

## BUILDING COSTS BUDGET FY 18-19

Acct. #		Actual FY 15-16	Actual FY 16-17	Budget FY 16-17	Budget FY 17-18	Budget FY 18-19	Bud 18-19 to Bud 17-18
	<b>BUILDING COSTS</b>						
10-20-5650-00	<b>Internet Service Provider</b>	7,200.00	6,362.40	6,600.00	6,600.00	5,400.00	-18.18%
	Internet access						
10-20-5651-00	<b>INet Consortium</b>	1,810.00	1,810.00	1,810.00	1,810.00	2,000.00	10.50%
	INet equipment (fiberoptic/ethernet)						
10-20-5652-00	<b>Utilities - Phone</b>	7,784.84	8,778.92	7,500.00	7,800.00	8,000.00	2.56%
10-20-5653-00	<b>Utilities - Gas</b>	5,462.26	6,585.83	8,000.00	7,000.00	7,000.00	0.00%
10-20-5654-00	<b>Utilities - Sewer &amp; Water</b>	1,830.86	2,763.58	2,750.00	2,750.00	2,750.00	0.00%
10-20-5655-00	<b>Utilities - Electric</b>	45,755.72	48,926.79	47,250.00	48,700.00	50,000.00	2.67%
10-20-5656-00	<b>Verizon (remote access)</b>	700.80	730.96	680.00	680.00	1,500.00	120.59%
	Hotspots, smartphone						
10-20-5660-00	<b>Maint Contracts - HVAC</b>	4,550.00	4,933.65	7,550.00	5,500.00	5,000.00	-9.09%
	Scheduled preventative maintenance						
10-20-5661-00	<b>Maint Contracts - Maint Service</b>	32,762.50	32,111.00	36,750.00	36,750.00	36,750.00	0.00%
	Pest control; facility cleaning: window, carpet, tiles, etc.						
10-20-5662-00	<b>Maint Contracts - Landscape Serv</b>	33,656.06	34,375.04	34,000.00	34,000.00	34,500.00	1.47%
	Landscaping, tree/shrub removal services, snow plowing and salting of parking lot/sidewalks						
10-20-5663-00	<b>Maint/Repairs - General, Supplies</b>	6,925.70	10,707.90	10,000.00	8,000.00	9,000.00	12.50%
	Janitorial supplies, building repair (minor), replacement lights						
10-20-5664-00	<b>Maint/Repairs - Non Contract Work</b>	7,245.81	23,430.27	20,000.00	18,000.00	18,700.00	3.89%
	Hvac repairs not under contract, plumbing, electrical work, other repairs.						
10-20-5665-00	<b>Rubbish Removal</b>	2,119.99	2,149.08	2,500.00	2,500.00	2,500.00	0.00%
	<b>Total Building Costs</b>	157,804.54	183,665.42	185,390.00	180,090.00	183,100.00	1.67%

