

PUBLIC/LEGAL NOTICE

A Committee of the Whole Meeting (budget discussion) will be held on March 13, 2019 at 6:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois. The LLD records Committee meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

**LISLE LIBRARY DISTRICT
Committee of the Whole - Budget Discussion
March 13, 2019 - 6:00 p.m.**

1. Roll call
2. Opportunity for visitors to speak
3. FY 2019-20 Budget Discussion
Topics include: Building, Operating, Insurance, Contractual Services, Equipment, Materials, Programs, Restricted Usage, and Contingency.
4. Adjourn

BUILDING COSTS BUDGET FY 19-20

DRAFT

Acct. #	Actual FY 16-17	Actual FY 17-18	Budget FY 17-18	Budget FY 18-19	Budget FY 19-20	Bud 19-20 to Bud 18-19	Actuals 02/13/19	Projections 06/30/19
BUILDING COSTS								
10-20-5650-00	6,362.40	5,400.00	6,600.00	5,400.00	5,400.00	0.00%	2,700.00	5,400.00
	Internet Service Provider							
	Internet access							
10-20-5651-00	1,810.00	1,810.00	1,810.00	1,810.00	1,810.00	0.00%	1,810.00	1,810.00
	INet Consortium							
	INet equipment (fiberoptic/ethernet)							
10-20-5652-00	8,778.92	7,983.36	7,800.00	8,000.00	8,000.00	0.00%	4,335.74	7,336.00
	Utilities - Phone							
10-20-5653-00	6,585.83	7,349.34	7,000.00	7,000.00	7,500.00	7.14%	4,076.34	7,398.34
	Utilities - Gas							
10-20-5654-00	2,763.58	2,535.07	2,750.00	2,750.00	2,900.00	5.45%	1,753.42	2,775.00
	Utilities - Sewer & Water							
10-20-5655-00	48,926.79	49,875.89	48,700.00	50,000.00	52,000.00	4.00%	26,134.39	50,134.39
	Utilities - Electric							
10-20-5656-00	730.96	551.33	680.00	1,500.00	1,500.00	0.00%	351.00	1,176.00
	Verizon (remote access)							
	Hotspots							
10-20-5660-00	4,933.65	4,800.00	5,500.00	5,000.00	5,000.00	0.00%	3,600.00	4,800.00
	Maint Contracts - HVAC							
	Scheduled preventative maintenance							
10-20-5661-00	32,111.00	33,774.95	36,750.00	36,750.00	37,500.00	2.04%	19,427.92	35,000.00
	Maint Contracts - Maint Service							
	Pest control, facility cleaning, window, carpet, tiles, etc.							
10-20-5662-00	34,375.04	34,061.04	34,000.00	34,500.00	40,000.00	15.94%	26,467.50	43,147.00
	Maint Contracts - Landscape Serv							
	Landscaping, tree/shrub removal services, snow plowing and salting of parking lot/sidewalks							
10-20-5663-00	10,707.90	9,223.89	8,000.00	9,000.00	9,000.00	0.00%	4,884.51	9,000.00
	Maint/Repairs - General, Supplies							
	Janitorial supplies, replacement lights, etc.							
10-20-5664-00	23,430.27	22,378.05	18,000.00	18,700.00	83,700.00	347.59%	13,633.16	18,500.00
	Maint/Repairs - Non Contract Work							
	Hvac repairs not under contract, plumbing, electrical work, other repairs.							
10-20-5665-00	2,149.08	2,149.08	2,500.00	2,500.00	2,500.00	0.00%	1,505.32	2,200.00
	Rubbish Removal							
Total Building Costs							110,579.30	188,676.73

