



## INTERNAL MEMO

TO: Library Board of Trustees  
FROM: Jeannie Dilger, Executive Director  
DATE: May 8, 2019  
SUBJECT: FY 2019-2020 Budget

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Trustees,

Over the past few weeks, the Finance Committee reviewed next year's budget. I will attach their recommended budget with some explanations below.

### *INCOME*

#### *Property Tax Income*

In Cook County, we receive property tax distributions twice a year, in March and July. With voter approval of the referendum, we will be able to levy a larger percentage in November 2019. That increase will be received in 2020: 55% in March 2020 (FY 2019-20) and 45% in July 2020 (FY 2020-21). Thus, in the fiscal year of July 2019-June 2020, we will receive a 55% portion of the referendum increase. We anticipate a **15.8% increase in property tax income** this year.

#### *Other Fees and Income*

**Interest income** (10-4100) is on the rise. We've **received nearly 3 times the budgeted amount** in the current fiscal year. To be conservative, we are estimating \$40,000 in interest next year, although we may well receive even more.

To make it easier for patrons to use the Library, we plan to implement **automatic renewals**. This service will **help patrons minimize fines** by automatically renewing items before they become overdue. We anticipate this could reduce Fines income (10-4201) by roughly half.

We are anticipating another fully-funded Illinois State Library Per Capita Grant this year, in the amount of \$111,229. (10-4231)

#### *Income Summary*

**Overall income is anticipated to increase by 24%.** The Corporate Fund will increase 19%.

## EXPENSES

With a new strategic plan in place, we strove to tie budget increases and decreases to the strategic initiatives, to ensure that we are directing taxpayer dollars where residents want them to go.



*1 Experience: We strive to ensure that individuals have exceptional interactions with the library and are connected with resources and services that increase their quality of life. We exceed expectations.*

### *1.1: The library has comfortable, flexible spaces that encourage use and connection.*

Some of our furniture is nearing the end of its life. Lounge seating is worn and stained. DVD and picture book shelving is dated and not conducive to browsing. As we make repairs and replacements, we will work with our architects to ensure new purchases will coordinate well with any upcoming remodel plans. We anticipate spending \$40,000 in Furniture (line 10-5205).

### *1.2: The library's collection is vibrant and convenient to access.*

Our materials budget changes reflect feedback we've heard from the community. We are planning to add some **new databases** (Kanopy streaming video and Creative Bug crafting database, e.g.). We will **increase our Pop Picks new books and add Pop Picks movies** in our lobby area. We've renamed some of these expense lines to more accurately reflect purchasing and reporting to the state, so we now have separate accounts for nonprint materials, databases, and electronic materials.

To **increase our patrons' access to materials**, the Library Board has directed management to pursue joining library consortium to share materials across multiple libraries. On an annual basis, software costs will be lower, because they are shared with many libraries. There are some costs to migrate our data, most of which will occur in fiscal year 2019-20. However, RAILS offers grants to libraries to help with migration to a consortium. Migration costs are estimated at \$87,000 (added to 10-5656 Integrated Library System), and the grant is estimated to cover \$44,265 (reflected in 10-4233 Other Grants).

### *1.3: The library is committed to quality patron interactions.*

**New products to improve the patron experience** that are planned for this year include a scan station for document scanning and easier faxing, as well as credit card stations for patrons to pay by credit card. Costs are included in 10-5653 Technology Support.



*2 Engagement: We work continuously with the community to increase our reach and expand our impact. We are a valued community partner.*

*2.1: The community has high awareness of library services and programs.*

As we work to increase awareness of our many services and programs, we'll be doing more marketing. We will also be partnering with local organizations on events and sponsorships. The Community Information line (10-5816) will increase 20%.

*2.2: The library interacts with its diverse community to discover and respond to current needs of all groups.*

The Library does a community survey every four years. Our last one was completed in 2016, so it's time to update the results. This time, we will be gathering information from community groups and individuals to assess our services to various populations and constituent groups. The consulting line (10-5663) reflects an increase to accommodate a **community survey in 2020**.

*2.3: The library creates and deepens meaningful partnerships with local organizations and businesses.*

To continue **local partnerships**, funds are set aside in 10-5815 Membership for membership and event participation in Hoffman Estates and Palatine chambers of commerce. We also plan to join at least one service organization this year.



