

## 2024-2025 BUDGET FOOTNOTES

### Corporate Fund

**Income:**

- 1-10 Taxes, Property, previous year ( $\$2,693,150.79 / 2 = \$1,346,575.40$ )
- 1-11 Taxes, Property, current year ( $\$2,536,012.44 * 1.01 / 2 = \$1,360,041.15$ )
- 1-12 Corporate Personal Property Replacement Tax: Figure is estimated on 9 months of receipts
- 1-13 Figure is based on 9 months of receipts.
- 1-14 Figure is based on 9 months of receipts.
- 1-15 Interest: Large increase in interest rate. Based on 9 months of receipts.
- 1-16 Gifts and Memorials vary from year to year. This includes Friends donations, Gift/Memorial Book donations and Literacy Grant from Rotary Club. 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 + added income from Workshop consumables.
- 1-31 Population 25,814 (2020 census) x \$1.475 = \$38,075.65
- 1-32 Other Grants: This income is only spent when received and includes Other Materials Grants and Children’s Materials Grant. Do not anticipate applying for grants this year.

**Expenses:**

|       |  |                 |
|-------|--|-----------------|
| 1-110 | Salaries Supervisory (See approved salary table)                         | \$900,146.05    |
| 1-111 | Salaries, Library Personnel (See approved salary table)                  | \$882,826.81    |
| 1-112 | Salaries, Non-IMRF personnel (See approved salary table)                 | \$ 65,201.01    |
| 1-113 | Temporary Employees (See approved salary table)                          | \$ 26,988.00    |
| 1-114 | Custodial Salaries (See approved salary table)                           | \$ 63,679.54    |
| 1-120 | Employees’ Benefits:   |                 |
|       | Projected Health Insurance Cost (4% increase + 2 addtl. full-time staff) | \$272,758.93    |
|       | “ Dental “ “ 5% “  | 15,669.27       |
|       | “ Vision “ “ 5% “  | 3,084.62        |
|       | HRA \$2,000 Reimbursement (estimate)                                     | 8,000.00        |
|       | HRA Administrative Costs   | 1,800.00        |
|       | Metro EAP (\$350 per quarter)  | 1,400.00        |
|       | Longevity Awards   | 1,055.00        |
|       | Flex Spending Administrative Fee   | <u>1,500.00</u> |
|       |  | \$305,241.47    |

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| 1-131 | Book Binding:  | \$ 2,000.00      |
| 1-132 | Equipment Rental: 3 Copiers 36-month lease @ \$591.41/month  | \$ 7,096.92      |
| 1-133 | Equipment and Furniture Repair: (based on 9 months of receipts)  | \$ 650.00        |
| 1-136 | Computer/Hardware Replacement:   |                  |
|       | Replacement Computers & Laptops (various staff computers)  | 9,000.00         |
|       | Touchscreen Monitor for Staff Lounge TimeClock   | 800.00           |
|       | 2 x UPS Replacements - 1 for server room and 1 for circ desk (went out for E-rate on these)                | 1,062.00         |
|       | Fortinet replacement   | 907.35           |
|       | New Security Camera Server   | 8,381.51         |
|       | Monitor for Smash Bros Tournament  | 65.00            |
|       | Wireless Headphones and Bluetooth Dongle for Breanda   | 73.00            |
|       | 2 x External DVD-Rom Drives (one for staff, one for patron checkout)                                       | 100.00           |
|       | Misc Replacement Hardware - PC's, Monitors, Mice, Keyboards, hard drives, printers, cables                 | 3,000.00         |
|       | <b>Total</b>   | <b>23,388.86</b> |
| 1-137 | Computer Software Support:   |                  |
|       | GFI Vipre Business Premium (antivirus, Malware, Exchange Software) February 13, 2025                       | 3,486.65         |
|       | Barracuda Complete Protection Security email archiving, email backup, etc. & Phishing Service July 1, 2024 | 3,132.00         |
|       | Barracuda Web Security Gateway Appliance 610   | 8,592.84         |
|       | Centurion Technologies License Renewals (SmartShield) Sept 1, 2024 - Sept. 1, 2025                         | 426.65           |
|       | Datto Service & Support Renewal - 1 year January 19, 2025  | 7,100.00         |
|       | ExacqVision Software Support Renewal September 23, 2024  | 1,872.00         |
|       | Web Hosting - Thru Partnertek (1 Year Renewable - Linux based) April 1, 2025                               | 360.00           |
|       | QuickBooks May 3, 2025   | 3,540.00         |
|       | Surpass Serials Support Renewal January 2025   | 126.50           |
|       | TimeClock Renewal / Data Management October 2024 (must be paid 30 days before due December 10)             | 1,889.00         |
|       | Checkmark November 2024  | 369.00           |
|       | Solus Mobile App July 2024 - June 2025   | 3,596.36         |
|       | Solus Mobile App Apple App Fee (yearly fee)  | 100.00           |
|       | Digium Phone Software Subscription (1 year) June 27, 2025  | 900.00           |
|       | Mosio (Adult Reference Chat Service) August 1, 2024  | 828.00           |

