

| HELEN PLUM LIBRARY | | | | | | |
|--------------------------------|---|--------------------------------|------------------------------|--|--------------------------------|--------------------|
| APPROPRIATION BUDGET 2015-2016 | | | | | | |
| NO. | NAME | WORKING BUDGET 2015/2016 | ONGOING TYPICAL AMOUNT | ACTUAL RECEIPTS & EXPENSES 2015/2016 | WORKING BUDGET 2016/2017 | SECTION TOTALS |
| OPERATING FUND RECEIPTS | | | | | | |
| | SURPLUS CARRYOVER | \$129,000 | \$129,000 | | | |
| 511 | PROPERTY TAXES - OPERATING FUND | \$3,579,000 | \$3,579,000 | \$3,584,702 | \$3,630,352 | |
| 512 | TIF REBATE | \$48,000 | \$49,600 | \$47,655 | \$48,000 | |
| 520 | INTEREST INCOME | \$1,000 | \$1,000 | \$1,747 | \$1,000 | |
| 550 | PERSONAL PROPERTY REPLACEMENT TAX | \$47,000 | \$47,000 | \$33,375 | \$41,100 | |
| 552 | COPY MACHINES / NETWORK PRINTER | \$16,000 | \$16,000 | \$15,921 | \$16,000 | |
| 554 | FINES | \$40,000 | \$40,000 | \$35,885 | \$40,000 | |
| 555 | LOST MATERIALS | \$10,000 | \$10,000 | \$8,732 | \$10,000 | |
| 556 | NON-RESIDENT CARDS | \$12,500 | \$12,500 | \$12,937 | \$12,500 | |
| 557 | MEMORIALS/GIFTS/DONATIONS | \$25,000 | \$25,000 | \$18,360 | \$25,000 | |
| 558 | USED BOOKS SOLD | \$13,000 | \$8,000 | \$11,289 | \$13,000 | |
| 559 | MISCELLANEOUS INCOME | \$12,000 | \$1,000 | \$7,763 | \$12,000 | |
| 560 | REFUNDS & REIMBURSEMENTS | \$0 | \$0 | \$46,343 | \$600 | |
| 590 | FY 15 PER CAPITA GRANT reduced 20% | \$43,200 | \$54,000 | \$0 | \$33,547 | |
| 591 | STATE & OTHER GRANTS | \$0 | \$0 | \$2,250 | | |
| | | \$3,975,700 | \$3,972,100 | \$3,826,960 | \$3,883,099 | |
| | TOTAL OPERATING FUND RECEIPTS | | | | | \$3,883,099 |
| OPERATING FUND EXPENSES | | | | | | |
| 611 | SALARIES | | | | | |
| | Current expenses including Sunday allotments and raise | \$2,157,418 | \$2,115,116 | \$1,896,209 | \$2,187,743 | |
| | TOTAL SALARIES | | | | | \$2,187,743 |
| 621 | HEALTH AND LIFE INSURANCE | \$171,600 | \$171,600 | | \$169,290 | |
| | PHIP costs for 27 staff @ \$6270 annual | \$13,000 | \$13,000 | | \$13,500 | |
| | Dental costs for 27 staff @ \$500 annual | \$1,560 | \$1,560 | | \$1,620 | |
| | Life insurance costs for 27 staff @ \$60 annual | \$1,872 | \$1,872 | | \$1,944 | |
| | Administrative fee for 27 staff @ \$72 annual | | | | | |
| | TOTAL HEALTH AND LIFE INSURANCE | \$188,032 | \$188,032 | \$137,419 | | |
| | | | | | | \$186,354 |
| 622 | FICA and MEDICARE - EMPLOYER'S SHARE | | | | | |
| | Social Security (6.2%)/Medicare (1.45%) = 7.65% of salary | \$165,043 | \$161,806 | \$144,352 | \$167,362 | |
| | TOTAL FICA AND MEDICARE | | | | | \$167,362 |
| 623 | IMRF RETIREMENT, EMPLOYER'S SHARE | | | | | |
| | IMRF employer's share 2016, 10.11% of salary for 6 months | \$101,643 | \$101,643 | | \$110,590 | |
| | IMRF employer's share 2017, 9.62% for 6 months | \$100,746 | 100746 | | \$105,230 | |
| | TOTAL IMRF | \$202,389 | \$202,389 | \$178,367 | | |
| | | | | | | \$215,821 |
| 625 | TRAINING AND TRAVEL | | | | | |

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| | TR - ILA, 3 Trustees | \$0 | \$0 | | \$1,200 | |
