



# Warrenville Public Library District

28W751 Stafford Place, Warrenville IL 60555-3002 ♦ 630/393-1171 ♦ warrenville.com

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Library Board of Trustees Committee of the Whole Meeting**  
**Wednesday, April 20, 2022, 6:00 p.m.**  
**Location: Library Meeting Room**

Special Meeting Procedures because of COVID-19:

- Masks are recommended, but not required.
- Because of social distancing measures, the number of people who may gather at the Library may be limited, making in-person attendance available on a first-come, first-served basis.
- The meeting will be broadcast live online at: <https://us02web.zoom.us/j/87362469620>. The public may also listen to the meeting by calling 312-626-6799 and entering the Meeting ID number 873 6246 9620. (There is no participant ID or password.)
- Public comments may be shared in person at the meeting or emailed to [trustees@warrenville.com](mailto:trustees@warrenville.com). Please use the subject line to indicate the email is a public comment for the Board Meeting. Emailed comments will be read during the meeting if they:
  - Include the commenter's first and last name
  - Are received at the above email address prior to the meeting's start time.
  - Are no more than 500 words in length and
  - Are free of any abusive or obscene language.

While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

## **AGENDA**

1. Call to Order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
  - a. Approve Remote Attendance and Participation **(ACTION)**
3. Public Comments
4. Review of the first draft of the FY23 Working Budget
5. Items for Information/Discussion (No Action)
6. Adjournment **(ACTION)**

Date: April 15, 2022

To: Board of Trustees

From: Sandy Whitmer, Library Director

Re: First Draft of FY23 Working Budget

The first draft of the working budget for next fiscal year is attached.

The management team will attend the Committee of the Whole meeting to answer any questions you have about the proposed budget. We are also open to suggested revisions to this budget. Based on your feedback and any new information we receive in the coming weeks, I will prepare a revised budget to present to the Board in May. Depending on the nature of the expected revisions, the Board may choose to review the second budget draft at a committee meeting or at the regular meeting in May.

There are several important decisions to be made by the Board of Trustees for this budget relating to salaries and benefits. I have highlighted the points where specific direction from the Board is required. I've provided some information to aid with these decisions, however I anticipate additional information may be needed before specific direction can be given. I expect the discussion of these items to continue in May, but wanted to give you some time to prepare your thoughts (and questions) for future discussion.

For this month's discussion, I do not intend to go line-by-line through the draft budget document. Instead, I prefer to focus on the information in this packet, referring to the budget document as needed. The management team and I can also try to answer any questions you may have about specific lines in the budget document.

## FY23 Budget –General Notes on the First Draft

The property tax extension (expected income) is up about \$50,400 over the previous year.

Because direction is needed from the Board with regard to several salary and benefit items, this draft does not include numbers for salaries or benefits. Without those items included, the overall budget draft has a surplus of \$1,157,919. Overall, the summary for each fund is as follows:

Fund	Projected Fund Balance 6/30/2022	First Draft Income	First Draft Expenditures	Projected Fund Balance 6/30/2023
Corporate	\$1,050,000	\$2,082,405	\$747,086	\$2,385,319
Working Cash	\$225,847	\$0	\$0	\$225,847
Building Maintenance	\$35,000	\$0	\$41,250	-\$6,250
Special Reserve	\$460,000	\$0	\$136,250	\$323,750

### Long Term Fund Strategy

Continuing the strategy outlined last year, we are working toward spending down the Building Maintenance Fund to zero. This first draft indicates a negative fund balance at the end FY23. This is done to ensure we accomplish a zero balance in FY23. The intent is to move expenditures to the corporate fund when the balance reaches zero. (Some line items in this draft have already been moved to the corporate fund.)

We successfully spent down the balance in the Alba Lemos Gift Fund in FY22. The Gift Fund is no longer part of our budget.

### Income

In prior years, the library requested a distribution of developer donations from the City of Warrenville to use toward the debt certificate payments. As of March 31, 2022, the balance of developer donations being held for the library is \$17,444.

Does the Board want to use all or a portion of the developer donations for the debt certificate payments in FY23?

## Fund Balance Projection Notes

The next draft of the budget will include the usual fund balance projection sheets.

Based on our FY22 Budget, our 25% corporate fund balance target is approximately \$550,000. We are projected to have a corporate fund balance of \$1,275,847. This means we will likely have nearly \$725,000 in fund balance to spend, save or transfer to special reserve.

This fund balance will help cover:

- Debt certificate payments
- Wage increases (COLA and/or Merit)
- Additional staff
- Benefit changes

Also keep in mind that we will be able to capture 5% more than our current levy extension in the next levy. If the Board chooses to levy for the full amount available, the library has the potential to increase our property tax revenue by more than \$100,000. (This does not include any increases because of new construction or TIF reimbursements.) This should allow us to sustain any expenditure increases implemented this year.

During our budget discussions, the Board should consider how much (if any) of the fund balance should be used to pay for FY23 expenditures.

## **FY23 Budget Request Highlights – Member Services**

No significant changes from FY22. Although the new resident mailer card project has been paused, we are rethinking the possibilities for another way to welcome new residents through the mail.

We do not anticipate any staffing changes with the exception of increasing the hours of one of our part-time shelvers to 20 hours per week. (This adjustment makes all library employees eligible for IMRF.)

### **Professional Development**

We've budgeted for two staff to attend ILA's Reaching Forward Conference in Rosemont.

## **FY23 Budget Request Highlights – Marketing**

**As always, items in the marketing (PR/Publicity) budget relate to:**

- Increasing overall library awareness and
- Increasing use of library resources, both in-building and online

**The marketing budget pays for**

- Printing and mailing of our quarterly newsletter, *Reading Matters*
- Email marketing & Digital marketing (including website)
- Promotional items
- Outreach support
- Graphic design work (supporting the newsletter, flyers, brochures, social media, etc.)

