



## FISCAL YEAR 2022 WORKING BUDGET

July 1, 2021 to June 30, 2022

FINAL DRAFT FOR REVIEW BY & APPROVAL OF THE  
LIBRARY BOARD OF TRUSTEES  
6/16/2021

prepared by Sandy Whitmer, Library Director  
6/9/2021

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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 2025.

### 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**, the **Working Cash Fund** and the **Alba Lemos Gift Fund**. The Alba Lemos Gift Fund will be fully expended (and closed) by the end of FY22.

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 2.3% Consumer Price Index increase permitted by the Property Tax Extension Limitation Law (PTELL). Paired with a small amount of new construction, we expect a 2.5% increase over last year's property tax income. Approximately \$35,000 will be diverted to TIFS #3 and #4 in this tax levy cycle.

### 2016 DEBT CERTIFICATE REPAYMENT

In FY22, the Library is required to make principal & interest payments totaling \$166,700. The Library will use developer contributions being held by the City of Warrenville to cover a portion of these payments.

### STRATEGIC PRIORITIES

The following strategic priority action items are funded for Fiscal Year 2022:

Priority #1 – Increase Use of the Library

- Improve Services to Hispanic Residents
  - Maintain budget for Spanish-language materials.
  - Maintain two full-time bilingual positions – one in youth services, one in adult services
- Raise Awareness of the Library
  - Full-time Marketing Specialist and part-time in-house graphic artist will work with staff to develop library newsletter and other messaging.

Priority #2 – Connect with the Community

- Connect Local Organizations, Entities and Residents
  - No funds are specifically budgeted for this priority in FY22.

Priority #3 – Elevate the User Experience

- Enhance Customer Service
  - Staff training in FY22 will focus on how to best serve individuals who face challenges with disabilities, language and literacy.

### EXPENDITURE HIGHLIGHTS

#### Employee Costs

All employees are eligible for a maximum 3% merit increase.

Additional staff hours have been allocated so that all part-time employees classified in pay grades 5 through 9 will work at least enough hours to qualify for IMRF.

The following positions are added:

- Part-time Graphic Artist (brings this position back in-house after working with an independent contractor in FY21)
- Part-time, temporary IT Project Assistant
- Full-time Cataloging & Acquisitions Coordinator

The library plans to return to full operating hours in Fall 2021 and fill all pandemic vacancies.

The Library's IMRF rate will decrease from 11.93% to 9.78% in 2022.

We estimated a 10% increase in health insurance rates on 1/1/2022. Budget assumes 10 employees will enroll in the plan.

The Library will hire a consultant to benchmark positions and develop a pay grade and wage scale to be implemented in FY23.

### 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 a server and firewall plus other miscellaneous hardware. Funds are included to purchase a software solution for summer reading programs. The software may also be used to manage programs such as 1,000 Books Before Kindergarten.

#### Professional Development

Sufficient funds have been allocated to allow staff and trustees to participate in online workshops, staff meetings and webinars. Funds are also included for participation in library conferences such as ALA and PLA.

#### Library Materials

The budgets for library materials have not changed significantly from FY21. \$3,000 from the Alba Lemos Gift Fund is allocated for eBooks and eAudiobooks. Funds have been allocated for an eBook solution specifically for young readers. Librarians will monitor usage of print and digital items and may reallocate funding from print-to-digital during the year if warranted.

#### Programming & Publicity

No significant changes from FY21 in these areas, other than a one-year hiatus from the Hotel Motel Tax Grant supported programs (Concerts on the Commons and Sunday Music Matinees).

#### Building Maintenance & Utilities

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

- Window repair/replacements
- Parking lot repair/sealcoating
- Possible replacement of entry doors
- Staining of building exterior

We anticipate our utility costs to be slightly higher than the previous year when we had reduced hours because of the pandemic).

### COVID-19 IMPACTS

We do not anticipate any significant pandemic-related costs in FY22. 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, 2021 through June 30, 2022

