



FISCAL YEAR 2023 WORKING BUDGET

July 1, 2022 to June 30, 2023

Approved by Library Board of Trustees
June 15, 2022

prepared by
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6/8/2022

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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 2-10)

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 11-12)

Projected fund balances through Fiscal Year 2026.

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. The library is working toward closing this fund by spending down the fund balance. Future expenditures currently charged to this fund will be charged to the Corporate Fund.

Other funds include the **Special Reserve Fund** and the **Working Cash Fund**.

The Fund Balance Projections on pages 11 & 12 demonstrate the Library's intent to maintain a target fund balance of at least 3 months' operating expenditures.

INCOME HIGHLIGHTS

The Library increased its last Tax Levy to capture the 1.4% Consumer Price Index increase permitted by the Property Tax Extension Limitation Law (PTELL). Paired with a higher than average amount of new construction, we expect a 2.5% increase over last year's property tax income. Over \$85,000 will be diverted to TIFS #3 and #4 in this tax levy cycle. The library expects to receive reimbursement for TIF-supported residential development.

2016 DEBT CERTIFICATE REPAYMENT

In FY23, the Library is required to make principal & interest payments totaling \$168,830. The Library will use a combination of developer contributions and fund balance to cover these payments.

STRATEGIC PRIORITIES

The following strategic priority action items are funded for Fiscal Year 2023:

Priority #1 – Increase Use of the Library

- Improve Services to Hispanic Residents
 - Maintain budget for Spanish-language materials. Add funds for programming in Spanish
 - Maintain two full-time bilingual positions – one in youth services, one in adult services
 - Add 5 hours to existing bilingual staff for additional program support
- Raise Awareness of the Library
 - Add a full-time graphic artist to work with the full-time marketing specialist

Priority #2 – Connect with the Community

- Connect Local Organizations, Entities and Residents
 - No funds are specifically budgeted for this priority in FY22, however, staffing levels will continue to support outreach opportunities.

Priority #3 – Elevate the User Experience

- Enhance Customer Service
 - Staff training will continue to highlight service to diverse populations.

EXPENDITURE HIGHLIGHTS

Employee Costs

All employees will receive a 4% cost of living increase and are eligible for up to 2% merit increase.

All library employees work at least 20 hours per week, making them eligible for IMRF.

Additional staff hours have been included for existing collection support specialists whose workloads have significantly increased because of SWAN membership.

The following positions are added:

- Full-time Graphic Artist
- Full-time HR Manager

The Library's IMRF rate will decrease from 9.78% to 8.41% in 2023.

We estimated a 10% increase in health insurance rates on 1/1/2023. We also plan to adjust our premium sharing practices to base the library's portion of the cost on the lowest cost plan. New this year: the library will share a portion of child/spouse/family premiums.

EXPENDITURE HIGHLIGHTS (cont'd)

Furniture/Equipment Purchases

\$5,000 is budgeted to upgrade our people counter to a software solution that provides hourly data which will be helpful if the library considers any changes to hours of operation and staffing levels.

Automation / Technology

Special reserve funds are budgeted to replace two routers, a server, staff desktop PCs and other miscellaneous hardware.

Professional Development

Sufficient funds have been allocated to allow staff and trustees to participate in online workshops, staff meetings and webinars. A youth services librarian plans to attend a national conference. Funds will enable staff to attend SWAN Expo 2023. A staff in-service will be planned. Three employees will receive tuition reimbursement.

Library Materials

The budgets for library materials have not changed significantly from FY22. However, funds have been reallocated to support popular digital collections as use of our physical media collections (DVDs, CDs and audiobooks) declines.

Programming & Publicity

The youth program budget has increased by \$1,000 to support the new "1,000 Books & Moments" initiative. \$1,000 has been added to the adult program budget to support programming in Spanish. Concerts on the Commons and Sunday Music Matinees are back. Both are supported by a \$13,400 City of Warrenville Hotel Tax Grant.

Building Maintenance & Utilities

In addition to planned, routine maintenance costs, this budget includes funding for several maintenance projects:

- Window repair/replacements
- Replacement of entry doors
- Installation of security cameras

We anticipate our utility costs to be slightly higher because of rising energy costs, a new contract for electric supply and increases to the City's water and sewer rates.

