



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES  
FINANCE COMMITTEE MEETING  
MAY 20, 2024  
6:00 P.M.

CONFERENCE ROOM – SECOND FLOOR

## AGENDA

*Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (630) 231-1552, by email at [admin@wcpld.info](mailto:admin@wcpld.info) or in writing, not less than five (5) working days prior to the meeting.*

- |       |  |                                |
|-------|--|--------------------------------|
| I.    | Call to Order  | Corrine Jakacki-Dattomo, Chair |
| II.   | Roll Call  | Corrine Jakacki-Dattomo, Chair |
| III.  | Approval of the Minutes  |                                |
|       | A. April 18, 2024  | <b>ACTION</b>                  |
| IV.   | Recognition of the Public  |                                |
| V.    | Public Comment -- Limited to 3 minutes                                       |                                |
| VI.   | Agenda - Additions / Deletions   |                                |
| VII.  | Unfinished Business  |                                |
| VIII. | New Business   |                                |
|       | A. Review of the Proposed Income Projection for FY 2025                      | <b>ACTION</b>                  |
|       | B. Review of the Proposed Budget for FY 2025                                 | <b>ACTION</b>                  |
|       | C. Recommendation to Transfer Money from Corporate Carryover to GASB 54 Fund | <b>ACTION</b>                  |
| IX.   | Recommendations  |                                |
| X.    | Adjournment  | Corrine Jakacki-Dattomo, Chair |

Committee: Jakacki-Dattomo – *Chair*; Grotto, Kelsey; Ex-Officio: Weninger



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES  
FINANCE COMMITTEE MEETING  
APRIL 18, 2024  
6:00 PM

CONFERENCE ROOM – SECOND FLOOR

MINUTES

- 1) Call to Order
  - a) Chair Jakacki called the meeting to order at 5:58pm
- 2) Roll Call
  - a) Present Attendees: Diane Kelsey, Scott Grotto, Corrine Jakacki (Board Members). Pat Weninger (Ex-Officio), Ben Weseloh and Maureen Major (Staff)
- 3) Approval of the Minutes of March 25, 2024 Finance Meeting
  - a) Motion to approve: Weninger motioned, Grotto seconded. Motion passes.
- 4) Recognition of the Public
  - a) Tom Sutter, Crum Halsted Insurance Agency (arrived at 6:02pm)
  - b) Patrick Cook, Cook and Kocher Insurance Group (arrived at 6:45pm)
- 5) Public Comment -- Limited to 3 minutes
  - a) None
- 6) Agenda - Additions / Deletions:
  - a) None
- 7) Unfinished Business
  - a) None
- 8) New Business
  - a) Insurance Broker Presentation
    - i) Tom Sutter (Crum Halsted Insurance Agency)
    - ii) Patrick Cook (Cook & Kocher Insurance Group)
  - b) Motion to recommend Cook & Kocher for Insurance Broker: Grotto proposed; Kelsey seconded. Motion passes.
  - c) Motion to recommend using Reserve Monies to fund Capital Projects for FY2025: Grotto proposed; Kelsey seconded. Motion passes.
    - i) \$302,500 for FY25
    - ii) \$367,000 for FY26

