



Warrenville Public Library District

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Library Board of Trustees Committee of the Whole Meeting
Wednesday, May 18, 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. 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 second draft of the FY23 Working Budget & Benefit Policy Recommendations
 - a. Salaries
 - b. Benefits
 - c. Other
5. Items for Information/Discussion (No Action)
6. Adjournment **(ACTION)**

Date: May 10, 2022

To: Board of Trustees

From: Sandy Whitmer, Library Director

Re: Second Draft of FY23 Working Budget: Focus on Salaries & Benefits

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

I hope this month's discussion can focus on salaries and benefits. I know you agree that investing in our employees enables us to provide quality service to our community. You are also aware that we have struggled to retain employees. I've revisited some of the topics I briefly mentioned last month and am putting forth my recommendations for board consideration. My goal is for the library to remain competitive with our salaries, begin to share the costs of family insurance coverage and start to push us ahead of other libraries (and other area employers) when it comes to paid time off (annual leave, sick leave and holidays).

There are other things to consider when discussing employee retention: culture, leadership & management, opportunities for learning and advancement, challenging & meaningful work and more. The managers and I need to put our heads together to find ways to address these topics so we can keep our best and brightest employees.

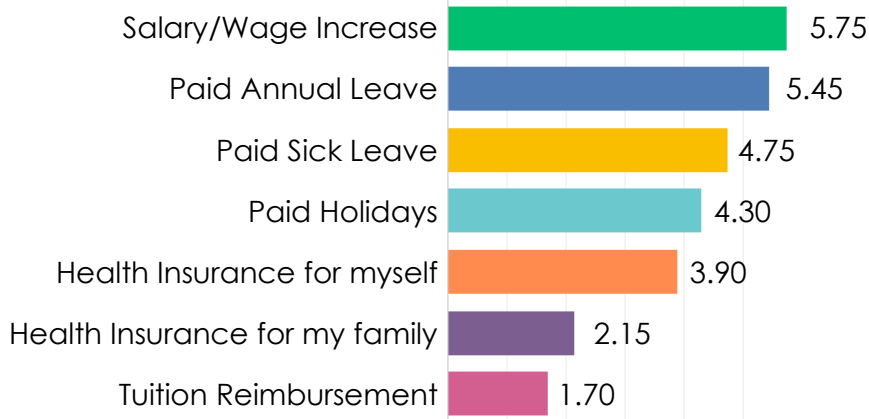
In developing the recommendations within this memo, I surveyed staff (see next page) and consulted a survey of library benefits. When reviewing the benefits practices of other libraries, I selected libraries with similar budgets, libraries with similar numbers of residents and libraries in close proximity to Warrenville. (I'll refer to the library benefit data in the recommendations for various benefits changes).

Thank you for reviewing and considering these recommendations. I look forward to discussing them with you at the committee of the whole meeting on Wednesday, May 18 at 6:00 p.m.

STAFF SURVEY

To better understand what is important to our staff, I asked our current employees to rank seven benefits in order of their importance to the employee regardless of whether the benefits are currently available to them.

20 of 25 employees responded (9 part-time, 11 full-time) Results with ranked scores:



	1	2	3	4	5	6	7
Salary/Wage increase	55.00% 11	10.00% 2	15.00% 3	5.00% 1	5.00% 1	10.00% 2	0.00% 0
Paid Annual Leave (use for vacation and personal days)	30.00% 6	20.00% 4	20.00% 4	25.00% 5	5.00% 1	0.00% 0	0.00% 0
Paid Sick Leave	0.00% 0	25.00% 5	35.00% 7	30.00% 6	10.00% 2	0.00% 0	0.00% 0
Paid Holidays	5.00% 1	15.00% 3	20.00% 4	30.00% 6	25.00% 5	5.00% 1	0.00% 0
Health Insurance for myself	5.00% 1	25.00% 5	10.00% 2	10.00% 2	25.00% 5	15.00% 3	10.00% 2
Health Insurance for my family	5.00% 1	5.00% 1	0.00% 0	0.00% 0	15.00% 3	30.00% 6	45.00% 9
Tuition Reimbursement	0.00% 0	0.00% 0	0.00% 0	0.00% 0	15.00% 3	40.00% 8	45.00% 9

Other comments:

Full pay for normal scheduled hours on holidays. For example: If you are normally scheduled for 7 hours on day that a holiday falls on, and your holiday pay is only 4 hours, you will lose 3 hours of pay.(which is a huge chunk for some of us).

