

2017-2018 BUDGET FOOTNOTES

Corporate Fund

Income:

- 1-10 Taxes, Property, previous year ($\$2,178,830.25 / 2 = \$1,089,415.13$)
- 1-11 Taxes, Property, current year ($2,178,830.25 * 1.01 / 2 = \$1,100,309.28$)
- 1-12 Corporate Personal Property Replacement Tax: This figure does not exceed the 1978 amount contributed to libraries from Corporate Personal Property Tax. Since Corporate Personal Property tax was used to support local government, the replacement tax (funds from the State's general fund) fills that void. It was intended to be repealed when the amount was not really necessary to local government any more.
- 1-13 Figure is estimated on 9 months of receipts.
- 1-14 Figure is based on 9 months of receipts.
- 1-15 Figure is based on 9 months of receipts and interest rate.
- 1-16 Gifts and Memorials vary from year to year. This includes Friends donations. The amount taken in is the amount spent regardless of budgeted amount.
- 1-17 Figure is based on 9 months of receipts.
- 1-18 Figure is based on 9 months of receipts.
- 1-31 Population 26,111 (2010 census) x $\$.77644 = \$20,273.62$
- 1-32 Other Grants: This income is only spent when received.

Expenses:

- 1-110 Salaries Supervisory (See approved salary table)
- 1-111 Salaries, Library Personnel (See approved salary table)
- 1-112 Salaries, Non-IMRF personnel (See approved salary table)
- 1-113 Temporary Employees (See approved salary table)
- 1-114 Custodial Salaries: The amount on the current salary table plus \$2,000 more for estimated over time during snow season.
- 1-120 Employees' Benefits:

Insurance 2017-18				
Employees	Choice	Premium	Employee	Board Cost
11	PPO500	\$99,594.00	\$7,150.00	\$92,444.00
1 + Spouse	PPO500	\$19,013.40	\$0.00	\$19,013.40
1 + Dependents	PPO500	\$15,572.88	\$0.00	\$15,572.88
1	PPO2000	\$8,070.00	\$0.00	\$8,070.00
2 + Dependents	PPO2000	\$27,760.80	\$9,877.92	\$17,882.88
1	HMO	\$6,652.68	\$0.00	\$6,652.68
				\$159,635.84

Dental Insurance Coverage				
13	Principal	\$8,034.00	\$0.00	\$8,034.00
1 + Spouse	Principal	\$1,048.68	\$0.00	\$1,048.68
3 + Dependents	Principal	\$3,678.48	\$1,216.32	\$2,462.16
				\$11,544.84

Eye Insurance Coverage				
13	Principal	\$1,238.64	\$0.00	\$1,238.64
4 + Family	Principal	\$819.84	\$219.36	\$600.48
				\$1,839.12

Projected Insurance Cost	\$173,019.80
HRA \$2000 Reimbursement	\$20,000.00
HRA Administrative Costs	\$1,377.00
Longevity Awards	\$1,470.00
Flex Spending Administrative Fee	\$1,046.32
FY 16 Budget for Employee Benefits	\$196,913.12

HRA History

March 2015-June 2016	\$2,063.10 spent: Average \$515.78 per month
July 2016-April 2017	\$6,326.18 spent: Average \$632.62 per month
July 2017-June 2016	\$17,500 anticipated: Average \$1,458.00 per month

