

2018-2019 BUDGET FOOTNOTES

Corporate Fund

Income:

- 1-10 Taxes, Property, previous year ($\$2,243,849.01 / 2 = \$1,121,924.51$)
- 1-11 Taxes, Property, current year ($\$2,243,849.01 * 1.01 / 2 = \$1,133,255.95$)
- 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 It was intended to be repealed when the amount was not really necessary to local government any more.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 8 months of receipts.
- 1-14 Figure is based on 8 months of receipts.
- 1-15 Interest: Figure is based on anticipation of new interest rates. Total projected interest is \$1,056.00 per month/\$12,672.00 per year. Corporate Fund income is 85.53% of total income: \$10,838.36.
- 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 8 months of receipts.
- 1-18 Figure is based on 8 months of receipts.
- 1-31 Population 26,111 (2010 census) x \$1.25 = \$32,638.75
- 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 \$1,000 more for estimated over time during snow season.
- 1-120 Employees' Benefits:

Insurance 2018-19				
Employees	Choice	Premium	Employee	Board Cost
8	PPO1000	\$78,868.80	\$5,200.00	\$73,668.80
2 + Spouse	PPO1000	\$41,406.24	\$9,867.84	\$31,538.40
2 + Dependents	PPO1000	\$33,913.68	\$6,683.50	\$27,230.18
1	PPO2000	\$9,361.20	\$0.00	\$9,361.20
1	PPOCore	\$6,666.48	\$0.00	\$6,666.48
2 + Dependents	PPOCore	\$22,932.72	\$8,159.80	\$14,772.92
1	HMO	\$7,717.08	\$0.00	\$7,717.08
		200,866.20	29,911.14	\$170,955.06

Dental Insurance Coverage				
9	Principal	\$5,834.16	\$0.00	\$5,834.16
4 + Spouse	Principal	\$4,400.16	\$1,536.00	\$2,864.16
4 + Dependents	Principal	\$5,144.64	\$2,169.12	\$2,975.52
		15,378.96	3,705.12	\$11,673.84

Eye Insurance Coverage				
9	Principal	\$857.52	\$0.00	\$857.52
8 + Family	Principal	\$1,639.68	\$745.92	\$893.76
		2,497.20	745.92	\$1,751.28

Projected Insurance Cost	\$184,380.18
HRA \$2000 Reimbursement	\$20,000.00
HRA Administrative Costs	\$1,377.00
Longevity Awards	450.00
Flexs Spending Administrative Fee	\$1,046.32
FY 19 Budget for Employee Benefits	\$207,253.50

HRA History

March 2015-June 2016	\$2,063.10 spent: Average \$515.78 per month
July 2016-June 2017	\$9,599.97 spent: Average \$800.00 per month

July 2017-March 2018 \$4,605.01 so far: Average \$511.67 per month

1-131	Book Binding: No change		
1-132	Equipment Rental: No change		
1-133	Equipment and Furniture Repair: No change		
1-136	Computer/Hardware Replacement:		
	10 Replacement Computers	\$	8,000.00
	3 UPS Replacements (E-Rate might cover some)		1,792.98
	1 Sonic Wall Replacement		1,138.00
	2 Samsung Galaxy Tablets, SD Cards, Stands & Screen Protectors for PR		548.66
	4 Receipt Printers & Barcode Scanners for Circulation		3,032.00
	1 Receipt Printer for Kris in Tech Services		315.00
	1 USB Microphone		109.99
	2 Power Banks to circulate (charge phones, laptops, etc.)		179.98
	UPS & Surge Protector for Eide Room A/V equipment tower replacement		675.20
	Shure Wireless Microphone receiver, handheld mic, headset & wireless lapel mic		720.21
	Tablet replacements for Computer Classes		554.00
	1 iPad Replacement for Circ for patrons paying fines online		349.99
	Misc. Charging Cables & Plugs & outlets to add to Study Tables & Bag to circ.		184.50
	8 New Board Devices with Accessories		4,940.00
	Misc. Replacement Hardware		<u>2,000.00</u>
			\$ 24,540.54
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	2,546.00	
	Simple Scan Station Renewal	1,095.00	
	Simple Scan Fax Fee (Qtr. at \$.16 per page)	<u>100.00</u>	
	Total for Today's Business Solutions (TBS)		\$ 3,741.00
	Adobe Creative Suite (PR – yearly subscription)		359.88
	Barracuda Essentials Security Service for 60 Mailboxes (1 year)		1,080.00
	Beanstack		1,109.00
	Boopsie (Annual Subscription)		3,495.00
	Boopsie Apple App Fee		100.00
	Centurion Technologies (Smart Shield)		318.78