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| Cisco Meraki Subscription Renewal for Switches, Firewall, & Access Points (We'll get some back from E-Rate) July 18, 2024  | 4,033.64         |
| OCLC   |                  |
| May 2025   | 368.68           |
| LibCal (SpringShare)   |                  |
| January 1, 2025  | 2,221.00         |
| Beanstack (DOING YEAR TO YEAR CONTRACT)  |                  |
| October 2024   | 1,164.00         |
| Authorize.net Gateway Monthly Fees for E-Commerce (\$25 * 12=\$300) + Fraud Detection (\$5*12=\$60) + Transaction Fees (roughly about \$5 per month * 12=\$60) + Batch Fees (\$.10/batch * roughly 30/month * 12=\$36) | 500.00           |
| E-Commerce Transaction Fees  | 1,400.00         |
| (Elevon Merchant Service - (PCI compliance \$15 * 12 = \$180 + Paper Bill \$20 * 12 =\$240) + about \$900/year)  |                  |
| Deep Freeze Renewal  |                  |
| July 27, 2024  | 2,034.00         |
| wpDataTables Support (for Obits Database on Website) (Lifetime support)  | 199.00           |
| Envato Market - Avada Website Theme Support (12 months)  | 100.00           |
| SenSource - People Counter   |                  |
| December 2024  | 216.00           |
| Adobe Renewals all under a team account  |                  |
| April 2025 & June 2025   | 13,000.00        |
| Splashtop (2 accounts)   |                  |
| October 23, 2024   | 160.00           |
| GoDaddy Domain Name Renewals with Privitization & SSL Certs  | \$1,200.00       |
| IS Decisions (UserLock) - Did a 3 year subscription, we are good until 1/26/2026)  |                  |
| Incident Tracking Software   | 1,900.00         |
| 2 x Zoom Accounts (\$15.99/month * 12 * 2)   | 383.76           |
| Find More Illinois   | 1,500.00         |
| Bibliotheca Saas Renewals  | 14,441.62        |
| Solstice Pod Maintenance Extension   |                  |
| November 2024  | 1,960.00         |
| CoreIDRAW Renewal  | 73.68            |
| Cricut Subscription Renewal  | 100.00           |
| Phone Tree Software Replenishing Money(Pay as we go)   | 200.00           |
| RMM, EDR, & Threatlocker Security  | 15,030.00        |
| <b>Sub Total</b>   | <b>98,504.38</b> |
| TBS MyPC/PaperCut/ePRINTit/CC Readers/2 towers   |                  |
| Maintenance and Renewal (June 24, 2024 - June 23, 2025)  | 2,854.00         |
| Simple Scan Station Maintenance and Renewal (bill August 1, 2023, due Sept. 1, 2024 covers Sept. 19, 2024 - Sept. 18, 2025)  | 1,395.00         |
| Simple Scan Fax Fee (paid quarterly to TBS - pages sent * \$.12)   | 150.00           |
| <b>Sub Total for TBS</b>   | <b>4,399.00</b>  |

**Library Corporation Renewals**

|  |                      |                   |
|--|----------------------|-------------------|
| LS Software                            | 1/1/25 - 12/31/25    | 8,335.00          |
| LS License (6)                         | 4/1/24 - 3/31/25     | 2,220.00          |
| LS License (2)                         | 8/1/24 - 7/31/25     | 484.00            |
| LS License (1)                         | 8/1/24 - 7/31/25     | 484.00            |
| LS License (1)                         | 7/1/24 - 6/30/25     | 215.00            |
| LS License (1)                         | 9/1/24 - 8/31/25     | 240.00            |
| LS License (1)                         | 12/1/23 - 11/30/24   | 223.00            |
| OSA                                    | 7/1/24 - 6/30/25     | 2,419.00          |
| SIP Server                             | 4/1/24 - 3/31/25     | 917.00            |
| Opac Enrichment                        | 7/1/24 - 6/30/25     | 3,624.00          |
| E-Commerce                             | 7/1/2024 - 6/30/2025 | 247.00            |
| Citizen Printer Support (4 @ \$63 ea.) | 7/1/24 - 6/30/25     | 252.00            |
| Gryphon Scanners (4 @ \$97 ea.)        | 7/1/24 - 6/30/25     | 388.00            |
| Gryphon Scanners (5 @ \$63 ea.)        | 7/1/24 - 6/30/25     | 315.00            |
| NCIP for Find More IL                  | (6/1/24 - 5/31/25)   | 551.00            |
| <b>Total for Library Corp</b>          |                      | <b>20,914.00</b>  |
| <b>Total for Software</b>              |                      | <b>123,817.38</b> |

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| 1-138    | Network Consultants:                                |                 |
|          | PartnerTek Tech Support 15% discount on 50 hr block | \$ 6,162.50     |
|          | PartnerTek Phone Support (\$30 * 45 phones)         | 1,350.00        |
|          | Web Page Consultation                               | 2,000.00        |
|          | MTS Support Hours (10 hours)                        | <u>1,200.00</u> |
|          |   | \$ 10,712.50    |
| 1-139.1  | Video Licenses:                                     |                 |
|          | Swank (Devin)                                       | \$ 644.00       |
|          | Crunchyroll (switching from Funimation: Carol)      | <u>95.88</u>    |
|          |   | \$ 739.88       |
| 1-139.2  | Adult Programming: No change                        | \$ 14,000.00    |
| 1-139.21 | Adult Summer Reading Program: No change             | \$ 2,200.00     |
| 1-139.3  | Young Adult Programming: Increase \$500.00          | \$ 8,500.00     |
| 1-139.31 | Young Adult Summer Reading Program: No change       | \$ 2,200.00     |
| 1-139.4  | Children's Programming: Increase \$2,000.00         | \$ 14,000.00    |
|          | Winter Reading Program                              | \$ 600.00       |
|          | Summer Reading Program                              |                 |
|          | CLSP  | 1,200.00        |
|          | Performers  | 1,500.00        |
|          | Prizes  | 1,000.00        |