### **Staffing**

- Last year's budget included funds for a part-time in-house graphic designer. Unfortunately our last hire chose to resign and Kathy has picked up the slack in addition to working with an independent designer. This is not sustainable. There is enough work for a full-time graphic designer who can also assist with some marketing and communications activities, so the budget includes funds for a full-time graphic designer.
- We've also included funds for contracted design services as a way to transition from our independent contractor to our in-house talent.

## **FY23 Budget Request Highlights – Public Services**

### **Library Materials**

As with last year, the budget request for materials reflects the increased demand for eMedia and e-resources. Circulation numbers continue to bounce back from the pandemic, but the use of CDs and DVDs is declining at a steady pace. Overall, the total budget request for library materials has an increase of \$4,300 over FY22.

### **Programming**

We've increased budgets for programming to include a new youth services initiative "1,000 Books and Moments Before Kindergarten." We also included \$1,000 for adult programming in Spanish.

Hotel Motel Tax Grant programs (concerts) return. This is reflected in both income and expenditures.

### **Professional Development**

Kyrie Kenny-Sumrak has expressed an interest in completing her MLIS degree. (tuition reimbursement)

Julie Kurtis is interested in attending the Association for Library Service to Children's National Institute in Kansas City.

We plan for two staff to attend the ILA annual conference in Rosemont.

### **Staffing**

We've added 20 hours per month for an employee to present Spanish language programming. (We anticipate a current employee to add these hours to their current schedule and begin with computer instruction classes.)

If possible, we would like to promote one of our current staff to assistant department manager and promote two of our part-time (30-hour) staff to full time. (These changes have not been included in the first draft of the budget.)

## **FY23 Budget Request Highlights – Automation / IT**

The Automation portion of the budget includes hardware and software purchases plus ongoing maintenance and support of our current systems. Some of the special projects planned as part of this budget draft include:

- Replacement of staff desktop PCs (may replace with desktops or laptops/docking stations)
- Router and server replacements
- Replacement of public desktop PCs (and some monitors)

### **Professional Development**

Duncan Jones will be completing some certification courses. (tuition reimbursement)

## **FY23 Budget Request Highlights – Acquisitions and Cataloging**

We have increased the allocation for processing supplies, anticipating an increased cost for materials.

### **Professional Development**

MaryKellie Marquez plans to attend the ILA annual conference in Rosemont.

Gail Smith plans to attend ILA's Reaching Forward Conference, also in Rosemont.

Gail Smith plans to complete her LTA certificate. (tuition reimbursement)

## **FY23 Budget Request Highlights – Capital Expenditures**

The following requests address the proactive maintenance of the library facility, an ongoing responsibility identified in the Strategic Plan.

- Stain building exterior – last completed in 2017 as part of the renovation project
- Replace a group of windows because of failed seals
- Install security cameras at key locations, both interior and exterior
- Replace public entry doors

## **FY23 Budget Request Highlights – Administration**

Most administration costs see little or no change with the exception of bank fees. Fifth/Third is no longer waiving our monthly service charge. We will also be implementing “positive pay” for our checks as a fraud prevention measure.

For utilities, the budget reflects the increased electricity rates from the new 5-year contract approved by the Board in December.

### **Staff Development & Staff Recognition**

We’ve included funds for all managers to take part in management training provided by HR Source. Managers will be able to select from a range of training topics.

Funds are included for a Staff In-service Day (November 4) and for staff to participate in SWAN Expo (August 19).

We also hope to have a staff dinner and resume quarterly staff lunches.

### **Staffing**

We’ve added a full-time position to manage all aspects of human resources (recruiting, interviewing, hiring, onboarding, compliance, etc.).

## **FY22 Budget Request Highlights – Salaries and Benefits**

We need specific direction from the Board regarding the following items:

What is the percentage of wage increase to be awarded to staff?

Should the library adjust its policies to provide annual leave and sick leave to all employees at the same rate?

Should the library add floating holidays to the paid holiday benefit?

Should the library change the structure for premium cost sharing?

Should the library pay a portion of the spouse/children/family insurance premium? If yes, what is the amount to be paid by the library?

Should 30-hour employees be eligible for insurance benefits?

We understand not all of these decisions will be made this month because we do not have a complete picture of the budgetary impact for all of these questions at this time.

### **Wage increases**

As you know, inflation is high. The cost of living increase for Social Security is 5.9%. The 12 mos. CPI for December was 7%. I have prepared three scenarios for wage increases: 3%, 5% and 7%. These scenarios include the base wages plus an additional 3% to allow for coverage of paid leave (annual leave, sick leave, holiday, etc.)



The Board will need to answer the following questions:

- What percentage increase should be awarded to employees?
- Should the increase be a flat COLA increase or a combination of COLA and Merit?
- If combination, what percentage will be COLA and what percentage Merit? (i.e. employees will receive a \_\_\_% COLA increase and be eligible for up to \_\_\_% merit depending on performance evaluation)

SALARIES & BASE BENEFITS

**Current (FY22) budget**

Acquisitions & Cataloging Salaries	93,000
Administration Salaries	184,000
IT Salaries	104,000
Maintenance Salaries	26,000
Marketing Salaries	83,000
Member Services Salaries	222,000
Public Services Salaries	451,000
Salary subtotal	1,163,000
FICA (Soc Sec/Medicare)	86,000
IMRF	117,000
Unemployment	2,000
Workers Comp	4,000
<b>TOTAL</b>	<b>1,372,000</b>

**5% pay increase**

Acquisitions & Cataloging Salaries	88,000
Administration Salaries	252,000
IT Salaries	55,000
Maintenance Salaries	25,500
Marketing Salaries	107,000
Member Services Salaries	244,500
Public Services Salaries	462,000
Salary subtotal	1,234,000
FICA (Soc Sec/Medicare)	94,500
IMRF	120,500
Unemployment	1,260
Workers Comp	4,700
<b>TOTAL</b>	<b>1,454,960</b>