## OPERATING COSTS BUDGET FY 18-19

Acct #		Actual FY 15-16	Actual FY 16-17	Budget FY 16-17	Budget FY 17-18	Budget FY 18-19	Bud 18-19 to Bud 17-18
	<b>OPERATING EXPENSES</b>						
10-25-5710-00	<b>Postage/Shipping</b>	4,189.21	2,739.60	4,500.00	4,500.00	4,000.00	-11.11%
	Postage meter, UPS/FedEx, certified mailings						
10-25-5710-10	<b>Printing/Spec Serv.</b>	25,776.60	30,501.65	26,400.00	26,400.00	20,000.00	-24.24%
	Newsletter, other communications						
10-25-5710-30	<b>Printing/Spec Serv. - Youth Services</b>	87.80	87.80	1,000.00	0.00	0.00	0.00%
	<i>No longer separate line item</i>						
10-25-5711-00	<b>Postage Spec Serv</b>	6,155.03	7,709.03	8,500.00	8,500.00	8,500.00	0.00%
	Mailing and permit fees						
10-25-5712-00	<b>Printing</b>	555.43	1,208.34	1,000.00	1,000.00	1,000.00	0.00%
	Letterhead, envelopes, business cards						
10-25-5713-00	<b>Office Supplies</b>	4,720.27	6,374.85	8,000.00	5,000.00	5,000.00	0.00%
	Library-wide supplies						
10-25-5714-00	<b>Circ Material Supplies</b>	11,162.24	9,264.86	9,080.00	9,080.00	9,500.00	4.63%
	Patron IDs, barcode labels, registration cards, cleaning supplies, thermal receipt paper, bags, etc						
10-25-5715-00	<b>Copier Supplies</b>	1,184.84	1,852.04	2,500.00	2,500.00	2,000.00	-20.00%
	Copier supplies for all copiers; toner, paper.						
10-25-5716-00	<b>Kitchen Supplies</b>	6,441.72	6,433.82	7,000.00	6,500.00	6,500.00	0.00%
10-25-5717-00	<b>Processing Supplies</b>	25,284.68	30,914.76	35,275.00	27,500.00	25,000.00	-9.09%
	Barcodes, replacement cases, security tags, labels, etc.						
10-25-5718-00	<b>Computer Supplies</b>	13,773.50	15,937.02	12,000.00	13,500.00	14,500.00	7.41%
	Laser toner cartridges, color printers supplies, cleaning products for public/staff PCs, PACS and printers.						
10-25-5719-00	<b>Publishing</b>	2,322.65	704.95	2,395.00	2,000.00	1,200.00	-40.00%
	Ordinances, booklets, directories, etc.						
10-25-5722-15	<b>Safety Deposit Box Rental</b>	150.00	150.00	150.00	150.00	150.00	0.00%
10-25-5723-00	<b>Check Printing</b>	187.26	193.13	500.00	250.00	250.00	0.00%
	Accts payable/petty cash checks, deposit slips						
10-25-5723-15	<b>Bank Charges</b>	859.40	1,396.65	1,000.00	1,000.00	1,750.00	75.00%
	Fees: wire, bank, and e-commerce						
10-25-5724-15	<b>Local Travel</b>	349.31	255.66	700.00	700.00	500.00	-28.57%
	Travel reimbursement for business						
	<b>Total Operating Expenses</b>	103,199.94	115,724.16	120,000.00	108,580.00	99,850.00	-8.04%

INSURANCE COSTS BUDGET FY 18-19

Acct. #	INSURANCE	Actual FY 15-16	Actual FY 16-17	Budget FY 16-17	Budget FY 17-18	Budget FY 18-19	Bud 18-19 to Bud 17-18
10-30-5750-00	<b>Fidelity Bonds</b>	4,400.00	0.00	2,300.00	2,500.00	2,300.00	-8.00%
	Treasurer' s bond						
10-30-5751-00	<b>Property Insurance</b>	12,596.24	26,193.00	27,450.00	25,000.00	23,000.00	-8.00%
	Package; Property, Gen. Liability, Auto, Physical Damage, Crime, Boiler & Machinery, etc.						
10-30-5752-00	<b>Notary Bond</b>	60.00	0.00	0.00	0.00	0.00	0.00%
10-30-5754-00	<b>Workers Comp Insurance</b>	1,214.00	5,396.00	5,550.00	5,400.00	6,400.00	18.52%
	LIRA recommended adjustment						
	<b>Total Insurance</b>	<b>18,270.24</b>	<b>31,589.00</b>	<b>35,300.00</b>	<b>32,900.00</b>	<b>31,700.00</b>	<b>-3.65%</b>

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**CONTRACTUAL SERVICES COSTS  
BUDGET FY 2018-19**