**DRAFT**  
**5.20.2024**

**INCOME PROJECTION**  
**FY 2024/2025**

Revenue	Library Fund	FY 20-21 Anticipated	FY 20-21 Actual	FY 21-22 Anticipated	FY 21-22 Actual	FY 22-23 Anticipated	FY 22-23 Actual 5-2023	FY 23-24 Anticipated	FY 23-24 Actual	FY 24-25 Anticipated
30010	Property Taxes (Tax Levy-Corp Fund)	\$2,155,659	\$2,150,565	\$2,246,970	\$2,375,485	\$2,343,538	\$2,470,249	\$2,535,051		\$2,772,698
32010	Personal Prop.Replac.Taxes	\$35,000	\$54,884	\$35,000	\$119,634	\$60,000	\$61,652	\$60,000		\$75,000
33000	Interest Income - IL Fund General & GASB	\$1,000	\$1,162	\$1,000	\$2,732	\$1,000	\$45,883	\$45,000		\$35,000
33040	Interest - IL Fund Bldg. Construction				\$82	\$0	\$828	\$800		\$1,000
35100	Fines (Service Fee)	\$7,000	\$3,198	\$3,000	\$2,725	\$3,000	\$517	\$0		\$0
35150	Copiers (Service Fee)	\$6,250	\$663	\$2,500	\$4,483	\$3,000	\$4,518	\$4,000		\$4,500
35510	Lost & Paid Books (Service Fee)	\$500	\$187		\$1,702	\$1,000	\$1,551	\$1,000		\$1,200
35710	Non-Resident (Service Fee)	\$2,400	\$899		\$1,101	\$1,000	\$2,097	\$1,500		\$2,000
36030	Memorials and Donations (Misc.)		\$100		\$326	\$100	\$105	\$100		\$100
36035	Donations-Summer Reading Program (Misc.)	\$1,200			\$1,000	\$2,000	\$0	\$1,500		\$1,500
36045	Impact Fees - Developer Donations (Misc.)	\$200	\$45	\$100		\$100	\$215	\$200		\$200
38010	Per Capita Grant	\$37,405	\$37,405	\$37,405		\$42,668	\$42,668	\$42,668		\$42,668
38020	Other Grants		\$497							
39010	Other Income (Misc.)	\$3,000	\$7,244	\$3,000	\$2,917	\$3,000	\$91	\$300		\$300
								\$2,692,119		\$2,936,166
	<b>Non-Cap Funds</b>							\$35,449		\$5,277
	<b>Tax Abatements</b>							-\$63,468		-\$82,300
	<b>Corporate Fund</b>	\$2,249,614	\$2,256,849	\$2,328,975	\$2,512,188	\$2,460,406	\$2,630,373	\$2,664,100		\$2,859,143
	<b>Special Revenue Fund - IMRF</b>	\$130,531	\$129,992	\$133,347	\$132,111	\$130,974	\$126,168.00	\$140,836		\$149,876
	<b>TOTAL REVENUE</b>	\$2,380,145	\$2,386,841	\$2,462,322	\$2,644,299	\$2,591,380	\$2,756,541	\$2,804,936		\$3,009,019