INCOME CATEGORIES	% of total income	FY22 BUDGET	% change FY21 projected to FY22 Budget		FY21 BUDGET	FY21 PROJECTED	FY20 ACTUAL	FY19 ACTUAL	FY18 ACTUAL
Property Taxes	93.89%	1,989,907	3%	2%	1,941,588	1,938,450	1,899,416	1,839,853	1,786,385
Copier	0.07%	1,500	131%	-40%	2,500	650	4,998	7,386	7,218
Extended Use Fees	0.00%	-	-100%		-	100	13,287	19,694	20,049
Other Fees	0.02%	500	400%	0%	500	100	196	624	246
TIF Funds	0.12%	2,500	#DIV/0!	-50%	5,000	-			
Interest	0.09%	2,000	-5%	0%	2,000	2,100	19,317	26,221	3,765
Book & Bag Sales	0.05%	1,000	82%	0%	1,000	550	707	1,681	912
Lost Books	0.14%	3,000	76%	0%	3,000	1,700	2,036	2,735	4,217
Gifts/Memorials	0.05%	1,000	-34%		-	1,520	1,126	1,506	1,180
Miscellaneous	0.05%	1,000	-38%	-67%	3,000	1,600	3,198	1,762	6,273
Hotel/Motel Tax Grant	0.00%	-	-100%	-100%	21,446	14,500	16,013	16,954	11,563
Per Capita Grant	0.80%	16,940	0%	0%	16,900	16,940	16,939	16,938	10,522
Grants Miscellaneous	0.00%	-	-100%	-100%	24,000	24,330	10,315	1,600	400
Debt Certificate Proceeds	0.00%	-							
Developer Donations	4.72%	100,000	-41%	-41%	169,450	169,390	-	-	-
<b>TOTAL INCOME</b>	<b>100.00%</b>	<b>2,119,347</b>	<b>-2%</b>	<b>-3%</b>	<b>2,190,384</b>	<b>2,171,930</b>	<b>1,987,548</b>	<b>1,936,954</b>	<b>1,852,730</b>

EXPENDITURE CATEGORIES		FY22 BUDGET			FY21 BUDGET	FY21 PROJECTED	FY20 ACTUAL	FY19 ACTUAL	FY18 ACTUAL
Illinois Municipal Retirement Fund	5.10%	117,000	26%	10%	106,000	93,000	87,348	93,360	97,656
FICA (Social Security, Medicare)	3.75%	86,000	39%	19%	72,000	62,000	67,791	70,188	64,952
Employee Insurance (UI, Workers Comp, Health)	3.60%	82,500	51%	5%	78,470	54,500	56,533	44,580	50,566
Operating/Supplies/Postage/Legal Notices	1.30%	29,785	5%	-11%	33,280	28,350	20,089	24,378	26,940
Furniture / Equipment Purchase & Maintenance	0.90%	20,440	-24%	-2%	20,940	26,800	17,793	20,278	13,253
Automation - Software, Purchase, & Maintenance	4.10%	93,050	-19%	-38%	149,650	114,250	77,331	75,506	85,163
Insurance (Package & Liability)	1.00%	22,350	64%	51%	14,800	13,650	22,801	12,466	13,166
Personnel Development & Recognition - Staff	1.25%	28,625	226%	65%	17,375	8,775	10,415	13,045	8,114
Trustee Development & Supplies	0.20%	4,450	3323%	147%	1,800	130	2,797	1,018	5,002
Professional Contractual Services	1.47%	33,650	43%	-5%	35,500	23,500	19,880	39,081	24,053
Library Materials - Books, A/V, Periodicals, Online	8.10%	185,500	17%	-1%	187,200	158,100	152,819	178,091	197,258
Programming	0.75%	16,500	-20%	-57%	37,946	20,570	28,897	29,766	30,187
PR/Publicity & Misc. Public Service	1.15%	26,020	29%	-34%	39,670	20,150	25,617	17,044	18,854
Building Maintenance & Security	6.50%	148,110	50%	1%	147,095	98,850	97,039	103,830	85,517
Utilities	2.75%	62,300	8%	-10%	69,250	57,500	57,348	54,990	56,647
Gift expenditures	0.00%	-			-	-	1,671	2,245	4,415
Capital Improvement Projects	0.00%	-			-	-	-	-	335,897
Debt Service	7.33%	166,700	-2%	-2%	169,452	169,450	167,129	169,777	167,425
Contingency	0.10%	2,000	1900%	-80%	10,000	100	84	563	2,604
<b>Total Expenditures</b>	<b>100.00%</b>	<b>2,295,480</b>	<b>28%</b>	<b>7%</b>	<b>2,140,428</b>	<b>1,799,675</b>	<b>1,840,308</b>	<b>1,892,514</b>	<b>2,157,103</b>

Total Expenditures not inclusive of capital project costs

1,653,781

<b>Income less Expenditures</b>		<b>(176,133)</b>			<b>49,956</b>	<b>372,255</b>	<b>147,240</b>	<b>44,440</b>	<b>(304,373)</b>
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Income less Expenditures not inclusive of capital project costs

(1,653,781)