*3 Endurance: We strive for sustainability in our practices, human and financial resources, and facilities. We are a resilient organization.*

*3.1: The library is a trusted steward of resources.*

Residents have indicated they really appreciate recent information about our finances and usage. New **transparency software OpenGov** will allow us to post financial and usage data on our website, with an easy interface for patrons to access and retrieve data. OpenGov is used by some area counties, municipalities, and park districts; we would be one of the first libraries to implement it.

The fiscal year 2018-18 replacement of an aging electric boiler with a more efficient gas boiler is really starting to have an impact. While we had predicted electricity to go down and gas usage to go up this year, in reality, electricity has gone down but **gas usage** has also gone down. We anticipate a **40% decrease** over last year's budgeted amount (10-5421).

We've also worked hard to save costs on **supplies** (10-5700), which are predicted to **decrease by 15%**.



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### *3.2: The library is a preferred employer that values staff development and retention.*

Our 2019 employee engagement survey highlighted pay and benefits as one of the main areas of dissatisfaction for staff. Comparisons have shown us that both are definitely lower than the market. Further, new minimum wage increases over the next five years mean that we'll need to make adjustments to keep up.

The **salary budget** line (10-5310) will **increase by only 1%**. This includes a 3% market adjustment on January 1 to address minimum wage and keep up with the market, and a 3% merit increase for employees in July. Retirement of some long-term employees and the rearrangement of some positions internally have allowed us to make these adjustments while still only increasing the overall salary budget by 1%.

Working with our health insurance broker, we've been able to **add partial coverage of dental and vision insurance for employees while keeping costs down**. Note that in previous budgets, we budgeted for the full amount of premiums, even though employees actually pay a portion. We've corrected that this year. So while our actual expenditures may go up, the overall health insurance budget line (10-5313) will decrease 5%.

In total, **salaries and benefits make up 56% of our overall corporate fund expenditures**. Public library averages run around 60-70% on salaries and benefits.

### *3.3: The library's systems and facilities are resilient, modern, and efficient.*

In our ongoing efforts to keep costs low and service high, we issued an RFP for IT managed services. We were able to negotiate a significantly lower price for regular maintenance. We predict costs for **LAN Management** (10-5655) **will decrease 32%**.

Replacements of computers and our phone system will be substantially complete at the end of the current fiscal year, so we anticipate a **24% decrease in the Computers/Technology line** (10-5207). The new phone system is a leased system, which costs less overall and provides for regular replacements. We've created a new contract line for leased telephones.

We also want to ensure that we maintain the aging Main Library building. The Building and Maintenance Fund (XX-5500) shows an 8% increase to accommodate normal wear and tear on the building. The Special Reserve fund (XX-5210) projects planned for this year include:

- Tuck-pointing
  - Replacement of 15 heat pumps
  - Repair or replacement of a roof-top air handler
  - Garage painting and signage for improved safety
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### *Expenses Summary*

Corporate fund expenses are anticipated to increase by 6%. Building and Maintenance fund expenses are predicted to increase 8%, and special reserve fund expenses may go up by as much as 88% as we begin to address the needs of the aging building. **Overall, expenses are expected to increase 16%.**

### *TRANSFER TO SPECIAL RESERVE FUND*

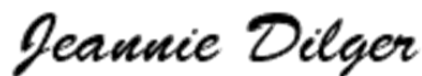
The **Financial Management Plan (FMP)** recommends a transfer of **\$600,000 to the special reserve fund** at the end of the fiscal year.

### *ADDITIONAL FUNDS*

The Financial Policy (section 5-4) states that Board seeks to retain a balance in the operating funds of an amount needed to cover expenses for a period of six months. In each of the smaller funds (Audit, Building & Maintenance, IMRF, Social Security, Tort Immunity, and Unemployment), you can see we have made note of the current fund balance at the top and the anticipated fund balance at the end of the fiscal year at the bottom. Those notes are merely to help you confirm that we are retaining 6-months of expenses in the fund balances.

