

HELEN PLUM LIBRARY						
APPROPRIATION BUDGET 2017-2018						
NO.	NAME	WORKING BUDGET 2016/2017	ACTUAL RECEIPTS & EXPENSES 2016/2017	WORKING BUDGET 2017/2018	SECTION TOTALS	NOTES
OPERATING FUND RECEIPTS						
	SURPLUS CARRYOVER					Surplus carryover tbd
511	PROPERTY TAXES - OPERATING FUND	\$3,630,352	\$3,641,919	\$6,750,000		
512	TIF REBATE	\$48,000	\$47,426	\$47,000		
520	INTEREST INCOME	\$1,000	\$1,607	\$1,000		
550	PERSONAL PROPERTY REPLACEMENT TAX	\$41,100	\$25,662	\$44,000		
552	COPY MACHINES / NETWORK PRINTER	\$16,000	\$15,941	\$16,000		
554	FINES	\$40,000	\$30,324	\$40,000		
555	LOST MATERIALS	\$10,000	\$7,206	\$10,000		
556	NON-RESIDENT CARDS	\$12,500	\$12,986	\$12,500		
557	MEMORIALS/GIFTS/DONATIONS	\$25,000	\$2,808	\$25,000		
558	USED BOOKS SOLD	\$13,000	\$9,276	\$13,000		
559	MISCELLANEOUS INCOME	\$12,000	\$5,755	\$26,000		
560	REFUNDS & REIMBURSEMENTS	\$600	\$21,179	\$600		
590	FY 15 PER CAPITA GRANT reduced 20%	\$33,547	\$33,447	\$33,690		
591	STATE & OTHER GRANTS					
593	TRANSFER TO/FROM CAPITAL PROJECTS			-\$2,732,908		
		\$3,883,099	\$3,855,536	\$4,285,882		
	TOTAL OPERATING FUND RECEIPTS				\$4,285,882	
OPERATING FUND EXPENSES						
611	SALARIES					
	Current expenses including Sunday allotments and raise	\$2,187,743	\$1,937,139	\$2,268,335		
	TOTAL SALARIES				\$2,268,335	
621	HEALTH AND LIFE INSURANCE					
	PHIP medical costs for 24 staff less 5% for 6 mos	\$169,290	\$130,330	\$88,852		
	PHIP medical costs for 24 staff less 10% for 6 mos			\$84,175		
	Dental	\$13,500		\$10,050		
	Life insurance	\$1,620		\$1,080		
	Administrative fee	\$1,944		\$1,800		
	TOTAL HEALTH AND LIFE INSURANCE	\$186,354				
					\$185,957	

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622	FICA and MEDICARE - EMPLOYER'S SHARE					
	Social Security (6.2%)/Medicare (1.45%) = 7.65% of salary	\$167,362	\$146,933	\$173,528		
	TOTAL FICA AND MEDICARE				\$173,528	
623	IMRF RETIREMENT, EMPLOYER'S SHARE					
	IMRF employer's share 2017, 9.62% of salary for 6 months	\$110,590		\$109,107		
	IMRF employer's share 2018, 9.04% for 6 months	\$105,230		\$102,529		
	TOTAL IMRF	\$215,820	\$175,336		\$211,636	
625	TRAINING AND TRAVEL					
	TR - ILA, 3 Trustees	\$1,200		\$1,200		
	TR - Local travel & parking	\$200		\$200		
	TR - Miscellaneous training	\$200		\$200		
	ADMIN Team Professional Development			\$5,000		
	AS - ILA Tinley Park Oct 10-12,2017 - 7staff	\$400		\$2,100		
	AS - LACONI, 4 meetings	\$120		\$120		
	AS - RAILS workshops	\$200		\$200		
	AS - Local travel & parking	\$300		\$300		
	AS - Chamber of Commerce monthly lunch	\$300		\$0		
	AS - Miscellaneous training	\$500		\$500		
	AS - PLA Philadelphia March 20-24 2018	\$810		\$2,000		
	BUS - Miscellaneous training	\$800		\$500		
	BUS - Mileage for errands	\$400		\$400		
	CIRC - University of Madison Circ Conf Oct 2016	\$750		\$0		
	CIRC - LACONI - 4 meetings	\$120		\$120		
	CIRC - Local travel & parking	\$150		\$200		
	CIRC - PLA Philadelphia March 20-24 2018			\$2,000		