Acct. #		Actual	Actual	Budget	Budget	Budget	Bud 18-19
		FY 15-16	FY 16-17	FY 16-17	FY 17-18	FY 18-19	to Bud 17-18
	<b>CONTRACTUAL SERVICES</b>						
10-35-5760-00	<b>Legal Services</b>	18,142.78	16,501.25	30,000.00	25,000.00	20,000.00	-20.00%
10-35-5761-00	<b>Collection Agency</b>	509.90	545.85	1,080.00	700.00	700.00	0.00%
10-35-5762-00	<b>Other Contractual Services - Adm</b>	894.00	3,804.72	5,500.00	3,500.00	3,500.00	0.00%
	Management Association, facility appraisal, Constant Contact, etc						
10-35-5763-00	<b>Contractual-Technology Consulting</b>	37,487.30	31,696.22	34,000.00	25,000.00	30,000.00	20.00%
	Network monitoring, cloud services						
10-35-5764-10	<b>Other Contractual Services - Library-wide</b>	1,436.50	5,142.39	5,100.00	4,500.00	4,500.00	0.00%
	Web & app design authority						
10-35-5765-10	<b>Investment Agency Consultants</b>	5,070.34	5,792.91	5,250.00	7,000.00	7,000.00	0.00%
10-35-5771-00	<b>Payroll Service</b>	7,169.04	7,138.90	7,500.00	7,700.00	7,700.00	0.00%
10-35-5770-00	<b>Contractual - Audit Fee</b>	8,000.00	8,250.00	8,250.00	8,250.00	8,500.00	3.03%
	2016=8000, 2017=8250, 2018=8500						
10-48-5846-20	<b>Acctg - Maint &amp; Upgrades</b>	7,946.39	7,520.49	7,500.00	0.00	0.00	0.00%
	Moved from Equipment budget						
10-35-5769-00	<b>Acctg - Maint &amp; Upgrades</b>	0.00	0.00	0.00	7,937.00	7,574.00	-4.57%
	New acct number						
	<b>Total Contractual</b>	86,656.25	86,392.73	104,180.00	89,587.00	89,474.00	-0.13%

EQUIPMENT COSTS BUDGET FY 18-19

Acct. #	EQUIPMENT	Actual	Actual	Budget	Budget	Budget	Bud 18-19		
		FY 15-16	FY 16-17	FY 16-17	FY 17-18	FY 18-19	to Bud 17-18		
10-48-5801-10	<b>Polaris ILS</b>	42,864.57	48,692.97	47,100.00	47,100.00	48,000.00	1.91%		
	ILS software maint and updates, server/client, self-checks, outreach module, inventory PAC, licenses, Syndetics								
10-48-5802-00	<b>Major Equip - Library Wide</b>	0.00	455.64	500.00	0.00	0.00	0.00%		
10-48-5802-10	<b>Major Equip - Dir/Asst Dir</b>	310.43	318.57	500.00	0.00	0.00	0.00%		
10-48-5802-15	<b>Major Equip - Adm Serv</b>	0.00	269.99	500.00	0.00	0.00	0.00%		
10-48-5802-20	<b>Major Equip - Adult Services</b>	251.78	331.84	500.00	0.00	0.00	0.00%		
10-48-5802-30	<b>Major Equip - Youth</b>	739.06	129.75	500.00	0.00	0.00	0.00%		
10-48-5802-50	<b>Major Equip - Tech Services</b>	288.02	496.41	500.00	0.00	0.00	0.00%		
10-48-5802-60	<b>Major Equip - Circ</b>	190.00	462.80	500.00	0.00	0.00	0.00%		
	<i>Combined Major Equip with Minor Equip</i>								
10-48-5823-10	<b>Minor Equip - Administration</b>	0.00	360.78	200.00	700.00	700.00	0.00%		
10-48-5823-15	<b>Minor Equip - Adm Serv/PR</b>	0.00	136.52	200.00	0.00	0.00	0.00%		
10-48-5823-20	<b>Minor Equip - Adult Services</b>	143.39	80.00	200.00	700.00	700.00	0.00%		
10-48-5823-30	<b>Minor Equip - Youth</b>	435.52	94.75	200.00	700.00	700.00	0.00%		
10-48-5823-50	<b>Minor Equip - Tech Services</b>	164.90	196.74	200.00	700.00	700.00	0.00%		
10-48-5823-60	<b>Minor Equip - Circ</b>	0.00	81.33	200.00	700.00	700.00	0.00%		
10-48-5843-00	<b>Rental - Postage Meter</b>	720.00	1.00	800.00	800.00	720.00	-10.00%		
	Rental fees-180/qtr								
10-48-5845-00	<b>Equip Maint/Repr - Contracts - Lib Wide</b>	14,379.68	17,874.57	19,168.00	19,150.00	19,000.00	-0.78%		
	Elevator/inspection, security alarm, main copier, backflow testing, sprinklers, fire extinguishers, automatic doors, RTI disk cleaner, boiler inspection, YS/CS copiers, cash register								
10-48-5846-00	<b>Equip Maint/Repr - Non-Contracts - Lib Wide</b>	192.50	1,363.34	3,000.00	1,000.00	1,000.00	0.00%		
	<b>Total Equipment</b>	60,679.85	71,347.00	74,768.00	71,550.00	72,220.00	0.94%		