ACCT #	ACCOUNT NAME	FY 22/23 Proposed	FY 23/24 Proposed	FY 24/25 Proposed	COMMENTS
<b>LIBRARY FUND</b>					
<b>PERSONNEL:</b>					
41100	Salaries	1,272,308	1,340,500	1,422,082	Based on 34 staff (ft19, pt15) Includes \$12,000 merit pool
41100	ER Health Savings	10,800	9,600	12,000	H.S.A. - 9 participants @ \$1,200, 1 extra
41110	Ins-Health & Dental, Life, EBC	198,350	229,236	286,533	18 Eligible employees (17 elected), 18 budgeted
41120	FICA	98,000	103,000	109,000	Medicare and OASDI (Social Security)
41130	Unemployment	3,000	3,000	2,000	
41140	Worker's Compensation	2,336	2,600	2,600	Hanover
		1,584,794	1,687,936	1,834,215	
<b>ADMINISTRATIVE EXPENSES:</b>					
41310	Professional Development	13,260	14,980	14,180	Staff development (ALA , PLA , ILA , LACONI , Webinars, Reaching Forward)\$6,180, Tuition reimbursement for MLIS (\$2,000), Staff training (\$5,000), LD professional development (\$1,000)
41320	Travel	2,500	2,200	4,026	Hotel, mileage reimbursement for Circulation \$280, Adult Services \$2,166, Youth Services \$1,100, Circulation \$280, misc. \$200
41330	Association Dues	5,383	6,100	6,245	Institutional and professional memberships (ILA \$1,325, ALA \$1,759, PLA \$170, YALSA \$62, ALSC \$174, LACONI \$150, HR Source \$1260, Chamber of Commerce \$275, Rotary \$650, misc. \$420) for staff and WCPLD
41332	Payroll Processing	6,500	7,300	8,200	Web Pay, Web Time, W2 processing
41334	Office Supplies-General	6,100	5,500	5,950	White Board Markers, Cleaners, Erasers, Post its, envelopes, labels AS (\$300), VS (\$800), Admin (\$750), General office supplies (\$4,100) (postage meter supplies \$500, misc. office supplies \$1,600, printer/copier paper \$2000)
41336	Office Equipment	23,150	21,434	20,857	DeLage Landen copier lease (\$1,627 mo./\$19,524 yr), Francotyp-Postalia \$450/yr, Lobby rug \$270, exterior display case \$613
41338	Postage	6,820	6,500	7,000	Postage mailings
41342	Administrative Miscellaneous	2,100	3,500	1,210	Bank fees, background check fee 5@\$32=\$160, contingency, HR Direct - Poster Guard (\$95), Nayax copier fees \$215/annual, notary fees \$300, Costco \$260/annual, Amazon Capital \$180/annual
41344	Supplies-Recognition	6,000	6,000	6,500	Board retreat, in-service , hosting of meetings, Christmas dinner, other events (\$500 per event), staff recognition \$3000, misc. food
41346	Materials & Resource Recovery	1,600	1,000	1,600	Cost associated to recover material that is overdue through Unique Material Recovery Service.
41348	Circulation Services Supplies	4,500	4,500	6,500	This line is used to purchase Library Cards \$2,000, Printer Paper \$2,000, book carts \$2,000, office and department supplies \$500
		77,913	79,014	82,268	
<b>ADMINISTRATIVE TECHNOLOGY EXPENSE:</b>					
41400	IT Equipment/Upgrades - Staff	35,612	75,220	32,511	SafeID Token and Service project (Hardware \$700, Licenses \$300, Estimated Services \$7500) = \$8500, 2 Microsoft Surface Laptops @ \$3000 each = \$6000, 2 Microsoft Docking Stations @ \$290 each = \$580, 2 Microsoft 3 year warranties @ \$99 = \$198, Viewsonic 32" UHD Monitor = \$375, Viewsonic 34" Ultrawide Monitor = \$416, 6 HP Elitebook laptops @ \$1479 each = \$8874, 4 HP Docks @ \$189 each = \$756, 6 HP Care Pack 3 year warranties @ \$77 each = \$462, 8 Viewsonic 27" Monitors @ \$164 each = \$1312, Apple Macbook Pro = \$4639, Applecare 3 year warranty = \$399

41410	Software - Staff	32,807	3,410	42,764	Yearly cost of 4 licenses of Adobe Creative Cloud through Techsoup = \$1578.32, Access to Cricut image and font database @ \$119.88, Parallels desktop for Mac \$110.24, Curbside Communicator \$480 @ \$120 a quarter, Yearly cost of KnowBe4 security training \$900. Yearly cost of Microsoft Open Value Agreement \$1264. Yearly cost of Microsoft Software Assurance Renewal \$100, Managed security service provider (Upfront \$2000, Monthly \$3000 or \$36000 yearly) = \$38000, Spotify Premium @ \$10.99 per month = \$131.88 per year, Quickbooks Online Plus = \$80
41420	Technology Management	65,560	65,368	76,925	Sikich managed services cost @ \$5093.55 monthly/July-Dec and \$5348.23 Jan - June = \$62650.68, Skykick Email Backup @ \$162 per month/\$1944 total, Azure Active Directory - CSP / Microsoft Defender for Office 365 (Plan 1) Faculty = \$1010, Datto Cloud Backup Service - 1 Year = \$3200, 36 hours of Professional services @ \$203 each = \$7308, 4 hours of Project Management @ \$203 each = \$812
41425	Warranties/Extended Care	15,020	19,552	15,814	Faronics DeepFreeze @ \$400, Mimecast Support Renewal 1 year \$7250, Zoom Pro renewal @ \$159.90, Sonicwall Support 1 year \$2750, Maintenance Renewal for the Indus Bookscanner @ \$3250, Cen-tech Self checkout kiosk \$1151.82, Digicert SSL 123 Certificate - remote.wcpld.infol 1 year \$132, Professional Services Certificate Renewal \$720
		148,999	163,550	168,014	
<b>LIBRARY MATERIALS-BOOKS:</b>					
42112	Reference-Electronic	48,374	47,845	51,229	Freegal 6,103.00 EBSCO SWAN Database Package estimate \$10,055.00 Library Aware \$1,032.00 Learning Express Library \$1,393.00 Transparent Language \$1,620.00 (year 2 of 2 pricing contract) A to Z Databases \$1,895.00 (year 3 of 3 pricing contract) A to Z World Maps \$250.00 A to Z World Foods \$250.00 A to Z World Traveler \$200.00- New A to Z USA \$175.00- New World Book Online \$2,291.00 Public Records /Check Illinois \$2,591.00 Ancestry/ Heritage Quest \$3,108 Overdrive/DLIL estimate \$6,600.00 (including digital magazines) Eread Illinois estimate \$1,650.00 LinkedIn Learning \$7,000.00 Newsbank estimate \$1,600.00 GVRL Admin Fee est. \$100.00 Museum Adventure Pass \$360.00 Beanstack \$944.00 YS World Book Spanish 438.00 YS World Book Early Learning 874.00 YS Lote4kids 700.00 New