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| Books   | <u>300.00</u> |
| SRP Total   | \$ 4,000.00   |
| Individual Staff Budgets (5 x \$700)  | \$ 3,500.00   |
| Performers during fiscal year (3 x \$550)   | \$ 1,650.00   |
| Passive Programming   | \$ 750.00     |
| Craft Supplies  | \$ 1,500.00   |
| Miscellaneous Programs (Nikki's programs, pop-up programs)  | \$ 2,000.00   |
| 1-139.5 Workshop and Studio Programming: Reduce \$1,000   | \$ 5,000.00   |
| 1-140.1 Adult Fiction Books: Increase \$6,000.00<br>\$4,000 for graphic novel opening day collection and \$2,000 for Spanish Language opening day collection (going forward, we don't need that much Annually, so this will go down somewhat next year) | \$ 17,000.00  |
| 1-140.2 Adult Non-Fiction Books: No change  | \$ 7,000.00   |
| 1-140.3 Reference Services<br><i>*Planning to eliminante Consumer Reports (\$1,979.86), Rosetta Stone (\$3,060) &amp; IL Public Records (\$909) due to not being web accessibility compliant</i>  |               |
| Ancestry  | \$ 2,398.73   |
| Heritage Quest  | 881.92        |
| MyHeritage  | 2,181.00      |
| NoveList PLUS renewal price   | 1,119.38      |
| Masterfile Premier *thru RAILS  | 2,110.78      |
| Auto Repair Center *thru RAILS  | 709.88        |
| Consumer Health Complete *thru RAILS  | 781.52        |
| Legal Information Center *thru RAILS  | 711.55        |
| Academic Search Premier *thru RAILS   | 711.55        |
| Data Axle (formerly Ref USA)  | 4,768.00      |
| Brainfuse   | 3,885.00      |
| Bookbrowse  | 719.25        |
| Creative Bug *middle of 3 year renewal  | 825.00        |
| Gale Courses *with bundle through RAILS   | 4,200.00      |
| UDemy   | 5,788.13      |
| New Newsbank (Daily Herald, Chicago, Antioch Review & HeritageHub)  | 2,996.00      |
| Fiero Code (Teen)   | <u>995.00</u> |
|   | \$ 35,782.69  |
| 1-140.4 Reference Books: No change  | \$ 1,500.00   |
| 1-140.5 Professional Books: No change   | \$ 750.00     |
| 1-140.6 E-Content Services:   |               |
| Digital Library of Illinois Consortium Fee (includes magazines)   | \$ 7,138.66   |
| Hoopla  | 30,000.00     |
| Hoopla Flex   | 4,000.00      |
| Advantage titles  | 30,000.00     |
| Advantage eAudio titles   | 10,500.00     |
| Kanopy  | 2,500.00      |
| 5-Netflix Subscriptions for Roku (4 adult, 1 children's @ \$22.99/mo)   | 1,379.40      |
| 5- Hulu, Disney+, & ESPN Subscriptions for Roku @\$24.99/mo   | 1,499.40      |
| 3- Discovery+ Subscription for Roku @\$8.99/mo  | 323.64        |

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|---|---------------|
| 3- Paramount @\$11.99/mo  | <u>431.64</u> |
|   | \$ 87,772.74  |
| 1-140.9 Adult Print Recordings: Decrease \$2,500                                  | \$ 1,000.00   |
| 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: Increase \$1,000   | \$ 6,000.00   |
| 1-142.2 Microfilm/Fiche: Remove line  | \$ 0.00       |
| 1-143.1 Adult Sound Recordings: No change   | \$ 500.00     |
| 1-143.2 Adult Videos: Decrease \$5,000  | \$ 5,000.00   |
| 1-143.3 Adult video games: Decrease \$500   | \$ 500.00     |
| 1-144.1 Young Adult Fiction Books: Increase \$500 for Spanish Language collection | \$ 4,500.00   |
| 1-144.2 Young Adult Non-fiction: No change  | \$ 800.00     |
| 1-145 YA Periodicals: Increase \$80   | \$ 300.00     |
| 1-146.3 YA Video Games: Reduce \$200  | \$ 900.00     |
| 1-147.1 Children's Fiction Books: No change                                       | \$ 11,000.00  |
| 1-147.2 Children's Non-Fiction: Reduce \$1,000                                    | \$ 6,000.00   |
| 1-147.3 Children's Reference Books: No change                                     | \$ 400.00     |
| 1-147.31 Children's Reference Services  |               |
| Science Flix  | 1,622.00      |
| Tumblebooks   | <u>999.00</u> |
|   | \$ 2,621.00   |
| 1-147.4 Children's Print Recordings: No change                                    | \$ 3,000.00   |
| 1-147.41 Children's E-Books: No change  | \$ 1,000.00   |
| 1-147.7 Children's gifts and memorials: No change                                 | \$ 500.00     |
| 1-147.8 Children's Materials Grants: No change                                    | \$ 500.00     |
| 1-148 Children's Periodicals: No change   | \$ 600.00     |
| 1-149.1 Children's Sound Recordings: No change                                    | \$ 300.00     |
| 1-149.2 Children's Videos: Reduce \$500   | \$ 1,000.00   |