OPERATING COSTS BUDGET FY 19-20

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Acct #	Actual FY 16-17	Actual FY 17-18	Budget FY 17-18	Budget FY 18-19	Budget FY 19-20	Bud 19-20 to Bud 18-19	Actuals 02/13/19	Projections 06/30/2019
OPERATING EXPENSES								
10-25-5710-00								
Postage/Shipping								
Postage meter, UPS/FedEx, certified mailings	2,739.60	4,490.07	4,500.00	4,000.00	4,500.00	12.50%	2,317.24	4,100.00
10-25-5710-10								
Printing/Spec Serv.								
Newsletter, other communications	30,501.65	15,693.86	26,400.00	20,000.00	18,000.00	-10.00%	8,680.00	13,000.00
10-25-5710-30								
Printing/Spec Serv. - Youth Services	87.80	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
<i>No longer separate line item</i>								
10-25-5711-00								
Postage Spec Serv	7,709.03	4,792.89	8,500.00	8,500.00	8,500.00	0.00%	5,522.04	7,772.04
Mailing and permit fees								
10-25-5712-00								
Printing	1,208.34	1,048.18	1,000.00	1,000.00	1,000.00	0.00%	69.00	900.00
Letterhead, envelopes, business cards								
10-25-5713-00								
Office Supplies	6,374.85	4,964.09	5,000.00	5,000.00	5,000.00	0.00%	3,406.70	4,700.00
Library-wide supplies								
10-25-5714-00								
Circ Material Supplies	9,264.86	9,093.99	9,080.00	9,500.00	10,000.00	5.26%	4,037.78	9,500.00
Patron IDs, barcode labels, registration cards, cleaning supplies, thermal receipt paper, bags, etc								
10-25-5715-00								
Copier Supplies	1,862.04	2,474.50	2,500.00	2,000.00	1,800.00	-10.00%	884.70	1,500.00
Copier supplies for all copiers; toner, paper.								
10-25-5716-00								
Kitchen Supplies	6,433.82	6,720.87	6,500.00	6,500.00	6,500.00	0.00%	4,086.72	6,300.00
10-25-5717-00								
Processing Supplies	30,914.76	28,873.54	27,500.00	25,000.00	28,000.00	12.00%	15,116.82	27,500.00
Barcodes, replacement cases, security tags, labels, etc.								
10-25-5718-00								
Computer Supplies	15,937.02	15,236.36	13,500.00	14,500.00	12,400.00	-14.48%	6,269.28	12,000.00
Laser toner cartridges, color printers supplies, cleaning products for publicistaff PCs, PACS and printers.								
10-25-5719-00								
Publishing	704.95	1,470.66	2,000.00	1,200.00	2,200.00	83.33%	732.46	1,200.00
Ordinances, booklets, directories, etc.								
10-25-5722-15								
Safety Deposit Box Rental	150.00	150.00	150.00	150.00	150.00	0.00%	50.00	150.00
10-25-5723-00								
Check Printing	193.13	0.00	250.00	250.00	250.00	0.00%	258.78	260.00
Accts payable/petty cash checks, deposit slips								
10-25-5723-15								
Bank Charges	1,396.65	1,513.20	1,000.00	1,750.00	3,100.00	77.14%	1,796.67	2,240.00
Fees: wire, bank, and e-commerce								
10-25-5724-15								
Local Travel	255.66	524.87	700.00	500.00	500.00	0.00%	336.65	500.00
Travel reimbursement for business								
Total Operating Expenses	115,724.16	97,047.08	108,580.00	99,850.00	101,900.00	2.05%	53,564.84	91,622.04

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INSURANCE COSTS BUDGET FY 19-20

Acct. #	INSURANCE	Actual FY 16-17	Actual FY 17-18	Budget FY 17-18	Budget FY 18-19	Budget FY 19-20	Bud 19-20 to Bud 18-19	Actual 02/13/19	Projections 06/30/19
10-30-5750-00	Fidelity Bonds	0.00	2,400.00	2,500.00	2,300.00	2,100.00	-8.70%	2,400.00	2,400.00
	Treasurer's bond								
10-30-5751-00	Property Insurance	26,193.00	15,314.86	25,000.00	23,000.00	22,600.00	-1.74%	29,868.70	29,869.00
	Package: Property, Gen. Liability, Auto, Physical Damage, Crime, Boiler & Machinery, etc.								
10-30-5752-00	Notary Bond	0.00	0.00	0.00	0.00	65.00	6500.00%	0.00	0.00
10-30-5754-00	Workers Comp Insurance	5,396.00	5,651.00	5,400.00	6,400.00	6,200.00	-3.13%	8,836.00	8,836.00
	LIRA recommended adjustment								
	Total Insurance	31,589.00	23,365.86	32,900.00	31,700.00	30,965.00	-2.32%	41,104.70	41,105.00