**3% pay increase**

Acquisitions & Cataloging Salaries	86,500
Administration Salaries	248,000
IT Salaries	54,000
Maintenance Salaries	25,000
Marketing Salaries	106,000
Member Services Salaries	240,000
Public Services Salaries	455,000
Salary subtotal	1,214,500
FICA (Soc Sec/Medicare)	92,500
IMRF	118,500
Unemployment	1,260
Workers Comp	4,600
<b>TOTAL</b>	<b>1,431,360</b>

**7% pay increase**

Acquisitions & Cataloging Salaries	87,000
Administration Salaries	255,500
IT Salaries	56,000
Maintenance Salaries	26,000
Marketing Salaries	108,000
Member Services Salaries	248,500
Public Services Salaries	470,000
Salary subtotal	1,251,000
FICA (Soc Sec/Medicare)	96,000
IMRF	122,500
Unemployment	1,260
Workers Comp	4,800
<b>TOTAL</b>	<b>1,475,560</b>

## Annual Leave and Sick Leave

The employee handbook committee suggests the Board consider the following changes to our current policies:

- 1) Eliminate the Paid Time Off Policy for part-time staff. Replace PTO with Annual Leave and add a Sick Leave benefit. Part-time employees currently earn PTO at the following rates:

Years 1 through 5	3 weeks
Years 6 through 12	4 weeks
Years 13+	5 weeks

Does the board concur with this suggestion?

- 2) Revise the Annual Leave and Sick Leave Policies to include all employees and provide benefits at the same rate for all employees regardless of position, classification or exempt/non-exempt status. For part-time employees, this benefit will be pro-rated based on the number of authorized weekly hours.

Suggested leave amounts:

Annual Leave:	
Years 1 through 3	3 weeks
Years 4 through 6	4 weeks
Years 7 through 9	5 weeks
Years 10+	6 weeks

Sick Leave:  
12 days  
(note: this is no change for FT,  
but a new benefit for PT)

Current Annual Leave rates:

Full-time employees:	
Years 1 through 5	3 weeks
Years 6 through 12	4 weeks

Management Team:  
Years 1 through 5 5 weeks  
Years 6+ 6 weeks

Does the board concur with this suggestion?

## Holidays

The employee handbook committee suggests the Board consider adding three floating holidays to the current 9 paid holidays. Floating holidays could be used for religious holidays, federal or state holidays or the employee's birthday.

Does the board concur with this suggestion?

## Health Insurance

**(We will have more information/data about this next month, but want you to think about these questions and let us know if we should proceed with gathering information and if so, what additional information you might need to make a decision.)**

The library currently pays a portion of the insurance premium for single coverage (employee only). The employee is responsible for paying 100% of the premium for any spouse/child/family coverage.

Should the library continue to require the employee to pay a share of the single coverage premium? If yes, should the employee's share be the same (or different) percentage based on the plan selected or should the library set a flat dollar amount regardless of the plan selected? (For example, the flat dollar amount could be based on a percentage of the lowest cost plan for single coverage.)

Should the library pay a portion of the premium for spouse/child/family coverage? If yes, (a) what percentage/flat amount should the library pay and (b) should premium sharing be available for spouses only if the spouse is not eligible for coverage by their employer?

Should the library continue to contribute to the Health Savings Account for those employees who participate in the HSA-eligible plan?

Currently only full-time employees are eligible for insurance. Should the library lower the threshold for eligibility to 30-hour employees?

WARRENVILLE LIBRARY WORKING BUDGET SUMMARY - July 1, 2022 through June 30, 2023

**\*\*Note: This draft does not include salary and benefits\*\***

% change FY22 projected to FY23 Budget

% change FY22 Budget to FY23 Budget

INCOME CATEGORIES	% of total income	FY23 BUDGET			FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
Property Taxes	93.89%	2,035,684	3%	2%	1,989,907	1,985,284	1,938,464	1,899,416	1,839,853
Copier	0.07%	4,000	-15%	167%	1,500	4,700	903	4,998	7,386
Extended Use Fees	0.00%	-	#DIV/0!		-	-	-	13,287	19,694
Other Fees	0.02%	-	-100%	-100%	500	75	112	196	624
TIF Funds	0.12%	2,500	#DIV/0!	0%	2,500	-	-		
Interest	0.09%	1,000	-38%	-50%	2,000	1,600	2,129	19,317	26,221
Book & Bag Sales	0.05%	1,000	167%	0%	1,000	375	605	707	1,681
Lost Books	0.14%	2,500	0%	-17%	3,000	2,500	1,709	2,036	2,735
Gifts/Memorials	0.05%	1,000	-64%		1,000	2,750	1,545	1,126	1,506
Miscellaneous	0.05%	500	-23%	-50%	1,000	650	2,050	3,198	1,762
Hotel/Motel Tax Grant	0.00%	13,430	#DIV/0!	#DIV/0!	-	-	14,488	16,013	16,954
Per Capita Grant	0.80%	20,791	4%	23%	16,940	19,988	16,939	16,939	16,938
Grants Miscellaneous	0.00%	-	#DIV/0!	#DIV/0!	-	-	24,328	10,315	1,600
Debt Certificate Proceeds	0.00%	-							
Developer Donations	4.72%	-	-100%	-100%	100,000	100,000	169,390	-	-
<b>TOTAL INCOME</b>	<b>100.00%</b>	<b>2,082,405</b>	<b>-2%</b>	<b>-2%</b>	<b>2,119,347</b>	<b>2,117,922</b>	<b>2,172,662</b>	<b>1,987,548</b>	<b>1,936,954</b>

