

PLAINFIELD PUBLIC LIBRARY DISTRICT  
FINANCE COMMITTEE AGENDA  
APRIL 13, 2022  
6:30 P.M.  
SMALL MEETING ROOM

1. Call to Order, Pledge, Roll Call
2. Public Comment
3. Discussion Items
  - A. FY22 Working Budget Review
4. Recommendations for Board Action
5. Adjournment

Plainfield Public Library General Fund FY 2022 (July 1, 2022 - June 30, 2023)

	FY22 Budget	FY22 Actual	FY23 Budget	Difference	Notes
<b>Income</b>		Thru 4/6/2022			
1004001 - Real Estate Taxes Library	3,618,460.69	3,580,665.17	3,681,199.40	62,738.71	143rd St extension payback
1004002 - Personal Property Taxes	21,000.00	65,119.58	30,000.00	9,000.00	
1004003 - Overlap Districts Agreement	314,000.00	315,622.16	315,000.00	1,000.00	
1004004 - Lost/Damaged	2,000.00	4,604.46	5,000.00	3,000.00	
1004005 - Book Bag Sales	0.00	33.00	50.00	50.00	
1004006 - Copier Fees	4,500.00	4,277.54	5,000.00	500.00	
1004007 - Fax Fees	1,000.00	851.35	1,200.00	200.00	
1004008 - Non Resident Fees	2,000.00	2,637.22	2,500.00	500.00	
1004009 - Book Sales	1,800.00	1,925.38	2,000.00	200.00	
1004010 - Meeting Room Deposits	1,000.00	100.00	1,000.00	0.00	
1004400 - Tax Escrow Interest (Library)	8,500.00	3,429.07	0.00	-8,500.00	changing bank accounts
1004401 - Checking Interest	50.00	52.55	50.00	0.00	
1004402 - E-Pay Interest	400.00	228.29	200.00	-200.00	
1004408 - Interest - Cert of Dep	500.00	0.00	0.00	-500.00	
1004417 - Tax Escrow Interest HB	0.00	69.86	4,000.00	4,000.00	2,000,000*0.2%
1004502 - Donations & Sponsorships	0.00	5,746.63	0.00	0.00	
1004503 - Donations - Friends of the Library	0.00	3,825.00	0.00	0.00	
1004701 - Per Capita Grant	111,122.08	111,122.08	111,122.08	0.00	May change depending on Census review
1004702 - Grants - Other	0.00	7,129.61	0.00	0.00	
1004901 - Miscellaneous Income (Library)	0.00	4,672.87	0.00	0.00	
1004902 - Sale of Library Used Equipment	500.00	455.00	500.00	0.00	
1004909 - Rental Income	20,720.00	12,150.00	96,000.00	75,280.00	(8000*12) assuming all rented july 1
<b>Total Income</b>	<b>4,107,552.77</b>	<b>4,124,716.82</b>	<b>4,254,821.48</b>	<b>147,268.71</b>	
<b>Expense</b>					
1015000 - Administration Department					
1015001 - Administration Salaries	290,000.00	221,038.83	304,000.00	14,000.00	