COVID-19 IMPACTS

We do not anticipate any significant pandemic-related costs in FY23. We will continue to monitor for potential impacts to income and will make adjustments to protect the long-term fiscal health of the Library District if necessary.

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

% 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	96.00%	2,035,684	3%	2%	1,989,907	1,985,284	1,938,464	1,899,416	1,839,853
Copier	0.24%	5,000	4%	233%	1,500	4,800	903	4,998	7,386
Extended Use Fees	0.00%	-	#DIV/0!		-	-	-	13,287	19,694
Other Fees	0.00%	-	-100%	-100%	500	100	112	196	624
TIF Funds	0.94%	20,000	193%	700%	2,500	6,822	-		
Interest	0.05%	1,000	-46%	-50%	2,000	1,850	2,129	19,317	26,221
Book & Bag Sales	0.02%	500	25%	-50%	1,000	400	605	707	1,681
Lost Books	0.12%	2,500	-20%	-17%	3,000	3,125	1,709	2,036	2,735
Gifts/Memorials	0.05%	1,000	-63%		1,000	2,690	1,545	1,126	1,506
Miscellaneous	0.02%	500	-22%	-50%	1,000	640	2,050	3,198	1,762
Hotel/Motel Tax Grant	0.63%	13,430	#DIV/0!	#DIV/0!	-	-	14,488	16,013	16,954
Per Capita Grant	0.99%	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	0.94%	20,000	-80%	-80%	100,000	100,000	169,390	-	-
TOTAL INCOME	100.00%	2,120,405	0%	0%	2,119,347	2,125,699	2,172,662	1,987,548	1,936,954

EXPENDITURE CATEGORIES		FY23 BUDGET			FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
Salaries	50.4%	1,247,000	20%	7%	1,163,000	1,035,300	862,082	916,675	942,308
Illinois Municipal Retirement Fund	4.5%	112,000	4%	-4%	117,000	107,400	93,094	87,348	93,360
FICA (Social Security, Medicare)	3.8%	94,000	24%	9%	86,000	76,000	64,454	67,791	70,188
Employee Insurance (UI, Workers Comp, Health)	4.1%	103,260	89%	25%	82,500	54,760	52,702	56,533	44,580
Operating/Supplies/Postage/Legal Notices	1.1%	31,485	35%	6%	29,785	23,375	28,416	20,089	24,378
Furniture / Equipment Purchase & Maintenance	0.6%	15,600	75%	-24%	20,440	8,900	26,648	17,793	20,278
Automation - Software, Purchase, & Maintenance	4.8%	119,570	55%	29%	93,050	76,900	114,059	77,331	75,506
Insurance (Package & Liability)	1.2%	30,500	138%	36%	22,350	12,800	23,857	22,801	12,466
Personnel Development & Recognition - Staff	1.1%	28,615	111%	0%	28,625	13,575	8,572	10,415	13,045
Trustee Development & Supplies	0.1%	1,700	-39%	-62%	4,450	2,775	113	2,797	1,018
Professional Contractual Services	1.1%	29,335	36%	-13%	33,650	21,600	22,670	19,880	39,081
Library Materials - Books, A/V, Periodicals, Online	7.6%	189,830	2%	2%	185,500	186,675	157,561	152,819	178,091
Programming	1.2%	31,931	105%	94%	16,500	15,570	20,432	28,897	29,766
PR/Publicity & Misc. Public Service	1.0%	27,890	22%	7%	26,020	22,800	19,836	25,617	17,044
Building Maintenance & Security	7.4%	171,190	73%	16%	148,110	99,175	89,329	97,039	103,830
Utilities	2.7%	69,500	11%	12%	62,300	62,700	56,967	57,348	54,990
Gift expenditures	0.0%	-			-	1,000	-	1,671	2,245
Capital Improvement Projects	0.0%	-			-	-	-	-	-
Debt Service	7.2%	168,830	1%	1%	166,700	166,580	169,390	167,129	169,777
Contingency	0.1%	1,000	1900%	-50%	2,000	50	25	84	563
Total Expenditures	100.00%	2,473,236	24%	8%	2,295,480	1,987,935	1,810,207	1,840,308	1,892,514

Total Expenditures not inclusive of capital project costs

Income less Expenditures		(352,831)			(176,133)	137,764	362,455	147,240	44,440
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Income less Expenditures not inclusive of capital project costs