EXPENDITURE CATEGORIES		FY23 BUDGET			FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
Salaries	50.67%	-	-100%	-100%	1,163,000	1,040,000	862,082	916,675	942,308
Illinois Municipal Retirement Fund	5.10%	-	-100%	-100%	117,000	111,000	93,094	87,348	93,360
FICA (Social Security, Medicare)	3.75%	-	-100%	-100%	86,000	80,000	64,454	67,791	70,188
Employee Insurance (UI, Workers Comp, Health)	3.60%	4,500	-92%	-95%	82,500	59,510	52,702	56,533	44,580
Operating/Supplies/Postage/Legal Notices	1.30%	33,010	55%	11%	29,785	21,250	28,416	20,089	24,378
Furniture / Equipment Purchase & Maintenance	0.90%	15,600	71%	-24%	20,440	9,100	26,648	17,793	20,278
Automation - Software, Purchase, & Maintenance	4.10%	127,520	71%	37%	93,050	74,500	114,059	77,331	75,506
Insurance (Package & Liability)	1.00%	19,785	42%	-11%	22,350	13,910	23,857	22,801	12,466
Personnel Development & Recognition - Staff	1.25%	28,865	111%	1%	28,625	13,675	8,572	10,415	13,045
Trustee Development & Supplies	0.20%	1,700	-32%	-62%	4,450	2,508	113	2,797	1,018
Professional Contractual Services	1.47%	30,085	34%	-11%	33,650	22,500	22,670	19,880	39,081
Library Materials - Books, A/V, Periodicals, Online	8.10%	149,130	-20%	-20%	185,500	187,005	157,561	152,819	178,091
Programming	0.75%	31,931	60%	94%	16,500	20,000	20,432	28,897	29,766
PR/Publicity & Misc. Public Service	1.15%	28,640	31%	10%	26,020	21,800	19,836	25,617	17,044
Building Maintenance & Security	6.50%	166,190	65%	12%	148,110	100,625	89,329	97,039	103,830
Utilities	2.75%	69,000	11%	11%	62,300	62,000	56,967	57,348	54,990
Gift expenditures	0.00%	-			-	-	-	1,671	2,245
Capital Improvement Projects	0.00%	-			-	-	-	-	-
Debt Service	7.33%	168,830	1%	1%	166,700	166,580	169,390	167,129	169,777
Contingency	0.10%	2,000	1900%	0%	2,000	100	25	84	563
<b>Total Expenditures</b>	<b>100.00%</b>	<b>924,986</b>	<b>-54%</b>	<b>-60%</b>	<b>2,295,480</b>	<b>2,006,063</b>	<b>1,810,207</b>	<b>1,840,308</b>	<b>1,892,514</b>

Total Expenditures not inclusive of capital project costs

<b>Income less Expenditures</b>		<b>1,157,419</b>			<b>(176,133)</b>	<b>111,859</b>	<b>362,455</b>	<b>147,240</b>	<b>44,440</b>
---------------------------------	--	------------------	--	--	------------------	----------------	----------------	----------------	---------------

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL		
						% change FY22 Budget to FY23 Budget					
<b>INCOME</b>											
4001-01	Taxes Levied Corp 100.00	2,035,684	2,035,684		3%	3%	1,984,389	1,979,725	1,836,990	1,796,842	1,741,615
4001-07	Taxes Levied Building & Maintenance 0.00	-	-		-100%	-100%	5,518	5,559	101,437	102,574	97,470
4002-01	Back Taxes Corporate 100.00	-	-				-	-	35		732
4002-07	Back Taxes Building & Maintenance 0.00	-	-				-	-	2		36
4010-01	Copier	4,000	4,000		-15%	167%	1,500	4,700	903	4,998	7,386
4015-01	Extended Use Fees	-	-		#DIV/0!		-	-	-	13,287	19,694
4016-01	Other Fees	-	-		-100%	-100%	500	75	112	196	624
	TIF Funds	2,500	2,500	TIF reimbursment for residential development		0%	2,500	-	-		
4300-01	Interest - Corporate	1,000	1,000	decreased interest rates	-38%	-50%	2,000	1,600	2,129	19,317	26,221
4400-01	Book & Bag Sales	1,000	1,000	recycled books only	167%	0%	1,000	375	605	707	1,681
4450-01	Lost Books	2,500	2,500		0%	-17%	3,000	2,500	1,709	2,036	2,735
4500-01	Gifts/Memorials	1,000	1,000	distribution from DuPage Foundation	-64%		1,000	2,750	1,545	1,126	1,506
4600-01	Miscellaneous	500	500		-23%	-50%	1,000	650	2,050	3,198	1,762
4700-01	Hotel/Motel Tax Grant	13,430	13,430	Summer Concerts & Sunday Musical Matinees (per award letter )	#DIV/0!	#DIV/0!	-	-	14,488	16,013	16,954
4800-01	Per Capita Grant	20,791	20,791	population increased to 14,096; per capita grant rate is \$1.475	4%	23%	16,940	19,988	16,939	16,939	16,938
4804-01	RAILS Catalog Membership Grant	-	-				-	-	23,668		
4802-01	Grants Miscellaneous	-	-		#DIV/0!		-	-	660	10,315	1,600
4900-01	Developer Donations	-	-		-100%	-100%	100,000	100,000	169,390		
	<b>TOTAL INCOME</b>	<b>2,082,405</b>	<b>2,082,405</b>				<b>2,119,347</b>	<b>2,117,922</b>	<b>2,172,662</b>	<b>1,987,548</b>	<b>1,936,954</b>