CONTRACTUAL SERVICES COSTS
BUDGET FY 2019-20

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Acct. #	CONTRACTUAL SERVICES	Actual		Budget		Bud 19-20 to Bud 18-19	Actual 02/13/19	Projections 06/30/19
		FY 16-17	FY 17-18	FY 17-18	FY 18-19			
10-35-5760-00	Legal Services	16,501.25	6,622.50	25,000.00	20,000.00	-25.00%	3,419.25	6,000.00
10-35-5761-00	Collection Agency	545.85	572.80	700.00	700.00	0.00%	313.25	550.00
10-35-5762-00	Other Contractual Services - Adm HR Source, facility appraisal, Constant Contact, etc	3,804.72	1,628.00	3,500.00	3,500.00	0.00%	2,040.00	2,750.00
10-35-5763-00	Contractual-Technology Consulting Network monitoring, OSG, cloud services, licensing and maintenance agreements	31,696.22	27,834.04	25,000.00	30,000.00	100.00%	9,299.87	24,500.00
10-35-5764-10	Other Contractual Services - Library-wide Web & app design authority, HR salary study	5,142.39	1,343.40	4,500.00	4,500.00	211.11%	2,681.60	7,000.00
10-35-5765-10	Investment Agency Consultants	5,792.91	6,774.62	7,000.00	7,000.00	0.00%	2,852.21	6,000.00
10-35-5769-00	Acctg - Maint & Upgrades	0.00	8,118.12	7,937.00	7,574.00	18.17%	7,574.04	7,575.00
10-35-5770-00	Contractual - Audit Fee RFP for new audit firm	8,250.00	8,250.00	8,250.00	8,500.00	17.65%	8,500.00	8,500.00
10-35-5771-00	Payroll Service	7,138.90	7,267.49	7,700.00	7,700.00	0.00%	3,510.73	7,200.00
10-48-5846-20	Acctg - Maint & Upgrades Moved from Equipment budget	7,520.49	0.00	0.00	0.00	0.00%	0.00	0.00
	Total Contractual	86,392.73	68,410.97	89,474.00	126,850.00	41.77%	40,190.95	70,075.00

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EQUIPMENT COSTS BUDGET FY 19-20

Acct. #	EQUIPMENT	Actual		Budget		Budget	Bud 19-20 to Bud 18-19	Actual	Projections
		FY 16-17	FY 17-18	FY 17-18	FY 18-19				
10-48-5801-10	Polaris ILS	48,692.97	46,037.57	47,100.00	50,000.00	52,500.00	5.00%	48,622.70	49,000.00
	ILS software maint and updates, server/client, self-checks, outreach module, inventory PAC, licenses, Syndetics								
10-48-5802-00	Major Equip - Library Wide	455.64	0.00	0.00	0.00	66,000.00	6600000.00%	0.00	0.00
	IT Hardware								
10-48-5802-10	Major Equip - Dir/Asst Dir	318.57	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
10-48-5802-15	Major Equip - Adm Serv	269.99	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
10-48-5802-20	Major Equip - Adult Services	331.94	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
10-48-5802-30	Major Equip - Youth	129.75	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
10-48-5802-50	Major Equip - Tech Services	496.41	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
10-48-5802-60	Major Equip - Circ	462.80	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Combined Major Equip with Minor Equip								
10-48-5823-10	Minor Equip - Administration	360.78	592.08	700.00	700.00	700.00	0.00%	588.83	700.00
10-48-5823-15	Minor Equip - Adm-Serv/PR	136.52	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
10-48-5823-20	Minor Equip - Adult Services	80.00	731.00	700.00	700.00	700.00	0.00%	324.10	700.00
10-48-5823-30	Minor Equip - Youth	94.75	774.05	700.00	700.00	700.00	0.00%	549.81	700.00
10-48-5823-50	Minor Equip - Tech Services	196.74	776.58	700.00	700.00	700.00	0.00%	261.93	700.00
10-48-5823-60	Minor Equip - Circ	81.33	693.87	700.00	700.00	700.00	0.00%	0.00	700.00
10-48-5843-00	Rental - Postage Meter	1.00	824.00	800.00	720.00	720.00	0.00%	360.00	720.00
	Rental fees -180/qtr								
10-48-5845-00	Equip Maint/Repr - Contracts - Lib Wide	17,874.57	18,171.76	19,150.00	19,000.00	19,000.00	0.00%	8,524.32	18,000.00
	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	Equip Maint/Repr - Non-Contracts - Lib Wide	1,363.34	1,194.87	1,000.00	1,000.00	1,000.00	0.00%	279.12	800.00
	Total Equipment	71,347.00	69,795.78	71,550.00	74,220.00	142,720.00	92.29%	59,510.81	72,020.00