Account & Fund Ext.	Description	FY22 BUDGET	FY22 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY21 Projected to FY22 Budget		FY21 BUDGET	FY21 PROJECTED	FY20 ACTUAL	FY19 ACTUAL	FY18 ACTUAL
<b>INCOME</b>											
4001-01	Taxes Levied Corp 99.72	1,984,389	1,984,389		8%	8%	1,839,738	1,837,000	1,796,842	1,741,615	1,695,631
4001-07	Taxes Levied Building & Maintenance 0.28	5,518	5,518		-95%	-95%	101,850	101,450	102,574	97,470	90,579
4002-01	Back Taxes Corporate 99.725	-	-				-	-		732	167
4002-07	Back Taxes Building & Maintenance 0.28	-	-				-	-		36	9
4010-01	Copier	1,500	1,500		131%	-40%	2,500	650	4,998	7,386	7,218
4015-01	Extended Use Fees	-	-		-100%		-	100	13,287	19,694	20,049
4016-01	Other Fees	500	500		400%	0%	500	100	196	624	246
	TIF Funds	2,500	2,500	TIF reimbursment for residential development		-50%	5,000	-			
4300-01	Interest - Corporate	2,000	2,000		-5%	0%	2,000	2,100	19,317	26,221	3,765
4400-01	Book & Bag Sales	1,000	1,000	recycling and misc. sales only	82%	0%	1,000	550	707	1,681	912
4450-01	Lost Books	3,000	3,000		76%	0%	3,000	1,700	2,036	2,735	4,217
4500-01	Gifts/Memorials	1,000	1,000	distribution from DuPage Foundation	-34%		-	1,520	1,126	1,506	1,180
4600-01	Miscellaneous	1,000	1,000		-38%	-67%	3,000	1,600	3,198	1,762	6,273
4700-01	Hotel/Motel Tax Grant	-	-	Summer Concerts & Sunday Musical Matinees (did not apply for FY22 grant )	-100%	-100%	21,446	14,500	16,013	16,954	11,563
4800-01	Per Capita Grant	16,940	16,940	anticipate FY20 grant to be deposited in FY22	0%	0%	16,900	16,940	16,939	16,938	10,522
4804-01	RAILS Catalog Membership Grant	-	-				24,000	23,670			
4802-01	Grants Miscellaneous	-	-		-100%		-	660	10,315	1,600	400
4900-01	Developer Donations	100,000	100,000	use for debt certificate payments	-41%	-41%	169,450	169,390			
	<b>TOTAL INCOME</b>	<b>2,119,347</b>	<b>2,119,347</b>				<b>2,190,384</b>	<b>2,171,930</b>	<b>1,987,548</b>	<b>1,936,954</b>	<b>1,852,730</b>

Account & Fund Ext.	Description	FY22 BUDGET	FY22 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY21 Projected to FY22 Budget		FY21 BUDGET	FY21 PROJECTED	FY20 ACTUAL	FY19 ACTUAL	FY18 ACTUAL
<b>EXPENDITURES</b>											
6001-01	Salaries - Administration	184,000	184,000		8%	7%	172,000	171,000	168,325	209,716	197,344
6002-01	Salaries - Member Services	222,000	222,000		104%	80%	123,500	109,000	128,607	134,666	118,682
6005-01	Salaries - Public Services	451,000	451,000		31%	12%	401,000	343,000	358,826	363,715	333,219
6006-01	Salaries - IT	104,000	104,000		53%	22%	85,500	68,000	80,885	78,654	
6007-01	Salaries - Technical Services	93,000	93,000		7%	-4%	96,500	87,000	125,916	133,174	198,506
6004-01	Salaries - Marketing	83,000	83,000		69%	73%	48,000	49,000	31,626		
6003-01	Salaries - Maintenance	26,000	26,000		13%	11%	23,500	23,000	22,490	22,383	21,686
6008-01	IMRF Expense	117,000	117,000	2021 rate 11.54%; 2022 rate 9.78%	26%	10%	106,000	93,000	87,348	93,360	97,656
6009-01	FICA Expense	86,000	86,000	7.65% of gross wages	39%	19%	72,000	62,000	67,791	70,188	64,952
6010-01	Unemployment Compensation	2,000	2,000	0.35% on first \$12,740 (last year 0.31%)	100%	-9%	2,200	1,000	1,368	1,190	1,104
6064-01	Operating - Material Processing Tech	9,600			-15%	-24%	12,600	11,250	8,122	9,261	12,834
			2,500	Processing supplies (barcodes, labels, tape, replacement cases, etc.)							
			600	Freight charges							
			6,500	Pre-processing							
6065-01	Operating - Material Processing Circulation	4,845			21%	-1%	4,890	4,000	978	1,315	1,312
			2,500	Adhesive receipt paper (holds, SWAN routing)							
			100	ILL Sticky Labels (item labels 150 per pack @\$25 x4 for 600 ILL items; reduced due to SWAN migration							
				- Library Cards (5,000 @ \$0.47/card + S/H)							
			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							
			1,000	Curbside bags							
			120	Notice Envelopes (2 boxes@\$60/box)							
			500	Miscellaneous							
6069-01	Operating - Postage	4,795			20%	-11%	5,390	4,000	3,945	4,282	5,667
			245	Bulk Mail Permit Fee							
			600	Monthly bills/misc - \$50/month							
			600	Pitney Bowes machine rental/ink/labels							
			2,480	Newsletters 4@\$620							
			300	New Resident Mailer							
			360	ILL OOS Lending 10/mo=120*\$3							
			55	Damaged & Misc. Billing Notices (100 @ \$0.55)							
			55	Online library card mailings (100 @ \$0.55)							
			100	Miscellaneous							