| | TR - Local travel & parking | \$200 | \$200 | | \$200 | |
| | TR - Miscellaneous training | \$350 | 350 | | \$200 | |
| | AS - ILA, Rosemont Oct 2016 (1 staff) | \$0 | \$0 | | \$400 | |
| | AS - LACONI, 4 meetings | \$120 | \$120 | | \$120 | |
| | AS - RAILS workshops | \$200 | \$200 | | \$200 | |
| | AS - Local travel & parking | \$300 | \$300 | | \$300 | |
| | AS - Chamber of Commerce monthly lunch | \$300 | \$300 | | \$300 | |
| | AS - Miscellaneous training | \$0 | \$0 | | \$500 | |
| | AS - ALA, Chicago 2017 (3 staff) | \$0 | \$0 | | \$810 | |
| | BUS - Miscellaneous training | \$800 | \$800 | | \$800 | |
| | BUS - Mileage for errands | \$400 | 400 | | \$400 | |
| | CIRC - University of Madison Circ Conf Oct 2016 | \$0 | \$0 | | \$750 | |
| | CIRC - LACONI - 4 meetings | \$120 | \$120 | | \$120 | |
| | CIRC - Local travel & parking | \$100 | 100 | | \$150 | |
| | DIR - ILA, Rosemont Oct 2016 | \$0 | \$0 | | \$400 | |
| | DIR - LACONI, 4 meetings @ \$30 | \$120 | 120 | | \$120 | |
| | DIR - Local training/networking | \$650 | \$650 | | \$650 | |
| | DIR - Local travel & parking | \$0 | \$0 | | \$200 | |
| | DIR - Management Assoc. Roundtables | | | | \$500 | |
| | FM - Red Cross Training Certification | \$1,675 | 1675 | | | |
| | IT - IUG/WILIUG | \$200 | \$200 | | \$250 | |
| | IT - III Users group - April 2017 | \$0 | \$0 | | \$650 | |
| | IT - LACONI meetings | \$120 | 120 | | \$120 | |
| | IT - Local travel & parking | \$200 | 200 | | \$200 | |
| | MAR - ILA, Rosemont Oct 2016 | \$1,025 | \$1,025 | | \$400 | |
| | MAR - LACONI, 5 meetings | \$300 | \$300 | | \$150 | |
| | MAR - Miscellaneous networking/training | \$650 | \$500 | | \$650 | |
| | MAR - Local travel & parking | \$200 | 200 | | \$200 | |
| | MAR - ALA (2 staff) | \$0 | \$0 | | \$850 | |
| | TP - ILA, Rosemont October 2016 | \$125 | \$125 | | \$450 | |
| | TP - RAILS workshops | \$280 | \$280 | | \$125 | |
| | TP - LACONI workshops | \$200 | \$350 | | \$320 | |
| | TP - Local travel & parking | \$0 | 0 | | \$200 | |
| | TP - Miscellaneous training | | | | \$500 | |

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| | YS - LACONI YSS meetings, 13 sessions (more than 1 staff) | \$390 | \$390 | | \$390 | |
| | YS - Child. Lit. Inst., NIU, DeKalb, March 2016 (2 staff @ \$125) | \$250 | \$625 | | \$300 | |
| | YS - Illinois Youth Service Institute Normal IL (2 people) | \$500 | \$0 | | \$800 | |
| | YS -Teen programs / seminars | \$400 | \$400 | | \$500 | |
| | YS - Miscellaneous training | \$750 | \$750 | | \$750 | |
| | YS - Local travel & parking | \$1,500 | \$1,500 | | \$1,500 | |
| | YS - ALA, Chicago (2 staff) | \$0 | \$0 | | \$1,600 | |
| | YS - ISLMA Conference Tinley Park (1 staff) | \$0 | 0 | | \$300 | |
| | YS - ILA, Rosemont (2 staff) | \$0 | \$0 | | \$600 | |
| | YS - Opening Minds Early Childhood January 2017 | \$0 | \$0 | | \$450 | |
| | Inservice lunch | \$800 | \$800 | | \$800 | |
| | Inservice speaker | \$600 | \$600 | | \$600 | |