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
INCOME											
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	5,000	5,000		4%	233%	1,500	4,800	903	4,998	7,386
4015-01	Extended Use Fees	-	-		#DIV/0!		-	-	-	13,287	19,694
4016-01	Other Fees	-	-		-100%	-100%	500	100	112	196	624
	TIF Funds	20,000	20,000	TIF reimbursment for residential development		700%	2,500	6,822	-		
4300-01	Interest - Corporate	1,000	1,000	decreased interest rates	-46%	-50%	2,000	1,850	2,129	19,317	26,221
4400-01	Book & Bag Sales	500	500	recycled books only	25%	-50%	1,000	400	605	707	1,681
4450-01	Lost Books	2,500	2,500		-20%	-17%	3,000	3,125	1,709	2,036	2,735
4500-01	Gifts/Memorials	1,000	1,000	distribution from DuPage Foundation	-63%		1,000	2,690	1,545	1,126	1,506
4600-01	Miscellaneous	500	500		-22%	-50%	1,000	640	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	20,000	20,000		-80%	-80%	100,000	100,000	169,390		
	TOTAL INCOME	2,120,405	2,120,405				2,119,347	2,125,699	2,172,662	1,987,548	1,936,954

EXPENDITURES											
6001-01	Salaries - Administration	245,000	245,000		36%	33%	184,000	180,100	176,842	168,325	209,716
6002-01	Salaries - Member Services	260,000	260,000		28%	17%	222,000	202,600	115,442	128,607	134,666
6005-01	Salaries - Public Services	470,000	470,000		17%	4%	451,000	401,000	335,641	358,826	363,715
6006-01	Salaries - IT	55,000	55,000		-39%	-47%	104,000	90,000	70,951	80,885	78,654
6007-01	Salaries - Technical Services	88,000	88,000		10%	-5%	93,000	80,100	88,583	125,916	133,174
6004-01	Salaries - Marketing	103,000	103,000		83%	24%	83,000	56,300	50,992	31,626	
6003-01	Salaries - Maintenance	26,000	26,000		3%	0%	26,000	25,200	23,631	22,490	22,383
6008-01	IMRF Expense	112,000	112,000	2022 rate 9.78% ; 2023 rate 8.41%	4%	-4%	117,000	107,400	93,094	87,348	93,360
6009-01	FICA Expense	94,000	94,000	7.65% of gross wages	24%	9%	86,000	76,000	64,454	67,791	70,188
6010-01	Unemployment Compensation	1,260	1,260	0.35% on first \$12,740 (no change from 2022)	-17%	-37%	2,000	1,510	993	1,368	1,190
6064-01	Operating - Material Processing Tech	11,600			30%	21%	9,600	8,900	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		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
6065-01	Operating - Material Processing Circulation	3,550			42%	-27%	4,845	2,500	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)							
			200	Thermal Receipt Paper (2 boxes @\$100/box)							
			75	Bluetooth Receipt Paper (Point of Sale Terminal)							
			125	Touchscreen wipes (4 boxes @ \$30 each) for self checks, scan station, iPads at Member Services							
			50	Notice Envelopes for miscellaneous damaged and billing correspondence (1 boxes@\$50/box)							
			500	Miscellaneous							
6069-01	Operating - Postage	4,690			35%	-2%	4,795	3,475	3,949	3,945	4,282
			265	Bulk Mail Permit Fee							
			480	Monthly bills/misc - \$40/month							
			600	Pitney Bowes machine rental/ink/labels							
			2,700	Newsletters 4@\$675							
			50	New Resident Mailer (average 60 per month)							
			180	ILL OOS Lending 5/mo=60*\$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	4,145			21%	-2%	4,245	3,425	3,234	2,805	2,991
			2,000	Copy paper including colored and cardstock							
				- Notary fee + stamp (renews in 2024)							
			1,500	Other office supplies							
			145	Sam's Club Plus Membership							
			500	Shredding							
6071-01	Operating - Bank Fees	2,500			178%	150%	1,000	900	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			25%	0%	4,000	3,200	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	3%	-23%	1,300	975	1,068	842	1,275
6090-01	Furniture/Equipment - Purchases	8,100			33%	9%	7,440	6,100	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 furniture & 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)	-46%	-50%	3,000	2,800	2,403	2,832	2,985