1-131	Book Binding: No change		
1-132	Equipment Rental: No change		
1-133	Equipment and Furniture Repair: Reduced \$2,000		\$ 3,000.00
1-136	Computer/Hardware Replacement:		
	10 Replacement Computers		\$ 8,000.00
	2 UPS Replacements (E-Rate might cover \$699.35)		\$ 1,400.00
	1 Server to replace Landon		\$ 8,350.00
	1 Printer for Becky		\$ 500.00
	1 Server to replace Security Camera server		\$ 4,991.22
	1 POE 48-port Gigabit Switch for Security Cameras		\$ 772.99
	8 Wireless Access Points, Lic. & Install (E-Rate will cover \$2,050.43)		\$ 5,800.00
	2 HDMI & VGA Port w/ Audio for front of Eide Rooms		\$ 2,539.56
	1 Apple Mac Mini & Converter & Keyboard & Mouse & iTunes card		\$ 587.00
	1 Digital Voice Recorder for Board meetings		\$ 195.00
	Misc. Replacement Hardware		<u>1,000.00</u>
			\$ 34,135.77
1-137	Computer Software Support:		
	The Library Corporation (TLC):		
	LS Software	\$ 7,126.00	
	LS License (6)	\$ 1,932.00	
	LS License (2)	\$ 414.00	
	LS License (1)	\$ 402.00	
	LS License (1)	\$ 183.00	
	LS License (1)	\$ 200.00	
	Online Selection & Acquisitions (OSA)	\$ 2,008.00	
	SIP Server (self-check) Software	\$ 799.00	
	OPAC Enrichment	\$ 2,483.00	
	E-Commerce	<u>\$ 199.00</u>	
	The Library Corporation (TLC)		\$ 15,746.00
	Today's Business Solutions (TBS):		
	My PC, Paper Spot, & Print Spots	1,746.00	
	Simple Scan Station Renewal	1,095.00	
	Simple Scan Fax Fee (Qtr. at \$.12 per page)	<u>150.00</u>	
	Total for Today's Business Solutions (TBS)		\$ 2,991.00
	Checkmark & Checkmark Payroll Tax Update		\$ 399.00
	Comsifter		279.00
	Datto Service Support Renewal (Back-UP)		\$ 8,266.20
	E-Vanced: (Room Reservation & Events)		1,688.40
	ExacqVision Software (camera system)		450.00
	Exchange Defender (55 Mailboxes)		1,080.00
	GFI Vipre antivirus, malware, exchange software)		2,733.00
	OCLC		390.00
	QuickBooks		2,199.00
	Surpass Serials Support		110.00
	Time Clock/Data Management		996.95
	Web Hosting at Partnertek/Network Solutions		240.00
	Centurion Technologies (Smart Shield)		316.80

LogMeIn		250.00
Boopsie (Annual Subscription): Moved from Per Capita Grant		3,495.00
Boopsie Apple App Fee: Moved from Per Capita Grant		100.00
Digium Phone Software Support Subscription		1,040.00
Mosio (Adult Ref. Chat Service)		828.00
Cisco Meraki Subscription: Moved from Per Capita Grant		4,105.00
Gateway & Authorize.net for e-commerce: New		<u>8,300.00</u>
		\$ 56,003.35
1-138 Network Consultants:		
PartnerTek Tech Support		\$ 5,312.50
PartnerTek Phone Support		\$ 1,854.00
Web Page Consultation		<u>\$ 2,000.00</u>
		\$ 9,166.50
1-139.1 Video Licenses:		
Movie Licensing U.S.A. (includes Anime)	\$ 889.00	
Motion Picture Licensing Corporation	<u>173.07</u>	
		\$ 1,062.07
1-139.2 Adult Programming: Decrease \$1,000		\$ 10,000.00
1-139.21 Adult Summer Reading Program: No Change		
1-139.3 Young Adult Programming: Decrease \$1,000		\$ 7,000.00
1-139.31 Teen Summer Reading Program: No change		
1-139.4 Children's Programming: Decrease \$2,000		\$ 13,000.00
1-140.1 Adult Fiction Books: Decrease \$500		\$ 16,000.00
1-140.2 Adult Non-Fiction Books: Decrease \$1,000		\$ 18,000.00
1-140.3 Reference Services		
Ancestry		\$ 1,930.00
Auto Repair Center		2,232.00
Bookbrowse		800.00
Brainfuse		3,700.00
Chicago Tribune		4,482.00
Consumer Reports		2,671.00
Ebsco Masterfile Premier		3,255.00
Encyclopedia Britannica Online		1,700.00
Gale Virtual Reference Library		250.00
Heritage Quest		711.00
Illinois Public Records		909.00
NoveList & NoveList Plus		2,750.00
Reference USA		4,768.00
MyHeritage		2,100.00
Transparent Language		<u>1,800.00</u>
		\$ 34,098.00
1-140.4 Reference Books: No change		