Account & Fund Ext.	Description	FY22 BUDGET	FY22 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY21 Projected to FY22 Budget		FY21 BUDGET	FY21 PROJECTED	FY20 ACTUAL	FY19 ACTUAL	FY18 ACTUAL
6070-01	Operating - Office Supplies	4,245			57%	6%	4,000	2,700	2,805	2,991	3,231
			2,000	Copy paper including colored and cardstock							
				- Notary fee + stamp							
			1,700	Other office supplies							
			145	Sam's Club Plus Membership							
			400	Shredding							
6071-01	Operating - Bank Fees	1,000			67%	0%	1,000	600	559	614	611
			700	Epay credit card fees; Square credit card fees; Illinois National Bank monthly fee							
			300	Propay fee (SWAN)							
6072-01	Operating - Automation Supplies	4,000			-15%	0%	4,000	4,700	2,838	4,640	2,208
			500	Miscellaneous: compressed air, screen cleaning wipes, etc.							
			3,500	Toner Cartridges							
6075-01	Operating - Publishing	1,300	1,300	Legal notices	18%	-7%	1,400	1,100	842	1,275	1,077
6090-01	Furniture/Equipment - Purchases	7,440			-20%	-12%	8,440	9,300	10,432	8,523	7,604
			2,000	Copier lease (250i \$167/mo thru 4/23)							
			4,440	Copier lease (C368 \$370/mo thru 3/22)							
			1,000	Miscellaneous							
6090-11	Furniture/Equipment - Purchases (Special Reserve)	10,000			-33%	0%	10,000	15,000	4,529	8,770	2,423
			5,000	Miscellaneous furniture & equipment							
			5,000	SenSource People Counter (2 entrances)							
6093-01	Furniture/Equipment - Maintenance	3,000	3,000		20%	20%	2,500	2,500	2,832	2,985	3,225
6096-01	Automation - Software	15,900			22%	6%	14,985	13,000	12,526	16,585	14,349
			2,000	B&T Title Source & Reviews							
			7,500	Communico Suite							
			400	Marketing / Adobe Creative Suite subscription for Graphics PC (\$30/mo paid annually)							
			950	WhoFi wifi analytics							
			600	Microsoft 365 A3 subscriptions (15)							
			800	Microsoft Office 2021 standard licenses (16)							
			100	Quickbooks Online Plus (5-user annual subscription)							
			350	Zoom Meetings Subscription Renewal (Admin)							
			1,200	Summer Reading Software							
			2,000	Miscellaneous: Additional Faronics licenses							
6098-01	Automation - Purchase	3,800			-28%	-21%	4,800	5,250	4,817	3,973	6,018
			300	Member Supplies - ear buds, flash drives, CD/DVD							
			2,000	Miscellaneous (includes replacements for hot spots, mobile devices)							
			1,500	New Mobile devices							

