



Des Plaines Public Library 2022 Budget Summary DRAFT

The 2022 Des Plaines Public Library tax levy includes a \$300,000 increase from the previous year. This increase fulfills our Strategic Plan by allowing sufficient funds to replace essential equipment in Capital Projects. It also reflects mandated increases due to Minimum Wage.

2022 Library Operating Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Beginning Balance	\$ 2,286,041	\$ 2,159,621	\$ 2,219,629	\$ 2,219,629	\$ 1,519,242
Revenues	\$ 6,512,184	\$ 6,268,032	\$ 6,386,488	\$ 6,341,904	\$ 6,889,818
Expenditures	\$ (6,038,604)	\$ (5,708,024)	\$ (6,789,519)	\$ (6,542,291)	\$ (6,669,947)
Transfers	\$ (600,000)	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ (750,000)
Ending Balance	\$ 2,159,621	\$ 2,219,629	\$ 1,316,598	\$ 1,519,242	\$ 989,113

2022 Library Capital Projects Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Beginning Balance	\$ 1,316,143	\$ 1,771,415	\$ 2,103,751	\$ 2,103,751	\$ 2,363,731
Revenues	\$ 25,077	\$ 9,863	\$ 17,000	\$ 1,000	\$ 2,000
Expenditures	\$ (169,805)	\$ (177,527)	\$ (279,980)	\$ (241,020)	\$ (750,940)
Transfers	\$ 600,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 750,000
Ending Balance	\$ 1,771,415	\$ 2,103,751	\$ 2,340,771	\$ 2,363,731	\$ 2,364,791

Library Staff

	2018	2019	2020	2021	2022
Full Time	40	40	42	41	41
Part Time	62 (FTE 26.7)	63 (FTE 26.9)	64 (FTE 27.1)	62 (FTE 25.9)	59 (FTE 25.9)
Total FTE	66.7	66.9	69.1	66.9	66.9

Approved by the Board of Directors on XXXXX.

Des Plaines Public Library Budget

Fund 201

Revenue - Fund 2110 & 2130

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed
TAXES					
810026	Property Taxes 2018				
810027	Property Taxes 2019	5,992,159			
810028	Property Taxes 2020		6,100,000	6,100,000	
810028	Property Taxes 2021				6,400,000
TOTAL TAXES		5,992,159	6,100,000	6,100,000	6,400,000
INTERGOVERNMENTAL REVENUE					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	72,955	73,000	86,086	75,000
822095	Other State Grants	7,500	3,000	3,000	10,000
TOTAL INTERGOVERNMENTAL REVENUE		173,443	168,988	182,074	177,988
FINES & FEES					
850101	Library Fees	3,009	9,000	3,000	3,000
850102	Library Fines	7,302	0	1,000	-
850201	Copying and Printing Fees	6,609	12,500	9,400	20,000
850207	Non-Resident Cards	2,433	1,000	-	-
850208	Meeting Room Fees	106	1,500	-	1,500
TOTAL FINES & FEES		19,458	24,000	13,400	24,500
SPECIAL PROGRAMS & EVENTS					
850215	Special Programs & Events	5,312	10,000	2,000	20,000
TOTAL SPECIAL PROGRAMS & EVENTS		5,312	10,000	2,000	20,000
OTHER REVENUE					
890010	Interest Income	16,160	28,000	1,330	1,330
890050	Sale of Fixed Assets	0	0	0	0
899900	Miscellaneous Revenue	43,967	50,000	42,000	70,000
899910	Vending Machine	508	500	500	1,000
899920	Library Donations	7,034	5,000	600	190,000
899940	Friends Book Sale Passthrough	4,987	0	0	5,000
TOTAL OTHER REVENUE		72,656	83,500	44,430	267,330
FUND TOTAL		6,263,028	6,386,488	6,341,904	6,889,818

Des Plaines Public Library Budget

Fund 202

Revenue - Capital Projects Fund

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed
OTHER REVENUE					
890010	Interest Income	9,863	17,000	1,000	2,000
899900	Miscellaneous Revenue				
899920	Library Donations				
TOTAL OTHER REVENUE		9,863	17,000	1,000	2,000
OTHER FINANCING SOURCES					
898902	Transfer from Library Fund	500,000	500,000	500,000	750,000
TOTAL OTHER FINANCING SOURCES		500,000	500,000	500,000	750,000
FUND TOTAL		509,863	517,000	501,000	752,000