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	YS - LACONI YSS meetings, 13 sessions (more than 1 staff)	\$390		\$390		
	YS - Child. Lit. Inst., NIU, DeKalb, March 2016 (2 staff @ \$125)	\$300		\$0		
	YS - Illinois Youth Service Institute Normal IL (2 people)	\$800		\$0		
	YS -Teen programs / seminars	\$500		\$500		
	YS - Teen YALSA Institute			\$1,500		
	YS - Miscellaneous training	\$750		\$2,000		
	YS - Local travel & parking	\$1,500		\$1,500		
	YS - ALA, Chicago (2 staff)	\$1,600		\$0		
	YS - PLA Philadelphia 1 staff			\$0		
	YS - ISLMA Conference Springfield (1 staff)	\$300		\$0		
	YS - ILA, Tinley Park (2 staff)	\$600		\$600		
	YS - Opening Minds Early Childhood January 2017	\$450		\$0		
	Inservice lunch	\$800		\$1,500		
	Inservice speaker	\$600		\$0		
	TOTAL TRAINING AND TRAVEL	\$21,975	\$20,636		\$42,300	
626	TUITION REIMBURSEMENT	\$3,275	\$1,650	\$4,800		
	TOTAL TUITION REIMBURSEMENT				\$4,800	
627	EMPLOYEE ASSISTANCE PROGRAM					
	Supp. Family, Legal and Financial assist. \$1.11/mo/person	\$1,093	\$1,093	\$1,500		
	TOTAL EMPLOYEE ASSISTANCE PROGRAM				\$1,500	
635	PAYROLL PROCESSING					
	Expected expenses (26 payrolls and W-2 forms)	\$13,708	\$11,608	\$14,000		
	TOTAL PAYROLL PROCESSING				\$14,000	

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639	PERSONNEL - MISCELLANEOUS					
	Badges, help wanted ads	\$300		\$300		
	Miscellaneous	\$400		\$400		
	Holiday brunch	\$2,300		\$2,300		
	Service Recognition			\$2,500		
	Team Building			\$5,000		
	TOTAL PERSONNEL - MISCELLANEOUS	\$3,000	\$2,977		\$10,500	
715	ADULT COLLECTIONS					
	Totals of books, periodicals, microform, a/v, databases including BookPage)	\$264,350	\$ 217,512	\$284,620		
	TOTAL ADULT COLLECTION				\$284,620	
716	YOUTH COLLECTIONS					
	Totals of books, periodicals, a/v, databases	\$105,600	\$ 80,606	\$105,600		
	TOTAL YOUTH COLLECTION				\$105,600	
717	TEEN COLLECTIONS					
	Totals of books and periodicals	\$10,400	\$6,171	\$10,400		
	TOTAL TEEN COLLECTION				\$10,400	
719	COLLECTION MAINTENANCE					
	Bindery & CD/DVD repair (fund will be deleted, done in house)	\$1,500	\$0	\$0		
	TOTAL COLLECTION MAINTENANCE				\$0	
743	MEMORIALS/GIFTS					
	Equal to income	\$25,000	\$768	\$25,000		
	TOTAL MEMORIALS/GIFTS				\$25,000	