Somehow, I would like seniority to be taken into account regarding vacation requests.

paid maternity leave for a female dominated industry

Any coverage for family insurance would be extremely helpful and appreciated. I know it's a very expensive benefit, but I truly appreciate that this benefit is being discussed.

Competitive salaries could be in line with other libraries. That would be a very attractive feature.

Although I do not need family coverage for health insurance, I think employees with families should have access to family coverage and feel the library should share a portion of the premium for family coverage.

SALARIES

I recommend a “blended” salary increase that will include a **4% cost of living increase for all employees plus a merit increase of up to 2%** depending on each employee’s overall performance rating.

I’m **increasing our vacant “shelver” position from 16 to 20 hours**. This is necessary because of the increased workload since joining SWAN.

I’m adding **5 hours per week for an existing employee to teach computer classes** – many of which will be in Spanish. (This directly addresses one of our strategic priorities.)

The above recommendations are included in the salary lines for this budget draft for a total of \$1,125,300.

I strongly recommend we add two new full-time positions. The costs for these positions are not included in this budget draft, but I feel both would have a significant and lasting impact on the library’s overall success and engagement with the community.

1. **Human Resources Specialist** – this position would assist all employees. In addition to managing benefits and keeping the library compliant with ever-changing employment laws, this individual will be responsible for updating job descriptions and employee handbook policies. They will also be an integral part of recruiting, interviewing and hiring employees. Although managers will still be involved in the hiring of new staff, the HR Specialist will manage the job posts and applicant screenings that can be very time consuming. The HR Specialist will be a resource to managers to help them effectively manage, motivate and evaluate their staff. Having this position filled will allow the rest of the management team to focus on actively pursuing the library’s strategic priorities and effectively managing their employees.

Estimated salary cost: \$60,500

2. **Graphic Designer**– Over a period of 4 years, we had 4 part-timers in this position. The two most qualified left for full-time positions at other libraries (where they are both still employed). Kathy has been holding steady with some help from a contracted designer and she has learned a tremendous amount about designing flyers and images. However, our wish list for design work/design projects is long and having Kathy do it all without an in-house partner is not a sustainable strategy. Kathy needs to spend more time focusing on working with our staff to develop “content” and our graphic designer can create visuals that complement the messages Kathy creates. Together, Kathy and the graphic designer will work to address another of our strategic priorities: Raise Awareness of the Library.

Estimated salary cost: \$48,500

IMRF (RETIREMENT)

Based on the general salary notes above, IMRF is budgeted at \$110,000.

All employees will be IMRF-eligible.

If approved, the new full-time HR Specialist adds \$5,700

If approved, the new full-time Graphic Designer adds \$4,600

FICA (SOCIAL SECURITY, MEDICARE)

Based on the general salary notes above, FICA is budgeted at \$86,000

If approved, the new full-time HR Specialist adds \$4,500

If approved, the new full-time Graphic Designer adds \$3,600

UNEMPLOYMENT & WORKERS COMPENSATION

Based on the general salary notes above, unemployment insurance is budgeted at \$1,260 (\$45 per employee) and workers compensation insurance is budgeted at \$4,500.

If approved, the new full-time HR Specialist adds \$45 for unemployment and \$140 for workers compensation.

If approved, the new full-time Graphic Designer adds \$45 for unemployment and \$115 for workers compensation.

BENEFIT: HEALTH INSURANCE

Review of Comparative Data

I reviewed cost-sharing for premiums.

Employee-only (single) premium: Of six libraries, Warrenville and one other library paid 80% of the employee only premium. Others paid 85%, 95%, 97% and 100%

Spouse/Child/Family premium: Of six libraries, Warrenville and one other library paid 0%. Others paid 56%, 80%, 85% and 93%

Policy Recommendations

I recommend the Board adopt a policy that:

1. Sets a formula for determining a flat dollar amount the library will pay for insurance premiums based on the lowest cost plan. The library would pay the flat amount, regardless of which plan the employee selected. The formula would apply to medical, dental and vision insurance premiums.