Account & Fund Ext.	Description	FY22 BUDGET	FY22 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY21 Projected to FY22 Budget		FY21 BUDGET	FY21 PROJECTED	FY20 ACTUAL	FY19 ACTUAL	FY18 ACTUAL
<b>6098-11</b>	<b>Automation - Purchase</b>	<b>13,150</b>			-37%	-55%	<b>28,950</b>	<b>21,000</b>	<b>7,649</b>	<b>11,515</b>	<b>14,797</b>
			3,000	Standalone Server replacements							
			4,150	Firewall replacement							
			800	10 wifi hotspot replacements							
			2,100	Management Team printer replacements							
			1,200	UPS replacements							
			900	Unifi AC-PRO Access points							
			1,000	Ubiquiti Edgeswitch (supports wifi access points)							
<b>6099-01</b>	<b>Automation - Maintenance</b>	<b>60,200</b>			-20%	-40%	<b>100,915</b>	<b>75,000</b>	<b>52,339</b>	<b>43,433</b>	<b>49,999</b>
			2,030	Cen-Tec annual maintenance for self-checks [2]							
			120	Cisco Meraki cloud management for iPad Kiosk							
			750	Cisco SmartNet contract for internet router							
			3,600	Cloud backup of servers (monthly charges based on storage volume)							
			1,750	SonicWall firewall 2-year contract							
			10,000	Network Consultant prepaid hours [100]							
			400	ePRINTit wireless printing solution (TBS)							
			1,900	Phone system maintenance contract 24x7							
			34,650	SWAN Membership Fees							
			100	Standard SSL certificate for web services mypc.warrenville.com							
			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							
<b>6100-01</b>	<b>Workmen's Compensation</b>	<b>4,000</b>	4,000		60%	60%	<b>2,500</b>	<b>2,500</b>	<b>2,427</b>	<b>2,263</b>	<b>2,441</b>
<b>6102-01</b>	<b>Insurance Package</b>	<b>14,350</b>			5%	-3%	<b>14,800</b>	<b>13,650</b>	<b>15,219</b>	<b>12,466</b>	<b>13,166</b>
			14,350	includes general liability, cyber crime (estimated 5% increase)							
<b>6103-01</b>	<b>Liability Insurance - Officers/Directors</b>	<b>8,000</b>	8,000	estimated (2 year policy, last paid FY20)			-	-	<b>7,582</b>	-	-
<b>6104-01</b>	<b>Liability Insurance - Umbrella</b>	-	-	included in package			-	-			
<b>6107-01</b>	<b>Insurance - Bonds</b>	-	-	Notary Bond			-	-			

Account & Fund Ext.	Description	FY22 BUDGET	FY22 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY21 Projected to FY22 Budget		FY21 BUDGET	FY21 PROJECTED	FY20 ACTUAL	FY19 ACTUAL	FY18 ACTUAL
6108-01	Insurance - Health/Life	76,500			50%	4%	73,770	51,000	52,738	41,127	47,021
			68,000	Health Insurance; assumes 10% increase 1/1/22; employer/employee contribution rates remain same as FY21; \$6,800 per employee per year (10 eligible employees)							
			3,000	HSA Contribution; \$1,000 per employee per year (assumes 3 employees enrolled in HSA eligible plan)							
			3,500	Dental Insurance; assumes 5% increase 1/1/22; employer/employee contribution rates remain same as FY21; \$350 per employee per year (10 employees)							
			750	Vision Insurance assumes 0% increase 1/1/22; employer/employee contribution rates remain same as FY21; \$75 per employee per year (10 employees)							
			750	LIMRiCC admin fee paid 100% by Library; assumes 0% increase 1/1/22; \$75 per year per employee (10 employees)							
			500	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	567%	50%	1,000	225	225	648	630
6148-01	PD - Staff Appreciation	3,900			290%	-13%	4,500	1,000	1,554	3,008	986
			900	2 staff luncheons (\$450 each)							
			2,500	Staff Appreciation Event							
			500	Cards, flowers, cakes, treats							
6149-01	PD - Staff/Tuition Reimbursement	750	750	1 LTA Student			-	-		-	-
6150-01	PD - Staff dues	2,775			11%	0%	2,775	2,500	2,836	2,995	2,885
			750	ALA + 1 division for Director, Circulation Manager (\$210 each); ALA + 3 divisions for Head of Public Services (\$325)							
			225	ILA - Institutional Membership (no employee personal memberships)							
			100	LACONI - institutional membership							
			50	ATLAS - institutional membership							
			1,100	HR Source - institutional membership							
			100	COSUGI (SirsiDynix Users Group) - Computer Systems Administrator (institutional)							
			150	Wheaton Warrenville Early Childhood Coop.							
			275	Chamber of Commerce - institutional							
			25	Warrenville Historical Society - institutional							