<b>EXPENDITURES</b>											
6001-01	Salaries - Administration	-			-100%	-100%	184,000	179,000	176,842	168,325	209,716
6002-01	Salaries - Member Services	-			-100%	-100%	222,000	206,000	115,442	128,607	134,666
6005-01	Salaries - Public Services	-			-100%	-100%	451,000	402,000	335,641	358,826	363,715
6006-01	Salaries - IT	-			-100%	-100%	104,000	90,000	70,951	80,885	78,654
6007-01	Salaries - Technical Services	-			-100%	-100%	93,000	81,000	88,583	125,916	133,174
6004-01	Salaries - Marketing	-			-100%	-100%	83,000	57,000	50,992	31,626	
6003-01	Salaries - Maintenance	-			-100%	-100%	26,000	25,000	23,631	22,490	22,383
6008-01	IMRF Expense	-		2022 rate 9.78% ; 2023 rate ???	-100%	-100%	117,000	111,000	93,094	87,348	93,360
6009-01	FICA Expense	-		7.65% of gross wages	-100%	-100%	86,000	80,000	64,454	67,791	70,188
6010-01	Unemployment Compensation	-		0.35% on first \$12,740 (no change from 2022)	-100%	-100%	2,000	1,510	993	1,368	1,190
6064-01	Operating - Material Processing Tech	11,600			55%	21%	9,600	7,500	11,137	8,122	9,261
			11,000	Processing supplies (barcodes, labels, tape, replacement cases, pre-processing, etc.)							
			600	Freight charges							

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL		
						% change FY22 Budget to FY23 Budget					
6065-01	Operating - Material Processing Circulation	4,225			111%	-13%	4,845	2,000	3,904	978	1,315
			2,500	Adhesive receipt paper (holds, SWAN routing)							
			100	ILL Labels (item labels 150 per pack @\$25 x4 for 600 ILL items; reduced due to SWAN migration)							
			400	Thermal Receipt Paper (4 boxes @\$100/box)							
			75	Bluetooth Receipt Paper (Point of Sale Terminal)							
			150	Touchscreen wipes (4 boxes @ \$30 each) for self checks, scan station, iPads at Member Services							
			250	Notice Envelopes for miscellaneous damaged and billing correspondence (4 boxes@\$60/box)							
			750	Miscelleaneous							
6069-01	Operating - Postage	5,340			34%	11%	4,795	4,000	3,949	3,945	4,282
			265	Bulk Mail Permit Fee							
			600	Monthly bills/misc - \$50/month							
			600	Pitney Bowes machine rental/ink/labels							
			2,700	Newsletters 4@\$675							
			400	New Resident Mailer (average 60 per month)							
			360	ILL OOS Lending 10/mo=120*\$3							
			110	Damaged & Misc. Billing Notices (200 @ \$0.55)							
			55	Online library card mailings (100 @ \$0.55)							
			250	Miscellaneous (Administration)							
6070-01	Operating - Office Supplies	4,345			45%	2%	4,245	3,000	3,234	2,805	2,991
			2,000	Copy paper including colored and cardstock							
				- Notary fee + stamp (renews in 2024)							
			1,700	Other office supplies							
			145	Sam's Club Plus Membership							
			500	Shredding							
6071-01	Operating - Bank Fees	2,500			233%	150%	1,000	750	527	559	614
			1,000	Credit Card Processing Fees (Square, ProPay, PayPal)							
			1,200	Bank Fees (includes check positive pay @ \$9 per month; Service charge for IBT DDA account @ \$50 per month)							
			300	Propay fee (SWAN)							
6072-01	Operating - Automation Supplies	4,000			33%	0%	4,000	3,000	4,597	2,838	4,640
			500	Miscellaneous: compressed air, screen cleaning wipes, etc.							
			3,500	Toner Cartridges							
6075-01	Operating - Publishing	1,000	1,000	Legal notices	0%	-23%	1,300	1,000	1,068	842	1,275
6090-01	Furniture/Equipment - Purchases	8,100			25%	9%	7,440	6,500	9,251	10,432	8,523
			2,000	Copier lease (250i - Youth - \$167/mo through 4/23)							
			4,900	Copier lease (360i - Admin - \$407/mo through 3/25; includes unlimited prints/maintenance)							
			1,200	iPhone (Marketing/Social Media; use with wifi, no cellular or data plan required)							
6090-11	Furniture/Equipment - Purchases (Special Reserve)	6,000			#DIV/0!	-40%	10,000	-	14,994	4,529	8,770
			1,000	Miscellaneous furnture & equipment							
			5,000	SenSource People Counter (2 entrances)							
6093-01	Furniture/Equipment - Maintenance	1,500	1,500	copier maintenance contracts (per print costs; reduced because new admin copier lease includes unlimited prints)	-42%	-50%	3,000	2,600	2,403	2,832	2,985