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| 1-149.22 Children’s Playaway Launch: No change   | \$ 500.00    |
| 1-149.3 Children’s Video Games: Increase \$500.00<br>(Video game circulation is high and Switch games especially circulate well)                                     | \$ 3,000.00  |
| 1-149.31 Children’s Library of Things: (change fund code name) Increase \$1,100<br>(Add musical instruments, kids’ microscope, science kits and early literacy kits) | \$ 1,500.00  |
| 1-150 Capital Outlay, Equipment: Nothing this year. Use Per Capita Grant.  | \$ 0.00      |
| 1-151 Capital Outlay, Furniture: Purchase furniture with Per Capita Grant.<br>Budget minimum.  | \$ 100.00    |
| 1-152 Per Capita:  |              |
| Community Survey/Strategic Plan  | \$ 20,000.00 |
| <u>Adult &amp; Circ: \$4,250</u>   |              |
| Adult Library of Things  | \$ 2,000.00  |
| Acrylic sign holders, tabletop kind  | \$ 150.00    |
| Opto display for Circ.   | 2,100.00     |
| <u>Children’s: \$338.00</u>  |              |
| Schroeder Closet Shelving (\$169 x 2)  | 338.00       |
| <u>Teen: \$402.66</u>  |              |
| Demco, book display items  | 340.98       |
| Picture frames   | 61.68        |
| <u>Marketing &amp; Communications: \$1,567.70</u>  |              |
| Signage Holders (In-House; Acrylic & Art/Artist Description Holders)   | 1,297.65     |
| M&C Supplies (X-Acto Paper Trimmer & Glass Dry Erase Board)  | 270.05       |
| <u>IT: \$8,611.75</u>  |              |
| 1 x Printer for Tech Services  | 1,000.00     |
| Mini Thermal Sticker Printer - Circulation & paper   | 56.00        |
| Embroidery Machine   | 1,300.00     |
| Epson EcoTank Printer for Sublimation Printing & Ink   | 450.00       |
| Workshop Tools and Supplies  | 1,000.00     |
| Workshop and Studio Storage Containers & Supplies  | 100.00       |
| Tumbler Press and Accessories  | 800.00       |
| 4 x Wireless Nintendo Switch Controllers for Teens   | 223.00       |
| 4 x Roku Express & Cases (\$29.99 * 4 = \$119.96 + \$14.99 * 4 = \$59.96)  | 180.00       |
| 2 x Oculus VR Headsets (\$499 *2=\$998.00), Protective Cases (\$22.99*2=\$45.98), Cases (\$29.99*2=\$59.98) & games (\$350.00)                                       | 1,454.00     |
| TV Remote Replacements (\$12.99 each)  | 26.00        |
| MacBook Charging Cord for In-house Checkout  | 108.00       |
| 1 x iPad to circulate with a hotspot, iPad case, iPad cover, and bag to circulate in (\$434.62 + \$7 + \$9 + \$30)   | 480.62       |
| Camera Stabilizer for Marketing  | 312.00       |
| Xbox and accessories with Game Pass to circulate   | 572.13       |
| Misc. Circulation Electronic Replacement Parts & Money for   | 500.00       |