Employee-only (single) premium: Library pays 90% / Employee pays 10%

Spouse/Child/Family premium: Library pays 50% / Employee pays 50%

This policy would be effective at the start of the new policy year, 1/1/2023.

I suggest the library work toward increasing the library contribution toward family premiums by at least 10% per year if the budget allows.

I also recommend the library eliminate the employer contribution to employee Health Savings Accounts. Elimination of this benefit will help offset the costs of increased premium contributions by the library. At a future time, the library may choose to reinstate this benefit.

Budget Impact

A budget of \$80,000 is proposed.

This is based on:

- Current employee enrollments and the possibility that up to two more current positions may elect spouse/child/family coverage.
- Six months (July through December 2022) at current rates with current structure for premium sharing.
- Six months (January through June 2023) with anticipated premium increases (10% for medical and dental; 5% for vision and life) with implementation of the recommended changes to premium cost-sharing

If approved, the new full-time HR Specialist adds \$12,250 (assumes family coverage)

If approved, the new full-time Graphic Designer adds \$12,250 (assumes family coverage)

BENEFIT: ANNUAL LEAVE

Review of Comparative Data

I reviewed Vacation and Personal Time benefits for full-time and part-time staff.

Typically, directors and managers earn one additional week of vacation time than other employees. Most start with 4 weeks paid time off. In many instances, that is also the maximum they earn. In a few cases, 1 week is added after 5 years and 1 more week is added after 10 years.

Except for one library, all other employees are also eligible for vacation time. Of the 13 libraries reviewed, 5 libraries offer 1 week to new employees; 4 offer 2 weeks; 2 offer 3 weeks and 1 offers 4 weeks. Almost all offer 1 additional week after 5 years of employment; most offer another week after 10 years of employment. Most "top out" at 4 weeks.

Most libraries have a "personal time" benefit that ranges from 3 to 5 days. Many years ago, our board opted to combine the vacation and personal time benefits into an "annual leave" benefit. This is why our "annual leave" benefit is more generous than most libraries.

Policy Recommendations

This is an area where we can provide some exceptional benefits for minimal cost. Being generous with this benefit should improve recruitment and retention efforts.

I recommend the Board adopt the following policy changes:

1. Eliminate the Paid Time Off Policy for part-time employees and include part-time employees in the Annual Leave Policy.

2. Adjust the earning rates for annual leave as indicated below. This reduces the starting rate for managers by 1 week. Increases of 1 week are triggered every three years instead of every five years. (Part-time benefits will be pro-rated based on an employee's authorized weekly hours.) Three employees would need to be "grandfathered" at their current rates.

For full-time managers

First three years of employment	4 weeks
After three years of employment	5 weeks
After six years of employment	6 weeks

For all other employees

First three years of employment	3 weeks
After three years of employment	4 weeks
After six years of employment	5 weeks
After nine years employment	6 weeks

Budget Impact

I have included a 2% "buffer" in the salary budget outlined on page 3 to cover the occasional times when additional staff hours are needed to cover paid time off (annual leave, sick leave and holidays). After one year with this policy, adjustments may be necessary because we will have a better understanding of its impact on scheduling.

BENEFIT: SICK LEAVE

Review of Comparative Data

I reviewed Sick Leave benefits for full-time and part-time staff.

Our sick leave benefit for full-time employees (12 days per year) is in line with other libraries.

Of the 15 libraries reviewed, 13 offer a sick leave benefit for part-time employees.

Policy Recommendations

This is another area where we can provide some important benefits for minimal cost. Being generous with this benefit should improve retention of part-time employees.

I recommend the Board adopt the following policy changes:

1. Add a sick leave benefit for part-time employees.
2. Part-time employees will earn 12 pro-rated days per year.
3. Carry-over would be the same as for full-time employees.

Budget Impact

See budget impact for Annual Leave (above).

BENEFIT: PAID HOLIDAYS

Review of Comparative Data

I was unable to find/gather comparative data, other than a few emails from a discussion list which seem to indicate paid holiday policies are highly varied. Some libraries only give holiday pay to those who are regularly scheduled to work on the date of the holiday. (This is often seen as problematic because people who work every Monday tend to get more paid holidays than others.) A more equitable policy (and our current practice) gives everyone pay for each holiday regardless of whether they would be scheduled to work or not.