MATERIALS COSTS BUDGET FY 19-20

DRAFT

Acct. #	MATERIALS	Actual FY 16-17	Actual FY 17-18	Budget FY 17-18	Budget FY 18-19	Budget FY 19-20	Bud 19-20 to Bud 18-19	Actual 02/13/19	Projections 06/30/19
10-50-5863-20	Literacy	7,354.77	8,654.00	10,000.00	9,000.00	9,000.00	0.00%	3,544.77	9,000.00
	ES/ELD classes, books, AV and journal subscriptions, posters/brochures, software								
10-50-5863-30	Books - Youth	50,397.60	54,055.15	51,000.00	53,000.00	54,000.00	1.89%	32,445.26	53,000.00
	Books, replacements, lost/missing & duplicate popular materials								
10-50-5863-50	Books - Tech Services	202.05	78.00	500.00	200.00	100.00	-50.00%	100.00	100.00
	Library of Congress subject headings, etc								
10-50-5864-10	Books - Non Fiction	81,079.82	86,495.68	82,000.00	82,000.00	86,100.00	5.00%	69,764.64	82,000.00
	Books, replacements, lost/missing & duplicate popular materials								
10-50-5865-10	Books - Adult/Teen Fiction	68,985.94	72,847.99	65,000.00	68,500.00	72,500.00	5.84%	45,342.32	68,000.00
	Books, replacements, lost/missing & duplicate popular materials								
10-50-5866-20	Business Reference Supplements	3,749.80	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Combined this w/10-50-5867-20								
10-50-5867-20	Reference Books - Adult Services	22,365.10	24,598.18	24,000.00	22,000.00	20,000.00	-9.09%	10,814.33	22,000.00
	Continuations, govt, investments, directories, etc								
10-50-5869-20	Internet Licensed Dbases	103,932.42	100,649.52	126,500.00	126,500.00	130,000.00	2.77%	114,494.75	126,000.00
	Publicly accessible databases/remote and in-house								
10-50-5871-20	Document Delivery	20,603.17	21,053.40	22,000.00	22,000.00	23,000.00	4.55%	21,295.98	22,000.00
	OCLC and management fees of ILLs.								
10-50-5872-10	Databases - Professional	7,413.57	14,588.84	10,000.00	10,000.00	10,000.00	0.00%	4,108.05	8,000.00
	Book vendor platform, cataloging, etc.								
10-50-5873-30	Databases - Youth Services	16,257.33	12,259.70	12,500.00	12,700.00	12,700.00	0.00%	10,504.00	12,000.00
	Publicly accessible databases/remote and in-house								
10-50-5890-30	Audio-Visual Mats - Youth	18,106.63	18,621.22	18,000.00	18,000.00	18,000.00	0.00%	11,209.47	18,000.00
	AV materials for children and Jr high aged students, includes DVDs, CDs, video games, digital content, audio books, puzzles and puppets								
10-50-5895-40	Audio-Visual Mats - Adult Services	100,413.73	103,342.30	95,000.00	102,000.00	117,300.00	15.00%	74,917.78	100,000.00
	E-readers/devices, digital content, e-audio, art prints, replacement copies, Dvds and Blu-rays, etc.								
10-50-5900-20	Periodicals - Adult Services	41,750.35	37,187.69	42,620.00	42,000.00	42,000.00	0.00%	37,604.29	42,000.00
	Magazines and affiliated resources								
10-50-5900-30	Periodicals - Youth	667.84	683.39	1,000.00	800.00	700.00	-12.50%	327.40	600.00
	Magazines and affiliated resources								
10-50-5900-80	Periodicals - Prof. Collection	3,378.44	3,967.46	5,000.00	4,000.00	3,800.00	-5.00%	2,385.93	3,500.00
	ALA, ILLA and other affiliated publications								
	Total Library Materials	546,658.56	559,082.52	565,120.00	572,700.00	599,200.00	4.63%	438,658.97	566,200.00