Account & Fund Ext.	Description	FY22 BUDGET	FY22 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY21 Projected to FY22 Budget		FY21 BUDGET	FY21 PROJECTED	FY20 ACTUAL	FY19 ACTUAL	FY18 ACTUAL
						% change FY21 Budget to FY22 Budget					
6151-01	PD - Staff meetings	16,950			239%	123%	7,600	5,000	4,732	5,167	2,728
			400	Tech Services: Miscellaneous seminars, meetings							
			600	Assistant to Director (HR Source Law Conference, Misc. Meetings)							
			700	Member Services: Miscellaneous seminars, meetings							
			750	Homelessness Training Subscription							
			2,500	Director: Meetings, seminars, conferences							
			700	Public Services: Miscellaneous seminars, meetings							
			200	Marketing: Miscellaneous seminars, meetings							
			4,000	PLA Conference (2 managers)							
			4,000	ALA Midwinter or Annual Conference (2 librarians)							
			3,000	Staff In Service, All Staff Meetings, Hosted Meetings							
			100	IT: Miscellaneous seminars, meetings							
6152-01	PD - Staff Transportation	2,750			5400%	83%	1,500	50	1,068	1,227	884
			750	General mileage reimbursement							
			1,000	PLA Conference (2 managers)							
			1,000	ALA Midwinter or Annual Conference (2 librarians)							
6153-01	PD - Trustee dues	150	150	ALA/PLA for 1 trustee			-	-	151	-	270
6154-01	PD - Trustee meetings	3,050			10067%	190%	1,050	30	2,186	464	3,368
			500	Trustees: Miscellaneous seminars, meetings							
			150	ILA Legislative Meetup (2 trustees)							
			270	ILA Trustee Workshop (2 trustees)							
			130	LACONI Trustee Dinner (2 trustees)							
			2,000	PLA Conference (1 trustee)							
6155-01	PD - Trustee transportation	750				200%	250	-	299	17	979
			500	PLA Conference (1 trustee)							
			250	Miscellaneous							
6156-01	PD - trustee miscellaneous	500	500	cards, flowers, cakes, treats, meeting supplies	400%	0%	500	100	161	537	385
6200-01	Contractual - Lawyer	4,000	4,000		82%	33%	3,000	2,200	450	945	3,255
6205-01	Contractual - Accounting	13,500			0%	-7%	14,450	13,500	11,151	13,103	10,548
			6,500	Accounting Services (\$528 per month)							
			-	GASB 75 Actuarial Report (OPEB)							
			7,000	Paylocity (Webtime, Webpay, ACA tracking)							
6206-01	Contractual - Collection Agency	1,000			567%	-20%	1,250	150	554	688	430
			1,000	Unique Management Systems							
6210-01	Contractual - Audit	7,650	7,650		2%	-18%	9,300	7,500	7,225	7,810	7,950
6211-01	Contractual - Consultants	7,500			4900%	0%	7,500	150	500	16,535	1,870
			5,000	Pay grade benchmarking							
			2,500	Employee engagement survey							



Account & Fund Ext.	Description	FY22 BUDGET	FY22 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY21 Projected to FY22 Budget		FY21 BUDGET	FY21 PROJECTED	FY20 ACTUAL	FY19 ACTUAL	FY18 ACTUAL
						% change FY21 Budget to FY22 Budget					
6247-01	Library Materials - Adult Books	52,500			34%	0%	52,500	39,100	39,806	55,430	55,243
			23,500	Nonfiction							
			26,500	Fiction							
			2,500	Spanish							
6248-01	Library Materials - Children/Youth Books	36,800			39%	8%	34,000	26,500	28,544	33,426	37,255
			10,000	Nonfiction							
			20,800	Fiction							
			1,500	Spanish							
			4,500	Young Adult							
6250-01	Library Materials - Adult Audiovisual	20,000			113%	-10%	22,200	9,400	14,896	21,319	25,190
			15,000	DVDs							
			4,500	Audiobooks							
			500	CDs							
6251-01	Library Materials - Youth Audiovisual	5,000			52%	-17%	6,000	3,300	3,403	6,422	5,537
			2,000	DVDs							
			500	Music							
			1,500	Audiobooks							
			1,000	Puzzles							
6254-01	Library Materials - eBooks	35,000	35,000	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle) for adult, teen, youth	11%	21%	29,000	31,500	22,012	18,643	26,242
6254-15	Library Materials - eBooks (Alba Lemos)	3,000	3,000	eBooks, eAudiobooks, eMagazines (OverDrive, Zinio, Gale, Kindle) for adult, teen, youth			10,000	10,000	10,000		
6261-01	Library Materials - Periodicals	8,200	8,200		-20%	-18%	10,000	10,300	10,797	10,427	10,618
6264-01	Library Materials - Internet Subscriptions	25,000	25,000	Databases, Online Learning	-11%	6%	23,500	28,000	23,361	32,424	37,173
6300-01	Public Service - Adult Programming	8,500			130%	0%	8,500	3,700	6,890	7,005	6,893
			5,600	20 programs @ \$300 each + supplies							
			650	SR prizes and publicity							
			700	Movie licenses							
			150	11 book discussions @\$12 ea							
			400	Outreach/Passive Programming							
			1,000	Other Programming							
6301-01	Public Service - Youth Programming	8,000			29%	0%	8,000	6,200	4,190	6,192	5,968
			3,000	Youth & Young Adult Programs							
			1,500	Youth & Young Adult Presenters							
			2,000	Summer Reading							
			1,500	Other programming							
6304-01	Public Service - Hotel/Motel Tax	-			-100%	-100%	21,446	10,670	17,817	16,569	17,327
			-	Concerts on the Commons (not planned for FY22)							
			-	Sunday Musical Matinees (not planned for FY22)							
6305-01	Public Service - Refunds/Fines/Fees	1,000	1,000	Refunds to other libraries for materials lost by Warrentville patrons	100%	100%	500	500	141	74	63
6308-01	Public Service - Printing	13,800			39%	0%	13,800	9,900	10,406	11,969	13,981
			13,200	Newsletter - 4@\$3,300							
			600	Brochures, bookmarks, postcards, envelopes, cardstock library card							