|         |   |  |
|---------|---|--|
|         | Apps (GoPro, Roku, Hotspots, etc.)  |  |
|         | Misc. Equipment   | 2,976.00   |
|         | <b>TOTAL</b>  | <b>\$ 38,096.00</b>                              |
| 1-153   | Capital Outlay Other Grants (spent if funds arrive)   | \$ 15,000.00                                     |
| 1-154   | Capital Outlay: Future Development & Repair:<br>Plan to start setting aside money for future capital projects in FY 25/26 |  |
| 1-160   | Refunds: No change  | \$ 500.00  |
| 1-230   | Accounting (Accountant based on 9 mos. receipts: \$145.00 to \$325.00 per hour)<br>Annual Audit (Plan on 5% increase)     | \$ 11,580.00<br><u>15,500.00</u><br>\$ 27,080.00 |
| 1-232   | Legal Notice Publishing: No change  |  |
| 1-233   | Printing: No change   |  |
| 1-234   | Travel  |  |
|         | Misc. Mileage for local classes and trainings (no change)   | \$ 2,000.00                                      |
|         | Head of Children's to LibLearnX 2025 *Preferred conference  | 1,458.00   |
|         | Deputy Director of Public Services Travel to ILA 2024   | 838.00   |
|         | Head of Children's Travel to ILA 2024   | 838.00   |
|         | LJ Director Summit Lodging, Meals & airfare for Library Director in SC  | <u>1,300.00</u><br>6,434.00                      |
| 1-235   | Staff Development:  |  |
|         | In-Service Day Training x2  | \$ 2,000.00                                      |
|         | In-Service Day Meals x2 (\$1,000 each)  | 2,000.00   |
|         | College Coursework:   |  |
|         | 6 Bachelor's Digital Marketing @ 100% (Sara Olsen)  | 14,640.00  |
|         | 2 Associates classes @ 50% of \$2,000 (Kat Solheim)   | 1,000.00   |
|         | 2 MLIS classes @ 100% of \$1,794 (Nora Samelson)  | 1,794.00   |
|         | 5 MLIS classes @ 100% of \$4,720.00 (Brenda Martinez)   | 4,720.00   |
|         | 6 3-credit classes @ CLC @ 100% of \$2,897.16 (Kim Mirocko)   | 2,897.16   |
|         | Continuing Education:   |  |
|         | 4 Reaching Forward (2 Child., 1 Circ., 1 Adult)   | \$ 640.00  |
|         | Misc. Safety & Behavior   | 200.00   |
|         | Homeless Training   | 899.00   |
|         | Notary training for 3 new notaries  | 150.00   |
|         | Anderson's Children's Literature Breakfast for 2 Child. Staff   | 130.00   |
|         | C2E2 2024 for 6 attendees @ \$52.25 each + \$12 shipping  | 325.50   |
|         | Comptia A+ Certification Exam (Sam Langford)  | 404.00   |
|         | Comptia A+ Certification for Krystal  | 253.00   |
|         | LibLearnX for Head of Children's  | 395.00   |
|         | ILA reg. for Deputy Director of Public Services & Head of Children's  | 800.00   |
|         | LJ Directors Summit for Library Director  | 200.00   |
|         | Misc. Workshops   |  |
|         | (\$2,000 M&C, \$500 Child, \$750 Teen, \$500 other)   | <u>3,750.00</u><br>\$ 37,197.66                  |
| 1-235.1 | Human Resource Activities   |  |
|         | Employee Background Checks  | \$ 660.00  |

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|---------|--|--------------------|
|         | Illinois Labor Law Posters   | 68.00              |
|         | Flowers for staff illness & community leaders  | 700.00             |
|         | <u>Community &amp; Group Meetings and Events:</u>  |                    |
|         | Board Treats   | 420.00             |
|         | Friends Treats   | 75.00              |
|         | Other Meetings (State of Antioch, etc.-- 10 @ \$20)  | 200.00             |
|         | M&C Meetings & Luncheons (Chamber Luncheons (9/year x 2 staff & Other)                                       | 480.00             |
|         | APLD Hosted meetings   | 300.00             |
|         | Volunteer Luncheon   | 1,200.00           |
|         | All Staff and Board Event  | <u>3,200.00</u>    |
|         |  | 5,995.00           |
|         | <u>Staff Meetings:</u>   |                    |
|         | Full Staff Meeting (4 per year)  | 800.00             |
|         | Department Meetings (\$10 per head x 1 meeting per year)   | 490.00             |
|         | Quarterly Public, Operations & Admin Team meetings (\$50 x 3 teams x 4)                                      | 600.00             |
|         | Committee Meeting Treat (\$25 x 1 meeting per year x 16 Committees)  | 400.00             |
|         | Lunch for Exceptional Staff Performance (\$100 x 4 per year)   | <u>400.00</u>      |
|         |  | 2,690.00           |
|         | <u>HR Activities by Business Office:</u>   |                    |
|         | Staff activities (\$85/month)  | 1,020.00           |
|         | Staff anniversaries annual gifts (\$15 per employee)   | 735.00             |
|         | Life event cards (birthday, sympathy, etc.)  | 150.00             |
|         | Plaques, memorial leaves & misc. gifts   | 500.00             |
|         | Customer Service Week  | <u>800.00</u>      |
|         |  | 3,205.00           |
|         | <b>TOTAL</b>   | <b>\$13,198.00</b> |
| 1-236   | Computer Programs:   |                    |
|         | 3 x CorelDRAW Graphics Suite   | 394.08             |
|         | Monday.com (2 seats * \$19/month = \$95 * 12 months)   | \$456.00           |
|         | 2 x Adobe Illustrator  | 359.76             |
|         | 2 x Adobe InDesign   | 359.76             |
|         | <b>Total</b>   | <b>\$1,569.60</b>  |
| 1-240.1 | Office Supplies: No change   | \$ 10,000.00       |
| 1-240.2 | Copier Supplies:   |                    |
|         | Impact Contracted Service & Supplies (\$230.80/month + extra for overages)                                   | \$ 5,000.00        |
| 1-240.3 | Printer/Computer Supplies:   |                    |
|         | Toner/Ink Supplies and 3D Printer Supplies/Filament  | 9,000.00           |
|         | Toner Supplies based on KM OPS service: \$607.48/month * 12 = \$7289.76 + extra for overages                 |                    |
|         | Ink Supplies for Workshop Printer, Kathy Deaner's & Jen Norris's portable printers (\$100)                   |                    |
|         | 3D Printer Filament replacement \$30 per roll * 6 rolls = \$180.00   |                    |
|         | Large Format Printer Maintenance (Parts, Labor, Ink & Paper) \$1461.60 + additional types of paper \$3000.00 | 4,400.00           |
|         | Receipt Printer Paper (sticky and regular)   | 600.00             |
|         | <b>Total</b>   | <b>\$14,000.00</b> |