PROGRAM COSTS BUDGET FY 19-20

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Acct. #	PROGRAMS	Actual FY 16-17	Actual FY 17-18	Budget FY 17-18	Budget FY 18-19	Budget FY 19-20	Bud 19-20 to Bud 18-19	Actual 02/13/19	Projections 06/30/19
10-60-5931-10	Programs - Adults Adult, Teen, Family and Senior programs: speakers, performers, lectures, book/film groups, classes	14,065.16	16,645.58	16,000.00	16,000.00	16,500.00	3.13%	10,064.44	16,000.00
10-60-5931-30	Programs - Youth Babies thru J-high programs, speakers and performers. After school and outreach programs	11,477.18	12,175.67	11,000.00	11,000.00	12,000.00	9.09%	5,231.79	11,000.00
10-60-5931-40	Online Marketing - Library wide Digital Outreach Team, eNews, VIP Text	466.33	1,677.00	2,000.00	1,800.00	2,000.00	11.11%	1,483.22	1,800.00
10-60-5931-50	Community Relations-Library Wide Library-wide programming efforts: Natl Library Week, Library Card Signup Month, outreach, digital sign, Museum Adventure Pass annual membership	7,026.53	6,324.82	6,000.00	6,500.00	6,500.00	0.00%	3,604.03	6,500.00
10-60-5940-10	Readers Services - Adult Services Posters, bookmarks, display items, colored paper, summer read program supplies, etc.	1,387.41	1,682.73	2,000.00	2,000.00	2,000.00	0.00%	1,895.79	2,000.00
10-60-5940-30	Readers Services - Youth YS area displays, storytime room, bulletin boards, bookmarks, program supplies, etc	4,395.42	4,624.22	5,300.00	5,000.00	5,500.00	10.00%	3,246.67	5,000.00
	Total Programs	38,818.03	43,130.02	42,300.00	42,300.00	44,500.00	5.20%	25,525.94	42,300.00

DRAFT RESTRICTED USE | CONTINGENCY BUDGET FY 19-20

Acct. #	Actual FY 16-17	Actual FY 17-18	Budget FY 17-18	Budget FY 18-19	Budget FY 19-20	Bud 19-20 Bud 18-19	Actual 02/13/19	Projections 06/30/19
RESTRICTED USE								
10-80-5980-80	0.00	0.00	0.00	0.00	0.00	0.00%	550.74	560.00
10-80-5981-80	21,971.75	22,131.41	0.00	0.00	0.00	0.00%	0.00	35,630.00
10-80-5984-80	475,000.00	300,000.00	300,000.00	300,000.00	300,000.00	0.00%	200,000.00	300,000.00
10-80-5986-80	200,000.00	200,000.00	200,000.00	50,000.00	50,000.00	0.00%	50,000.00	50,000.00
Total Restricted Use	696,971.75	522,131.41	500,000.00	350,000.00	350,000.00	0.00%	250,550.74	386,190.00
CONTINGENCY								
10-90-5999-00	0.00	0.00	75,000.00	25,000.00	25,000.00	0.00%	0.00	7,500.00