



## Des Plaines Public Library 2018 Budget Summary

The 2018 Des Plaines Public Library tax levy is a decrease of -1.56% over the 2017 Cook County tax levy extension. The proposed 2018 budget allows the library to continue the development of innovative services and programs in our successful new spaces, as well as make our acquisitions, cataloging, and material delivery services more efficient.

### Library Operating Fund 2018

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Proposed
<b>Beginning Balance</b>	\$ 5,304,420	\$ 4,184,234	\$ 3,351,231	\$ 3,351,231	\$ 3,010,319
<b>Revenues</b>	\$ 6,412,700	\$ 6,394,128	\$ 6,382,424	\$ 6,326,564	\$ 6,409,988
<b>Expenditures</b>	\$ (5,932,886)	\$ (5,946,231)	\$ (6,382,886)	\$ (6,367,476)	\$ (6,413,723)
<b>Transfers</b>	\$ (1,600,000)	\$ (1,280,900)	\$ (300,000)	\$ (300,000)	\$ (1,300,000)
<b>Ending Balance</b>	\$ 4,184,234	\$ 3,351,231	\$ 3,050,769	\$ 3,010,319	\$ 1,706,584

### Library Capital Projects Fund 2018

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Proposed
<b>Beginning Balance</b>	\$ 292,001	\$ 573,293	\$ (36,633)	\$ (36,633)	\$ 123,667
<b>Revenues</b>	\$ 251	\$ 793	\$ 1,200	\$ 1,200	\$ 25
<b>Expenditures</b>	\$ (1,318,959)	\$ (1,891,619)	\$ (140,900)	\$ (140,900)	\$ (143,675)
<b>Transfers</b>	\$ 1,600,000	\$ 1,280,900	\$ 300,000	\$ 300,000	\$ 1,300,000
<b>Ending Balance</b>	\$ 573,293	\$ (36,633)	\$ 123,667	\$ 123,667	\$ 1,280,017

### Library Staff

	2014	2015	2016	2017	2018
<b>Full Time</b>	39	40	40	39	40
<b>Part Time</b>	66 (FTE 25.8)	64 (FTE 24.6)	65 (FTE 25.1)	66 (FTE 26.2)	62 (FTE 26.7)
<b>Total FTE</b>	<b>64.8</b>	<b>64.6</b>	<b>65.1</b>	<b>65.2</b>	<b>66.7</b>

<b>Fund 201</b>		<b>Des Plaines Public Library Revenue - Fund 2110 &amp; 2130</b>			
<b>Account</b>		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projected</b>	<b>2018 Proposed</b>
<b>TAXES</b>					
810026	Property Taxes 2014				
810027	Property Taxes 2015	6,065,699			
810028	Property Taxes 2016		6,016,436	6,016,436	
810028	Property Taxes 2017				6,100,000
<b>TOTAL TAXES</b>		<b>6,065,699</b>	<b>6,016,436</b>	<b>6,016,436</b>	<b>6,100,000</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	44,990	45,000	44,990	45,000
822095	Grants				2,000
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>137,978</b>	<b>137,988</b>	<b>137,978</b>	<b>139,988</b>
<b>FINES &amp; FEES</b>					
850101	Library Fees	2,949	3,500	2,500	9,000
850102	Library Fines	22,743	28,000	19,000	60,000
850103	Library Fines Credit Card	47,102	61,000	41,000	0
850201	Copying and Printing Fees	27,508	28,000	30,000	30,000
850202	Damaged Materials	1,306	1,500	1,200	0
850203	Lost Materials	5,058	6,000	4,000	0
850205	Bags	432	500	350	0
850207	Non-Resident Cards	1,059	1,200	3,300	2,000
850208	Meeting Room Fees	680	3,000	2,000	2,000
<b>TOTAL FINES &amp; FEES</b>		<b>108,837</b>	<b>132,700</b>	<b>103,350</b>	<b>103,000</b>
<b>SPECIAL PROGRAMS &amp; EVENTS</b>					
850215	Special Programs & Events	6,650	6,000	6,000	6,000
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>6,650</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>OTHER REVENUE</b>					
890010	Interest Income	13,819	9,000	20,000	20,000
890050	Sale of Fixed Assets	0	0	0	0
899900	Miscellaneous Revenue	16,888	30,000	30,000	30,000
899910	Vending Machine	624	300	800	1,000
899920	Library Donations	43,632	50,000	12,000	10,000
<b>TOTAL OTHER REVENUE</b>		<b>74,963</b>	<b>89,300</b>	<b>62,800</b>	<b>61,000</b>
<b>FUND TOTAL</b>		<b>6,394,127</b>	<b>6,382,424</b>	<b>6,326,564</b>	<b>6,409,988</b>