42120	Books-Adult	48,000	70,700	70,700	Dewey Area Budget Breakdown 000s : \$2,000.00 ( approx.. 111 books/eBooks) 100s: \$1,800.00 (approx.. 119 books/ebooks) 200s: \$1,200.00 ( approx.. 120 books/ebooks) 300s: \$8,000.00( several subject areas in the 300s to order/approx.. 444 books/ebooks) 400s: \$600.00 ( approx. 20 books/ebooks) 500s:\$1,500.00 ( approx. 68 books/ebooks) 600s: \$9,000.00 ( several subject areas to order approx. 449 books/ebooks) 700s: \$5,000.00 ( approx192 books/ebooks) 800s: \$ 1,400.00 ( approx. 98 books /ebooks) 900s: \$4,000.00 ( approx. 233books/ebooks) Biographies:\$ 2,000.00 (approx. 90 books/ebooks) Spanish Language: \$4,000.00 ( approx. 250 books/ebooks) Fiction: \$15,700.00 (approx. 1,000 books) Favorite Author's Program:\$ 5,000.00 Bestsellers: \$3,500.00 ( approx. 194 books) Large Print Standing orders: \$3,000.00 (approx. 120 books) Reference: \$3000.00 ( approx. 12-15 titles)
42122	Books-Literacy	370	370	370	New Readers and ESL materials ( approx. 20 books and News for You renewal)
42130	Books-Young Adult	5,500	5,500	5,000	Print Materials (Fiction, Non-Fiction, & Graphic Novels) (Approximately 400 titles)\$3,500 eBook/eAudiobooks (Approximately 150 materials)\$2,000
42140	Books-Youth	23,500	23,500	25,700	Approx 1,600 books at an average cost of \$10.50 each including picture books, board books, juvenile fiction, juvenile nonfiction, and graphic novels (\$16,800). Approx 260 Spanish/bilingual books at an average cost of \$25 (\$6,500). Aprox 250 board and picture books at an average cost of \$10.50 each for early learning kits, discovery on the go kits, and Spanish kits (\$2,400)
42170	RBP/ILL Book Replacement	1,000	1,000	1,000	Cost associated to pay other libraries for damaged and lost material borrowed through interlibrary loan.
		126,744	148,915	153,999	
<b>LIBRARY MATERIALS-PERIODICALS:</b>					
42210	Periodicals	9,000	8,850	8,000	EBSCO subscriptions for print magazines \$5,000.00 Newspaper/magazine subscriptions increases est. \$3,000.00
		9,000	8,850	8,000	
<b>LIBRARY MATERIALS-AUDIO VISUAL:</b>					
42320	AV Materials-Adult	27,000	33,000	35,500	DVDs,(Movies, TV Series, Nonfiction) \$5,500.00 Audiobooks \$6,000 Popular CDs \$500.00 eBook eAudiobook fiction/Overdrive: CPC, OCOU, Metered titles 22,500.00 Library Of Things Items \$ 1,000.00
42330	AV Materials-YA	2,000	2,000	2,500	Video Games \$1,500 Audiobooks \$1,000
42340	AV Materials-Youth	6,650	7,500	11850	24 Video games for Nintendo, Playstation, and Xbox at an average of \$50 each (\$1,200). 80 new and replacement DVDs at an average cost of \$30 each (\$2,400). 25 Audiobooks and 45 e-digital context at an average cost of \$50 each (\$3,500). 14 music CDs at an average cost of \$20 each (\$350). 25 new and replacement Spanish DVDs at an average cost of \$20 each (\$500). 60 new VOX titles at an average cost of \$60 each (\$3600). 15 new Toni Box characters at an average cost \$20 each (\$300).
		35,650	42,500	49,850	