| | TOTAL TRAINING AND TRAVEL | \$13,825 | \$13,700 | \$13,404 | | \$21,975 |
| 626 | TUITION REIMBURSEMENT | \$3,000 | \$3,000 | \$4,205 | \$3,275 | |
| | TOTAL TUITION REIMBURSEMENT | | | | | \$3,275 |
| 627 | EMPLOYEE ASSISTANCE PROGRAM | | | | | |
| | Supp. Family, Legal and Financial assist. \$1.11/mo/person | \$972 | \$932 | \$0 | \$1,093 | |
| | TOTAL EMPLOYEE ASSISTANCE PROGRAM | | | | | \$1,093 |
| 635 | PAYROLL PROCESSING | | | | | |
| | Expected expenses (26 payrolls and W-2 forms) | \$5,110 | \$5,000 | \$7,301 | \$13,708 | |
| | TOTAL PAYROLL PROCESSING | | | | | \$13,708 |
| 639 | PERSONNEL - MISCELLANEOUS | | | | | |
| | Badges, help wanted ads | \$300 | \$1,350 | | \$300 | |
| | Miscellaneous | \$400 | \$400 | | \$400 | |
| | Holiday brunch | \$2,300 | \$2,300 | | \$2,300 | |
| | TOTAL PERSONNEL - MISCELLANEOUS | \$3,000 | \$4,050 | \$2,668 | | \$3,000 |
| 715 | ADULT COLLECTIONS | | | | | |
| | Totals of books, periodicals, microform, a/v, databases including BookPage) | \$260,370 | \$325,462 | \$222,335 | \$264,350 | |
| | TOTAL ADULT COLLECTION | | | | | \$264,350 |
| 716 | YOUTH COLLECTIONS | | | | | |
| | Totals of books, periodicals, a/v, databases | \$105,600 | \$132,000 | \$83,159 | \$105,600 | |
| | TOTAL YOUTH COLLECTION | | | | | \$105,600 |
| 717 | TEEN COLLECTIONS | | | | | |

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| | Totals of books and periodicals | \$10,400 | \$10,400 | \$7,661 | \$10,400 | |
| | TOTAL TEEN COLLECTION | | | | | \$10,400 |
| 719 | COLLECTION MAINTENANCE | | | | | |
| | Bindery & CD/DVD repair | \$1,500 | \$1,500 | \$0 | \$1,500 | |
| | TOTAL COLLECTION MAINTENANCE | | | | | \$1,500 |
| 743 | MEMORIALS/GIFTS | | | | | |
| | Equal to income | \$25,000 | \$25,000 | \$4,453 | \$25,000 | |
| | TOTAL MEMORIALS/GIFTS | | | | | \$25,000 |
| 744 | COLLECTION MANAGEMENT | | | | | |
| | Baker & Taylor Collection Management module | \$4,035 | \$4,035 | | \$4,035 | |
| | Overdrive administrative fee | \$1,250 | \$1,250 | | \$1,250 | |
| | Axis 360 Library membership fee | \$5,500 | \$5,500 | | \$3,150 | |
| | Zinio administrative fee | \$2,000 | \$2,000 | | \$2,000 | |
| | TOTAL COLLECTION MANAGEMENT | \$12,785 | \$12,785 | \$9,417 | | \$10,435 |
| 811 | SUPPLIES | | | | | |
| | Office and technical processing supplies | \$63,000 | \$56,650 | | \$40,000 | |
| | CI - 10,000 library cards (biannual purchase) | \$2,300 | \$2,300 | | \$2,300 | |
| | CI - book bags for sale (moved from Public Relations) | \$1,600 | \$1,600 | | \$1,600 | |
| | CI - pre-printed bookmarks (moved from Public Relations) | \$1,000 | \$1,000 | | \$1,000 | |
| | Postage meter supplies - ink and labels | \$530 | \$0 | | \$0 | |
| | YS - Ellison dies | \$200 | \$0 | | \$200 | |
| | TOTAL SUPPLIES | \$68,630 | \$61,550 | \$44,558 | | \$45,100 |
| 813 | POSTAGE | | | | | |
| | Normal postage | \$11,000 | \$11,000 | | \$11,000 | |
| | Online postage service | \$350 | \$350 | | \$350 | |
| | Library services newsletter 4X a year to residents, bulk mail | \$7,500 | \$3,000 | | \$7,500 | |