Account & Fund Ext.	Description	FY22 BUDGET	FY22 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY21 Projected to FY22 Budget		FY21 BUDGET	FY21 PROJECTED	FY20 ACTUAL	FY19 ACTUAL	FY18 ACTUAL
<b>6311-01</b>	<b>Public Service - PR/Publicity</b>	<b>10,570</b>			17%	-52%	<b>22,070</b>	<b>9,000</b>	<b>14,525</b>	<b>3,809</b>	<b>3,794</b>
			1,500	Shirts/logo apparel for new staff members							
			300	Facebook ads, boosts							
			2,000	Giveaways - Other							
			300	Giveaways - Parade candy and dog biscuits							
			650	Giveaways - Pens							
			600	Large scale library event or professional photographer for stock photos							
			500	Miscellaneous Marketing materials (supplies, acrylic holders, etc.)							
			200	Parade float materials							
			140	Canva Subscription							
			130	Meetup (event app) subscription							
			200	Stock images							
			700	Constant Contact (up to 10,000 email addresses)							
			350	Bit.ly link shortener subscription							
			3,000	Contracted Graphic Design (reduced, will hire in house graphic designer)							
				Website Development							
<b>6313-01</b>	<b>Public Service - Miscellaneous</b>	<b>650</b>			225%	-19%	<b>800</b>	<b>200</b>	<b>545</b>	<b>1,192</b>	<b>1,015</b>
			150	Museum Adventure Pass Program							
			-	Coffee lids, sleeves							
			500	Misc. programs							
<b>6313-15</b>	<b>Public Service - Miscellaneous (Alba Lemos)</b>	<b>-</b>	-	Read for a Cause			<b>2,500</b>	<b>550</b>	<b>-</b>		
<b>6400-07</b>	<b>Maintenance</b>	<b>36,200</b>			-14%	-38%	<b>58,320</b>	<b>42,000</b>	<b>32,204</b>	<b>49,383</b>	<b>48,876</b>
			23,350	Cleaning Contract + special cleaning services							
			2,000	Window washing (1X/year)							
			5,800	Elevator contract							
			850	Elevator pressure test (2X/year)							
			350	City Inspection of elevator (\$80 per visit - 4X/year)							
			600	Pest Control							
			1,750	Roof Maintenance (\$875 ea.; Spring & Fall)							
			-	Movable partition maintenance							
			-	Sealcoating							
			1,500	Miscellaneous							
<b>6400-11</b>	<b>Maintenance</b>	<b>56,000</b>					<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
			15,000	Window repair/replacement							
			6,000	Parking Lot sealcoating, repair							
			10,000	Replace entry doors							
			15,000	Staining of building exterior							
			10,000	Miscellaneous repairs							
<b>6401-07</b>	<b>Maintenance - Supplies</b>	<b>2,000</b>			208%	-84%	<b>12,200</b>	<b>650</b>	<b>1,403</b>	<b>1,516</b>	<b>2,469</b>
			1,000	Bulbs, Ballasts							
			-	Bulb Recycling							
			1,000	Hand vacuum, 6' ladder, Misc. supplies							