Checkmark	369.00
Cisco Meraki Subscription Renewal for Switches, Firewall & Access Points	4,915.00
Comsifter	279.00
Datto Service Support Renewal (Back-UP)	\$ 7,100.00
Digium Phone Software Support Subscription (1 year)	675.00
E-Vanced: (Room Reservation & Events)	1,179.20
ExacqVision Software (camera system)	550.00
GFI Vipre Business Premium (antivirus, Malware, Exchange software)	3,348.00
OCLC	390.00
QuickBooks	3,080.00
Surpass Serials Support	110.00
Time Clock/Data Management	996.95
Vysor (Google Chrome App for Todd's Android Classes)	10.00
Web Hosting at Partnertek/Network Solutions	280.00
LogMeIn	350.00
Mosio (Adult Ref. Chat Service)	828.00
Authorize.net Gateway Monthly Fee for E-Commerce	300.00
E-Commerce Transaction Fees	<u>3,000.00</u>
	\$ 34,222.81
1-138 Network Consultants:	
PartnerTek Tech Support 15% discount on 50 hr block	\$ 5,312.50
PartnerTek Phone Support	1,854.00
Web Page Consultation	2,000.00
MTS Support Hours (10 hours)	<u>1,125.00</u>
	\$ 10,291.50
1-139.1 Video Licenses:	
Movie Licensing U.S.A. (includes Anime)	\$ 977.00
Motion Picture Licensing Corporation	<u>180.00</u>
	\$ 1,157.00
1-139.2 Adult Programming: Increase \$1,000	\$ 11,000.00
1-139.21 Adult Summer Reading Program: No Change	
1-139.3 Young Adult Programming: Increase \$1,000	\$ 7,000.00
1-139.31 Teen Summer Reading Program: No change	
1-139.4 Children's Programming: No change	
1-140.1 Adult Fiction Books: Increase \$2,000 for new book strategic plan	\$ 18,000.00
1-140.2 Adult Non-Fiction Books: Increase \$2,000 for new book strategic plan	\$ 20,000.00
1-140.3 Reference Services	
Ancestry	\$ 2,010.00
Auto Repair Center	2,343.00
Bookbrowse	800.00
Brainfuse	3,800.00
Consumer Reports	2,805.00
Ebsco Masterfile Premier	3,418.00

Encyclopedia Britannica Online	1,800.00
Gale Virtual Reference Library	250.00
Heritage Quest	739.00
Illinois Public Records	909.00
NoveList & NoveList Plus	1,478.00
NoveList Select	1,409.00
Reference USA	4,768.00
MyHeritage	1,754.00
Transparent Language	1,800.00
	<u>1,800.00</u>
	\$ 30,083.00
1-140.4 Reference Books: No change	
1-140.5 Professional Books:	\$ 1,000.00
1-140.6 E-Content Services:	
Amazon Prime Subscription	\$ 99.00
Hoopla	9,600.00
My Media Mall consortium fee	4,800.00
Advantage titles	13,600.00
Titles for Kindle	1,000.00
Advantage Audiobook titles	3,000.00
Freegal	7,214.00
Freegal Streaming	2,500.00
Zinio	4,300.00
Kanopy	2,400.00
3-Netflix Subscriptions (2 adult, 1 children's: \$14/mo.,12 mo.,3 accounts)	504.00
	<u>504.00</u>
	\$ 49,017.00
1-140.9 Adult Print Recordings: No change	
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: No change	
1-142.2 Microfilm/Fiche: No change	
1-143.1 Adult Sound Recordings: Decrease \$1,000	\$ 4,000.00
1-143.2 Adult Videos: No change	
1-143.3 Adult video games: Decrease \$1,000	\$ 2,000.00
1-144.1 Young Adult Fiction Books: No change	
1-144.2 Young Adult Non-fiction: No change	
1-145 YA Periodicals: Decrease \$300	\$ 200.00