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|---|---------------|
| 1-240.4 Processing Supplies: No change  | \$ 3,500.00   |
| 1-240.51 Colormarq Label System: No change<br>Includes \$325 to configure 1 new printer or workstation  | \$ 1,500.00   |
| 1-240.6 AV Cleaning Supplies: Decrease \$1,000  | \$ 2,000.00   |
| 1-241 Postage: Increase due to increased mailing costs, but reduce overdue mailings<br>Includes \$6,040 for Newsletter Postage, based on 15,115 @ \$0.097/piece.<br>Includes 3% buffer for potential increase in cost or number of pieces mailed. | \$ 8,200.00   |
| 1-242 Dues and Memberships:   |               |
| HR Source   | \$ 1,300.00   |
| Illinois Library Association<br>(\$200 APLD, \$225 JD &AB, NK: \$100 )  | 750.00        |
| American Library Association (\$315 JD, \$220 AB, \$212 CP (plus YALSA),<br>\$162 NK, \$200 Sara & Hannah)  | 1,109.00      |
| Lake County Genealogical Society  | 25.00         |
| Antioch Chamber of Commerce   | 175.00        |
| Illinois State Historical Society   | 75.00         |
| LACONI  | 150.00        |
| Lakes Region Historical Society   | 30.00         |
| Notary Bonding  | 100.00        |
| Sam's Club  | 45.00         |
| Amazon Prime Subscription   | <u>199.00</u> |
|   | \$ 3,958.00   |
| 1-243.1 Newsletter, Based on 15,115 pieces, includes 3% buffer for potential<br>increase in paper cost or number of pieces mailed.  | \$ 27,266.16  |
| 1-243.2 Marketing & Communications Activities:  | \$ 8,000.00   |
| Partnership Programming:  |               |
| Community events, visits, outreach  |               |
| Parade Decorations  |               |
| Other outreach M&C  |               |
| Wider Library Programs/Outreach:  |               |
| Holiday cards   |               |
| SRP Kickoff bag and other promotional items   |               |
| NLW Promotional items   |               |
| FCBD Minicon Gift Baskets (3)   |               |
| Banned Books Week—contest giveaways and other   |               |
| Tinted garden walk bollard light film for holidays  |               |
| Other Outreach event needs (Circulation)  |               |
| Other Outreach event needs (M&C)  |               |
| Staff Swag  |               |
| 1-243.3 Seasonal Flowers : Eliminate  | \$ 0.00       |
| 1-243.4 Bookmarks, bags, etc.: Circulation bags, Pens, Parade Candy,<br>Promotional gives & other (M&C)   | \$ 4,500.00   |
| 1-243.41 Patron Purchased Items:  |               |
| Workshop consumable/project materials   | \$ 300.00     |

|         |   |   |
|---------|---|---|
|         | (cost will return as patron buy materials)<br>Ear Buds, Jumpdrives, Headphones, etc.                  | \$ 100.00                                   |
| 1-243.5 | Promotional Ads<br>Print Ads (Connections, Chamber Guide, PM&L, other)<br>Digital ads<br>Sponsorships | \$ 5,000.00                                 |
| 1-244   | Reciprocal Borrowing Losses: No change.   |   |
| 1-245   | Bank Charges: Figure is based on 9-months of receipts.<br>Amalgamated Bank Paying Agent Services      | \$ 4,818.57<br><u>470.00</u><br>\$ 5,288.57 |
| 1-300   | Transfer to Social Security: No change  |   |
| 1-400   | No change (trying to build up IMRF Fund Balance)  | \$ 10,000.00                                |
| 1-600   | Contingency: No change  |   |

## Sites and Building Fund

### Income:

|      |  |             |
|------|--|-------------|
| 2-10 | Taxes, Property, Previous year $\$130,004.31 / 2 = \$65,002.16$  |             |
| 2-11 | Taxes, Property, Current year $\$130,004.31 \times 1.01 / 2 = \$65,652.18$   |             |
| 2-12 | Developer Contributions: In hopes to receive in FY 24/25.<br>If do not receive this year, there is a fund balance remaining.<br>Historically, have brought in \$96,124.00 and have spent \$73,426.07 | \$20,000.00 |
| 2-15 | Interest: Large increase in interest rate. Based on 9 months of receipts.  |             |
| 2-20 | Grants: This income is only spent when received. Do not anticipate applying for grants this year.  |             |

### Expenses:

|       |  |          |
|-------|--|----------|
| 2-130 | Telephone/Internet Expenses:<br>21 x Monthly Mobile Wi-Fi units (\$36.01 monthly * 12 months *<br>21 devices) - Staff & Public Use | 9,074.52 |
|       | 15 x Monthly Mobile Wi-Fi units AT&T (\$15 * 12 months * 15<br>devices + \$6/month * 12 months * 15 devices for filtering)         | 3,780.00 |
|       | 5 x Additional Monthly Mobile Wi-fi units (\$15 * 12 month * 15<br>devices)  | 900.00   |
|       | 10 x Mobile Beacon units (\$10 monthly * 12 months * 10 devices)   | 1,200.00 |
|       | Cable TV (For TV behind Circulation & access in the Eide Room)<br>(\$184.18/month * 12 = \$2210.16)                                | 2,210.16 |
|       | PRI - Telephone Service (489.00 * 12 = \$5868)   | 5,868.00 |