1015002 - Unemployment Insurance	4,000.00	962.23	4,000.00	0.00	Rate remained the same
1015005 - Health Insurance	155,000.00	123,298.80	175,000.00	20,000.00	Est 10-15% rate increase
1015006 - Liab Ins - Workers Comp	7,500.00	0.00	10,000.00	2,500.00	anticipate more deliveries and driving
1015011 - Staff Development	20,000.00	8,693.27	20,000.00	0.00	New branding apparel
1015012 - Travel Expense	6,000.00	3,601.93	8,000.00	2,000.00	Anticipated mileage increase/ Internet Librarian conference
1015013 - Membership Dues	6,000.00	5,011.67	6,000.00	0.00	
1015014 - Human Resources	2,000.00	739.44	2,000.00	0.00	
1015015 - Staff Development EDI	0.00	0.00	20,000.00	20,000.00	New Initiative - consultant, training and implementation expenses
1015201 - Payroll Services	9,000.00	6,773.14	9,500.00	500.00	
1015202 - Legal Services (Library)	5,000.00	225.00	5,000.00	0.00	
1015204 - Bank Fees	3,000.00	2,766.26	3,500.00	500.00	
1015205 - Trustee Development	2,500.00	558.20	2,500.00	0.00	
1015308 - Office Supplies - Paper	3,000.00	272.19	2,000.00	-1,000.00	
1015310 - Office Supplies - Admin	3,000.00	3,075.56	4,000.00	1,000.00	Poster ink costs 2x as much
1015311 - Postage	3,500.00	2,670.92	3,500.00	0.00	
1015313 - Newsletter	45,000.00	38,685.76	52,000.00	7,000.00	paper and production cost increases: 12% per issue
1015316 - Printing - Legal	1,000.00	1,128.76	1,200.00	200.00	
1015317 - Telephone	14,000.00	9,211.06	12,000.00	-2,000.00	
1015318 - Public Relations (Library)	35,000.00	15,799.23	35,000.00	0.00	New branding items
1015322 - Contingencies Operating Fund	20,000.00	0.00	20,000.00	0.00	
1015801 - Library - Wide Supplies & Events	10,000.00	4,526.21	10,000.00	0.00	
1015802 - Library - Wide EDI Public Initiatives	0.00	0.00	5,000.00	5,000.00	New Initiative
1015805 - Liab Ins - Property / Package	35,000.00	35,393.00	40,000.00	5,000.00	Anticipate increase for cyberliability coverage
1015909 - Rental Property Prof Svcs-Misc	5,650.00	0.00	7,680.00	2,030.00	\$96,000 * 8%
1018003 - Furniture & Fixtures	20,000.00	2,223.47	20,000.00	0.00	
<b>Total 1015000 - Administration Department</b>	<b>705,150.00</b>	<b>486,654.93</b>	<b>781,880.00</b>	<b>76,730.00</b>	