TECHNOLOGY SERVICES:					
42400	Library Consortium	34,935	35,982	33,342	SWAN
42405	Internet Services	19,900	28,100	24,044	ACC Business \$608.66 per month = \$7303.92 yearly, Comcast \$336 per month = \$4032 yearly, Comcast Business \$560 per month = \$6720 yearly. Big Leaf \$499 per month = \$5988 yearly
42420	Software - Public	16,045	17,018	14,118	Yearly cost of 10 licenses of Adobe Creative Cloud through TechSoup = \$3945.88, LibraryMarket annual subscription fee for calendar/room reservation @ \$2000, MyPC \$781.20, Papercut \$238, ePrintit \$395.00, 2 Kiosk @ \$1598.00, the yearly cost of 43 hotspots @ \$120 per device = \$5160
42445	IT Equipment/Upgrades - Public	26,663	29,350	47,240	11 5G hotspots through TechSoup @ \$30 per device = \$330, Main Firewall Replacement (Hardware \$5000, Software/Licensing \$2500 per year, Estimated Services \$15000) = \$22500, Review low voltage cabling (Estimated services \$5000) = \$5000, Entra ID Password Protection, Password Policy for Patron, Risky Sign-on project (Software/Licensing \$4000 per year, Estimated Services \$10000) = \$14000, Cricut Heat Press = \$800, Sublimation ink and box replacements = \$450, Sublimation paper = \$100, 28 Dell 24" Monitors @ \$145 each = \$4060, 43" TV for the lobby = \$500
		97,543	110,450	118,744	
LIBRARY MATERIAL MAINTENANCE					
42500	Processing--Technical Services	10,190	10,210	10,350	Processing (\$9,910), General Department Supplies (\$200), Archival collection supplies and digital archive development (\$100). Amounts based on previous expenses.
42510	Cataloguing Tool	300	200	210	WebDewey
42515	Digitization Projects	0	0	0	
		10,490	10,410	10,560	
PROGRAMS:					
44120	Programs-Adult	10,000	11,470	12,000	Craft programs (Gettin' Crafty, Crafternoon, senior outreach and Make and Take): \$3,900.00 Presenters: \$5,7000.00 Healthy West Chicago Cooking Classes \$710.00 Movie license AS portion \$175.00 Book Group/writers group/movies: Snacks and supplies 330.00 Illinois Libraries Presents 685.00 Cricut and Maker programs 500.00
44130	Programs-Young Adult	6,000	5,000	4,000	Snacks \$1,200.00 Presenters \$600.00 Take and Makes \$600.00 Snack Testers \$400.00 YA Council Supplies \$300.00 Video Game Club \$300.00 Table Top N Treats \$125.00 YA Cafe \$300.00 Movie License \$175.00
44135	Programs-Summer Reading	5,900	4,270	5,000	Youth Services summer reading that includes completion prizes (\$670), drawing prize (\$250), and prizes books (100 books at \$10 each, total of \$2,080) and Adult and Young Adult summer reading (\$2,000).