|       |  |                    |
|-------|--|--------------------|
|       | Internet (1080.00 * 12 = \$12,960.00, we do get about 1/2 credited back from E-Rate)                                   | 6,480.00           |
|       | Equipment Lease Fee (Internet Modem) (\$135.00 * 12 = \$1620.00 - trying to get some of this back from E-Rate as well) | 810.00             |
|       | Static IPs (28) (\$30.00 * 12 = \$360.00)  | 360.00             |
|       | Fax & Elevator Lines (\$44.90+29.95+29.95 + 24.95 = \$129.75 * 12 = \$1557.00)   | 1,557.00           |
|       | <b>Total</b>   | <b>\$32,239.68</b> |
| 2-131 | Disposal Service: Based on 9 months of receipts  | \$ 2,819.09        |
| 2-132 | Building and Grounds Maintenance   |                    |
|       | HVAC Maintenance Services O’Hare Mechanical - billed quarterly   | 9,800.00           |
|       | Orkin Pest Control   | 1,600.00           |
|       | Misc. Plumbing Repairs   | 2,000.00           |
|       | Misc. Electrical repairs   | 2,000.00           |
|       | Irrigation Maintenance (1 year warranty until April 2025)  | 500.00             |
|       | Partition Maintenance  | 500.00             |
|       | Flag Pole Maintenance  | <u>1,341.00</u>    |
|       |  | \$ 17,741.00       |
| 2-133 | Heat (Gas) –Based on 9 months of receipts  | \$ 9,661.41        |
| 2-134 | Electricity – Based on 9 months of receipts  | \$ 44,166.43       |
| 2-135 | Water – Based on 9 months of receipts<br>(increase due to Garden Walk & sprinkler system)                              | \$ 2,261.85        |
| 2-136 | Expenditures for Other Grants: No grants expected  |                    |
| 2-140 | Custodial Supplies (based on 9 months of receipts)   | \$ 7,365.32        |
| 2-152 | Capital Outlay, Grounds:   |                    |
|       | Parking Lot Pave & Stripe  | \$ 6,936.00        |
|       | Spring & Fall clean-up (\$185.00 per hour)   | \$ 1,850.00        |
|       | Window Cleaning (3 visits x \$890)   | 2,670.00           |
|       | Lawn Mower   | 400.00             |
|       | Flowers for planters   | <u>225.00</u>      |
|       |  | \$ 12,081.00       |
| 2-153 | Capital Outlay, Building   |                    |
|       | Heavy Weight Moving Supplies (for desk relocation)   | \$ 700.00          |
|       | Tool Set for Lower Level Janitor Room  | 100.00             |
|       | Cordless Vacuum for Lower Level  | 400.00             |
|       | Shed Accessories/Equipment-Heater/Fan  | 500.00             |
|       | Door Repair Allowance  | 500.00             |
|       | Upholstery Cleaner Machine   | 300.00             |
|       | Carpet Cleaner Machine   | 300.00             |
|       | Blinds for Meeting Rooms 1 & 2 (motorized \$3,900, non-motorized \$1,800)  | 3,900.00           |
|       | Rubbermaid Cart  | <u>300.00</u>      |
|       |  | \$ 7,000.00        |

|       |  |                  |
|-------|--|------------------|
| 2-154 | Expenditures, Developer Contributions: Based on 9 months of receipts |                  |
|       | Water Filters  | 500.00           |
|       | Vacuum Filters, Brushes & Battery                                    | 500.00           |
|       | Humidifier Canisters   | 1,300.00         |
|       | Landscaping Tools  | 200.00           |
|       | Cleaning Service (Once a month= \$240 x 12=2,880 per year)           | 2,880.00         |
|       | Carpet & Tile Cleaning (\$5,515); Upholstery (\$2,200)               | 7,715.00         |
|       | Weekly tree & shrub pruning, Weeding @ \$185.00 per hour             |                  |
|       | Estimated 2 hours per week x 4 months x 4 weeks                      | 4,120.00         |
|       | Custodial Clothing/Shirts/Outerwear                                  | 800.00           |
|       | Wayfinding/Directional Signage (Outsourced: Signarama)               | 4,000.00         |
|       | Misc. parts & pieces, etc.   | 1,000.00         |
|       |  | <u>23,015.00</u> |
| 2-600 | Contingency – no change  |                  |

## IMRF Fund

### Income:

|      |   |              |
|------|---|--------------|
| 3-10 | Taxes, previous year $\$209,617.06 / 2 = \$104,808.53$                    |              |
| 3-11 | Taxes current year $\$209,617.06 * 1.01\% / 2 = \$105,856.62$             |              |
| 3-12 | Transfer from General Fund  | \$ 10,000.00 |
| 3-15 | Interest: Large increase in interest rate. Based on 9 months of receipts. |              |

### Expenses:

|       |  |               |
|-------|--|---------------|
| 3-122 | IMRF Expenses as estimated in the payroll proposal<br>Employer Contributions at 11.65% for 2024. 2025 rate not released,<br>but has been on downward trend | \$ 215,135.01 |
|-------|--|---------------|

## Social Security Fund

### Income:

|      |   |  |
|------|---|--|
| 4-10 | Taxes previous year $\$137,196.51 / 2 = \$68,598.26$                      |  |
| 4-11 | Taxes Current Year $\$137,196.51 * 1.01\% / 2 = \$69,284.24$              |  |
| 4-12 | Transfer from General Fund \$0.00   |  |
| 4-15 | Interest: Large increase in interest rate. Based on 9 months of receipts. |  |

### Expenses:

|       |  |  |
|-------|--|--|
| 4-123 | Social Security and Medicare Contribution<br>Employers Contributions at 7.65% x projected payroll (\$148,321.37) |  |
|-------|--|--|

## Tort Immunity

**Income:**

- 7-10 Taxes previous year  $\$60,833.64 / 2 = \$30,416.82$
- 7-11 Taxes current year  $\$60,833.64 * 1.01\% / 2 = \$30,720.99$
- 7-15 Interest: Based on 9 months of receipts.