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1025000 - Tech Service Department					
1025001 - Tech Services Salaries	155,000.00	104,602.51	158,000.00	3,000.00	
1025306 - Tech Services Process Supply	15,000.00	8,133.30	15,000.00	0.00	
1025307 - OCLC	3,500.00	3,203.02	3,500.00	0.00	
<b>Total 1025000 - Tech Services Dept.</b>	<b>173,500.00</b>	<b>115,938.83</b>	<b>176,500.00</b>	<b>3,000.00</b>	
1035000 - Account Services Department					
1035001 - Account Services Salaries	490,000.00	361,139.93	477,000.00	-13,000.00	retirements, attrition of shelver positions
1035308 - Account Services Supplies	12,000.00	2,369.93	12,000.00	0.00	
1035309 - ILL Lost Items	500.00	230.73	500.00	0.00	
1035310 - Home Delivery Supplies	4,000.00	29.23	4,000.00	0.00	
<b>Total 1035000 - Account Services Department</b>	<b>506,500.00</b>	<b>363,769.82</b>	<b>493,500.00</b>	<b>-13,000.00</b>	
1045000 - Reference/Adult Services					
1045001 - Reference Salaries	490,000.00	350,912.76	484,000.00	-6,000.00	
1045101 - Adult Summer reading	6,000.00	2,586.01	11,000.00	5,000.00	no longer have Friends' funds to offset costs
1045102 - Adult Programs	15,000.00	11,135.41	20,000.00	5,000.00	anticipating more in-person programs
1045105 - Portable Media Devices - Adult	7,500.00	6,663.18	7,500.00	0.00	
1045106 - Video Games - Adult	3,000.00	1,781.53	3,000.00	0.00	
1045107 - Compact Discs - Adult	5,000.00	1,690.31	4,000.00	-1,000.00	reducing due to lower demand/anticipating renovation
1045108 - Videos & DVDs - Adult	21,000.00	12,718.47	19,000.00	-2,000.00	reducing due to lower demand/anticipating renovation
1045109 - Audio Books - Adult	15,000.00	11,545.36	13,000.00	-2,000.00	reducing due to lower demand/anticipating renovation
1045111 - Digital Resources	216,000.00	113,411.68	218,000.00	2,000.00	
1045112 - Fiction - Adult	24,000.00	19,958.03	24,000.00	0.00	
1045113 - Leased Material - Adult	28,000.00	27,594.25	28,000.00	0.00	
1045114 - Large Print - Adult	7,000.00	4,426.89	6,000.00	-1,000.00	reducing due to lower demand/anticipating renovation
1045115 - Graphic Novels - Adult	4,500.00	2,899.63	4,500.00	0.00	
1045116 - Nonfiction - Adult	25,000.00	15,409.60	24,000.00	-1,000.00	reducing due to lower demand/anticipating renovation
1045117 - Foreign Language - Adult	6,500.00	3,744.26	6,500.00	0.00	
1045118 - Reference - Adult	1,000.00	953.99	1,000.00	0.00	
1045119 - Standing Orders - Adult	5,000.00	3,381.41	5,000.00	0.00	
1045120 - Periodicals - Adult	8,500.00	8,603.30	8,500.00	0.00	
1045212 - Instructors and Facilitators	3,000.00	1,670.00	3,000.00	0.00	
1045305 - Bindery	400.00	0.00	400.00	0.00	
1045306 - Microfilming Supplies	4,000.00	3,901.00	4,000.00	0.00	
1045310 - Department Supplies - Adult	2,500.00	1,175.00	2,500.00	0.00	
1045405 - Local History Supplies	2,500.00	1,037.65	2,500.00	0.00	
<b>Total 1045000 - Reference/Adult Services</b>	<b>900,400.00</b>	<b>607,199.72</b>	<b>899,400.00</b>	<b>-1,000.00</b>	
1055000 - Youth Services					
1055001 - Youth Services Salaries	475,000.00	358,764.40	490,000.00	15,000.00	staffing changes
1055101 - Summer Reading - Children	8,000.00	3,525.00	8,000.00	0.00	
1055102 - JUV Programs	7,000.00	5,927.45	7,000.00	0.00	
1055103 - Databases - YS/YA	21,000.00	17,989.11	24,000.00	3,000.00	new database for ELL
1055104 - Downloadable Materials YS/YA	17,500.00	5,159.99	11,500.00	-6,000.00	Hoopla and Kanopy did not increase as much as anticipated
1055105 - Portable Media Devices - YS/YA	1,800.00	73.91	2,800.00	1,000.00	Accessibility Collection increase
1055107 - Compact Discs - Childre's	1,500.00	19.78	1,500.00	0.00	
1055018 - Videos & DVDs - Children's	14,000.00	1,760.45	14,000.00	0.00	
1055109 - Audio Books - Children's	5,000.00	1,433.16	7,000.00	2,000.00	increase Readalong collection - high demand
1055112 - Fiction - Children's	16,500.00	10,580.09	16,500.00	0.00	
1055116 - Nonfiction - Children's	39,000.00	12,356.38	39,000.00	0.00	
1055118 - Reference - Children's	2,000.00	0.00	2,000.00	0.00	
1055119 - Standing Orders - Children's	6,000.00	413.94	6,000.00	0.00	
1055120 - Periodicals - Children's	1,500.00	0.00	1,500.00	0.00	
1055123 - Easy Fiction	20,000.00	12,545.14	20,000.00	0.00	
1055310 - Department Supplies - Y/S	7,500.00	4,636.04	7,500.00	0.00	
<b>Total 1055000 - Youth Services</b>	<b>643,300.00</b>	<b>435,184.84</b>	<b>658,300.00</b>	<b>15,000.00</b>	
1065000 - Young Adult Services					
1065101 - Summer Reading - YA	5,000.00	620.68	5,000.00	0.00	