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY23 BUDGET	FY22 BUDGET	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
						% change FY22 Budget to FY23 Budget					
6096-01	Automation - Software	13,000			-19%	-18%	15,900	16,000	12,864	12,526	16,585
			2,000	B&T Title Source & Reviews							
			6,000	Communico Suite							
			400	Marketing / Adobe Creative Suite subscription for Graphics PC (\$30/mo paid annually)							
			950	WhoFi wifi analytics							
			100	Quickbooks Online Plus (5-user annual subscription)							
			350	Zoom Meetings Subscription Renewal (Admin)							
			1,200	Beanstack Summer Reading Software							
			2,000	Miscellaneous							
6098-01	Automation - Purchase	3,500			17%	-8%	3,800	3,000	5,243	4,817	3,973
			1,500	New Mobile devices							
			2,000	Miscellaneous (includes replacements for hot spots, mobile devices)							
6098-11	Automation - Purchase	51,150			10130%	289%	13,150	500	20,085	7,649	11,515
			20,000	Staff Desktops (replace 25, 2016 units)							
			6,000	Replace ICN Router (3,000 hardware + 3,000 licensing)							
			3,500	Replace Host Server (2013 unit)							
			1,200	NAS Storage Replacements							
			1,050	Widescreen Monitors for public PCS (if/when return to full capacity)							
			9,750	Public Desktops (replace 13)							
			525	1 replacement printer for MS/AS/YS/TS							
			1,500	Larger or dual monitor for select staff							
			2,500	Replace Edgemarc Router (phone system)							
			400	5 wifi hotspot replacements							
			2,625	Replace management team printers							
			1,100	Replace Unifi AC-PRO Access points							
			1,000	Replace Ubiquity Edgeswitch (supports wifi access points)							
6099-01	Automation - Maintenance	59,870			9%	-1%	60,200	55,000	75,867	52,339	43,433
			2,150	Cen-Tec annual maintenance for self-checks [2]							
			120	Cisco Meraki cloud management for iPad Kiosk							
			2,500	Cisco SmartNet contract for internet router (5-year)							
			3,000	Cloud backup of servers (monthly charges based on storage volume)							
			3,500	DeepFreeze (3-year)							
			10,000	Network Consultant prepaid hours [100]							
			400	ePRINTit wireless printing solution (TBS)							
			1,900	Phone system maintenance contract 24x7							
			30,000	SWAN Membership Fees							
			400	UCC 5 Standard SSL Certificate for Communico (www, attend, reserve)							
			1,800	Sprint/Mobile Beacon service plans for hotspots [14]							
			2,000	TBS MyPC, PaperCut, Cpad/Print Release (2), Coin tower (3)							
			1,100	TBS SimpleScan Station annual maintenance							
			1,000	Miscellaneous							
6100-01	Workmen's Compensation	4,500	4,500	Assumes 5% increase (need to recalculate after salary budgets are finalized) - will update with final number for final draft	13%	13%	4,000	4,000	2,478	2,427	2,263



Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL		
						% change FY22 Budget to FY23 Budget					
6102-01	Insurance Package	15,785			13%	10%	14,350	13,910	14,772	15,219	12,466
			15,785	assumes 10% increase - will update with final number for final draft							
6103-01	Liability Insurance - Officers/Directors	4,000	4,000	1 year (new carrier?) - will update with final number for final draft	#DIV/0!	-50%	8,000	-	9,085	7,582	-
6104-01	Liability Insurance - Umbrella	-	-	included in package			-	-	-	-	-
6107-01	Insurance - Bonds	-	-	Notary Bond (renews in 2024)			-	-	-	-	-
6108-01	Insurance - Health/Life	-			-100%	-100%	76,500	54,000	49,231	52,738	41,127
				Health Insurance; assumes 10% increase 1/1/23; employer/employee contribution rates remain same as FY21; \$6,800 per employee per year (10 eligible employees)							
				HSA Contribution; \$1,000 per employee per year (assumes 3 employees enrolled in HSA eligible plan)							
				Dental Insurance; assumes 5% increase 1/1/22; employer/employee contribution rates remain same as FY21; \$350 per employee per year (10 employees)							
				Vision Insurance assumes 0% increase 1/1/22; employer/employee contribution rates remain same as FY21; \$75 per employee per year (10 employees)							
				LIMRICC admin fee paid 100% by Library; assumes 0% increase 1/1/22; \$75 per year per employee (10 employees)							
				Life insurance paid 100% by Library; assumes 0% increase 1/1/22; \$50 per employee							
6146-01	Personnel Development - Recruiting	1,500	1,500	Includes advertising and background checks	400%	0%	1,500	300	225	225	648
6148-01	PD - Staff Appreciation	4,500			275%	15%	3,900	1,200	904	1,554	3,008
			1,500	Staff Appreciation Lunches, treats							
			2,500	Staff Appreciation Event							
			500	Cards, flowers, cakes, treats							
6149-01	PD - Staff/Tuition Reimbursement	3,000					750	550	-	-	-
			1,100	Gail Smith (LTA Certificate, 4 courses)							
			400	Duncan Jones (Comp TIA Network + & Security+ Certifications)							
			1,500	Kyrie Kenny-Sumrak (MLIS Courses)							
6150-01	PD - Staff dues	3,010			15%	8%	2,775	2,625	2,433	2,836	2,995
			225	Director: ALA (\$150) + PLA (\$78)							
			410	Public Services Manager: ALA (\$150) + PLA (\$78) + ALSC (\$50) + YALSA (\$62) + RUSA (\$67)							
			225	Member Services Manager: ALA (\$150) + PLA (\$78)							
			225	Acquisitions & Cataloging Manager: ALA (\$150) + PLA (\$78)							
			225	ILA - Institutional Membership (no employee personal memberships)							
			100	LACONI - institutional membership							
			50	ATLAS - institutional membership							
			1,100	HR Source - institutional membership							
			150	Wheaton Warrenville Early Childhood Coop.							
			275	Chamber of Commerce - institutional							
			25	Warrenville Historical Society - institutional							



Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL		
						% change FY22 Budget to FY23 Budget					
6151-01	PD - Staff meetings	15,155			102%	-11%	16,950	7,500	4,960	4,732	5,167
			400	Acquisitions & Cataloging: Miscellaneous seminars, webinars, meetings							
			160	Acquisitions & Cataloging: Reaching Forward Conference (1)							
			700	Member Services: Miscellaneous seminars, webinars, meetings							
			320	Member Services: Reaching Forward Conference (2)							
			200	Marketing: Miscellaneous seminars, webinars, meetings							
			700	Public Services: Miscellaneous seminars, webinars, meetings							
			550	Public Services: ILA Annual Conference (2)							
			1,100	Public Services: ALSC National Institute (1) - Conference registration (\$450), Lodging (\$375), Meals (\$275)							
			250	IT: Miscellaneous seminars, webinars, meetings							
			1,000	Director: Miscellaneous seminars, webinars, meetings							
			1,000	Director: Management Training through HR Source							
			500	Assistant to the Director: Miscellaneous seminars, webinars, meetings							
			1,000	Assistant to the Director: Management Training through HR Source							
			750	Public Services Manager: Management Training through HR Source							
			750	Member Services Manager: Management Training through HR Source							
			750	Acquisitions & Cataloging Manager: Management Training through HR Source							
			275	Acquisitions & Cataloging Manager: ILA Annual Conference							
			2,500	Staff In Service							
			500	All-Staff Meetings							
			500	Hosted Meetings							
			1,200	SWAN Expo (all staff)							
			750	Homelessness Training Subscription							
6152-01	PD - Staff Transportation	1,700			13%	-38%	2,750	1,500	50	1,068	1,227
			1,250	General mileage reimbursement (local, in-person meetings resuming)							
			450	Public Services: ALSC National Institute Travel							
6153-01	PD - Trustee dues	-	-				150	153	-	151	-
6154-01	PD - Trustee meetings	950			-47%	-69%	3,050	1,800	30	2,186	464
			500	Trustees: Miscellaneous seminars, webinars, meetings							
			150	ILA Legislative Meetup (2 trustees)							
			150	ILA Trustee Workshop (2 trustees)							
			150	LACONI Trustee Dinner (2 trustees)							
6155-01	PD - Trustee transportation	250				-67%	750	455	-	299	17
			250	Miscellaneous							
6156-01	PD - trustee miscellaneous	500	500	cards, flowers, cakes, treats, meeting supplies	400%	0%	500	100	83	161	537
6200-01	Contractual - Lawyer	4,000	4,000		60%	0%	4,000	2,500	2,138	450	945

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL		
						% change FY22 Budget to FY23 Budget					
6205-01	Contractual - Accounting	9,660			-20%	-28%	13,500	12,000	12,775	11,151	13,103
			660	Accounting Services (\$550 per month)							
			2,000	GASB 75 Actuarial Report (OPEB)							
			7,000	Paylocity (Webtime, Webpay, ACA tracking)							
6206-01	Contractual - Collection Agency	1,000			186%	0%	1,000	350	107	554	688
			1,000	Unique Management Systems							
6210-01	Contractual - Audit	7,925	7,925		4%	4%	7,650	7,650	7,500	7,225	7,810
6211-01	Contractual - Consultants	7,500			#DIV/0!	0%	7,500	-	150	500	16,535
			5,000	Pay grade benchmarking							
			2,500	Attorney review of employee handbook							
6247-01	Library Materials - Adult Books	52,500			-1%	0%	52,500	53,000	39,087	39,806	55,430
			23,500	Nonfiction							
			26,500	Fiction							
			2,500	Spanish							
6248-01	Library Materials - Children/Youth Books	36,800			-3%	0%	36,800	38,000	26,331	28,544	33,426
			10,000	Nonfiction							
			20,800	Fiction							
			1,500	Spanish							
			4,500	Young Adult							
6250-01	Library Materials - Adult Audiovisual	15,000			7%	-25%	20,000	14,000	9,311	14,896	21,319
			10,000	DVDs							
			4,500	Audiobooks							
			500	CDs							
6251-01	Library Materials - Youth Audiovisual	5,000			35%	0%	5,000	3,700	3,242	3,403	6,422
			1,500	DVDs							
			300	Music							
			2,200	Audiobooks							
			1,000	Puzzles & Kits							
6254-01	Library Materials - eBooks	40,700			15%	16%	35,000	35,500	31,443	22,012	18,643
			20,000	Hoopla							
			700	Tumblebooks							
			20,000	Overdrive							
6254-15	Library Materials - eBooks (Alba Lemos)	-	-	This fund has been fully spent.			3,000	2,980	10,000	10,000	
6261-01	Library Materials - Periodicals	8,800	8,800	Magazines & Newspapers (Rivistas)	0%	7%	8,200	8,825	10,247	10,797	10,427
6264-01	Library Materials - Internet Subscriptions	31,030			0%	24%	25,000	31,000	27,900	23,361	32,424
			6,030	EBSCO - SWAN Group Purchase							
			4,230	Newsbank, Heritage Hub, Chicago Collection, Black Life in America							
			2,975	Mango Language							
			2,000	Universal Class							
			2,200	Niche Academy							
			2,975	Value Line							
			2,920	Proquest: Ancestry Library Edition & Heritage Quest							
			7,700	Miscellaneous: Public Records, World Trade Press, LinkedIn Learning, Reference USA, Library Aware							

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL		
						% change FY22 Budget to FY23 Budget					
6300-01	Public Service - Adult Programming	9,500			19%	12%	8,500	8,000	3,611	6,890	7,005
			5,600	20 programs @ \$300 each + supplies							
			700	Summre Reading prizes and publicity							
			650	Movie licenses							
			150	11 book discussions @\$12 ea							
			400	Outreach/Passive Programming							
			1,000	Programming in Spanish							
			1,000	Other Programming							
6301-01	Public Service - Youth Programming	9,000			20%	13%	8,000	7,500	6,151	4,190	6,192
			3,000	Youth & Young Adult Programs							
			1,500	Youth & Young Adult Presenters							
			2,000	Summer Reading							
			1,500	1000 Books & Moments							
			1,000	Other programming							
6304-01	Public Service - Hotel/Motel Tax	13,431			198%	#DIV/0!	-	4,500	10,670	17,817	16,569
			9,776	Concerts on the Commons (Hotel Tax Grant)							
			3,655	Sunday Musical Matinees (Hotel Tax Grant)							
6305-01	Public Service - Refunds/Fines/Fees	1,000	1,000	Refunds to other libraries for materials lost by Warrentville patrons	567%	0%	1,000	150	421	141	74
6308-01	Public Service - Printing	11,800			7%	-14%	13,800	11,000	9,854	10,406	11,969
			11,200	Newsletter - 4@\$2,800 (new vendor)							
			600	Brochures, bookmarks, sandwich board inserts							
6311-01	Public Service - PR/Publicity	15,190			45%	44%	10,570	10,500	8,812	14,525	3,809
			500	Shirts/logo apparel for new staff members							
			150	Facebook ads, boosts							
			2,200	Giveaways - New cardholders & outreach events							
			500	Parade - float decor, candy, dog biscuits							
			650	Giveaways - Pens							
			600	Outreach Events - 4 or 5 Marketing/Member Servies meet & greet events at new housing or business venues							
			350	Miscellaneous Marketing materials (supplies, acrylic holders, 1 roll laminating film, etc.)							
			140	Canva Subscription							
			150	Stock images							
			800	Constant Contact (up to 10,000 email addresses)							
			350	Bit.ly link shortener subscription							
			8,800	Contracted Graphic Design services - 4 quarters @ \$2,200 each							
6313-01	Public Service - Miscellaneous	650			333%	0%	650	150	204	545	1,192
			150	Museum Adventure Pass Program							
			500	Misc. programs							
6313-15	Public Service - Miscellaneous (Alba Lemos)	-	-	This fund has been fully spent.			-	-	545	-	