Account & Fund Ext.	Description	FY22 BUDGET	FY22 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY21 Projected to FY22 Budget		FY21 BUDGET	FY21 PROJECTED	FY20 ACTUAL	FY19 ACTUAL	FY18 ACTUAL
						% change FY21 Budget to FY22 Budget					
6402-07	Security	10,550			-6%	-45%	19,275	11,200	6,146	7,098	2,865
			700	Fire alarm - inspection & repairs							
			750	Elevator access (OTIS) during fire alarm inspection & repairs							
			2,600	Alarm monitoring (\$650/quarter for burglar; \$90/quarter for fire)							
			500	Extinguisher inspection and recharging							
			4,000	Fire Sprinkler System - inspection and repairs							
			500	Backflow Preventor test (6@\$75)							
			1,500	General maintenance							
6207-11	Security (Special Reserve)	7,500	7,500	Security Camera System							
6403-01	Gas	7,000	7,000		-36%	0%	7,000	11,000	6,676	918	7,308
6406-07	Snow Removal	20,000	20,000		-6%	0%	20,000	21,300	18,386	27,870	18,721
6407-07	HVAC	5,250			-9%	-10%	5,850	5,800	28,912	1,448	1,610
			4,000	General maintenance							
			450	Filters							
			800	Humidifier bottles							
6408-01	Water/Sewer	1,000	1,000		100%	5%	950	500	735	918	816
6409-01	Electricity	37,000	37,000		23%	0%	37,000	30,000	34,856	39,909	34,898
6410-01	Telephone	17,300			8%	-29%	24,300	16,000	15,081	13,245	13,625
			3,400	Telephone lines (Call One \$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							
6411-07	Janitorial supplies	10,000	10,000	Kleenex, dish soap, paper towels, napkins, batteries, PPE	69%	-50%	20,000	5,900	3,664	3,188	2,626
6413-07	Landscape maintenance	8,110			-32%	-29%	11,450	12,000	6,324	13,327	8,350
			3,120	Outside contract (\$390/mos x 8)							
			3,240	Inside contract (\$270/mos)							
			250	Spring Plantings							
			1,500	Miscellaneous Replacements, Landscaping							
			-	Mulch							
6500-01	Gift expenditures	-					-	-	1,671	2,245	4,415
6520-14	Capital Improvement Projects	-	-				-	-			
6520-11	Capital Improvement Projects	-	-				-	-			335,897
6520-01	Capital Improvement Projects										
6530-01	Debt Repayment (Principal)	140,000	140,000		0%	0%	140,000	140,000	135,000	169,777	167,425
6530-01	Debt Repayment (Interest)	26,700	26,700				29,452	29,450	32,129		
6600-01	Contingency	2,000	2,000		1900%	-80%	10,000	100	84	563	2,604
6702-01	Census Grant	-					-		10,251		
	<b>Total Expenditures</b>	<b>2,295,480</b>	<b>2,295,480</b>		<b>28%</b>	<b>7%</b>	<b>2,140,428</b>	<b>1,799,675</b>	<b>1,840,308</b>	<b>1,892,514</b>	<b>2,157,103</b>
	<b>Income less Expenditures</b>	<b>(176,133)</b>	<b>(176,133)</b>				<b>49,956</b>	<b>372,255</b>	<b>147,240</b>	<b>44,440</b>	<b>(304,373)</b>

**FUND BALANCE PROJECTIONS  
FY2021-2022**

FUND	Estimated Beginning Balance 7/1/21	Income Budgeted FY21/22	Expenses Budgeted FY21/22	Projected Year-End Balance 6/30/22	Income vs. Expenses
CORPORATE	915,000	2,113,829	2,113,720	915,109	109
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	97,500	5,518	92,110	10,908	(86,592)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	3,000	-	3,000	-	(3,000)
SPECIAL RESERVE	186,000	-	86,650	99,350	(86,650)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	-	-	-	-	-
<b>TOTALS</b>	<b>1,427,350</b>	<b>2,119,347</b>	<b>2,295,480</b>	<b>1,251,217</b>	<b>(176,133)</b>

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	528,430	1,140,959	612,529
Building Maintenance	23,028	10,908	(12,120)

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

**FUND BALANCE PROJECTIONS  
FY2022-2023**

CPI - 1.4%                      3%

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	915,109	2,165,000	2,125,000.00	955,109	40,000
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	10,908	-	10,908	-	(10,908)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	99,350	-	40,000	59,350	(40,000)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	-	-	-	-	-
<b>TOTALS</b>	<b>1,251,217</b>	<b>2,165,000</b>	<b>2,175,908</b>	<b>1,240,309</b>	<b>(10,908)</b>

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	531,250	1,180,959	649,709

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

**FUND BALANCE PROJECTIONS  
FY2023-2024**

CPI - 1%                      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	955,109	2,186,650	2,213,750	928,009	(27,100)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	-	-	-	-	-
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	59,350	-	40,000	19,350	(40,000)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	-	-	-	-	-
<b>TOTALS</b>	<b>1,240,309</b>	<b>2,186,650</b>	<b>2,253,750</b>	<b>1,173,209</b>	<b>(67,100)</b>

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	553,438	1,153,859	600,422

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

**FUND BALANCE PROJECTIONS  
FY2024-2025**

CPI = 1%                      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	928,009	2,208,517	2,280,163	856,363	(71,646)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	-	-	-	-	-
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	19,350	-	40,000	(20,650)	(40,000)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	-	-	-	-	-
<b>TOTALS</b>	<b>1,173,209</b>	<b>2,208,517</b>	<b>2,320,163</b>	<b>1,061,563</b>	<b>(111,646)</b>

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	570,041	1,082,213	512,172

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