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1065102 - YA Programs	6,500.00	5,328.92	6,500.00	0.00	
1065104 - Downloadable Materials - YA	0.00	0.00	1,500.00	1,500.00	New Account - From Audio Books
1065105 - Portable Media Devices - YA	0.00	0.00	2,000.00	2,000.00	New Account - From non Fiction
1065108 - Videos & DVDs - YA	1,500.00	479.83	1,500.00	0.00	
1065109 - Audio Books - YA	1,500.00	0.00	0.00	-1,500.00	Eliminate and move to Downloadable Materials
1065112 - Fiction - YA	16,000.00	7,024.93	12,000.00	-4,000.00	Reduce due to lack of space
1065116 - Nonfiction - YA	8,000.00	1,719.68	5,000.00	-3,000.00	2k to Portable Media Devices -reduced due to lack of space
1065310 - Department Supplies - YA	0.00	0.00	1,000.00	1,000.00	New Account - FromNon Fiction
<b>Total 1065000 - Young Adult Services</b>	<b>38,500.00</b>	<b>15,174.04</b>	<b>34,500.00</b>	<b>-4,000.00</b>	
<b>1075000 - Community Relations Dept</b>					
1075001 - Community Relations Salaries	95,000.00	67,056.85	120,000.00	25,000.00	staffing changes
1075310 - Comm. Relations Supplies	1,000.00	32.33	1,000.00	0.00	
<b>Total 1075000 - Community Relations Dept</b>	<b>96,000.00</b>	<b>67,089.18</b>	<b>121,000.00</b>	<b>25,000.00</b>	
<b>1095000 - Technology</b>					
1015314 - Web Page Development	8,000.00	810.00	6,000.00	-2,000.00	no significant changes beyond logo/email/url changes
1095206 - Pinnacle Cooperative	60,000.00	104.56	65,000.00	5,000.00	anticipated increases
1095207 - Computer Maintenance	66,000.00	57,210.00	70,000.00	4,000.00	multi-factor authentication implementation: special project
1095209 - Email & Web Hosting Fees	600.00	112.90	600.00	0.00	
1095210 - Lease Agreements	26,000.00	25,121.56	27,000.00	1,000.00	
1095211 - Subscription Services	60,000.00	34,188.69	65,000.00	5,000.00	anticipated increases
1095301 - Software	8,000.00	6,111.25	8,000.00	0.00	
1095302 - Computer Supplies	2,000.00	1,656.77	2,000.00	0.00	
1095303 - Data Lines	2,700.00	1,979.55	2,700.00	0.00	
1095304 - Computers/Electronic Equipment	26,000.00	24,626.06	26,000.00	0.00	
<b>Total 1095000 - Technology</b>	<b>259,300.00</b>	<b>151,921.34</b>	<b>272,300.00</b>	<b>13,000.00</b>	
<b>Total Expense</b>	<b>3,322,650.00</b>	<b>2,242,932.70</b>	<b>3,437,380.00</b>	<b>114,730.00</b>	
<b>Net Income Library</b>	<b>784,902.77</b>	<b>1,881,784.12</b>	<b>817,441.48</b>	<b>32,538.71</b>	