| | Annual Bulk mail permit for newsletter / postcards | \$190 | \$190 | | \$190 | |
| | Annual Mailing fee for newsletter / postcards | \$190 | \$190 | | \$190 | |
| | TOTAL POSTAGE | \$19,230 | \$14,730 | \$17,370 | | \$19,230 |
| 815 | TELEPHONE | | | | | |
| | Basic line charges & long distance (Access One) | \$8,600 | \$8,600 | | \$9,600 | |
| | Call One - elevator phone | \$2,400 | \$2,400 | | \$1,200 | |
| | Phone repair charges | \$2,000 | 2000 | | \$2,000 | |
| | Telephones new or replacement | \$0 | \$0 | | \$600 | |
| | TOTAL TELEPHONE | \$13,000 | \$13,000 | \$10,754 | | \$13,400 |
| 819 | SPECIAL EVENTS | | | | | |
| | Lilac Parade | \$1,000 | \$850 | | \$1,000 | |

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| | Various Community Expos/Fairs | \$600 | \$700 | | \$600 | |
| | Library Card Sign Up month | \$500 | \$500 | | \$500 | |
| | National Library Week/Volunteer Appreciation | \$500 | \$300 | | \$500 | |
| | Miscellaneous special programming | \$500 | \$100 | | \$500 | |
| | Christmas Open House | \$800 | 500 | | \$800 | |
| | TOTAL SPECIAL EVENTS | \$3,900 | \$2,950 | \$4,111 | | \$3,900 |
| 820 | PRINTING | | | | | |
| | Annual Postcard | \$1,250 | \$1,250 | | \$1,250 | |
| | Youth Summer Reading | \$2,500 | \$2,500 | | \$2,500 | |
| | Quarterly 8-16 pg newsletter to all households, printed | \$19,600 | \$19,600 | | \$24,107 | |
| | Miscellaneous PR materials | \$1,800 | \$1,800 | | \$500 | |
| | Graphic design inks and paper | \$1,400 | \$1,400 | | \$0 | |
| | TOTAL PRINTING | \$26,550 | \$26,550 | \$27,446 | | \$28,357 |
| 821 | PUBLIC RELATIONS | | | | | |
| | Promotional items | \$3,000 | \$5,000 | | \$3,000 | |
| | Advertising | \$1,425 | 1425 | | \$800 | |
| | Helen Plum Happenings (online newsletter) | \$500 | \$500 | | \$900 | |
| | Misc. PR expenses | \$500 | \$500 | | \$500 | |
| | Video production | \$500 | \$500 | | \$500 | |
| | Website maintenance | \$0 | \$0 | | \$700 | |
| | TOTAL PUBLIC RELATIONS | \$5,925 | \$7,925 | \$5,685 | | \$6,400 |
| 822 | PROGRAMS - ADULT | | | | | |
| | Current budget | \$8,000 | \$5,500 | | \$10,504 | |
| | Split movie licensing contract with Youth Services | \$600 | 600 | | \$600 | |
| | TOTAL PROGRAMS - ADULT | \$8,600 | \$6,100 | \$8,718 | | \$11,104 |
| 823 | PROGRAMS - YOUTH SERVICES | | | | | |
| | Current costs | \$18,000 | \$18,000 | | \$20,800 | |
| | Split movie licensing contract with Adult Services | \$600 | 600 | | \$600 | |
| | TOTAL PROGRAMS - YOUTH SERVICES | \$18,600 | \$18,600 | \$14,730 | | \$21,400 |
| 824 | PROGRAMS - TEENS | | | | | |
| | Teen programs, four / year | \$2,000 | \$1,000 | | \$2,400 | |
| | VolunTeen items | \$400 | \$400 | | \$400 | |
| | Teen refreshments, prizes | \$600 | 600 | | \$600 | |
| | TOTAL PROGRAMS - TEENS | \$3,000 | \$2,000 | \$1,705 | | \$3,400 |
| 825 | DUES | | | | | |
| | Institutional membership in ILA | \$235 | \$235 | | \$235 | |
| | Management Association of Illinois | \$835 | \$835 | | \$835 | |
| | TR - ALA / ALTA (1) | \$150 | \$150 | | \$150 | |