**Expenses:**

|       |  |  |
|-------|--|--|
| 7-236 | Government Crime Policy<br>Pay in May 2025<br>(Quoted \$2,715.00 5/23/2024 for 5/25/24-5/25/25)  | \$ 2,800.00  |
| 7-237 | General Liability Insurance<br>Building, Liability, Umbrella, Auto & Directors and Officers<br>Pay in June 2025 (plan on 8% increase on prior year)<br>(Quoted \$20,314.00 5/23/2024 for 7/1/24-7/1/25)  | \$ 26,470.00   |
| 7-238 | Worker's Compensation<br>Pay in June 2025 (5% increase on prior year)<br>(Quoted \$2,851.00 5/23/2024 for 7/1/24-7/1/25)<br>Follow-up audit  | \$ 2,754.00<br><u>500.00</u><br>\$ 3,254.00                        |
| 7-239 | Unemployment Insurance: The library is self-insured: estimate in case<br>*Reduced amount from former years, as we have not had to pay this.  | \$ 3,000.00  |
| 7-240 | Appraisal Update<br>(Did full valuation in 23/24, then revaluation @ \$350 in 24/25)   | \$ 350.00  |
| 7-241 | Cyber Liability Insurance<br>Pay in March 2025<br>(Quoted \$3,398.00 5/23/2024 for 3/9/24-3/9/25)  | \$ 3,600.00  |
| 7-242 | Snow Removal:<br>Based on 9 months of receipts + Salt  | \$ 5,500.00  |
| 7-243 | Legal Fees:<br>Figure is based on 9 months of receipts (\$8,808)<br><i>*Appropriate \$30,000 in case Web Accessibility Investigation incurs<br/>More legal fees &amp; is not covered by insurance. Do not have full information<br/>As of 5/15/2024.</i>   | \$ 9,000.00  |
| 7-244 | Building Inspections & Alarm Monitoring<br>Fire Protection System Inspections, sprinklers & extinguishers<br>Elevator Inspections: Lakeland Larsen (Quarterly)<br>Annual ElevatoPressure Test (Lakeland Larsen in Aug.),<br>State Fire Marshall & Inspection (Thompson)<br>Burglar System Chicago Metro Fire Protection - Burglar Alarm Test/<br>Inspection Fee (bill annually) March 2025<br>Burglar System Chicago Metro Fire Protection - Monthly Maintenance Fee<br>(billed Quarterly) \$90/quarter<br>Burglar System Chicago Metro Fire Protection - Monthly Monitoring<br>\$39.00/month * 12 | 3,500.00<br>900.00<br><br>750.00<br><br>275.00<br>360.00<br>468.00 |

|  |                   |
|--|-------------------|
| Fox Valley Annual Alarm Monitoring for Fire \$55/month, billed quarterly | 660.00            |
| Backflow Testing (\$405 for all 3)                                       | 405.00            |
| Generator Inspection   | 880.00            |
| Boiler Inspection  | 200.00            |
| <b>Total</b>   | <b>\$8,398.00</b> |

**Bond Repayment Fund**

**Income:**

|  |                    |                 |
|--|--------------------|-----------------|
| 8-10.1 Taxes previous year   | \$601,051.00 / 2 = | \$ 300,525.50   |
| 8-10.2 Taxes current year  | \$598,627.00 / 2 = | \$ 299,313.50   |
| *See District Bond Levy Allocation Report for details.                   |                    |                 |
| 8-11 Interest: Increase in interest rate. Based on 9 months of receipts. |                    | <u>1,643.64</u> |
|  |                    | \$ 602,858.52   |

**Expenses: from Schedule provided by Bernardi Securities**

|  |  |                   |
|--|--|-------------------|
| 8-150 Payment due 1-1-2025             |  | \$ 482,550.00     |
| Payment due 7-1-2025                   |  | <u>108,850.00</u> |
| *See Debt (Bond Schedule) for details. |  | \$ 591,400.00     |

**Renovation & Expansion Fund**

**Income:**

|   |  |           |
|---|--|-----------|
| 9-11 Interest (fund balance almost completely spent): |  | \$ 500.00 |
|---|--|-----------|

**Expenses: 5-14-24 Bank Balance: \$26,746.46**

|                   |  |                 |
|-------------------|--|-----------------|
| 9-100 Hard Costs  |  | \$ 5,000.00     |
| 9-200 Soft Costs  |  | 20,000.00       |
| 9-600 Contingency |  | <u>2,000.00</u> |
|                   |  | \$ 27,000.00    |