1-146.3 YA Video Games: Decrease \$1,000	\$ 1,500.00
1-147.1 Children's Fiction Books: No change	
1-147.2 Children's Non-Fiction: No change	
1-147.3 Children's Reference Books: No change	
1-147.31 Children's Reference Services	
A to Z the USA & A to Z World Culture	\$ 425.00
Science Flix	1,386.00
Tumblebooks (Premium Level- school access)	<u>875.00</u>
	\$ 2,686.00
1-147.4 Children's Print Recordings: No change	
1-147.41 Children's E-Books: No change	
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 – No change	
1-149.1 Children's Sound Recordings: No change	
1-149.2 Children's Videos: Decrease \$1,000	
1-149.21 Children's Playaway Views: No change	
1-149.22 Children's Playaway Launch: New budget line	\$ 2,000.00
1-149.3 Children's Video Games: No change	
1-149.31 Developmental Games: No change	
1-150 Capital Outlay, Equipment	
2 Collapsible Cargo Crates	\$ 150.00
Handi-Movers-folding cart	102.72
Green Screen Large Screen – 10x16x10x20	41.96
Coffee & Hot water carafe (2 x \$74.99)	149.98
120 Book stops to move DVDs to center	915.00
2 new chairs for upstairs reference	1,000.00
Bulletin board for downstairs	200.00
1 new case for videogames	90.00
Utility cart for Maintenance	150.00
Misc. equipment	<u>500.00</u>
	\$ 3,299.66
1-151 Capital Outlay, Furniture:	
Coffee Cart w/ storage	\$ 343.49
Info Center – Interior Brochure Display – 2	480.30
	\$ 823.79

1-152	Capital Outlay, Per Capita: State funding if available	
	Large Tablet for Children's	\$ 1,500.00
	1-Printer for Tech. Services	1,300.00
	Osmo Explorer Kit for Children's Dept. & iPad	503.99
	5 Security Camera Replacements	7,200.00
	Upgrades to Eide Room A/V Receiver	1,595.70
	Replace & Relabel Eide Room Buttons to reflect upgrades	887.50
	Clean up of A/V rack and label	523.60
	Replacement phone for Maintenance Department	189.00
	3 Toshiba FlashAir 4 th Gen SD Wifi Memory Cards for Digital Cameras	90.00
	Digital Camera for PR	650.00
	Portable Power supply (for out in the community)	249.00
	3 Upgrade coin boxes for credit card acceptance & labor	3,085.00
	2 GoPro HERO5 Session cameras, hand grips, SD cards & bags to circulate in	529.56
	Electrical Strike on front doors for remote locking & Wiring	3,874.40
	KIBO robot and programming kit for Children's	499.00
	2 Sensory toys for JE and JER stack ends	1,400.00
	New cases for TV series: 600 TV series, 2/3 can be recased, \$4.99 ea.= <u>\$8,562</u>	<u>8,562.00</u>
		\$ 32,638.75
1-153	Capital Outlay Other Grants (spent if funds arrive): No change	
1-154	Capital Outlay: Future Development & Repair: Set aside just in case	
1-160	Refunds: Increased \$300.00	
1-230	Accounting	
	Annual Audit estimate	\$ 8,500.00
	Accountant Fees (estimate)	<u>\$ 4,000.00</u>
		\$ 12,500.00
1-231	Legal Fees: No change	
1-232	Legal Notice Publishing: No change	
1-233	Printing: No change	
1-234	Travel	
	Misc. Mileage for local classes and trainings	\$ 2,000.00
	Reimbursement for 1 person to attend ILA in Peoria (mileage, lodging & meals)	<u>\$ 1,250.00</u>
		\$ 3,250.00
1-235	Staff Development:	
	In Service Days x 2	\$ 3,000.00
	College Coursework:	
	2 Associates classes @ 50% of \$1,000 (Kat Solheim)	\$ 500.00
	Continuing Education:	
	7 Reaching Forward @ \$150 each (3 Circ, 2 Children's & 2 Other)	\$ 1,050.00
	Notary training x 2 + Refresher training x 1	750.00
	ILA for 1 person to attend	300.00
	Misc. Workshops (\$500 Child, \$500 Adult, \$500 Maint, \$1,500 misc.)	3,000.00