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| | AS - ALA, PLA and Ref & Users Serv Round. - Dept. head | \$270 | \$270 | | \$270 | |
| | AS - Lombard Historical Society | \$100 | \$100 | | \$100 | |
| | CI - ALA and PLA Dept. Head | \$190 | \$190 | | \$190 | |
| | DIR - ALA, LAMA, ALTA, PLA | \$300 | \$300 | | \$300 | |
| | DIR - ILA | \$235 | \$235 | | \$235 | |
| | DIR - Rotary | \$0 | | | \$960 | |
| | IT - III users group | \$120 | \$120 | | \$120 | |
| | IT - III WILIUG (Wisconsin/Illinois users group) | \$60 | \$60 | | \$60 | |
| | MAR - ALA/PLA Department Head | \$90 | \$90 | | \$90 | |
| | TP - ILA Dept. head | \$125 | \$125 | | \$0 | |
| | TP - ALA, PLA and ALCTS - Dept. head | \$250 | \$250 | | \$250 | |
| | YS - ALA Dept. head, ALSC, LAMA, PLA, YALSA | \$340 | \$340 | | \$340 | |
| | YS - Prairie State Story League | \$30 | \$30 | | \$30 | |
| | Lombard Chamber of Comm. | \$175 | \$175 | | \$175 | |
| | LACONI | \$100 | \$100 | | \$100 | |
| | Increase in dues | \$275 | \$275 | | \$275 | |
| | TOTAL DUES | \$3,880 | \$3,880 | \$3,485 | | \$4,715 |
| 831 | COPIER | | | | | |
| | Lease on 4 Sharp 2640 copiers (Circ and public) (replaced costs on older machines and maintenance on 2nd floor copier) | \$14,578 | \$14,378 | | \$15,400 | |
| | Toner, supplies & copy costs | \$7,300 | \$3,800 | | \$7,300 | |
| | Toner for Internet printers | \$4,500 | \$4,300 | | \$4,500 | |
| | Copy cost overages for 6 copiers | \$3,000 | | | \$2,000 | |
| | MAR - Xerox Phaser copy costs | \$1,300 | \$1,300 | | \$1,300 | |
| | TOTAL COPIER | \$30,678 | \$23,778 | \$27,884 | | \$30,500 |
| 835 | EQUIPMENT RENTAL & MAINTENANCE | | | | | |
| | Routine repairs | \$1,000 | \$1,000 | | \$1,000 | |
| | AS - Two Minolta microform printer maintenance contracts | \$1,600 | \$1,600 | | \$1,600 | |
| | CI - maintenance on curbside auto page bins | \$400 | \$400 | | \$400 | |
| | CI - Postage meter monthly rental | \$400 | | | \$200 | |
| | CI - Endicia Montly Fee | | | | \$135 | |
| | MAR - Xerox Phaser base charge | \$1,032 | \$1,032 | | \$1,032 | |
| | TOTAL EQUIPMENT RENTAL & MAINTENANCE | \$4,432 | \$4,032 | \$1,610 | | \$4,367 |
| 836 | AUTOMATION PURCHASE / REPAIR | | | | | |
| | Ongoing expenses: | | | | | |
| | Barracuda SPAM firewall annual fees | \$1,500 | \$1,500 | | \$1,500 | |
| | Cisco Meraki wireless access points | \$0 | \$0 | | \$1,000 | |
| | Cisco router maintenance | \$500 | \$500 | | \$500 | |
| | Comcast - Catalog & Staff line | \$15,500 | \$14,500 | | \$14,500 | |
| | Comcast - Public Internet & Wi-Fi | \$0 | \$0 | | \$2,500 | |
| | Deep Freeze PC protection software | \$0 | \$0 | | \$800 | |

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| | E-vanced (room booking software) maintenance | \$1,600 | \$1,600 | | \$0 | |
| | Ghost imagins software | \$0 | \$0 | | \$1,000 | |
| | ICN (State of IL no longer pays this) | \$3,000 | \$0 | | \$3,000 | |
| | Library Anywhere mobile catalog | \$500 | \$500 | | \$600 | |
| | Ninite utility auto-install software | \$300 | \$0 | | \$300 | |