<b>Des Plaines Public Library</b>					
<b>Fund 202</b>		<b>Revenue - Capital Projects Fund</b>			
<b>Account</b>		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projected</b>	<b>2018 Proposed</b>
<b>OTHER REVENUE</b>					
890010	Interest Income	793	1,200	25	25
899900	Miscellaneous Revenue				
899920	Library Donations				
<b>TOTAL OTHER REVENUE</b>		793	1,200	25	25
<b>OTHER FINANCING SOURCES</b>					
898902	Transfer from Lib Fund	1,280,900	300,000	300,000	1,300,000
<b>TOTAL OTHER FINANCING SOURCES</b>		1,280,900	300,000	300,000	1,300,000
<b>FUND TOTAL</b>		<b>1,281,693</b>	<b>301,200</b>	<b>300,025</b>	<b>1,300,025</b>

Expenditures - Fund 2110 & 2130							
Fund 201 Des Plaines Public Library							
Account		2016 Actual	2017 Budget	2017 Projected	2018 Proposed	Details	Amount
<b>SALARIES</b>							
910100	Full-time Salaries	2,184,523	2,263,960	2,263,960	2,301,049		
910200	Part-time Salaries	695,049	815,136	815,136	784,851		
910400	Non-Supervisory Overtime						
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910900	Act/Out of Class/Premium						
910950	Excess Sick Hrs Pay out						
910970	Compensated Absences	37,592					
<b>TOTAL SALARIES</b>		<b>2,917,164</b>	<b>3,079,096</b>	<b>3,079,096</b>	<b>3,085,900</b>		
<b>BENEFITS</b>							
918010	Unemployment Compensation	0	10,000	0	10,000		
918020	Employer Contr - FICA	211,265	228,718	228,718	232,205		
918021	Employer Contr - IMRF	320,679	317,717	322,606	307,709		
918040	Life Ins Premiums	2,140	1,794	1,794	1,840		
918050	PPO Insurance Premiums	225,323	246,955	246,955	247,483		
918051	HMO Insurance Premiums	151,130	154,162	154,162	213,375		
918055	Dental Insurance Premiums	19,154	18,456	18,456	18,843		
918070	Workers Compensation	0	12,500	13,001	13,000		
<b>TOTAL BENEFITS</b>		<b>929,691</b>	<b>990,302</b>	<b>985,692</b>	<b>1,044,455</b>		
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees	1,685	4,000	4,000	4,000		
920110	Professional Services	436,124	470,525	470,525	428,864	Accounting Service	21,250
						Audit	5,000
						IT Management Service	389,364
						Payroll Service	13,250
920120	Communication Services	24,097	19,400	19,400	23,200	Comcast	12,000
						Verizon	11,200
920140	Integrated Library System	97,636	95,500	95,500	95,500	CCS/OCLC	97,900
920202	Conferences	558	0	0	5,000		
920204	Training	50	0	0	0		
920220	Membership Dues	(697)	7,000	7,000	7,000		
920230	Publication of Notices	180	500	0	200		
920990	Property/Liability Insurance	31,256	35,000	35,000	35,000		35,000
930010	R & M Equipment	61,652	97,500	99,200	99,200	3M Annual Maintenance (security/checkout/workstations, stats, fines & fees)	23,400
						Appliance Repair	1,000
						ATI - ShoreTel Support	4,400
						AV Maintenance	4,500
						Backflow Device Testing	1,500
						Exacqvision	350
						Impact Copier Support	11,250
						ISBS Printer Support	9,000
						Juniper Fire Wall	550
						Lyngsoe (sorter)	30,750
						Microfilm Reader Maintenance	1,000
						Network Maintenance -Cisco Routers & Switches	6,000
						UPS Annual Agreement	2,500
						Wireless Maintenance	3,000