44140	Programs-Youth	10,574	10,334	11,554	<p><u>\$3,400</u> Large scale programs  <u>\$4,400</u> Department programming                      - Divided amongst 5 full-time employees and 1 part-time employee.                      - Pre-packaged crafts                      - Activity books                      - Maker supplies: Cricut                      - Speciality Items: Craft, sensory, specialty holiday supplies  <u>\$2,400</u> Early Literacy, Spanish, and Discovery kits. 122 kits that each have 4 books included manipulatives.  <u>\$700</u> new and replacement toys for the Youth Services play area.  <u>\$1,000</u> Reading Programs, including \$500 for a new reading program for school age children and \$500 to refresh the 1,000 Books Before Kindergarten program.  <u>\$480</u> Read and Roll Materials, including 2 books each month at \$20 each.  <u>\$174</u> Swank movie license.</p>
44145	Events and Outreach	7,900	8,600	9,200	<p>Materials for 6 large events including Summer Challenge Event (<u>\$2,000</u>), Hispanic Heritage Month (September, <u>\$2,000</u>), Second Hispanic Event (<u>\$1,500</u>), Trunk-or-Treat (October, <u>\$1,000</u>), Frosty Fest Partnership (December, <u>\$1,000</u>), and 100th Anniversary Great Gatsby/National Library Week (April, <u>\$1,000</u>). Materials for 2 large outreach events including National Night Out (<u>\$200</u>) and Bloomingfest (\$500).</p>
		40,374	39,674	41,754	
<b>MARKETING &amp; PROMOTIONS:</b>					
44210	Marketing	7,246	3,940	4,000	<p>Constant Contact (or similar at a later date) \$145/month x 12 months = <u>\$1,740</u>, Poster Printing Supplies; 3 x [24" x 82' paper @ \$75.89 per roll] = <u>\$228</u>, Epson ink; 6 x [CMY 50 ml cartridges @ \$48 each] = <u>\$288</u>, Epson ink; 1 x [Black 80 ml cartridge @ \$58 each] = <u>\$58</u>, total printing budget = <u>\$574</u>, Royal Publishing [3 ad placements in WCCHS Athletic Programs] = <u>\$765</u>, Promotional Materials and Digital Advertising Budget = <u>\$921</u></p>
44215	Web Site	5,490	10,000	2,298	<p>Cost of hosting with PowderKeg @ \$1,749 per year. Cost of Wildcard SSL Certificate @ \$449.99 per year, Yoast SEO Premium = \$99 per year</p>
44220	Promo Mats-Adult	2,100	3,000	2,400	<p>Promotional Materials 2,100.00                      Binge box supplies: 300.00</p>
44240	Promo Mats-Youth	1,500	2,500	2,500	<p>Outreach, school literacy nights, National Night out, Bloomingfest</p>
44245	Program Guide	15,800	16,300	17,200	<p>Mail Costs; \$1,200 deposit x 4 quarterly mailings = \$4,800                      Production Costs with VisoGraphic; \$3,100 x 4 printings = \$12,400</p>
44250	Surveys	400	468	0	<p>SurveyMonkey has been dropped</p>
		32,536	36,208	28,398	
<b>FACILITIES &amp; OPERATIONS:</b>					
45110	Janitorial Service	14,400	17,400	24,700	<p>Annual carpet cleaning (\$3,350), Floor cleaning ( \$3,350), janitor time off coverage (\$18,000) Buck Services is \$34.50/hr.</p>
45112	Security Service	21,510	21,300	21,300	<p>Security Monitor 20 hours/wk @ \$19.99/hr = \$20,790, 6 special events \$500</p>
45115	Janitorial Supplies	5,500	5,600	6,100	<p>Paper products <u>\$2,150</u>, waste can liners <u>\$1,275</u>, diaper can liners <u>\$75</u>, foam soap <u>\$650</u>, cleaning products and equipment <u>\$1,200</u>, batteries <u>\$200</u>, vacuum cleaner supplies <u>\$75</u>, hardware/tools <u>\$75</u>, misc. <u>\$400</u> (based on current usage)</p>
45117	Security Cameras	5,441	5,500	5,800	<p>Annual surveillance camera service agreement</p>
45120	Snow Removal	26,000	26,000	26,000	<p>Snow removal (less than 55 inches anticipated)</p>