1-140.5 Professional Books: Decrease \$1,000	\$ 1,000.00
1-140.6 E-Content Services:	
Amazon Prime Subscription	\$ 99.00
Hoopla	6,000.00
My Media Mall consortium fee	5,210.00
Advantage titles	8,500.00
Titles for Kindle	1,000.00
Advantage Audiobook titles	2,000.00
Freegal: Moved from 1-143.11	7,214.00
Zinio: Moved from 1-140.3	4,300.00
3-Netflix Subscriptions (2 adult, 1 children's: \$12/mo.,12 mo.,3 accounts)	<u>432.00</u>
	\$ 34,755.00
1-140.9 Adult Print Recordings: Decrease \$4,000	\$ 10,500.00
1-141.1 Gift/Memorial Book Program, expenditures for donations received.	
1-141.2 Literacy Grant from Rotary	
1-141.3 Other Materials Grants: Expenditures for grant monies received above.	
1-142.1 Periodicals: Decrease \$1,000	\$ 6,500.00
1-142.2 Microfilm/Fiche: Monies to preserve oral histories in Antioch collection	\$ 500.00
1-143.1 Adult Sound Recordings: Decrease \$1,000	\$ 5,000.00
1-143.11 Music Recording Services: Moved Freegal to 1-140.6	
1-143.2 Adult Videos: Decrease \$1,000	\$ 25,000.00
1-143.3 Adult video games: No change	
1-144.1 Young Adult Fiction Books: No change	
1-144.2 Young Adult Non-fiction: No change	
1-145 YA Periodicals: No change	
1-146.3 YA Video Games: No change	
1-147.1 Children's Fiction Books: Decrease \$1,350	\$ 21,000.00
1-147.2 Children's Non-Fiction: reduced by \$1,850	\$ 20,000.00
1-147.3 Children's Reference Books: Decrease \$100	\$ 400.00
1-147.31 Children's Reference Services	
A to Z the USA & A to Z World Culture	\$ 425.00
Science Flix	1,320.00
Tumblebooks	<u>425.00</u>

	\$ 2,170.00
1-147.4 Children's Print Recordings: No change	
1-147.41 Children's E-Books: No change	\$ 3,000.00
1-147.5 Children's CD-ROM Software: Eliminated	\$ 0.00
1-147.7 Children's gifts and memorials – The balance of the gift and memorial income as designated.	
1-147.8 Children's Materials Grants – No change	
1-148 Children's Periodicals – Decrease \$250	\$ 1,000.00
1-149.1 Children's Sound Recordings: No change	
1-149.2 Children's Videos: Decrease \$2,000	\$ 13,000.00
1-149.21 Children's Playaway Views: Decrease \$250	\$ 2,000.00
1-149.3 Children's Video Games: No change	
1-149.31 Developmental Games: No change	
1-150 Capital Outlay, Equipment	
3M Sensitizer Model 764	\$ 1,300.00
2 more cases for games	180.00
Button Maker for Teens	350.00
Kindle Paperwhite to replace damaged one	120.00
Lumbar support pillows (4 Adult, 2 Admin)	180.00
	<u>\$ 2,130.00</u>
1-151 Capital Outlay, Furniture: Decrease \$2,000	\$ 0.00
1-152 Capital Outlay, Per Capita (State funding if available)	
5-Roku Sticks for Circulation & Cases (4 Adult, 1 Children)	\$ 305.00
1-Printer for Tech. Services	1,600.00
1-Printer for Kathy Deaner	900.00
4-Mobile WiFi Devices to circulate & cases	1,779.52
4-Security Camera replacements	4,678.25
Upgrades to Eide Room Equipment	6,288.25
Upgrades to Board Room equipment & lighting	1,964.18
Blinds for Board Room	1,428.67
Sensory Toys for stack ends	<u>1,250.00</u>
	<u>\$ 20,193.87</u>
1-153 Capital Outlay Other Grants (spent if funds arrive): No change	
1-154 Capital Outlay: Future Development & Repair	
Parking Lot Engineering, Bid Process, Permit Negotiation & Reimbursables	\$ 15,050.00
Parking Lot Construction Phase Time & Materials	18,900.00