Policy Recommendations

This is another area where we can provide some exceptional benefits for a minimal cost. Being generous with this benefit should improve recruitment and retention efforts.

I recommend the Board adopt the following policy changes:

1. Add three floating holidays to the current paid holiday list. A floating holiday could be used for holidays when the library is open (a religious holiday, state holiday, federal holiday or an employee's birthday). An annual request process would occur before the start of each calendar year and approvals would be based on employment law (religious holidays) and employee seniority. Floating holidays would need to be taken in full-day increments. They would not be carried over. They would not be paid out
2. Continue to award full-time employees 7½ hours for each paid holiday.
3. Holiday pay for part-time employees would be pro-rated using each employee's authorized weekly hours. The calculation would be [authorized weekly hours] ÷ 5, rounded to the nearest quarter hour. Examples: An employee authorized to work 30 hours per week would receive 6 hours of holiday pay. An employee authorized to work 24 hours per week would receive 5 hours of holiday pay. (This is different than our current calculation which uses the total hours worked by the employee in the previous fiscal year.)

Budget Impact

See budget impact for Annual Leave (above).

INCOME: DEVELOPER DONATIONS

Recommendation

I recommend the library request developer donations from the City to use toward the debt certificate payments.

I recommend \$20,000 be budgeted. (The library can request the full amount on deposit up to \$20,000.)

USE OF FUND BALANCE

Recommendation

I recommend the Library use up to \$200,000 of fund balance to cover Corporate Fund expenditures.

As presented, the Corporate Fund budget has a deficit of \$29,491. If we add the HR and Graphic Designer positions, the budget deficit will be \$181,736. Using up to \$200,000 of fund balance will cover this deficit and maintain a fund balance that is \$220,000 over the target.

More info about the Fund Balances:

We are currently projected to end the current fiscal year with a fund balance of about \$784,000 in the Corporate Fund.

This means we will exceed our target fund balance by about \$420,000.

Funds over and above the fund balance can either remain in the fund to offset future expense or can be transferred to the Special Reserve Fund.

Fund	Projected Fund Balance 6/30/2022	Second Draft Income	Second Draft Expenditures	Projected Fund Balance 6/30/2023
Corporate	\$784,000	\$2,120,405	\$2,149,896	\$754,000
Working Cash	\$225,847	\$0	\$0	\$225,847
Building Maintenance	\$32,000	\$0	\$41,250	-\$6,250
Special Reserve	\$445,000	\$0	\$136,650	\$308,350

BUDGET ADJUSTMENTS

If necessary, the following adjustments (cuts) to the proposed budget will reduce the need for use of the Corporate Fund balance and conserve Special Reserve Fund balance. (These adjustments will be made to the items highlighted in green on the budget spreadsheet.)

	Corporate Fund Reduction	Special Reserve Fund Reduction
Processing Materials, Tech Services	-2,000	
SenSource People Counter		-5,000
Public Desktop PCs		-9,500
Personnel Development (eliminate ALSC Institute, reduce HR Source training for managers)	-4,175	
Collection Agency	-500	
Refunds	-500	
TOTALS	-7,175	-14,500

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

INCOME CATEGORIES	% of total income	FY23 BUDGET	% change FY22 projected to 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	-9%	233%	1,500	5,500	903	4,998	7,386
Extended Use Fees	0.00%	-	#DIV/0!		-	-	-	13,287	19,694
Other Fees	0.00%	-	-100%	-100%	500	75	112	196	624
TIF Funds	0.94%	20,000	#DIV/0!	193%	6,822	-	-		
Interest	0.05%	1,000	-38%	-50%	2,000	1,600	2,129	19,317	26,221
Book & Bag Sales	0.02%	500	0%	-50%	1,000	500	605	707	1,681
Lost Books	0.12%	2,500	0%	-17%	3,000	2,500	1,709	2,036	2,735
Gifts/Memorials	0.05%	1,000	-44%		2,000	1,800	1,545	1,126	1,506
Miscellaneous	0.02%	500	-23%	-50%	1,000	650	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%	2,124,669	2,117,897	2,172,662	1,987,548	1,936,954