Des Plaines Public Library Budget

Fund 201

Expenditures - Fund 2110 & 2130

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
SALARIES							
910100	Full-time Salaries	2,237,440	2,483,313	2,400,000	2,430,951		
910200	Part-time Salaries	658,335	830,211	700,000	838,279		
910400	Non-Supervisory Overtime						
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910970	Compensated Absences						
TOTAL SALARIES		2,895,775	3,313,524	3,100,000	3,269,230		
BENEFITS							
918010	Unemployment Compensation	0	15,000	0	15,000		
918020	Employer Contr - FICA	222,505	240,329	220,000	248,109		
918021	Employer Contr - IMRF	267,036	290,885	270,000	223,448		
918040	Life Insurance Premiums	1,791	1,886	1,700	1,886		
918050	PPO Insurance Premiums	286,453	410,610	405,000	425,000		
918051	HMO Insurance Premiums	200,429	208,034	160,000	190,000		
918055	Dental Insurance Premiums	18,724	20,000	18,000	20,000		
918070	Workers Compensation	12,055	14,000	14,000	14,000		
TOTAL BENEFITS		1,008,992	1,200,744	1,088,700	1,137,443		
CONTRACTUAL SERVICES							
920100	Legal Fees and Notices	1,720	30,000	30,000	20,000		20,000
920110	Professional Services	439,986	464,296	464,296	445,348	Accounting Service	21,970
						IT Management Service	407,050
						Payroll Service	11,328
						Audit	5,000
920120	Communication Services	32,153	19,100	19,100	48,840	Comcast	36,000
						Outreach connectivity	8,340
						Verizon	4,500
920140	Integrated Library System	89,292	88,010	88,010	88,450	CCS/OCLC	
920202	Conferences	5,044	5,000	5,000	0		
920204	Training	60	750	750	0		
920210	Marketing	0	51,000	51,000	53,000	Advertising	13,000
						Mailings	27,000
						Printing	3,000
						Special events promotion	10,000
920220	Membership Dues	5,753	6,400	7,000	6,400		
920230	Publication of Notices	163					
920990	Property/Liability Insurance	34,738	57,000	57,000	57,000		
930010	R & M Equipment	79,029	58,635	84,475	77,316	Envisionware annual maintenance: (gates, pads, self-checks)	6,500
						Appliance Repair	1,000
						ATI - ShoreTel	4,000

						AV Maintenance	1,000
						Backflow Device Testing	1,500
						BDR Server warranty	0
						Exacqvision	525
						Impact Copier and Printer Support/Usage	26,000
						Juniper Fire Wall	575
						Lyngsoe (sorter)	12,000
						Network Maintenance - Cisco Routers & Switches	7,640
						Sensource People Counter	600
						UPS Annual Agreement (2)	3,760
						TBS Software and Hardware Lease	12,216

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
930020	R & M Bldgs & Structures	80,941	131,325	100,000	110,960	Access Card Reader Maintenance	1,000
						Carpeting/Entrance Mats	1,500
						Door Maintenance	4,740
						Elevator Maintenance	10,000
						Fire Protection Equipment Testing	5,575
						HVAC Controls	19,400
						HVAC Maintenance Agreement	37,250
						HVAC Water Treatment	1,000
						Lighting/Electrical	3,000
						Meeting Room Partition Maintenance	1,220
						Anderson Pest Control	2,000
						Painting	10,000
						Plumbing Repairs	5,000
						Security Alarm Panel	1,775
						Security Camera Repair	5,000
						Woodwork/Laminate Repair	2,500
930030	R & M Vehicles	0	1,500	1,000	2,000	Library Van Maintenance	
930210	Rental of Equipment	13,363	25,600	19,300	890	Impact Copier/Printer Lease	0
						Postage Machine	890
930320	Cleaning: Custodial Services	56,728	73,175	50,000	87,575	Housekeeping Contract	60,000
						Carpet/furniture/drapery cleaning	16,400
						Additional Housekeeping	2,500
						Window/Glass Cleaning	8,675
930490	Refuse Contract	4,157	7,000	6,000	6,000		
960040	Pre-Employment Testing	452	3,000	1,000	3,000		
960065	Bank Fees	0	300	0	300		
960070	Mileage	40	500	100	500		
960210	Special Event Programming	45,912	51,500	51,500	51,850	Adult Programming	15,000
						Teen Programming	10,000
						PAS Outreach Activities	1,850
						Youth Programming	25,000
960990	Misc. Contractual Services	102,198	101,025	101,025	114,835	Aquarium Service	5,000