Account		2016 Actual	2017 Budget	2017 Projected	2018 Proposed	Details	Amount
930020	R & M Bldgs & Structures	145,142	161,950	161,950	143,500	Access Card Reader Maintenance	1,000
						Carpeting/Entrance Mats	1,000
						Door Maintenance	6,000
						Elevator Maintenance	11,300
						Fire Protection Equipment Testing	5,300
						Furniture/Carpet/Draperies Cleaning	20,400
						HVAC Controls	32,500
						HVAC Maintenance Agreement	35,000
						HVAC Water Treatment	1,000
						Lighting/Electrical	8,500
						Meeting Room Partition Maintenance	1,000
						Painting	10,000
						Plumbing Repairs /Water Fountains	4,000
						Power Washing	1,500
						Security Camera Repair	2,500
						Woodwork Repair/Carpentry	2,500
930030	R & M Vehicles	55	250	250	1,000	Library Van Maintenance	
930210	Rental of Equipment	19,955	21,788	21,788	20,125	Copier Lease	19,125
						Postage Machine	1,000
930320	Cleaning: Custodial Services	43,743	46,800	46,800	58,044	Housekeeping Contract	50,244
						Additional Housekeeping	500
						Window/Glass Cleaning	7,300
930490	Refuse Contract	3,239	6,000	5,000	5,600		
960040	Pre-Employment Testing	2,760	3,000	2,000	3,000		
960065	Bank Fees	194	1,500	500	500		
960070	Mileage	669	700	700	700		
960210	Special Event Programming	50,623	58,350	58,350	62,270	Adult Services Programming	25,000
						Community Outreach Activities	9,150
						Web Services Programming	1,500
						Youth Services Programming	26,620
960990	Misc. Contractual Services	89,350	106,395	106,395	107,095	Aquarium Service	5,000
						Backup Disaster Recovery Off-Site Storage	18,000
						Baker & Taylor Processing	26,000
						Baker & Taylor Title Source	1,495
						Building Alarm Monitoring	400
						Communico	15,000
						DaVinci ticketing system	4,700
						Ingram Processing	1,000
						Mad Mimi	750
						Midwest Tape Processing	25,000
						Server Monitoring Labtech	4,200
						Adobe Stock	2,800
						Skillshare	100
						Web Hosting (WebFaction, Amazon, GitHub)	650
						Website development	2,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>1,008,271</b>	<b>1,136,158</b>	<b>1,134,358</b>	<b>1,099,798</b>		

Account		2016 Actual	2017 Budget	2017 Projected	2018 Proposed	Details	Amount
<b>COMMODITIES</b>							
970100	Supplies	70,037	72,500	64,500	64,500	Disk Cleaning Supplies	5,500
						Device Supplies	2,000
						Earbuds, Fax Cards, Thumbdrives	1,500
						Library Cards	6,000
						Materials Processing	30,000
						Mice/Keyboards/Mousepads	3,500
						Office Supplies	10,000
						Toner	6,000
970110	Meals	1,925	2,000	2,000	2,000	Library Hosted Meetings & All Staff	2,000
970115	Supplies: Departments	4,909	7,000	7,000	7,000	Building & Security Services	2,500
						IT Services	2,300
						Public Information Services	2,200
970170	Janitorial	17,037	24,500	20,000	23,500	Housekeeping Supplies	14,000
						HVAC Filters	2,500
						Lighting	7,000
970260	Postage and Parcel	7,806	10,000	10,000	8,000	Interlibrary Loan, Mail, FedEx, Notices	
970270	Printing	138	0	0	0	Printing	
970500	Water Bill	6,576	4,500	4,500	9,000	Water Bill	
970600	Ebooks/Books	373,154	372,000	372,000	377,500	Ebooks/Books	377,500
970610	Eaudio/Audio	71,875	80,800	80,800	80,500	Eaudio/Audio	80,500
970620	Esubscriptions/Subscriptions	77,546	74,230	74,230	78,230	Esubscriptions/Magazines/ Newspapers/Microfilm	78,230
970630	Visual Materials	130,213	143,500	143,500	154,500	Games	154,500
970640	Databases	159,943	195,000	195,000	190,000	Databases/Print Reference	190,000
970810	Natural Gas	12,543	20,000	20,000	20,000		
970850	Gasoline	189	500	500	650		
970900	Equipment < \$5,000	677	3,500	3,500	0		
<b>TOTAL COMMODITIES</b>		<b>934,568</b>	<b>1,010,030</b>	<b>997,530</b>	<b>1,015,380</b>		