The figures in the attached budget worksheets are our best estimate at this time. They will be posted for community review and feedback after the May board meeting, in preparation for adoption of the working budget at the June Board meeting. If you have any questions at all, please don't hesitate to reach out to me.

Sincerely,



Jeannie Dilger  
Executive Director

Corporate

	Working Budget 2019-2020	Working Budget 2018-2019	% Change
<b>FUND BALANCE as of 3/31</b>	<b>\$ 5,193,089.95</b>		
<b>Income</b>			
4000 · Tax Levies	6,581,259	5,514,376	19%
4001 · Tax Levies - TIF	20,000	0	0%
4010 · Replacement Tax	12,716	10,000	27%
4100 · Interest Income	40,000	29,600	35%
<b>4200 · Other Fees and Income</b>			
4201 · Fines	48,069	92,000	-48%
4203 · Lost/Replacement Fees	15,774	14,000	13%
4204 · Book Recovery Service	14,688	13,000	13%
4210 · Copier Income	8,954	9,000	-1%
4211 · Printing Income	17,122	16,000	7%
4212 · Vending Machines	1,989	2,000	-1%
4222 · Meeting Room Fees	10,547	8,000	32%
4223 · Interlibrary Loan Fees	201	250	-20%
4224 · Non-Resident Fees	12,557	10,000	26%
4231 · Per Capita Grant	111,229	111,229	0%
4232 · Gifts/Donations	35,022	20,000	75%
4233 · Other Grants	44,265	0	N/A
4241 · Misc-General	767	500	53%
4257 · Used Materials Income	7,083	6,000	18%
4261 · Sale of Equipment	1,929	2,000	-4%
<b>Total 4200 · Other Fees and Income</b>	<b>330,196</b>	<b>303,979</b>	<b>9%</b>
<b>Total Income</b>	<b>6,984,171</b>	<b>5,857,955</b>	<b>19%</b>
<b>Expense</b>			
<b>5100 · Materials</b>			
5101 · Print Materials	405,000	340,000	19%
5102 · Continuations	0	41,000	-100%
5104 · Databases	221,350	233,000	-5%
5105 · Nonprint Materials	212,505	341,405	-38%
5106 · Electronic Materials	172,000	0	N/A
<b>Total 5100 · Materials</b>	<b>1,010,855</b>	<b>955,405</b>	<b>6%</b>
<b>5200 · Capital Expenditures</b>			
5205 · Furniture	40,000	20,000	100%
5207 · Computers/Technology	192,871	252,375	-24%
<b>Total 5200 · Capital Expenditures</b>	<b>232,871</b>	<b>272,375</b>	<b>-15%</b>
<b>5300 · Payroll Expenses</b>			
5310 · Gross Salaries	3,390,561	3,359,419	1%
5313 · Health & Life Insurance	293,636	308,432	-5%
5328 · Misc. Fringe Benefits	7,413	7,006	6%
<b>Total 5300 · Payroll Expenses</b>	<b>3,691,610</b>	<b>3,674,857</b>	<b>0%</b>
<b>5400 · Utilities</b>			
5421 · Gas	30,000	50,000	-40%
5422 · Electricity	220,000	220,000	0%
5423 · Water	14,615	20,000	-27%
<b>Total 5400 · Utilities</b>	<b>264,615</b>	<b>290,000</b>	<b>-9%</b>