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744	COLLECTION MANAGEMENT					
	Baker & Taylor Collection Management module	\$4,035		\$4,035		
	Overdrive administrative fee	\$1,250		\$1,250		
	Axis 360 Library membership fee	\$3,150		\$2,800		
	Baker & Taylor Axis 360 hosting fee Unbound Collection			\$750		
	Zinio administrative fee	\$2,000		\$2,000		
	Rails - GVRL hosting fee			\$83		
	TOTAL COLLECTION MANAGEMENT	\$10,435	\$10,251		\$10,918	
811	SUPPLIES					
	Office and technical processing supplies	\$40,000		\$12,000		
	CI - General (includes library cards, book bags, book marks)			\$15,000		
	CI - 10,000 library cards (biannual purchase)	\$2,300		\$0		
	CI - book bags for sale	\$1,600		\$0		
	CI - pre-printed bookmarks	\$1,000		\$0		
	CI - Toner for internet printers (moved from 831)			\$4,500		
	RFID tags (\$0.17 x 186,000) overlays (\$0.68 x 25,000)			\$48,000		
	TS - Material processing supplies			\$16,000		
	YS - General (previously Ellison dies)	\$200		\$300		
	Toner (moved from 831)			\$12,000		
	TOTAL SUPPLIES	\$45,100	\$34,236		\$107,800	
813	POSTAGE					
	Normal postage	\$11,000		\$12,000		
	Online postage service	\$350		\$0		
	Library services newsletter 4X a year to residents, bulk mail	\$7,500		\$8,500		
	Annual Bulk mail permit for newsletter / postcards	\$190		\$190		
	Annual Mailing fee for newsletter / postcards	\$190		\$190		
	TOTAL POSTAGE	\$19,230	\$25,574		\$20,880	

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					NOTES
815	TELEPHONE				
	Basic line charges & long distance (Access One)	\$9,600		\$10,200	
	Call One - elevator phone	\$1,200		\$1,200	
	Phone repair charges	\$2,000		\$2,500	
	Telephones new or replacement	\$600		\$600	
	TOTAL TELEPHONE	\$13,400	\$9,527		
					\$14,500
819	SPECIAL EVENTS				
	Lilac Parade	\$1,000		\$1,000	
	Various Community Expos/Fairs	\$600		\$600	
	Library Card Sign Up month	\$500		\$500	
	National Library Week/Volunteer Appreciation	\$500		\$500	
	Miscellaneous special programming	\$500		\$500	
	Christmas Open House	\$800		\$800	
	TOTAL SPECIAL EVENTS	\$3,900	\$1,691		
					\$3,900
820	PRINTING				
	Annual Postcard	\$1,250		\$1,250	
	Youth Summer Reading	\$2,500		\$2,500	
	Quarterly 8-16 pg newsletter to all households, printed	\$24,107		\$24,107	
	Miscellaneous PR materials	\$500		\$1,500	
	Graphic design inks and paper	\$0			
	TOTAL PRINTING	\$28,357	\$21,635		
					\$29,357
821	PUBLIC RELATIONS				
	Promotional items	\$3,000		\$3,000	
	Advertising	\$800		\$800	
	Helen Plum Happenings (online newsletter)	\$900		\$900	
	Misc. PR expenses	\$500		\$500	
	Video production	\$500		\$500	
	Website maintenance	\$700		\$700	
	TOTAL PUBLIC RELATIONS	\$6,400	\$8,426		
					\$6,400

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822	PROGRAMS - ADULT					
	Current budget	\$10,504		\$11,000		
	Split movie licensing contract with Youth Services	\$600		\$700		
	TOTAL PROGRAMS - ADULT	\$11,104	\$9,684		\$11,700	
823	PROGRAMS - YOUTH SERVICES					
	Current costs	\$20,800		\$22,000		
	Split movie licensing contract with Adult Services	\$600		\$700		
	TOTAL PROGRAMS - YOUTH SERVICES	\$21,400	\$19,789		\$22,700	
824	PROGRAMS - TEENS					
	Teen programs, four / year	\$2,400		\$2,700		
	VolunTeen items	\$400		\$400		
	Teen refreshments, prizes	\$600		\$600		
	TOTAL PROGRAMS - TEENS	\$3,400	\$1,103		\$3,700	
825	DUES					
	Institutional membership in ILA	\$235		\$250		
	Management Association of Illinois	\$835		\$1,000		
	TR - ALA/United for Libraries (formerly ALTA) 1	\$150		\$150		
	AS - ALA, PLA and Ref & Users Serv Round. - Dept. head	\$270		\$285		
	AS - Lombard Historical Society	\$100		\$100		
	CI - ALA and PLA Dept. Head	\$190		\$210		
	DIR - ALA,PLA LAMA, United for Libraries	\$300		\$300		
	DIR - ILA	\$235		\$235		
	DIR - Rotary	\$960		\$1,000		
	FAC - ALA/PLA membership	\$0		\$125		
	IT - Ill users group	\$120		\$0		
	IT - Ill WILIUG (Wisconsin/Illinois users group)	\$60		\$0		
	MAR - ALA/PLA Department Head	\$90		\$150		