	Parking Lot Basework	110,000.00
	Parking Lot Paving	<u>110,000.00</u>
	Repair parking lot from estimated 2017 fund balance	\$ 253,950.00
1-230	Accounting	
	Annual Audit estimate	\$ 8,500.00
	Accountant Fees (estimate)	<u>\$ 4,000.00</u>
		\$ 12,500.00
1-231	Legal Fees: Increase \$1,000	\$ 7,000.00
1-232	Legal Notice Publishing: No change	
1-233	Printing: No change	
1-234	Travel	
	Misc. Mileage for local classes and trainings	\$ 1,000.00
	Reimbursement for 4 people to attend local area ALA, PLA & ILA	\$ 2,000.00
1-235	Staff Development:	
	In Service Day	\$ 3,000.00
	College Coursework:	
	2 LTA CLC classes 50% of \$690 (Katie Armstrong)	\$ 345.00
	2 LTA CLC classes 50% off of \$690 (Sandy Doetsch)	\$ 345.00
	2 Associates classes @ 50% of \$1,000 (Kat Solheim)	\$ 500.00
	Continuing Education:	
	8 Reaching Forward @ \$150 each (4 Circ, 2 Children's & 2 Other)	\$ 1,200.00
	Notary Refresher training	250.00
	ALA, PLA & ILA	3,000.00
	Misc. Workshops Training (\$450 Children's & \$500 Adult, \$2,100 misc.)	3,000.00
		\$ 11,640.00
1-235.1	Human Resource Activities	
	Employee Background Checks	\$ 500.00
	Full Staff Meeting x 4	500.00
	Customer Service Week	500.00
	Illinois Labor Law Posters	68.00
	Flowers for staff illness	500.00
	Board Treats	250.00
	Volunteer Luncheon	800.00
	National Library Week	350.00
	Holiday Party	<u>3,200.00</u>
		\$ 6,668.00
1-236	Computer Programs:	
	Windows server 2016 & User CALS for Landon	\$ 1,104.00
	Microsoft Exchange 2016 & CALs	555.00
	Microsoft Office Pro 2016	5,600.00
	Adobe Creative Cloud Suite (Becky)	244.88
	Beanstack Summer Reading Program	1,109.00
	Domain Name Renewal: antchpld.org & privatization	128.00

Domain Name Renewal: apld.info & privatization	128.00
SSL certificate for 5 domains	<u>150.00</u>
	\$ 9,018.88
1-240.1 Office Supplies: Decrease \$100	\$ 10,000.00
1-240.2 Copier Supplies: Based on 9 months of receipts	\$ 4,500.00
1-240.3 Printer/Computer Supplies: No change	
1-240.4 Processing Supplies: All processing supplies but Color Marc: Decrease \$2,000	\$ 10,000.00
1-240.51Color Marc Labels System.(includes 8 hrs. of support from ColorMarq)	\$ 7,000.00
1-240.6 AV Cleaning Supplies: No change.	\$ 3,500.00
1-241 Postage: Decrease \$1,000 per 9 months of receipts.	\$ 9,000.00
1-242 Dues and Memberships:	
Illinois Management Association	\$ 1,000.00
Illinois Library Association	750.00
Jennifer D: \$200, Amy: \$200, Lynn: \$150, Kim: \$100, Becky: \$100	
American Library Association	397.00
Jennifer: ALA, PLA & ALSC (\$260), Amy:ALA (\$137)	
Lake County Genealogical Society	25.00
Antioch Chamber of Commerce	50.00
Illinois State Historical Society	50.00
LACONI	100.00
Lakes Region Historical Society	35.00
Illinois Heritage Association	35.00
Sam's Club	<u>45.00</u>
	\$ 2,487.00
1-243 Public Relations:	
1-243.1 Newsletter, 2 @ 12 pgs., 2 @ 8 pgs.	\$ 17,376.00
1-243.2 Library PR Activities: Increase \$1,500 + \$20,000 for survey & plan	\$ 24,500.00
1-243.3 Seasonal Flowers : No change (\$350 x 2: winter & spring)	\$ 700.00
1-243.4 Bookmarks, bags, etc.: Decrease \$500 per 9 months of receipts	\$ 3,000.00
1-243.5 Promotional Adds for events, etc. increased to promote library	
Chamber Community Guide	\$ 600.00
Fall newspaper	600.00
Connections 4 @ \$250	1,000.00
Misc. Ads as available	<u>1,800.00</u>
	4,000.00
1-244 Reciprocal Borrowing Losses: No change.	
1-245 Bank Charges: No change	

- 1-246 Collection Agency Fees: No change
- 1-300 Transfer to Social Security:
- 1-500 Bond Payment Transfer – Figure based on payment schedule supplied by Bernardi Securities
- 1-600 Contingency

Sites and Building Fund

Income:

- 2-10 Taxes, Property, Previous year \$106,069.00/ 2 = \$53,034.50
- 2-11 Taxes, Property, Current year \$106,069.00 x 1.01 / 2= \$53,564.85
- 2-12 Developer Contributions: Impact Fees paid for new residential construction. Development is increasing in Antioch.
- 2-15 Interest: Current Rates
- 2-32 Grants: \$1000 in hopes