	FY22 Budget	FY22 Actual	FY23 Budget	Difference	Notes
<b>Income</b>		Thru 4/6/2022			
2504004 - Real Estate Taxes (IMRF)	2,157.70	2,134.26	4,408.61	2,250.91	
<b>Total Income</b>	<b>2,157.70</b>	<b>2,134.26</b>	<b>4,408.61</b>	<b>2,250.91</b>	
<b>Expense</b>					
2505012 - IMRF Expense -ER	227,000.00	160,750.05	225,000.00	-2,000.00	
<b>Total Expense</b>	<b>227,000.00</b>	<b>160,750.05</b>	<b>225,000.00</b>	<b>-2,000.00</b>	
<b>Net Income</b>	<b>-224,842.30</b>	<b>-158,615.79</b>	<b>-220,591.39</b>	<b>4,250.91</b>	

	FY22 Budget	FY22 Actual	FY23 Budget	Difference	Notes
<b>Income</b>		Thru 4/6/2022			
2004001 - Real Estate Taxes (FICA)	2,157.70	2,134.26	4,408.61	2,250.91	
<b>Total Income</b>	<b>2,157.70</b>	<b>2,134.26</b>	<b>4,408.61</b>	<b>2,250.91</b>	
<b>Expense</b>					
2005011 - FICA Expense	159,000.00	115,828.69	165,000.00	6,000.00	
<b>Total Expense</b>	<b>159,000.00</b>	<b>115,828.69</b>	<b>165,000.00</b>	<b>6,000.00</b>	
<b>Net Income</b>	<b>-156,842.30</b>	<b>-113,694.43</b>	<b>-160,591.39</b>	<b>-3,749.09</b>	

	FY22 Budget	FY22 Actual	FY23 Budget	Difference	Notes
<b>Income</b>		Thru 4/6/2022			
3004001 - Real Estate Taxes (Audit)	0.00	0.00	4,408.61	4,408.61	
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>4,408.61</b>	<b>4,408.61</b>	
<b>Expense</b>					
3005218 - Audit Expense	7,500.00	7,290.00	10,000.00	2,500.00	Need to include Actuarial Valuation
<b>Total Expense</b>	<b>7,500.00</b>	<b>7,290.00</b>	<b>10,000.00</b>	<b>2,500.00</b>	
<b>Net Income</b>	<b>-7,500.00</b>	<b>-7,290.00</b>	<b>-5,591.39</b>	<b>1,908.61</b>	

Plainfield Public Library Building, Sites and Maintenance Fund FY2022 July 1, 2022 to June 30, 2023

	FY22 Budget	FY22 Actual	FY23 Budget	Difference	Notes
<b>Income</b>		Thru 4/6/2022			
5004001 - Real Estate Taxes (Site Fund)	315,024.00	311,605.11	315,216.47	192.47	
<b>Total Income</b>	<b>315,024.00</b>	<b>311,605.11</b>	<b>315,216.47</b>	<b>192.47</b>	
<b>Expense</b>					
5085001 - Building Maintenance Salaries	112,000.00	80,405.88	117,000.00	5,000.00	
5085212 - Custodial Services	41,000.00	32,500.00	41,000.00	0.00	
5085213 - Disposal Services	6,000.00	4,708.74	6,000.00	0.00	
5085214 - Building Maintenance Agreement	5,000.00	3,876.75	5,000.00	0.00	
5085215 - Equipment Maintenance Agreement	10,000.00	7,175.27	10,000.00	0.00	
5085216 - Building Repair	35,000.00	27,100.10	35,000.00	0.00	
5085217 - Equipment Repair	15,000.00	14,600.25	15,000.00	0.00	
5085399 - Contingencies	20,000.00	0.00	20,000.00	0.00	
5085601 - Utilities - Electric	40,000.00	30,252.96	40,000.00	0.00	
5085602 - Utilities - Gas	6,000.00	5,059.81	6,000.00	0.00	
5085603 - Utilities - Water	3,500.00	2,277.76	3,500.00	0.00	
5085604 - Building Supplies	8,000.00	2,760.35	8,000.00	0.00	
5086505 - Equipment & Tools	6,000.00	5,340.30	6,000.00	0.00	
5085606 - Janitorial Supplies	20,000.00	13,101.73	20,000.00	0.00	
5085611 - Rental Prop Util/Trash/Water	10,000.00	8,071.21	20,000.00	10,000.00	increase due to having tenants and anticipated rate increases
5085909 -Rental Prop General Maint	20,000.00	19,323.42	15,000.00	-5,000.00	includes window replacement
<b>Total Expense</b>	<b>357,500.00</b>	<b>256,554.53</b>	<b>367,500.00</b>	<b>15,000.00</b>	
<b>Net Income</b>	<b>-42,476.00</b>	<b>55,050.58</b>	<b>-52,283.53</b>	<b>-14,807.53</b>	