\*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

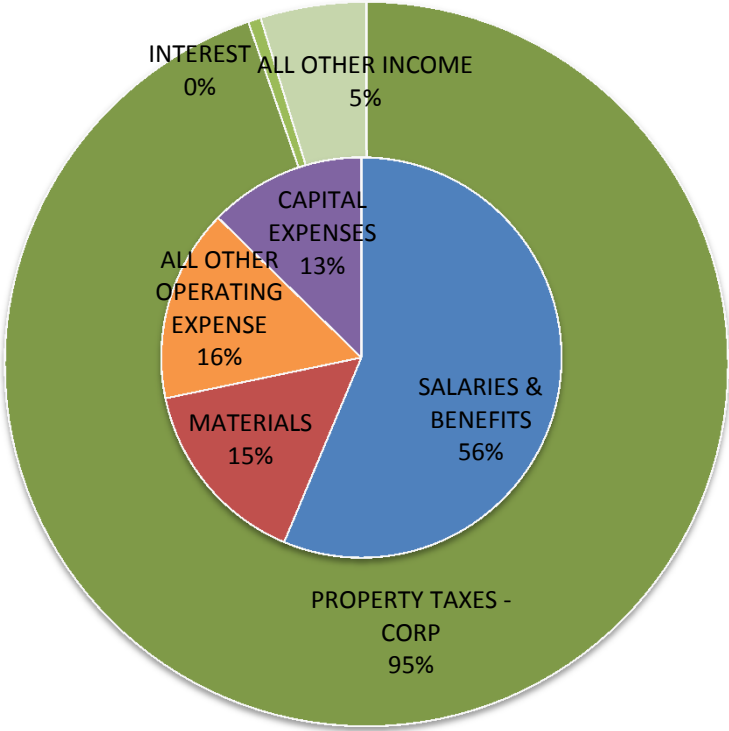
Corporate

	Working Budget 2019-2020	Working Budget 2018-2019	% Change
<b>5600 · Contracts</b>			
5651 · Copier Costs	29,463	28,000	5%
5653 · Technology Support	72,152	44,019	64%
5654 · Postage Machine	1,891	1,891	0%
5655 · LAN Management	55,920	82,400	-32%
5656 · Integrated Library System	167,470	83,600	100%
5657 · Internet Service*	25,556	26,000	-2%
5658 · Bibliographic Support	2,650	2,553	4%
5659 · Book Recovery Service	5,338	5,000	7%
5660 · Accounting/Payroll	19,013	17,400	9%
5661 · Leases (Office Park)	2,770	4,000	-31%
5663 · Consultants	47,500	33,513	42%
5666 · Leases (Branches)	37,080	38,000	-2%
Telephone Lease (NEW LINE)	18,000	0	N/A
<b>Total 5600 · Contracts</b>	<b>484,802</b>	<b>366,375</b>	<b>32%</b>
<b>5700 · Supplies</b>			
5771 · Office & Kitchen Supplies/HR Supplies	1,500	1,000	50%
5772 · Art & Printing Supplies	11,000	11,000	0%
5773 · Copier & Printer Supplies	4,750	10,000	-53%
5774 · Library Services Supplies	37,000	45,000	-18%
5776 · Program Supplies	15,300	14,500	6%
<b>Total 5700 · Supplies</b>	<b>69,550</b>	<b>81,500</b>	<b>-15%</b>
<b>5800 · Operating - Other</b>			
5801 · Library Insurance Package	0	2,530	-100%
5810 · Interlibrary Loan/Recip Borrowing	3,839	4,500	-15%
5811 · Telephone	4,254	13,500	-68%
5812 · Postage	3,927	1,800	118%
5813 · Cultural/Educational Programs	44,000	37,100	19%
5814 · Inservice & Training	30,216	25,799	17%
5815 · Memberships	10,793	8,911	21%
5816 · Community Information	12,000	10,000	20%
5817 · Legal	6,325	8,270	-24%
5819 · Want Ads/Legal Notices	1,387	3,000	-54%
5820 · Gifts/Donations	10,000	20,000	-50%
5823 · POC Shared Administrative Costs	10,000	10,000	0%
5826 · Other Grant Expenditures	0	0	N/A
<b>Total 5800 · Operating - Other</b>	<b>136,740</b>	<b>145,410</b>	<b>-6%</b>
<b>5900 · Auxiliary</b>			
5913 · Newsletter/Communication	62,000	68,082	-9%
5914 · Volunteer Programs	3,000	3,500	-14%
<b>Total 5900 · Auxiliary</b>	<b>65,000</b>	<b>71,582</b>	<b>-9%</b>
<b>TXFR To Special Reserve Fund</b>	<b>600,000</b>	<b>350,000</b>	<b>71%</b>
<b>Total Expense</b>	<b>6,556,043</b>	<b>6,207,504</b>	<b>6%</b>
<b>Net Income</b>	<b>428,128</b>	<b>-349,549</b>	
<b>ANTICIPATED FUND BALANCE END OF FY</b>	<b>5,621,218</b>		

