469	8,966	9,165	10,407
13,500	6,200				
2,500	2,500				
12,750	11,500	10,465	11,247	12,581	12,780
44,175	46,200	46,116	47,237	42,111	45,010

Account & Fund Ext.	Description	FY16 BUDGET	FY16 ITEMIZED STAFF BUDGET REQUEST	NOTES
6300-01	Public Service - Adult Programming	6,000		
			4,800	20 programs @\$240 ea
			700	SR prizes and publicity
			200	Movie Licenses
			200	20 book discussions @\$10 ea
			100	Outreach
6301-01	Public Service - Youth Programming	7,000		
			2,800	Children's Programs (12x100 Special)(2*300 Entertainers)(Supplies \$1000) (LY \$3,530)
			2,800	Teen programs
			1,200	Summer Reading
			200	Movie Licenses
6304-01	Public Service - Hotel/Motel Tax	16,200		
			14,000	Concerts on the Commons: Performers
			2,000	Concerts on the Commons: Display Ads
			200	Concerts on the Commons: Bookmark promo
6305-01	Public Service - Refunds/Fines/Fees	500	500	Refunds to other libraries for materials lost by Warrenville patrons
6308-01	Public Service - Printing	14,200		
			10,000	Newsletter - 4@\$2500
			200	Library Card Applications
			4,000	Miscellaneous (posters, banners, brochures)
6311-01	Public Service - PR/Publicity	6,250		
			500	National Library Week & Library Card Sign-up Month
			300	Bookmarks
			450	New Patron Packets (Folders 25 cases@\$10 each; labels 1 case@\$50)
			300	Magnets
			500	Pens
			700	Outreach Giveaways (Circulation - SummerDaze, etc.)
			1,000	Parade Giveaways (\$500); Parade Décor (\$500)
			500	Staff Shirts / logo apparel
			2,000	Other Giveaways & Misc.
6313-01	Public Service - Miscellaneous	3,000		
			2,000	Coffee supplies (increased for misc. incentives)
			1,000	Misc. programs

FY15 BUDGET	FY15 PROJECTED	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
6,000	5,600	4,218	5,093	4,680	4,721
7,725	5,000	5,992	7,650	7,178	7,427
15,040	15,000	16,242	11,400	22,287	21,685
500	225	272	247	243	726
11,400	9,700	9,501	8,420	5,678	6,539
5,200	5,325	3,088	2,127	2,350	2,842
2,500	1,925	1,453	1,707	1,524	2,313

Account & Fund Ext.	Description	FY16 BUDGET	FY16 ITEMIZED STAFF BUDGET REQUEST	NOTES
6500-01	Gift expenditures	1,000	1,000	Misc. Gifts
6520-01	Capital Improvement Projects	-		
6520-11	Capital Improvement Projects	-		
			-	Architect Fees
			-	Owners Rep
			-	Construction
6600-01	Contingency	10,000	10,000	
	Total Expenditures	1,692,370	1,692,370	
	Income less Expenditures	133,830	133,830	

FY15 BUDGET	FY15 PROJECTED	FY14 ACTUAL	FY13 ACTUAL	FY12 ACTUAL	FY11 ACTUAL
1,000	-	2,557	6,248	3,965	4,624
-	-	52,018			
-	-		73,304	9,224	80,952
10,000	600	454	4,891	6,172	3,716
1,697,420	1,533,455	1,568,338	1,567,165	1,478,002	1,532,060
97,353	255,757	169,112	111,209	148,388	(360,292)

FUND BALANCE PROJECTIONS
FY 2015-2016

FUND	Estimated Beginning Balance 7/1/15	Income Budgeted FY15/16	Expenses Budgeted FY15/16	Projected Year- End Balance 6/30/16	Income vs. Expenses
CORPORATE	437,000	1,744,155	1,595,845	585,310	148,310
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	31,000	82,045	69,025	44,020	13,020
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,533	-	-	23,533	-
SPECIAL RESERVE	228,845		27,500	201,345	(27,500)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	946,225	1,826,200	1,692,370	1,080,055	133,830

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)	416,218	855,177	438,960
*Target = 25% of Corporate & Special Fund expenditures		difference is transferred to Sp. Reserve	

FUND BALANCE PROJECTIONS
FY2016-2017

CPI = 0.8%

2%

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	146,351	1,758,108	1,627,762	276,697	130,346
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	44,020	82,701	70,405.50	56,316	12,296
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,533	-	-	23,533	-
SPECIAL RESERVE	640,305	-	-	640,305	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,080,055	1,840,810	1,698,167	1,222,697	142,642

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)	424,542	558,860	134,318
*Target = 25% of Corporate & Special Fund expenditures		difference is transferred to Sp. Reserve	

FUND BALANCE PROJECTIONS
FY2017-2018

CPI - 1.25%

2%

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	142,379	1,802,061	1,660,317	284,123	141,744
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	56,316	84,769	71,813.61	69,271	12,955
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,533	-	-	23,533	-
SPECIAL RESERVE	774,622	-	-	774,622	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,222,697	1,886,830	1,732,131	1,377,396	154,699
<i>Note: Cash on hand at year-end is approximately \$700,000 greater due to deferred property tax revenue.</i>					
FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE		
Corporate + Special Funds (excludes Gift, Special Reserve & Developer Donation)	433,033	579,241	146,208		
*Target = 25% of Corporate & Special Fund expenditures			difference is transferred to Sp. Reserve		

FUND BALANCE PROJECTIONS
FY2018-2019

CPI = 1.25%

2%

FUND	Estimated Beginning Balance 7/1/18	Income Budgeted FY18/19	Expenses Budgeted FY118/19	Projected Year- End Balance 6/30/19	Income vs. Expenses
CORPORATE	137,915	1,847,112	1,693,523	291,504	153,589
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	69,271	86,888	73,249.88	82,909	13,638
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	23,533	-	-	23,533	-
SPECIAL RESERVE	920,831	-	-	920,831	-
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,377,396	1,934,001	1,766,773	1,544,624	167,227
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)	441,693	600,260	158,567		
*Target = 25% of Corporate & Special Fund expenditures			difference is transferred to Sp. Reserve		