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL		
						% change FY22 Budget to FY23 Budget					
6400-01	Maintenance	40,750			20%	13%	36,200	34,000	35,922	32,204	49,383
			26,000	Cleaning Contract + special cleaning services							
			2,500	Window washing (1X/year)							
			6,000	Elevator contract							
			1,000	Elevator pressure test (2X/year)							
			1,000	Elevator Hydraulic Code Requirments (OTIS & Cintas)							
			350	City Inspection of elevator (\$80 per visit - 4X/year)							
			600	Pest Control							
			1,800	Roof Maintenance (\$900 ea.; Spring & Fall)							
			-	Movable partition maintenance (inspected FY22, will inspect again in FY24)							
			-	Sealcoating (completed FY22, will do again in FY24)							
			1,500	Miscellaneous							
6400-11	Maintenance	72,000			213%	29%	56,000	23,000	-	-	
			20,000	Window repair/replacement							
			-	Parking Lot repair (partial in FY22, will revisit in FY24)							
			22,000	Replace entry doors							
			20,000	Staining of building exterior							
			10,000	Miscellaneous repairs							
6401-07	Maintenance - Supplies	2,000			300%	0%	2,000	500	643	1,403	1,516
			1,000	Bulbs, Ballasts							
			1,000	Misellaneous equipment							
6402-07	Security	10,800			44%	2%	10,550	7,500	9,861	6,146	7,098
			700	Fire alarm - inpection & repairs							
			800	Elevator access (OTIS) during fire alarm inspection & repairs							
			2,700	Alarm monitoring (\$650/quarter for burglar; \$90/quarter for fire)							
			600	Extinguisher inspection and recharging							
			4,000	Fire Sprinkler System - inspection and repairs							
			500	Backflow Preventor test (6@\$90)							
			1,500	General maintenance							
6207-11	Security (Special Reserve)	7,500	7,500	Security Camera System	#DIV/0!	0%	7,500	-	-		
6403-01	Gas	8,500	8,500		0%	21%	7,000	8,500	10,501	6,676	918
6406-07	Snow Removal	20,000	20,000		15%	0%	20,000	17,325	21,254	18,386	27,870
6407-07	HVAC	8,450			21%	61%	5,250	7,000	3,777	28,912	1,448
			7,000	General maintenance							
			650	Filters							
			800	Humidifier bottles							
6408-01	Water/Sewer	1,200	1,200		20%	20%	1,000	1,000	570	735	918
6409-01	Electricity	42,000	42,000	rate increase (new contract)	17%	14%	37,000	36,000	29,972	34,856	39,909
6410-01	Telephone	17,300			5%	0%	17,300	16,500	15,924	15,081	13,245
			3,400	Telephone lines (Granite/POTS \$200/mos; Megapath \$80/mos.)							
			12,900	Internet (AT&T \$375/mos; Illinois Century Network \$475/mos; Comcast \$225/mos)							
			1,000	Absorb Faxing costs for BookScan Station							
6411-01	Janitorial supplies	4,000	4,000	Kleenex, dish soap, paper towels, napkins, batteries, (less PPE needed)	-20%	-60%	10,000	5,000	5,888	3,664	3,188

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL		
						% change FY22 Budget to FY23 Budget					
6413-01	Landscape maintenance	8,190			30%	1%	8,110	6,300	11,984	6,324	13,327
			3,080	Outside contract (\$385/mos x 8)							
			3,360	Inside contract (\$280/mos)							
			250	Spring Plantings							
			1,500	Miscellaneous Replacements, Landscaping							
			-	Mulch							
6500-01	Gift expenditures	-					-	-	-	1,671	2,245
6520-14	Capital Improvement Projects	-	-				-	-			
6520-11	Capital Improvement Projects	-	-				-	-			
6520-01	Capital Improvement Projects										
6530-01	Debt Repayment (Principal)	145,000	145,000		4%	4%	140,000	140,000	140,000	135,000	169,777
6531-01	Debt Repayment (Interest)	23,830	23,830				26,700	26,580	29,390	32,129	
6600-01	Contingency	2,000	2,000		1900%	0%	2,000	100	25	84	563
6702-01	Census Grant	-					-	-	-	10,251	
	<b>Total Expenditures</b>	<b>924,986</b>	<b>925,686</b>		<b>-54%</b>	<b>-60%</b>	<b>2,295,480</b>	<b>2,006,063</b>	<b>1,810,207</b>	<b>1,840,308</b>	<b>1,892,514</b>
	<b>Income less Expenditures</b>	<b>1,157,419</b>	<b>1,156,719</b>				<b>(176,133)</b>	<b>111,859</b>	<b>362,455</b>	<b>147,240</b>	<b>44,440</b>