| | Panda Anti-Virus software (4-yr renewal) | \$0 | \$0 | | \$4,000 | |
| | PC Reservation annual fee maintenance / support (Envisionware) | \$1,000 | \$1,700 | | \$850 | |
| | PC Reservation print support | \$1,300 | \$0 | | \$1,300 | |
| | Printer maintenance: HP color laser printers (5) | \$1,000 | \$1,000 | | \$1,000 | |
| | Printer maintenance: Public high-volume laser | \$500 | \$500 | | \$500 | |
| | Printer maintenance - TP label printers | \$500 | \$500 | | \$500 | |
| | Public Web Browser desktop software site license | \$500 | \$500 | | \$500 | |
| | Scanner for public - maintenance | \$1,000 | \$1,000 | | \$900 | |
| | Self-check maintenance (Bibliotheca) | \$1,900 | \$1,900 | | \$2,000 | |
| | Server extended warranties | \$1,200 | \$1,200 | | \$3,000 | |
| | SonicWall firewall annual fees (firewall & wireless Aps) | \$1,000 | \$2,500 | | \$1,000 | |
| | SSL certificate renewal: Exchange server | \$500 | \$500 | | \$1,200 | |
| | Syndetics catalog enriched content | \$2,700 | \$2,700 | | \$2,800 | |
| | Text notices maintenance | \$600 | \$600 | | \$400 | |
| | Website domain maintenance | \$1,600 | \$1,600 | | \$360 | |
| | Library wide repairs | \$10,000 | \$8,500 | | \$10,000 | |
| | New Purchases: | \$1,500 | \$1,500 | | | |
| | Adobe Creative Cloud (2 @ \$600) | \$0 | \$0 | | \$1,200 | |
| | Fax Machine (business office) | \$0 | \$0 | | \$300 | |
| | ipads for YS (5 additional @ \$600 each) | \$0 | \$0 | | \$3,000 | |
| | YS and teen tech exploratory project items | \$0 | \$0 | | \$1,000 | |
| | Replacements: | \$45,500 | \$25,000 | | | |
| | Projector for auditorium (if needed) | \$0 | \$0 | | \$2,000 | |
| | Barcode scanners (6 @ \$200 each) | \$0 | \$0 | | \$1,200 | |
| | iMac replacement | \$0 | \$0 | | \$4,000 | |
| | PC replacement (15 @ \$1,000) | \$0 | \$0 | | \$15,000 | |
| | Printer replacement - laser printer | \$0 | \$0 | | \$1,500 | |
| | Printer replacement - restick printers (3) | \$0 | \$0 | | \$900 | |
| | Router | \$0 | \$0 | | \$2,500 | |
| | Self-check | \$0 | \$0 | | \$15,000 | |
| | UPS & UPS battery replacement | \$0 | \$0 | | \$1,500 | |
| | TOTAL AUTOMATION PURCHASE/REPAIR | \$95,200 | \$69,800 | \$64,566 | | |
| | | | | | | \$105,110 |
| 837 | INNOVATIVE INTERFACES PURCH. & MAINTENANCE | | | | | |
| | Current maintenance with 3% increase | \$49,965 | \$47,586 | | \$53,701 | |
| | Encore costs | \$8,500 | \$0 | | \$8,267 | |
| | TOTAL INNOVATIVE PURCH & MAINTENANCE | \$58,465 | \$47,586 | \$56,085 | | |
| | | | | | | \$61,968 |
| 838 | OCLC | | | | | |

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| | Total Current costs | \$28,175 | \$27,468 | \$28,175 | \$28,150 | \$28,150 |
| 839 | LIBRARY OPERATIONS - MISC. | | | | | |
| | Current expenses | \$2,000 | \$2,000 | | \$1,400 | |
| | Safe deposit box annual fee | \$100 | \$200 | | \$120 | |
| | Legal notices in newspaper - vendor list, hearings, etc. | \$1,000 | \$2,400 | | \$1,500 | |
| | TOTAL LIBRARY OPERATIONS - MISC | \$3,100 | \$4,600 | \$2,131 | | \$3,020 |
| 841 | BANKCARD CHARGES | | | | | |