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
6096-01	Automation - Software	13,000			-19%	-18%	15,900	16,100	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			35%	-8%	3,800	2,600	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	41,700			893%	217%	13,150	4,200	20,085	7,649	11,515
			20,000	Staff Desktops (replace 25, 2016 units)							
			7,750	Replace ICN Router (hardware + licensing)							
			3,500	Replace Host Server (2013 unit)							
			1,200	NAS Storage Replacements							
				Widescreen Monitors for public PCS (if/when return to full capacity)							
				- 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)							
				- 5 wifi hotspot replacements							
			2,625	Replace management team printers							
			1,100	Replace Unifi AC-PRO Access points							
			1,000	Replace Ubiquiti Edgeswitch (supports wifi access points)							
6099-01	Automation - Maintenance	61,370			14%	2%	60,200	54,000	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)							
			5,000	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	5,000	5,000		#DIV/0!	25%	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		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
6102-01	Insurance Package	30,500									
			30,500	new carrier, 18 months of premium	138%	113%	14,350	12,800	14,772	15,219	12,466
6103-01	Liability Insurance - Officers/Directors	-	-	1 year (new carrier?) - will update with final number for final draft	#DIV/0!	-100%	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	97,000	97,000	Changes premium sharing to a flat dollar amount based on the lowest cost plans (90%/10% for employee and 50%/50% for spouse/child/family); Assumes 15% increase for medical plans and 10% increase for life, vision and dental. Increased number of participants with possible addition of family coverage. Eliminates employer contribution to Health Savings Accounts. (All changes effective 1/1/23 to coincide with plan renewal.)	82%	27%	76,500	53,250	49,231	52,738	41,127
6146-01	Personnel Development - Recruiting	1,500	1,500	Includes advertising and background checks	567%	0%	1,500	225	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	575	-		-
			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	3,260			22%	17%	2,775	2,675	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)							
			250	HR Manager - SHRM (\$250)							
			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		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
6151-01	PD - Staff meetings	14,655			95%	-14%	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							
			500	Director: Management Training through HR Source							
			500	Assistant to the Director: Miscellaneous seminars, webinars, meetings							
			1,000	HR Manager: Management Training through HR Source							
			500	Public Services Manager: Management Training through HR Source							
			500	Member Services Manager: Management Training through HR Source							
			500	Acquisitions & Cataloging Manager: Management Training through HR Source							
			500	Marketing & Communications Specialist: Management Training through HR Source							
			275	Acquisitions & Cataloging Manager: ILA Annual Conference							
			2,500	Staff In Service							
			500	All-Staff Meetings							
			500	Hosted Meetings							
			750	SWAN Expo (all staff)							
			750	Homelessness Training Subscription							
6152-01	PD - Staff Transportation	1,700			21%	-38%	2,750	1,400	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	150	-	151	-
6154-01	PD - Trustee meetings	950			-46%	-69%	3,050	1,750	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					750	450	-	299	17
			250	Miscellaneous							
6156-01	PD - trustee miscellaneous	500	500	cards, flowers, cakes, treats, meeting supplies	18%	0%	500	425	83	161	537