EXPENDITURE CATEGORIES		FY23 BUDGET			FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
Illinois Municipal Retirement Fund	4.73%	110,000	-1%	-6%	117,000	111,000	93,094	87,348	93,360
FICA (Social Security, Medicare)	3.69%	86,000	12%	0%	86,000	76,500	64,454	67,791	70,188
Employee Insurance (UI, Workers Comp, Health)	3.68%	85,760	44%	4%	82,500	59,500	52,702	56,533	44,580
Operating/Supplies/Postage/Legal Notices	1.42%	33,010	22%	11%	29,785	27,100	28,416	20,089	24,378
Furniture / Equipment Purchase & Maintenance	0.67%	15,600	64%	-24%	20,440	9,500	26,648	17,793	20,278
Automation - Software, Purchase, & Maintenance	5.48%	127,520	73%	37%	93,050	73,700	114,059	77,331	75,506
Insurance (Package & Liability)	0.85%	19,785	55%	-11%	22,350	12,768	23,857	22,801	12,466
Personnel Development & Recognition - Staff	1.25%	29,115	109%	2%	28,625	13,925	8,572	10,415	13,045
Trustee Development & Supplies	0.07%	1,700	-41%	-62%	4,450	2,903	113	2,797	1,018
Professional Contractual Services	1.29%	30,085	33%	-11%	33,650	22,650	22,670	19,880	39,081
Library Materials - Books, A/V, Periodicals, Online	8.15%	189,830	0%	2%	185,500	190,605	157,561	152,819	178,091
Programming	1.37%	31,931	63%	94%	16,500	19,600	20,432	28,897	29,766
PR/Publicity & Misc. Public Service	1.23%	28,640	29%	10%	26,020	22,250	19,836	25,617	17,044
Building Maintenance & Security	7.47%	173,690	42%	17%	148,110	121,925	89,329	97,039	103,830
Utilities	2.96%	69,000	10%	11%	62,300	62,500	56,967	57,348	54,990
Gift expenditures	0.00%	-			-	910	-	1,671	2,245
Capital Improvement Projects	0.00%	-			-	-	-	-	-
Debt Service	7.26%	168,830	1%	1%	166,700	166,580	169,390	167,129	169,777
Contingency	0.09%	2,000	1900%	0%	2,000	100	25	84	563
Total Expenditures	100.00%	2,327,796	15%	1%	2,295,480	2,029,516	1,810,207	1,840,308	1,892,514

Total Expenditures not inclusive of capital project costs

Income less Expenditures		(207,391)			(170,811)	88,381	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		-9%	233%	1,500	5,500	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	20,000	20,000	TIF reimbursment for residential development		193%	6,822	-	-		
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	500	500	recycled books only	0%	-50%	1,000	500	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	-44%		2,000	1,800	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	20,000	20,000		-80%	-80%	100,000	100,000	169,390		
	TOTAL INCOME	2,120,405	2,120,405				2,124,669	2,117,897	2,172,662	1,987,548	1,936,954