| | For patron use of VISA and MasterCard | \$2,000 | \$2,000 | \$1,466 | \$2,000 | \$2,000 |
| | TOTAL BANKCARD CHARGES | | | | | \$2,000 |
| 851 | BUILDING MAINTENANCE | | | | | |
| | HVAC maintenance | \$45,000 | \$10,000 | | \$50,000 | |
| | HVAC water treatment | \$2,678 | \$2,600 | | \$2,678 | |
| | Thomas Pest Specialists | \$720 | \$720 | | \$720 | |
| | Five Star Window Washing | \$1,200 | \$1,200 | | \$1,200 | |
| | Carpet Cleaning | \$3,000 | \$3,000 | | \$3,000 | |
| | Elevator maintenance contract | \$2,266 | \$2,200 | | \$3,000 | |
| | Cleaning of window blinds | \$1,850 | \$1,850 | | \$1,850 | |
| | Contract with TeeJay for front door opener maintenance | \$1,236 | \$1,200 | | \$1,236 | |
| | Fire extinguisher maintenance and replacements | \$876 | \$850 | | \$836 | |
| | Boiler inspection (3 boilers / pressure tests) | \$750 | \$750 | | \$750 | |
| | Elevator inspection (2/year plus certificate) + annual pressure test | \$1,030 | \$1,000 | | \$1,030 | |
| | Door and lock repairs / installs | \$300 | \$300 | | \$300 | |
| | Plumbing repairs | \$700 | \$700 | | \$2,000 | |
| | Recycle light bulbs | \$300 | \$300 | | \$300 | |
| | Miscellaneous | \$0 | | | \$5,000 | |
| | TOTAL BUILDING MAINTENANCE | \$61,906 | \$26,670 | \$32,650 | | \$73,900 |
| 852 | GROUNDS MAINTENANCE | | | | | |
| | Snow removal | \$17,500 | \$17,500 | | \$18,000 | |
| | Professional landscaper for plaza deck and gardens | \$2,060 | \$2,000 | | \$2,000 | |
| | Lawn maintenance | \$5,923 | \$5,750 | | \$5,500 | |
| | Garden Club | \$75 | 0 | | \$75 | |
| | TOTAL GROUNDS MAINTENANCE | \$25,558 | \$25,250 | \$11,060 | | \$25,575 |
| 853 | SECURITY | | | | | |
| | Burglar alarm monitoring and fees, and repair | \$1,030 | \$1,000 | | \$1,030 | |
| | Fire alarm monitoring and semi-annual maintenance | \$2,266 | \$2,200 | | \$2,266 | |
| | Surveillance camera maintenance | \$0 | 0 | | \$1,200 | |
| | TOTAL SECURITY | \$3,296 | \$3,200 | \$2,587 | | \$4,496 |

| HELEN PLUM LIBRARY | | | | | | |
|--------------------------------|--|--------------------------------|------------------------------|--|--------------------------------|-------------------|
| APPROPRIATION BUDGET 2015-2016 | | | | | | |
| NO. | NAME | WORKING BUDGET 2015/2016 | ONGOING TYPICAL AMOUNT | ACTUAL RECEIPTS & EXPENSES 2015/2016 | WORKING BUDGET 2016/2017 | SECTION TOTALS |
| 854 | MAINTENANCE MATERIALS | | | | | |
| | Cleaning supplies | \$4,300 | \$300 | | \$4,300 | |
| | General supplies | \$750 | \$150 | | \$750 | |
| | Hardware, tools, batteries | \$1,000 | \$750 | | \$1,000 | |
| | Water, soda pop, coffee | \$1,600 | \$400 | | \$1,600 | |
| | Lightbulbs | \$3,090 | \$3,000 | | \$3,090 | |
| | Maintenance supplies | \$7,000 | \$6,000 | | \$7,000 | |
| | TOTAL MAINTENANCE MATERIALS | \$17,740 | \$10,600 | \$17,548 | | \$17,740 |
| 855 | UTILITIES | | | | | |
| | Water from Village of Lombard | \$5,500 | \$5,500 | | \$5,775 | |
| | Gas | \$11,500 | \$11,500 | | \$12,075 | |
| | TOTAL UTILITIES | \$17,000 | \$17,000 | \$12,600 | | \$17,850 |