Expenses:

- 2-130 Telephone/Internet Expenses:

PRI Voice Lines (289 x 12)	\$ 3,468.00
High Speed Internet Service & Fax Lines (299.7 x 12)	\$ 3,596.40
Monthly Mobile Wi-Fi Unit: Staff Use	431.88
Cable TV (Circulation & Eide Room)	1,324.60
Cable run to get cable TV in Eide Room	592.21
	\$ 9,413.09
- 2-131 Disposal Service: Based on 9 months of receipts \$ 1,200.00
- 2-132 Building and Grounds Maintenance

Trane Maintenance contract on HVAC system	\$ 10,947.00
HVAC Misc. Repairs	6,000.00
Fire Protection System Inspections, sprinklers & extinguishers	1,500.00
Tyco Integrated Security LLC, fire alarm	914.64
Elevator Repairs:	2000.00
Elevator Inspections: Thompson Elevator Inspection Service	360.00
Illinois State Fire Marshall's Office	100.00
Annual exterior glass cleaning contract	1,140.00
Carpet Cleaning and floor waxing	4,000.00
Orkin Pest Control	962.00
Partition, Electrical, in Eide Room Maintenance Contract	860.00
Plumbing Repair	2,000.00
Misc. Electrical Repairs	2,000.00
Misc. parts, pieces, etc.	3,500.00

		\$ 34,283.64
2-133	Heat (Gas) –Based on 9 months of receipts	\$ 6,356.24
2-134	Electricity –Based on 9 months of receipts	\$ 36,084.29
2-135	Water: Based on 9 months of receipts	\$ 2,400.77
2-136	Expenditures for Other Grants	
2-140	Custodial Supplies: Based on 9 months of receipts + \$2,000 for new staff ideas	\$ 7,026.00
2-152	Capital Outlay, Grounds:	
	Landscaping and spring clean-up	\$ 4,000.00
	Lawn Doctor, weed treatment and lawn fertilization	325.00
	Snow Removal	8,000.00
	Railing for upper lot pathway	<u>1,000.00</u>
		\$ 13,325.00
2-153	Capital Outlay, Building: Increased \$1,000	\$ 2,000.00
2-154	Expenditures, Developer Contributions:	
2-600	Contingency – no change	

IMRF Fund

Income:

3-10	Taxes, previous year $\$140,124.93 / 2 = \$70,062.47$
3-11	Taxes current year $\$140,124.93 \times 1.01/2 = \$70,763.09$

Expenses:

3-122	IMRF Expenses as estimated in the payroll proposal Employer Contributions at 12.03%	\$137,677.83
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Social Security Fund

Income:

4-10	Taxes previous year $(\$97,847.28/2 = \$48,923.64)$
4-11	Taxes Current Year $(\$97,847.28 * 1.01\%/2 = \$49,412.88)$
4-12	Transfer from General Fund \$0.00

Expenses:

4-123	Social Security and Medicare Contribution Employers Contributions at 7.65% x projected payroll $(\$96,309.81)$
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Tort Immunity

Income:

- 7-10 Taxes previous year $\$35,002.64 / 2 = \$17,501.32$
- 7-11 Taxes current year $\$35,002.64 \times 1.01/2 = \$17,676.33$
- 7-15 Interest: Poor interest rates at this time

Expenses:

7-236	Treasurer's Bond	\$ 1,430.00
7-237	General Liability Insurance: Estimate a 6% increase	
	Library Multi-Class Liability	\$ 12,730.00
	Designated Wrongful Employment Practices Liability	
	Employee Benefits Errors and Omissions Liability	
	Comprehensive Automobile Insurance	
	Errors and Omissions Insurance	
7-238	Worker's Compensation	\$ 9,160.00
	Follow-up audit	<u>450.00</u>
		\$ 9,610.00
7-239	Unemployment Insurance: The library is self-insured: estimate Anticipated expenditures from fund balance.	\$ 15,000.00
7-240	Appraisal Update	\$ 3,575.00
	Industrial Appraisal update	

Bond Repayment Fund

Income:

- 8-10 Transfer from General Fund
- 8-11 Interest earned on fund balance

Expenses: from Schedule provided by Bernardi Securities

8-150	Payment due 1-1-2018	\$228,867.50
	Payment due 7-1-2018	<u>10,642.50</u>
	Total	\$239,510.00