TOTAL COMMODITIES	811,031	1,039,830	1,020,630	1,024,580	
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Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
CAPITAL EXPENDITURES							
980300	Improvements	0	0	0	0		
980400	Equipment	7,953	6,310	6,310	6,310	TBS Hardware	6,310
980410	Computer Hardware	1,683	6,800	7,900	8,450	Monitor replacements	3,000
						Printer/scanner for IT office	950
						Printer replacements	4,500
980420	Computer Software	39,294	44,495	44,495	45,170	Adobe Creative Cloud Suite (STAFF)	4,800
						Adobe Creative Cloud Suite (PUBLIC)	500
						Adobe Acrobat Pro (8)	440
						Adobe Stock	2,400
						Cash Register (TBS)	1,825
						Cataloger Desk	850
						Connectwise	1,010
						Cricut	120
						DeepFreeze	825
						DropBox	120
						Dell Desktop Authority	2,200
						EZProxy	610
						FireEye	5,000
						Gimlet	710
						GoDaddy	60
						Phishing Test Service	1,200
						Public Web Browser	125
						Quartex	8,000
						Sentinel One	7,200
						Shopkeep	1,100
						SSL	785
						Stackmap	1,810
						Web Dewey	800
						Website Software (Vimeo, Adobe XD, EE plugins, PodOmatic, Meetup, Simple Texting, Jotform, Motion Array Stock)	1,750
						Zoom subscriptions	930
980600	Furniture & Fixtures	155	2,700	2,700	4,500	Signage	4,500
						Refurb Commons gaming chairs	2,000
TOTAL CAPITAL EXPENDITURES		49,085	60,305	61,405	64,430		
TOTAL OPERATING EXPENDITURES		5,829,570	6,922,519	6,542,291	6,669,947		
OTHER FUNDING ACTIVITIES							
990900	Per Capita Grant Expenditure	72,955	73,000	75,000	75,000		
990901	State Grant Expenditures	0					
990940	Transfer to Cap Proj Fund 202	500,000	500,000	500,000	750,000		
993000	Contingency Reserve	0	60,000	60,000	70,000		

999940	Friends Book Sale (passthrough)	4,987			5,000		
TOTAL OTHER FUNDING ACTIVITIES		577,942	633,000	635,000	895,000		
FUND TOTAL		6,334,557	7,422,519	7,042,291	7,564,947		

Des Plaines Public Library

FUND 201

2130 Expenditures - IL Library Per Capita Grant

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920202	Conferences	8,368	9,400	6,500	16,500		
920204	Training	436	5,000	5,000	1,250	Admin	500
						BSS	750
920210	In-Service Training				1000		
920220	Membership Dues						
960070	Travel Expenses						
960210	Special Event Prog	16,142	400	400	150	Volunteer Incentives	150
960990	Misc Contractual Svcs	1,800	7,300	10,800	1,800	Koios for Adwords	1,800
TOTAL CONTRACTUAL SERVICES		26,747	73,000	22,700	20,700		
COMMODITIES							
970260	Postage and Parcel						
970270	Printing	4,969	5,000	2500	4,300		
TOTAL COMMODITIES		4,969	5,000	2,500	4,300		
CAPITAL EXPENDITURES							
980400	Equipment	21,567	55,300	55,300	-		
980410	Computer Hardware						
980600	Furniture and Fixtures				50,000	1st floor carpet & flooring	50,000
TOTAL CAPITAL EXPENDITURES		21,567	55,300	55,300	50,000		
PER CAPITA TOTAL		53,283	73,000	86,000	75,000		

Des Plaines Public Library

Fund 202

Expenditures - Capital Projects Fund

Account		2020 Actual	2021 Budget	2021 Projected	2022 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920110	Professional Services	-	40,000	0			
960990	Misc Contractual Svcs	900					
TOTAL CONTRACTUAL SERVICES		900	40,000	0	0		
CAPITAL EXPENDITURES							
980300	Improvements	51,995	36,500	36,500	218,000	Elevator soft start system	11,000
						UPS batteries (2)	7,200
						New Wi-Fi system	9,800
						Six 2-person study rooms	190,000
980400	Equipment	85,902	157,420	157,420	309,940	Chiller	300,000
						Large format printer	5,000
						TBS Equipment upgrade	4,940
980410	Computer Hardware	57,081	30,900	30,900	209,500	Lifecycle - PC desktops, STAFF	50,000
						Lifecycle - PC desktops, PUBLIC	-
						Lifecycle - laptops, PUBLIC	
						Lifecycle - laptops, IT stable	2,500
						Lifecycle - 10 Ipads for Board	5,000
						Envisionware RFID pads	2,000
						OPAC Thin Clients	5,000
						New Backup Server	15,000
						Switches	130,000
980420	Computer Software	10,981	11,000	11,000	10,500	Microsoft Annual Licenses	10,500
980600	Furniture & Fixtures	6,485	4,160	5,200	3,000	Public desk chairs	3,000
TOTAL CAPITAL EXPENDITURES		212,443	239,980	241,020	750,940		
FUND TOTAL		213,343	239,980	241,020	750,940		