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					NOTES
	MAR - ILA Memberships (required for Forum Boards)			\$80	
	TS - ILA Dept. head	\$0		\$0	
	TS - ALA, PLA and ALCTS - Dept. head	\$250			
	TS - IUG (Innovative Users Group)			\$120	
	TS - WILIUG (Wisc/IL Innovative Users Group)			\$60	
	YS - ALA Dept. head, ALSC, LAMA, PLA, YALSA	\$340		\$370	
	YS - ALA Ass't Dept Head, ALSC, PLA			\$230	
	YS - Prairie State Story League	\$30		\$30	
	Lombard Chamber of Comm.	\$175		\$200	
	LACONI	\$100		\$100	
	Increase in dues	\$275		\$300	
	TOTAL DUES	\$4,715	\$4,686		
					\$5,295
831	COPIER				
	Lease on 4 Sharp 2640 copiers (Circ and public) 5.5% increase	\$15,400		\$16,600	
	Toner, supplies & copy costs (moved to 811)	\$7,300		\$0	
	Toner for Internet printers (moved to 811)	\$4,500		\$0	
	Copy cost overages for 6 copiers	\$2,000		\$2,000	
	MAR - Xerox Phaser copy costs	\$1,300		\$3,500	
	TOTAL COPIER	\$30,500	\$28,794		
					\$22,100
835	EQUIPMENT RENTAL & MAINTENANCE				
	Routine repairs	\$1,000		\$1,000	
	AS - One Minolta microform printer maintenance contracts	\$1,600		\$800	
	CI - Maintenance on curbside auto page bins	\$400		\$200	
	CI - Postage meter monthly rental	\$200		\$350	
	CI - Repairs on Cash Register			\$50	
	CI - Endicia Montly Fee	\$135		\$120	
	MAR - Xerox Phaser base charge	\$1,032		\$1,830	
	TOTAL EQUIPMENT RENTAL & MAINTENANCE	\$4,367	\$2,716		
					\$4,350

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836	AUTOMATION PURCHASE / REPAIR					
	Ongoing expenses:					
	Barracuda SPAM firewall annual fees		\$1,500			
	Cisco Meraki wireless access points		\$1,000			
	Cisco router maintenance		\$500			
	Comcast - Catalog & Staff line		\$14,500			
	Comcast - Public Internet & Wi-Fi		\$2,500			
	Deep Freeze PC protection software		\$800			
	E-vanced (room booking software) maintenance		\$0			
	Ghost imagins software		\$1,000			
	ICN (State of IL no longer pays this)		\$3,000			
	Library Anywhere mobile catalog		\$600			
	Ninite utility auto-install software		\$300			
	Panda Anti-Virus software (4-yr renewal)		\$4,000			
	PC Reservation annual fee maintenance / support (Envisionware)		\$850			
	PC Reservation print support		\$1,300			
	Printer maintenance: HP color laser printers (5)		\$1,000			
	Printer maintenance: Public high-volume laser		\$500			
	Printer maintenance - TP label printers		\$500			
	Public Web Browser desktop software site license		\$500			
	Scanner for public - maintenance		\$900			
	Self-check maintenance (Bibliotheca)		\$2,000			
	Server extended warranties		\$3,000			
	SonicWall firewall annual fees (firewall & wireless Aps)		\$1,000			
	SSL certificate renewal: Exchange server		\$1,200			
	Syndetics catalog enriched content		\$2,800			
	Text notices maintenance		\$400			
	Website domain maintenance		\$360			