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
6200-01	Contractual - Lawyer	4,000	4,000		135%	0%	4,000	1,700	2,138	450	945
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	250			0%	-75%	1,000	250	107	554	688
			250	Unique Management Systems							
6210-01	Contractual - Audit	7,925	7,925	per agreement (year 2 of 3)	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			4%	0%	52,500	50,425	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	38,070	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			12%	-25%	20,000	13,350	9,311	14,896	21,319
			10,000	DVDs							
			4,500	Audiobooks							
			500	CDs							
6251-01	Library Materials - Youth Audiovisual	5,000			29%	0%	5,000	3,875	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			9%	16%	35,000	37,250	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			-3%	24%	25,000	31,900	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		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
6300-01	Public Service - Adult Programming	9,500			51%	12%	8,500	6,275	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			52%	13%	8,000	5,925	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			299%	#DIV/0!	-	3,370	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	250	250	Refunds to other libraries for materials lost by Warrentville patrons	150%	-75%	1,000	100	421	141	74
6308-01	Public Service - Printing	11,800			9%	-14%	13,800	10,850	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			30%	44%	10,570	11,700	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		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
6400-01	Maintenance	42,250			20%	17%	36,200	35,300	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)							
			3,000	Miscellaneous							
6400-11	Maintenance	68,000			196%	21%	56,000	23,000	-	-	
			20,000	Window repair/replacement							
			-	Parking Lot repair (partial in FY22, will revisit in FY24)							
			22,000	Replace entry doors							
			16,000	Replace staff entry doors (carried from FY22)							
			-	Staining of building exterior (completed FY22)							
			10,000	Miscellaneous repairs							
6401-07	Maintenance - Supplies	2,000			567%	0%	2,000	300	643	1,403	1,516
			1,000	Bulbs, Ballasts							
			1,000	Miscellaneous equipment							
6402-07	Security	10,800			84%	2%	10,550	5,875	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	9,500	9,500		0%	36%	7,000	9,500	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			13%	61%	5,250	7,450	3,777	28,912	1,448
			7,000	General maintenance							
			650	Filters							
			800	Humidifier bottles							
6408-01	Water/Sewer	1,200	1,200	rate increase	50%	20%	1,000	800	570	735	918
6409-01	Electricity	42,000	42,000	rate increase (new contract)	19%	14%	37,000	35,300	29,972	34,856	39,909
6410-01	Telephone	16,800			-2%	-3%	17,300	17,100	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)							
			500	Absorb Faxing costs for BookScan Station							
6411-01	Janitorial supplies	4,000	4,000	Kleenex, dish soap, paper towels, napkins, batteries, (less PPE needed)	38%	-60%	10,000	2,900	5,888	3,664	3,188

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
6413-01	Landscape maintenance	8,190			17%	1%	8,110	7,025	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	-					-	1,000	-	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	1,000	1,000		1900%	-50%	2,000	50	25	84	563
6702-01	Census Grant	-					-	-	-	10,251	
	Total Expenditures	2,473,236	2,473,236		24%	8%	2,295,480	1,987,935	1,810,207	1,840,308	1,892,514
	Income less Expenditures	(352,831)	(352,831)				(176,133)	137,764	362,455	147,240	44,440

FUND BALANCE PROJECTIONS
FY2022-2023

FUND	Estimated Beginning Balance 7/1/22	Income Budgeted FY22/23	Expenses Budgeted FY22/23	Projected Year-End Balance 6/30/23	Income vs. Expenses
CORPORATE	808,877	2,120,405	2,308,786	620,496	(188,381)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	36,503	-	41,250	(4,747)	(41,250)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	466,088	-	123,200	342,888	(123,200)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,537,315	2,120,405	2,473,236	1,184,484	(352,831)

Note: Cash on hand at year-end is approximately \$975,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	577,197	846,343	269,147

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

FUND BALANCE PROJECTIONS
FY2023-2024

CPI - 5%

3%

FUND	Estimated Beginning Balance 7/1/23	Income Budgeted FY23/24	Expenses Budgeted FY23/24	Projected Year-End Balance 6/30/24	Income vs. Expenses
CORPORATE	615,749	2,226,425	2,378,050	464,125	(151,624)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	-	-	-	-	-
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	342,888	-	100,000	242,888	(100,000)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,184,484	2,226,425	2,478,050	932,860	(251,624)

Note: Cash on hand at year-end is approximately \$975,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	594,512	689,972	95,459

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

**FUND BALANCE PROJECTIONS
FY2024-2025**

CPI - 3%

3%

FUND	Estimated Beginning Balance 7/1/24	Income Budgeted FY24/25	Expenses Budgeted FY24/25	Projected Year-End Balance 6/30/25	Income vs. Expenses
CORPORATE	464,125	2,293,218	2,449,391	307,952	(156,173)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	-	-	-	-	-
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	242,888	-	100,000	142,888	(100,000)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	932,860	2,293,218	2,549,391	676,687	(256,173)

Note: Cash on hand at year-end is approximately \$975,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	612,348	533,799	(78,549)

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

**FUND BALANCE PROJECTIONS
FY2025-2026**

CPI = 2%

2%

FUND	Estimated Beginning Balance 7/1/25	Income Budgeted FY25/26	Expenses Budgeted FY25/26	Projected Year-End Balance 6/30/26	Income vs. Expenses
CORPORATE	307,952	2,339,082	2,498,379	148,655	(159,297)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	-	-	-	-	-
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	142,888	-	100,000	42,888	(100,000)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	676,687	2,339,082	2,598,379	417,390	(259,297)

Note: Cash on hand at year-end is approximately \$975,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	624,595	374,502	(250,093)

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