EXPENDITURES											
6001-01	Salaries - Administration	190,500	190,500		6%	4%	184,000	179,000	176,842	168,325	209,716
6002-01	Salaries - Member Services	245,000	245,000		21%	10%	222,000	203,000	115,442	128,607	134,666
6005-01	Salaries - Public Services	463,000	463,000		15%	3%	451,000	402,000	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	87,800	87,800		9%	-6%	93,000	80,500	88,583	125,916	133,174
6004-01	Salaries - Marketing	59,000	59,000		4%	-29%	83,000	56,500	50,992	31,626	
6003-01	Salaries - Maintenance	25,000	25,000		2%	-4%	26,000	24,500	23,631	22,490	22,383
6008-01	IMRF Expense	110,000	110,000	2022 rate 9.78% ; 2023 rate ???	-1%	-6%	117,000	111,000	93,094	87,348	93,360
6009-01	FICA Expense	86,000	86,000	7.65% of gross wages	12%	0%	86,000	76,500	64,454	67,791	70,188
6010-01	Unemployment Compensation	1,260	1,260	0.35% on first \$12,740 (no change from 2022)	-16%	-37%	2,000	1,500	993	1,368	1,190
6064-01	Operating - Material Processing Tech	11,600			22%	21%	9,600	9,500	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		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
6065-01	Operating - Material Processing Circulation	4,225			41%	-13%	4,845	3,000	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	Miscellaneous							
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			24%	2%	4,245	3,500	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			-4%	150%	1,000	2,600	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			14%	0%	4,000	3,500	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 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)	-50%	-50%	3,000	3,000	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			-18%	-18%	15,900	15,900	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			30%	-8%	3,800	2,700	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			51050%	289%	13,150	100	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		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
6102-01	Insurance Package	15,785									
			15,785	assumes 10% increase - will update with final number for final draft	24%	10%	14,350	12,768	14,772	15,219	12,466
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	80,000	80,000	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 10% increase for medical plans and 5% increase for life, vision and dental. Eliminates employer contribution to Health Savings Accounts. (All changes effective 1/1/23 to coincide with plan renewal.)	48%	5%	76,500	54,000	49,231	52,738	41,127
6146-01	Personnel Development - Recruiting	1,500	1,500	Includes advertising and background checks	200%	0%	1,500	500	225	225	648
6148-01	PD - Staff Appreciation	4,500			350%	15%	3,900	1,000	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			13%	8%	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)							
			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
					% change FY22 Budget to FY23 Budget						
6151-01	PD - Staff meetings	15,405			100%	-9%	16,950	7,700	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							
			750	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	450	-	299	17
			250	Miscellaneous							
6156-01	PD - trustee miscellaneous	500	500	cards, flowers, cakes, treats, meeting supplies	0%	0%	500	500	83	161	537
6200-01	Contractual - Lawyer	4,000	4,000		135%	0%	4,000	1,700	2,138	450	945

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
6205-01	Contractual - Accounting	9,660			-26%	-28%	13,500	13,000	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			233%	0%	1,000	300	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			3%	0%	52,500	51,000	39,087	39,806	55,430
			23,500	Nonfiction							
			26,500	Fiction							
			2,500	Spanish							
6248-01	Library Materials - Children/Youth Books	36,800			-6%	0%	36,800	39,000	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			11%	-25%	20,000	13,500	9,311	14,896	21,319
			10,000	DVDs							
			4,500	Audiobooks							
			500	CDs							
6251-01	Library Materials - Youth Audiovisual	5,000			43%	0%	5,000	3,500	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			-1%	16%	35,000	41,000	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			1%	24%	25,000	30,800	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			27%	12%	8,500	7,500	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			18%	13%	8,000	7,600	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 Warrenville patrons	900%	0%	1,000	100	421	141	74
6308-01	Public Service - Printing	11,800			-2%	-14%	13,800	12,000	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			52%	44%	10,570	10,000	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	40,750			16%	13%	36,200	35,000	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			73%	29%	56,000	41,500	-	-	
			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			2%	0%	17,300	17,000	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		FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
6413-01	Landscape maintenance	8,190			1%	1%	8,110	8,100	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	-					-	910	-	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	
	Total Expenditures	2,327,796	2,327,796		15%	1%	2,295,480	2,029,516	1,810,207	1,840,308	1,892,514
	Income less Expenditures	(207,391)	(207,391)				(170,811)	88,381	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	784,000	2,120,405	2,149,896	754,509	(29,491)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	32,000	-	41,250	(9,250)	(41,250)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	445,000	-	136,650	308,350	(136,650)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,486,850	2,120,405	2,327,796	1,279,459	(207,391)

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	537,474	980,359	442,885

*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	745,259	2,226,425	2,214,393	757,291	12,032
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	-	-	-	-	-
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	308,350	-	100,000	208,350	(100,000)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,279,459	2,226,425	2,314,393	1,191,491	(87,968)

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	553,598	983,141	429,543

*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	757,291	2,293,218	2,280,825	769,685	12,393
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	-	-	-	-	-
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	208,350	-	100,000	108,350	(100,000)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,191,491	2,293,218	2,380,825	1,103,885	(87,607)

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	570,206	995,535	425,329

*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	769,685	2,339,082	2,326,441	782,326	12,641
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	-	-	-	-	-
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	108,350	-	100,000	8,350	(100,000)
WORKING CASH	225,850	-	-	225,850	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,103,885	2,339,082	2,426,441	1,016,526	(87,359)

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	581,610	1,008,176	426,566

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