## MATERIALS COSTS BUDGET FY 18-19

Acct. #	MATERIALS	Actual FY 15-16	Actual FY 16-17	Budget FY 16-17	Budget FY 17-18	Budget FY 18-19	Bud 18-19 to Bud 17-18
10-50-5863-20	<b>Literacy</b> ESL/ELD classes, Print, AV and journal subscriptions, posters/brochures, software	9,730.34	7,354.77	10,650.00	10,000.00	9,000.00	-10.00%
10-50-5863-30	<b>Books - Youth</b> Print materials, replacements, lost/missing & duplicate popular materials	53,856.34	50,397.60	51,000.00	51,000.00	53,000.00	3.92%
10-50-5863-50	<b>Books - Tech Services</b> Library of Congress subect headings, etc	0.00	202.05	535.00	500.00	200.00	-60.00%
10-50-5864-10	<b>Books - Non Fiction</b> Print materials, replacements, lost/missing & duplicate popular materials	77,543.16	81,079.82	84,000.00	82,000.00	82,000.00	0.00%
10-50-5865-10	<b>Books - Adult/Teen Fiction</b> Print materials, replacements, lost/missing & duplicate popular materials	74,623.53	68,985.94	56,100.00	65,000.00	68,500.00	5.38%
10-50-5866-20	<del><b>Business Reference Supplements</b></del> <i>Combined this w/10-50-5867-20</i>	6,956.75	3,749.80	6,000.00	0.00	0.00	0.00%
10-50-5867-20	<b>Reference Books - Adult Services</b> Continuations, govt, investments, directories, etc	30,438.15	22,365.10	19,700.00	24,000.00	22,000.00	-8.33%
10-50-5869-20	<b>Internet Licensed Dbases</b> Publicly accessible databases/remote and in-house	116,791.82	103,932.42	126,500.00	126,500.00	126,500.00	0.00%
10-50-5871-20	<b>Document Delivery</b> OCLC and management fees of ILLs.	20,960.02	20,603.17	24,000.00	22,000.00	22,000.00	0.00%
10-50-5872-10	<b>Databases - Professional</b> Staff material selection, cataloging, etc.	7,144.63	7,413.57	10,000.00	10,000.00	10,000.00	0.00%
10-50-5873-30	<b>Databases - Youth Services</b> Publicly accessible databases/remote and in-house	9,763.67	16,257.33	12,500.00	12,500.00	12,700.00	1.60%
10-50-5890-30	<b>Audio-Visual Matls - Youth</b> AV materials for children and Jr high aged students, includes DVDs, CDs, video games, digital content, audio books, puzzles and puppets.	15,456.63	18,106.63	19,500.00	18,000.00	18,000.00	0.00%
10-50-5895-40	<b>Audio-Visual Matls - Adult Services</b> E-readers/devices, digital content, e-audio. art prints, replacement copies. Additional Advantage titles: Overdrive, Increased use: Hoopla	98,440.64	100,413.73	89,000.00	95,000.00	102,000.00	7.37%
10-50-5900-20	<b>Periodicals - Adult Services</b> Magazines and affiliated resources	37,753.51	41,750.35	42,620.00	42,620.00	42,000.00	-1.45%