45130	Exterior Landscaping	7,050	9,880	24,900	Monthly landscape maintenance (8@ <u>\$1,200/mo.</u> = <u>\$9,600</u> ), Mulch ( <u>\$6,300</u> ), various planting ( <u>\$2,500</u> ), tree trimming and removal ( <u>\$6,500</u> )
45140	Exterior R&M - Other	9,650	22,420	11,700	Window Washing ( <u>\$700</u> ) Sprinkler system repairs ( <u>\$500</u> ), misc. repairs ( <u>\$10,000</u> ), exterior display ( <u>\$500</u> )
45150	HVAC R&M	25,000	25,000	25,000	HVAC Service agreement ( <u>\$2,908/qtr.</u> = <u>\$11,632</u> ), Gehrke water treatment ( <u>\$125/mo.</u> = <u>\$1,500</u> ), HVAC repairs unanticipated
45155	Gen'l Building Services	1,440	1,500	1,860	Orkin ( <u>\$1,200/annual</u> ), Cintas Filtration ( <u>\$165/qtr</u> = <u>\$660</u> )
45160	Contract Inspection & Maint	13,046	18,763	18,851	ADS ( <u>\$1,225/annual</u> ), Allegiant Fire Detection-Fire Sprinklers ( <u>\$375/annual</u> ), Anderson Elevator ( <u>\$190/mo.</u> = <u>\$2,280 annual</u> ), American National Sprinkler ( <u>\$400/semi-annual</u> = <u>\$800</u> ), Assa Abloy ( <u>\$975/annual</u> ), Cintas Fire-fire extinguishers ( <u>\$2,346/annual</u> ), IL State Fire Marshall Conveyance Certificate ( <u>\$80/annual</u> ) and Boiler Certification Fee ( <u>\$225</u> ), Valley Fire Back Flow Certification ( <u>\$650</u> ), Just Elevator (QE) elevator inspection ( <u>\$135/annual</u> ), First Security Elevator Inspection <u>\$150/annual</u> , First Security ( <u>\$3,000/annual</u> ), SenSource door counter ( <u>\$200/annual</u> ), Delta Technologies ( <u>\$1,640/quarter</u> = <u>\$6,560</u> )
45165	Interior R&M - Other	25,550	45,200	34,000	Misc. repairs <u>\$10,000</u> (lighting, plumbing, ceiling repair, elevator), exterior/interior card readers <u>\$24,000</u>
		154,587	198,563	200,211	
<b>UTILITIES</b>					
45310	Utilities-Gas	7,325	8,600	9,800	Santana gas supplier - fixed price April 2024 through October 2025, transmission fee increase
45320	Utilities-Electric	23,650	28,000	38,000	Satori-Constellation fixed price 10/2022 to 10/2024 ) Rate and transmission fee increase.
45330	Utilities-Telephone	12,000	10,200	19,200	Peerless ( <u>\$1,250/mo.</u> ), Verizon ( <u>\$350/mo.</u> )
45340	Utilities-Water	3,600	4,000	7,500	City of West Chicago ( <u>\$7,500</u> based on current usage)
45350	Utilities-Trash	1,100	1,200	1,200	Flood Bros. ( <u>\$840/annual</u> , Xtreme <u>\$300/annual</u> )
		47,675	52,000	75,700	
<b>PROFESSIONAL SERVICES</b>					
45500	Insurance	17,042	18,470	20,000	Property , liability, umbrella package. Directors & officers liability , Crime policy (treasurer)
45505	Audit	19,409	13,460	13,830	Audit <u>\$10,200</u> , <u>\$600</u> GASB 87 Leases, OPEB <u>\$3,030</u>
45510	Legal	12,000	12,000	12,000	Attorney
45515	Professional Services	15,350	17,000	15,000	Architectual design for Adult Services dept. <u>\$15,000</u>
45520	Accounting	19,500	19,000	19,000	Governmental Accounting
		83,301	79,930	79,830	
<b>LIBRARY BOARD EXPENSES</b>					
45600	Conf & Training-Board	500	1,000	2,500	Board Training
45605	Prof Services-Secretarial	3,300	4,100	4,100	Efficiency reporting ( <u>\$340/mo</u> )
45610	Legal Notices & Ads	1,000	1,000	1,000	Required publishing of legal documents
		4,800	6,100	7,600	
<b>CAPITAL EQUIPMENT EXPENSES</b>					
46500	Capital Equipment & Building	0	0	0	
46510	Capital Projects - Interior	0	0	320,000	** Paid for from Corporate Carryover, not from current tax levy
	SUBTOTAL LIBRARY FUND	2,454,406	2,664,100	2,859,143	
<b>GRANT EXPENSES</b>					
49600	Grant Expenditures	0		0	
<b>SPECIAL REVENUE EXPENSES</b>					
	IMRF	130,974	140,836	149,876	Levy <u>\$149,876</u>
<b>SPECIAL RESERVE EXPENSES</b>					
	TOTAL LIBRARY & SPECIAL	2,585,380	2,804,936	3,009,019	