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					NOTES
	Computer Maintenance total			\$56,910	
	Library wide repairs total	\$10,000		\$10,000	
	New Purchases total			\$44,800	
	Adobe Creative Cloud (2 @ \$600)	\$1,200			
	Fax Machine (business office)	\$300			
	ipads for YS (5 additional @ \$600 each)	\$3,000			
	YS and teen tech exploratory project items	\$1,000			
	Replacements total			\$52,900	
	Projector for auditorium (if needed)	\$2,000			
	Barcode scanners (6 @ \$200 each)	\$1,200			
	iMac replacement	\$4,000			
	PC replacement (15 @ \$1,000)	\$15,000			
	Printer replacement - laser printer	\$1,500			
	Printer replacement - restick printers (3)	\$900			
	Router	\$2,500			
	Self-check	\$15,000			
	UPS & UPS battery replacement	\$1,500			
	TOTAL AUTOMATION PURCHASE/REPAIR	\$105,110	\$78,326		
					\$164,610
837	INNOVATIVE INTERFACES PURCH. & MAINTENANCE				
	Sierra maintenance	\$53,701		\$54,300	
	Encore maintenance	\$8,267		\$9,000	
	Content Café maintenance			\$1,600	
	Express Lane self-check maintenance			\$2,500	
	LibAnywhere mobile catalog			\$600	
	SSL for Sierra server			\$500	
	EZ Proxy software			\$600	
	Shoutbomb text notices maintenance			\$500	
	Circa wireless inventory			\$11,250	
	TOTAL INNOVATIVE PURCH & MAINTENANCE	\$61,968	\$61,662		\$80,850
838	IHLS/OCLC				
	Total Current costs	\$28,150	\$27,014	\$28,700	\$28,700

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NO.	NAME					
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839	LIBRARY OPERATIONS - MISC.					
	Current expenses	\$1,400		\$1,400		
	Safe deposit box annual fee	\$120		\$150		
	Legal notices in newspaper - vendor list, hearings, etc.	\$1,500		\$2,000		
	TOTAL LIBRARY OPERATIONS - MISC	\$3,020	\$2,509		\$3,550	
841	BANKCARD CHARGES					
	For patron use of VISA and MasterCard	\$2,000	\$1,267	\$2,000		
	TOTAL BANKCARD CHARGES				\$2,000	
851	BUILDING MAINTENANCE					
	HVAC maintenance	\$50,000		\$50,000		
	HVAC water treatment	\$2,678		\$2,678		
	Thomas Pest Specialists	\$720		\$720		
	Five Star Window Washing	\$1,200		\$0		
	Carpet Cleaning	\$3,000		\$3,000		
	Elevator maintenance contract	\$3,000		\$2,160		
	Cleaning of window blinds	\$1,850		\$1,850		
	Contract with TeeJay for front door opener maintenance	\$1,236		\$1,148		
	Fire extinguisher maintenance and replacements	\$836		\$900		
	Boiler inspection (3 boilers / pressure tests)	\$750		\$750		
	Elevator inspection (2/year plus certificate) + annual pressure test	\$1,030		\$1,080		
	Door and lock repairs / installs	\$300		\$600		
	Plumbing repairs	\$2,000		\$2,000		
	Recycle light bulbs	\$300		\$300		
	Miscellaneous	\$5,000		\$5,000		
	Vanguard Cleaning			\$26,000		
	TOTAL BUILDING MAINTENANCE	\$73,900	\$37,404		\$98,186	
852	GROUNDS MAINTENANCE					
	Snow removal	\$18,000		\$20,000		
	Professional landscaper for plaza deck and gardens	\$2,000		\$0		
	Lawn maintenance	\$5,500		\$6,000		
	Garden Club	\$75		\$75		
	TOTAL GROUNDS MAINTENANCE	\$25,575	\$9,005		\$26,075	