MATERIALS COSTS BUDGET FY 18-19

		Actual FY 15-16	Actual FY 16-17	Budget FY 16-17	Budget FY 17-18	Budget FY 18-19	Bud 18-19 to Bud 17-18
10-50-5900-30	<b>Periodicals - Youth</b>	654.55	667.84	1,000.00	1,000.00	800.00	-20.00%
	Magazines and affiliated resources						
10-50-5900-80	<b>Periodicals - Prof. Collection</b>	2,575.40	3,378.44	5,000.00	5,000.00	4,000.00	-20.00%
	ALA, ILA and other affiliated publications						
	<b>Total Library Materials</b>	562,689.14	546,658.56	558,105.00	565,120.00	572,700.00	1.34%

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## PROGRAM COSTS BUDGET FY 2018-19

Acct. #	PROGRAMS	Actual FY 15-16	Actual FY 16-17	Budget FY 16-17	Budget FY 17-18	Budget FY 18-19	Bud 18-19 to Bud 17-18
10-60-5931-10	<b>Programs - Adults</b> Adult, Teen, Family and Senior programs: speakers, performers, lectures, book/film groups, classes.	14,859.01	14,065.16	16,550.00	16,000.00	16,000.00	0.00%
10-60-5931-30	<b>Programs - Youth</b> Babies thru Jr-high programs, speakers and performers. After school and outreach programs	9,879.30	11,477.18	11,000.00	11,000.00	11,000.00	0.00%
10-60-5931-40	<b>Online Marketing - Library wide</b> Digital Outreach Team, eNews, VIP Text	2,513.60	466.33	2,545.00	2,000.00	1,800.00	-10.00%
10-60-5940-10	<b>Readers Services - Adult Services</b> Posters, bookmarks, display items, colored paper, summer read program supplies, etc.	653.51	1,387.41	2,300.00	2,000.00	2,000.00	0.00%
10-60-5940-30	<b>Readers Services - Youth</b> YS area displays, storytime room, bulletin boards, bookmarks, program supplies, etc	3,917.90	4,395.42	5,300.00	5,300.00	5,000.00	-5.66%
10-60-5931-50	<b>Community Relations-Library Wide</b> Library-wide programming efforts: Natl Library Week, Library Card Signup Month, outreach, digital sign, Museum Adventure Pass annual membership	4,245.85	7,026.53	5,500.00	6,000.00	6,500.00	8.33%
	<b>Total Programs</b>	36,069.17	38,818.03	43,195.00	42,300.00	42,300.00	0.00%

RESTRICTED USE | CONTINGENCY BUDGET FY 2018-19

		Actual FY 15-16	Actual FY 16-17	Budget FY 16-17	Budget FY 17-18	Budget FY 18-19	Bud 18-19 Bud 17-18
<b>Acct. #</b>	<b>RESTRICTED USE</b>						
10-80-5980-80	Restricted - Gifts	0.00	0.00	20,000.00	0.00	0.00	0.00%
10-80-5981-80	Restricted - Per Capita Grant	35,629.49	21,971.75	0.00	0.00	0.00	0.00%
10-80-5982-80	Restricted - Other	0.00	0.00	0.00	0.00	0.00	0.00%
10-80-5984-80	Restricted - Transfer to Spec Reserves	550,000.00	475,000.00	450,000.00	300,000.00	480,000.00	60.00%
10-80-5985-80	Restricted-Transfer from Spec Res Acct	-33,292.39	0.00	0.00	0.00	0.00	0.00%
10-80-5986-80	Restricted- Transfer to IMRF	200,000.00	200,000.00	200,000.00	200,000.00	100,000.00	-50.00%
	<b>Total Restricted Use</b>	<b>752,337.10</b>	<b>696,971.75</b>	<b>670,000.00</b>	<b>500,000.00</b>	<b>580,000.00</b>	<b>16.00%</b>
	<b>CONTINGENCY</b>						
10-90-5999-00	Contingency	11,237.75	0.00	75,000.00	75,000.00	25,000.00	-66.67%

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