Technical Services online courses	1,200.00
	<u>\$ 9,800.00</u>
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 & community leaders	700.00
Board Treats	250.00
Treats for Networking Meetings	150.00
Volunteer Luncheon	800.00
National Library Week	350.00
Holiday Party	<u>3,200.00</u>
	<u>\$ 7,018.00</u>
1-236 Computer Programs:	
Adobe Photoshop Elements 2018 (Tech Services – Kris & Eleanore)	\$ 190.00
Hootsuite (Social Media Dashboard - \$99/month)	1,200.00
12 HiTask – Task Management Subscription (\$2.49 * 12 users * 12 months)	358.56
iTunes Card for Tween & Early Literacy iPads	100.00
Adobe Creative Cloud All-Apps (for Mac Mini)	244.88
Microsoft Office for Mac (Mac Mini)	29.00
KeyScan Software Upgrade – Aurora	1,565.82
Domain Name Renewal: antchpld.org & privatization	120.00
SSL certificate for 5 domains	<u>300.00</u>
	<u>\$ 4,108.26</u>
1-240.1 Office Supplies: No change	\$ 10,000.00
1-240.2 Copier Supplies: Based on 9 months of receipts	\$ 3,105.63
1-240.3 Printer/Computer Supplies: Based on 9 months of receipts	\$ 6,505.49
1-240.4 Processing Supplies: All processing supplies but Color Marc: All processing supplies but Color Marc	\$ 10,000.00
1-240.51 Colormarq Label System.(includes 8 hrs support + configure new workstations)	\$ 9,000.00
1-240.6 AV Cleaning Supplies: No change	\$ 3,500.00
1-241 Postage: No change	\$ 9,000.00
1-242 Dues and Memberships:	
Illinois Management Association	\$ 1,000.00
Illinois Library Association JD & AB: \$200, LF: \$150, KZ & BJ: \$100	750.00
American Library Association Jennifer: ALA, PLA & ALSC: \$260, Amy: ALA: \$137	397.00
Lake County Genealogical Society	25.00
Antioch Chamber of Commerce	50.00
Illinois State Historical Society	75.00
LACONI	100.00
Lakes Region Historical Society	30.00
Illinois Heritage Association	45.00
Notary Bonding	300.00

	Sam's Club	45.00
		\$ 2,817.00
1-243	Public Relations:	
1-243.1	Newsletter, 2 @ 12 pgs., 2 @ 8 pgs.	\$ 17,764.00
1-243.2	Library PR Activities:	\$ 4,500.00
1-243.3	Seasonal Flowers : No change (\$350 x 2: winter & spring)	\$ 700.00
1-243.4	Bookmarks, bags, etc.:	\$ 3,000.00
1-243.5	Promotional Adds for events, etc. increased to promote library	\$ 4,000.00
1-244	Reciprocal Borrowing Losses: No change.	
1-245	Bank Charges: New fees from State Bank of the Lakes proposal	
	Fraud Protection (\$114.24 per month)	\$ 1,370.88
	Checking Account Fees for maintaining \$200,000.00 balance (\$200 per month)	2,400.00
	Wire Transfer Fees (\$35.00 per wire transfer x 2 wire transfers annually)	75.00
		\$ 3,845.88
1-246	Collection Agency Fees: No change	
1-300	Transfer to Social Security: No change	
1-500	Bond Payment Transfer – Figure based on payment schedule supplied by Bernardi Securities	
1-600	Contingency: No change	

Sites and Building Fund

Income:

2-10	Taxes, Property, Previous year	\$117,224.99 / 2 = \$58,612.50
2-11	Taxes, Property, Current year	\$117,224.99 x 1.01 / 2 = \$59,204.49
2-12	Developer Contributions: Impact Fees paid for new residential construction. Development is increasing in Antioch. This is the anticipated amount based on information from the Village of Antioch.	
2-15	Interest: Figure is based on anticipation of new interest rates. Total projected interest is \$1,056.00 per month/\$12,672.00 per year. Building Fund income is 5.05% of total income: \$639.94.	
2-32	Grants: \$1000 in hopes	

Expenses:

2-130	Telephone/Internet Expenses:	
	Trunk (\$489 x 12)	\$ 5,868.00

	Tax (\$116.01 x 12)	1,392.12
	Internet (\$399.95 x 12)	4,799.40
	IP Addresses (\$24.95 x 12)	299.40
	Fax Line (\$29.95 x 12)	359.40
	Fax Line 2 (\$29.95 x 12)	359.40
	Elevator Phone (\$44.90 x 12)	538.80
	Cable TV (\$118.75 x 12)	1,425.00
	11 Monthly Mobile Wi-Fi Units – Staff & Public Use	<u>4,753.32</u>
		\$ 19,794.84
2-131	Disposal Service: Based on 8 months of receipts + 20% increase	\$ 2,600.00
2-132	Building and Grounds Maintenance	
	Trane Maintenance contract on HVAC system	\$ 12,000.00
	HVAC Misc. Repairs	6,000.00
	Fire Protection System Inspections, sprinklers & extinguishers	1,500.00
	Tyco Integrated Security, fire alarm	914.64
	Elevator Repairs:	2000.00
	Elevator Inspections: Thompson Elevator Inspection Service	360.00
	Illinois State Fire Marshall's Office	75.00
	Carpet Cleaning and floor waxing (does not include furniture)	4,890.00
	Orkin Pest Control	1,600.00
	Partition, Electrical, in Eide Room Maintenance Contract	860.00
	Plumbing Repair	2,000.00
	Misc. Electrical Repairs	<u>2,000.00</u>
		\$ 34,199.64
2-133	Heat (Gas) –Based on 9 months of receipts	\$ 8,153.29
2-134	Electricity –Based on 9 months of receipts	\$ 39,449.31
2-135	Water: Based on 9 months of receipts	\$ 2,002.40
2-136	Expenditures for Other Grants	
2-140	Custodial Supplies: Based on 8 months of receipts + \$500 new shirts	\$ 6,000.00
2-152	Capital Outlay, Grounds:	
	Landscaping and spring clean-up	\$ 4,000.00
	Lawn Doctor, weed treatment and lawn fertilization	<u>450.00</u>
		\$ 4,450.00
2-153	Capital Outlay, Building: Nothing this year due to increased developer contributions.	
2-154	Expenditures, Developer Contributions: Anticipated amount from Village	
	Tyco Integrated Security, (\$1,864.57 installation/\$172.20 quarterly)	2,600.00
	Dewalt Hammerdrill & reciprocating saw tool set	600.00
	Dry river from Little League field to drainage	100.00
	Salt spreader	250.00
	Faucets w/ sensors (\$283.82 x 7)	2,000.00
	Brass mixing valves for faucets (\$29.99 x 7)	210.00
	Faucet supply line kits (2 per sink: \$7.99 x 14)	120.00
	Water filters (\$65.75 x 3)	200.00

Filter brackets (\$39.04 x 3)	120.00
Fitting and tubing for filter brackets	100.00
Door Closer Bronze (3 x \$290.13)	900.00
Drill press bench vise clamps	40.00
Bathroom Vacant Indicator Locks (2 x \$12.08)	25.00
Rooftop Hatch Safety Rail	750.00
Ladders x2 (8' & 10')	300.00
Floor Drill Press	350.00
Misc. tools, parts, pieces, etc.: Moved from 2-132 this year	2,135.00
Exterior glass cleaning contract (3 visits x \$400): Moved from 2-152 this year	1,200.00
Snow Removal: Moved from 2-152 this year	8,000.00
	\$ 20,000.00

2-600 Contingency – no change

IMRF Fund

Income:

- 3-10 Taxes, previous year $\$139,260.26 / 2 = \$69,630.13$
- 3-11 Taxes current year $\$139,260.26 * 1.01\% / 2 = \$70,333.39$
- 3-15 Interest: Figure is based on anticipation of new interest rates. Total projected interest is \$1,056.00 per month/\$12,672.00 per year. IMRF Fund income is 5.09% of total income: \$645.00.

Expenses:

- 3-122 IMRF Expenses as estimated in the payroll proposal
Employer Contributions at 11.45% (updated IMRF employer rate 12/19/17) \$137,889.01

Social Security Fund

Income:

- 4-10 Taxes previous year $\$98,503.25 / 2 = \$49,251.63$
- 4-11 Taxes Current Year $\$98,503.25 * 1.01\% / 2 = \$49,749.07$
- 4-12 Transfer from General Fund \$0.00
- 4-15 Interest: Figure is based on anticipation of new interest rates. Total projected interest is \$1,056.00 per month/\$12,672.00 per year. Social Security Fund income is 3.60% of total income: \$456.19.

Expenses:

- 4-123 Social Security and Medicare Contribution
Employers Contributions at 7.65% x projected payroll (\$100,095.54)

Tort Immunity

Income:

- 7-10 Taxes previous year $\$19,999.72 / 2 = \$9,999.86$
- 7-11 Taxes current year $\$19,999.72 * 1.01\% / 2 = \$10,100.86$

7-15 Interest: Figure is based on anticipation of new interest rates. Total projected interest is \$1,056.00 per month/\$12,672.00 per year. Tort Immunity Fund income is 0.73% of total income: \$92.51.

Expenses:

7-236	Treasurer's Bond	\$ 1,600.00
7-237	General Liability Insurance: Estimate a 6% increase	
	Library Multi-Class Liability	\$ 13,620.00
	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 (Did in 2017-18)	

Bond Repayment Fund

Income:

8-10	Transfer from General Fund	
8-11	Interest: Anticipate a negligible amount of interest earned. For simplicity's sake, budgeting as \$0.	

Expenses: from Schedule provided by Bernardi Securities

8-150	Payment due 1-1-2019	\$220,642.50
	Payment due 7-1-2019	<u>7,230.00</u>
	Total	\$227,872.50