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					NOTES
853	SECURITY				
	Burglar alarm monitoring and fees, and repair	\$1,030		\$1,030	
	Fire alarm monitoring and semi-annual maintenance	\$2,266		\$2,266	
	Surveillance camera maintenance	\$1,200		\$1,200	
	TOTAL SECURITY	\$4,496	\$3,449		
					\$4,496
854	MAINTENANCE MATERIALS				
	Cleaning supplies	\$4,300		\$4,500	
	General supplies	\$750		\$750	
	Hardware, tools, batteries	\$1,000		\$800	
	Water, soda pop, coffee	\$1,600		\$1,600	
	Lightbulbs	\$3,090		\$3,000	
	Maintenance supplies	\$7,000		\$7,000	
	TOTAL MAINTENANCE MATERIALS	\$17,740	\$12,413		
					\$17,650
855	UTILITIES				
	Water from Village of Lombard	\$5,775		\$6,000	
	Electricity			\$75,000	
	Gas	\$12,075		\$14,000	
	TOTAL UTILITIES	\$17,850	\$16,291		
					\$95,000
856	REPLACEMENTS AND LONG TERM REPAIR				
	Building repairs	\$50,000	\$4,605	\$50,000	
	TOTAL REPLACEMENTS AND LONG TERM REPAIR				\$50,000
861	BUILDING & CONTENTS INSURANCE				
	Estimated expenses	\$7,150		\$9,000	
	Valuation appraisal renewal				
	TOTAL BUILDING AND CONTENTS INSURANCE	\$7,150	\$8,554		\$9,000

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NO.	NAME					
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905	LIABILITY INSURANCE					
	Expenses	\$14,000	\$15,910	\$16,000		
	TOTAL LIABILITY INSURANCE				\$16,000	
863	PROFESSIONAL SERVICES					
	Legal fees	\$15,000		\$50,000		
	Accounting firm	\$6,000		\$6,000		
	Tax consortium annual legal fees	\$650		\$650		
	IT - consultant fees, 100 hours from Sikich	\$16,000		\$16,240		
	CI - Collection Agency Fees	\$1,200		\$1,200		
	Annual audit	\$7,000		\$8,000		
	TOTAL PROFESSIONAL SERVICES	\$45,850	\$56,444		\$82,090	
867	FURNITURE / EQUIPMENT PURCHASE					
	Miscellaneous	\$2,000		\$4,000		
	TP - Replace office chairs (2)	\$1,000		\$1,000		
	TP - New book trucks (2)	\$600		\$300		
	CI - Slim Line carts (2)	\$500		\$600		
	CI - Floor mats (2)	\$500		\$0		
	TOTAL FURNITURE/EQUIPMENT PURCHASE	\$4,600	\$2,407		\$5,900	
	TRANSFER TO SPECIAL RESERVE					
	TOTAL TRANSFERS					

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	TOTAL OPERATING FUND					
	OPERATING FUND TOTAL	\$3,870,897	\$3,248,132	\$4,285,882	\$4,285,882	
	REVENUE OVER EXPENDITURES:	\$12,202	\$607,404	\$2,732,908	\$2,732,908	
	BOARD OF TRUSTEES FUND					
	Includes as of May 31, 2017:					
930	Carol Anne Robbins Account: Interest on Scholarship CD					
929	Edgar Robbins Account: Youth Services					
931	YS Program Account: 1000 Books Before K					
935	Friends Reading Program Account: Summer Reading					
	Robbins CD: Scholarship Fund					
915	Endowment Account					
	Interest					
	TOTAL BOARD OF TRUSTEES FUND	\$283,200		\$280,171		
	SPECIAL RESERVE FUND					
	TOTAL SPECIAL RESERVE FUND	\$675,792		\$1,026,659		
	CAPITAL PROJECTS FUND					
	Revenues					
	Transfer from General Fund			\$2,732,908		
	Debt Service			\$10,000,000		
	TOTAL CAPITAL PROJECTS REVENUE			\$12,732,908		
	Expenditures					
	Bond Issue Costs			\$200,000		
	New Building Costs			\$1,400,000		
	TOTAL CAPITAL PROJECTS EXPENDITURES			\$1,600,000		
	NET CAPITAL PROJECTS FUND			\$11,132,908		