Account		2016 Actual	2017 Budget	2017 Projected	2018 Proposed	Details	Amount
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	(232)	0	0	0		
980400	Equipment	0	2,500	0	0		
980410	Computer Hardware	1,961	9,200	9,200	6,000	Monitor replacements	2,000
						Printer replacements	4,000
980420	Computer Software	37,991	42,600	42,600	46,590	Adobe Creative Cloud Suite (10) Acrobat Pro (2)	10,560
						Cataloger Desk	700
						Content DM	5,500
						DeepFreeze	1,600
						Dell Desktop Authority	2,000
						ETRN (Spam filtering, DNS)	3,700
						EZProxy	500
						Gimlet	240
						Knowbe4 Testing	550
						LoJack for laptops	150
						Microsoft Annual Licenses	14,000
						Public Web Browser	125
						SSL	350
						Stackmap	1,500
						Terminal Server CALs	775
						Web Dewey	700
						Webroot	3,000
						Website Software (iOS, Vimeo, Adobe Typekit, VideoScribe, EE plugins, PodOmatic)	640
980600	Furniture & Fixtures	8,806	8,000	8,000	8,600	Adult Services Fixtures	3,000
						Signage	3,000
						Youth Services Fixtures	2,600
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>48,526</b>	<b>62,300</b>	<b>59,800</b>	<b>61,190</b>		
<b>TOTAL OPERATING EXPENDITURES</b>		<b>5,946,230</b>	<b>6,382,886</b>	<b>6,361,476</b>	<b>6,413,723</b>		
<b>OTHER FUNDING ACTIVITIES</b>							
990900	Per Capita Grant Expenditure	44,990	45,000	45,000	45,000		
990901	Grant Expenditures	0	0	0	2,000		
990940	Trans to Lib Cap Proj FND	1,280,900	300,000	300,000	1,300,000		
993000	Contingency Reserve	63,020	60,000	60,000	60,000		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>		<b>1,388,910</b>	<b>405,000</b>	<b>405,000</b>	<b>1,407,000</b>		
<b>FUND TOTAL</b>		<b>7,227,130</b>	<b>6,682,886</b>	<b>6,661,476</b>	<b>7,713,723</b>		

Des Plaines Public Library							
FUND 201		2130		Expenditures - IL Library Per Capita Grant			
Account		2016 Actual	2017 Budget	2017 Projected	2018 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920202	Conferences	19,000	19,000	19,000	19,000		
920204	Training	9,000	9,000	9,000	9,000		
920210	In-Service Training						
920220	Membership Dues						
960070	Travel Expenses						
960210	Special Event Prog						
960990	Misc Contractual Svcs	11,000	11,000	11,000	11,000	Early Literacy Program	11,000
<b>TOTAL CONTRACTUAL SERVICE</b>		<b>39,000</b>	<b>39,000</b>	<b>39,000</b>	<b>39,000</b>		
<b>COMMODITIES</b>							
970260	Postage and Parcel						
970270	Printing	6,000	6,000	6,000	6,000		
<b>TOTAL COMMODITIES</b>		<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>		
<b>CAPITAL EXPENDITURES</b>							
980400	Equipment						
980410	Computer Hardware						
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>PER CAPITA TOTAL</b>		<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>		



Des Plaines Public Library							
Fund 202 Expenditures - Capital Projects Fund							
Account		2016 Actual	2017 Budget	2017 Projected	2018 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services						
960990	Misc Contractual Svcs	4,307					
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>4,307</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	1,779,171	7,000	7,000	40,000	Building System Upgrade	40,000
980400	Equipment	31,198	46,000	46,000	19,975	Forum and Room C Audio System	7,760
						Printer Maintenance, Print Stations	12,215
980410	Computer Hardware	76,689	68,900	68,900	44,700	Computer Lifecycle	32,000
						Large Format Printer	5,000
						Websense Appliance	7,700
980420	Computer Software	0			9,000	Websense 3 Year Renewal	9,000
980600	Furniture & Fixtures	254	19,000	19,000	5,000	Recycling and trash containers	5,000
					25,000	Signage audit/design	25,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>1,887,312</b>	<b>140,900</b>	<b>140,900</b>	<b>143,675</b>		
<b>FUND TOTAL</b>		<b>1,891,619</b>	<b>140,900</b>	<b>140,900</b>	<b>143,675</b>		