Plainfield Public Library Reserve Fund FY2022 July 1, 2022 - June 30, 2023

	FY22 Budget	FY22 Actual	FY23 Budget	Difference	Notes
<b>Income</b>		Thru 4/6/2022			
7504250 - Grants - Construction	0.00	0.00		0.00	applications for state grants due April 15, 2023
7504400 - Interest	50.00	34.44	50.00	0.00	
7504450 - Prime Account Interest	4,000.00	633.36	1,000.00	-3,000.00	
7504504 - Impact Fees	75,000.00	77,383.00	90,000.00	15,000.00	
<b>Total Income</b>	<b>79,050.00</b>	<b>78,050.80</b>	<b>91,050.00</b>	<b>12,000.00</b>	
<b>Expense</b>					
7505213 - Legal Services	2,000.00	675.00	2,000.00	0.00	
7505214 - Architectural Services	25,000.00	10,000.00	50,000.00	25,000.00	proposals from NH at May board meeting
7508005 - Real Estate Acquisition	0.00	3,344.94	0.00	0.00	
7508006 - BLDG Development	0.00	10,350.00	0.00	0.00	
7508007 - Demolition Costs	30,000.00	0.00	0.00	-30,000.00	to be included in renovation
7508008 - Building Improvement	196,220.00	10,041.26	150,000.00	-46,220.00	in anticipation of renovation
7508909 - Rental Prop Bldg Improvement	45,000.00	78,179.99	5,000.00	-40,000.00	majority of improvements will be completed in FY22
7509010 - Out to General Fund				0.00	
<b>Total Expense</b>	<b>298,220.00</b>	<b>112,591.19</b>	<b>207,000.00</b>	<b>-91,220.00</b>	
<b>Net Income</b>	<b>-219,170.00</b>	<b>-34,540.39</b>	<b>-115,950.00</b>	<b>103,220.00</b>	

## FY2023 Working Budget Details

- We continue to work to maintain as flat a budget as possible in order to save money for future expansion. This budget reflects a 1% increase in expenses over the FY22 Working Budget.
- A slight increase in property tax revenue is expected; however, the agreement to pay back 50% of the property taxes for 143<sup>rd</sup> street will begin in FY2023. This is a maximum of \$171,750 to be paid within ten years. Full payment is anticipated before the maximum time period of ten years.
- Due to the planned and approved growth in Plainfield, impact fees are expected to remain high in FY2023.
- The Per Capita Grant rate is budgeted for the same amount as FY2022. There may be a change once the State reviews our full district numbers.
- Includes a 1.9% market adjustment to the salary schedule and some minor adjustments to comply with our newly developed compensation plan as well as the planned expansion of two positions to full-time. Our combined salaries and benefits accounts for 65% of our budget, which meets the IL recommended standard of 60-70% of the operating budget.
- Staff Development will include re-branding costs for staff apparel, etc.
- Staff Development – EDI is a new initiative for Equity, Diversity and Inclusion training/activities specific to Human Resources.
- We've also included an EDI-specific budget line for public programming.
- Only minor changes were made within departments to reflect changing use patterns and/or needs.
- Includes expenses for the development of Multi-Factor Authentication Plan with our IT consultant, as required by our liability insurer.
- Includes the possibility of some capital projects as part of a larger renovation project in the Reserve Fund.
- We continue to spend down the fund balances in the FICA, IMRF and Audit funds by levying the minimum in those funds. This is part of the plan to move the majority of expenses to the General Fund. We will not be eliminating those funds altogether however, so that in the (distant) future, if we should ever reach the max tax rate (which is .60; we are at .21), we would have those funds available for levy purposes.
- While the working budget is not a legal document and can be amended at any time, in order for the Library to move forward with the statutory compliance calendar, the working budget needs to be approved.