| 856 | REPLACEMENTS AND LONG TERM REPAIR | | | | | |
| | Building repairs | \$50,000 | \$198,206 | \$15,521 | \$50,000 | |
| | TOTAL REPLACEMENTS AND LONG TERM REPAIR | | | | | \$50,000 |
| 861 | BUILDING & CONTENTS INSURANCE | | | | | |
| | Estimated expenses | \$7,750 | \$6,500 | | \$7,150 | |
| | Valuation appraisal renewal | \$200 | \$200 | | | |
| | TOTAL BUILDING AND CONTENTS INSURANCE | \$7,950 | \$6,700 | \$20,267 | | \$7,150 |
| 905 | LIABILITY INSURANCE | | | | | |
| | Expenses | \$20,000 | \$22,000 | \$0 | \$14,000 | |
| | TOTAL LIABILITY INSURANCE | | | | | \$14,000 |
| 863 | PROFESSIONAL SERVICES | | | | | |
| | Legal fees | \$10,000 | \$5,000 | | \$15,000 | |
| | Accounting firm | \$17,000 | \$12,000 | | \$6,000 | |
| | Tax consortium annual legal fees | \$650 | \$650 | | \$650 | |
| | Drupal support | \$3,500 | \$3,500 | | \$0 | |
| | IT - consultant fees, 100 hours from Sikich | \$16,000 | \$16,000 | | \$16,000 | |
| | CI - Collection Agency Fees | \$1,600 | \$1,600 | | \$1,200 | |
| | Annual audit | \$6,600 | \$6,600 | | \$7,000 | |
| | TOTAL PROFESSIONAL SERVICES | \$55,350 | \$45,350 | \$22,324 | | \$45,850 |
| 864 | WEBSITE DESIGN | | | | | |
| | TOTAL WEBSITE DESIGN | \$0 | \$0 | \$12,160 | \$0 | \$0 |
| 867 | FURNITURE / EQUIPMENT PURCHASE | | | | | |
| | Miscellaneous | | | | \$2,000 | |
| | TP - Replace office chairs (2) | | | | \$1,000 | |
| | TP - New book trucks (2) | | | | \$600 | |

| HELEN PLUM LIBRARY | | | | | | |
|--------------------------------|--|--------------------------------|------------------------------|--|--------------------------------|-------------------|
| APPROPRIATION BUDGET 2015-2016 | | | | | | |
| NO. | NAME | WORKING BUDGET 2015/2016 | ONGOING TYPICAL AMOUNT | ACTUAL RECEIPTS & EXPENSES 2015/2016 | WORKING BUDGET 2016/2017 | SECTION TOTALS |
| | CI - Slim Line carts (2) | | | | \$500 | |
| | CI - Floor mats (2) | | | | \$500 | |
| | TOTAL FURNITURE/EQUIPMENT PURCHASE | \$21,000 | \$3,000 | \$14,369 | | \$4,600 |
| | TRANSFER TO SPECIAL RESERVE | | | | | |
| | TOTAL TRANSFERS | \$129,000 | \$129,000 | | | |
| | TOTAL OPERATING FUND | | | | | |
| | OPERATING FUND TOTAL | \$3,956,609 | | \$3,192,514 | | \$3,870,898 |
| | REVENUE OVER EXPENDITURES: | \$19,091 | | \$634,447 | | \$12,201 |
| | BOARD OF TRUSTEES FUND | | | | | |
| | Includes as of May 31, 2016: | | | | | |
| 930 | Carol Anne Robbins Account: Interest on Scholarship CD | | | | | |
| 929 | Edgar Robbins Account: Youth Services | | | | | |
| 920 | Future Account | | | | | |
| 931 | YS Program Account: 1000 Books Before K | | | | | |
| 935 | Friends Reading Program Account: Summer Reading | | | | | |
| | Robbins CD: Scholarship Fund | | | | | |
| 915 | Endowment Account | | | | | |
| | Interest | | \$15,000 | | | |
| | TOTAL BOARD OF TRUSTEES FUND | \$438,900 | | | \$283,200 | |
| | SPECIAL RESERVE FUND | \$258,034 | | | \$675,792 | |
| | | | \$262,099 | | | |
| | TOTAL SPECIAL RESERVE FUND | \$258,034 | | | \$675,792 | |
| | OTHER FUND TOTALS: | | \$277,099 | | | |
| | BUDGET TOTAL | | \$277,099 | | | |