\*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

**Corporate  
Income and Expense**

**FY2019-2020 Income & Expenses  
Corporate**





**Palatine Public Library District  
Working Budget**

**AUDIT**

**DRAFT 5/13/2019**

	<u>Working Budget 2019- 2020</u>	<u>Working Budget 2018- 2019</u>	<u>% Change</u>	<u>FY2017-18 Receipts and Expenses</u>	<u>Actual Receipts/ Expenses as of March 31, 2019</u>
<b>FUND BALANCE as of 3/31</b>	<b>\$11,888.52</b>				
<b>Income</b>					
<b>4000 - Tax Levies</b>	6,299.65	8,703.00	-28%	6396.64	11079.72
<b>4001 - Tax Levies - TIF</b>	0.00	0.00	0%	0.00	0.00
<b>4010 - Replacement Tax</b>	0.00	0.00	0%	0.00	0.00
<b>Total Income</b>	<u>6,299.65</u>	<u>8,703.00</u>	<u>-28%</u>	<u>6396.64</u>	<u>11079.72</u>
<b>Expense</b>					
<b>5600 - Contracts</b>					
<b>5662 - Audit Fund Expenses</b>	5,200.00	6,500.00	-20%	6200.00	6500.00
<b>Total 5600 - Contracts</b>	<u>5,200.00</u>	<u>6,500.00</u>	<u>-20%</u>	<u>6200.00</u>	<u>6500.00</u>
<b>Total Expense</b>	5,200.00	6,500.00	-20%	6200.00	6500.00
<b>Net Income</b>	<u>1,099.65</u>	<u>2,203.00</u>	<u>-50%</u>	<u>196.64</u>	<u>4579.72</u>
<b>Contribution from Fund Balance</b>	0.00	0.00			
<b>ANTICIPATED FUND BALANCE END OF FY</b>	<b>\$ 12,988.17</b>				

\*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District  
Working Budget

BLDG & MAINT

DRAFT 5/13/2019

	<u>Working Budget 2019-20</u>	<u>Working Budget 2018-2019</u>	<u>% Change</u>	<u>FY2017-18 Receipts and Expenses</u>	<u>Actual Receipts/ Expenses as of March 31, 2019</u>
<b>FUND BALANCE as of 3/31</b>	<b>\$ 227,462.93</b>				
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000 · Tax Levies</b>	225,363.36	222,410.00	1%	223,607.30	220,138.48
<b>4001 · TIF</b>	0.00	0.00	0%	0.00	0.00
<b>4010 · Replacement Tax</b>	0.00	0.00	0%	0.00	0.00
<b>Total Income</b>	<u>225,363.36</u>	<u>222,410.00</u>	<u>1%</u>	<u>223,607.30</u>	<u>220,138.48</u>
<b>Expense</b>					
<b>5500 · Maintenance</b>					
<b>5531 · Cleaning Service</b>	97,200.00	81,000.00	20%	87,059.59	55,576.46
<b>5532 · Equipment Repair</b>	500.00	1,000.00	-50%	485.69	1,177.44
<b>5533 · Trash</b>	3,295.00	3,295.44	0%	3,715.48	1,715.02
<b>5534 · Landscaping and Lawn Service</b>	12,636.00	14,000.00	-10%	10,957.40	7,492.00
<b>5535 · Fire and Security</b>	12,000.00	13,000.00	-8%	5,051.36	11,359.90
<b>5536 · Elevator</b>	8,000.00	10,000.00	-20%	12,483.46	7,346.00
<b>5537 · Building Maintenance</b>	27,500.00	35,000.00	-21%	28,226.19	15,229.36
<b>5538 · Snow Removal</b>	10,000.00	9,000.00	11%	10,467.25	13,411.00
<b>5539 · HVAC</b>	55,000.00	38,500.00	43%	41,950.12	43,172.72
<b>5540 · Parking Areas</b>	10,000.00	10,000.00	0%	9,835.19	1,793.48
<b>5541 · Van Maintenance</b>	500.00	500.00	0%	72.95	44.95
<b>5544 · Roof Maintenance</b>	4,500.00	4,500.00	0%	3,796.00	2,326.24
<b>5545 · Van Fuel</b>	1,300.00	1,000.00	30%	3,796.00	861.44
<b>5775 · Maintenance Supplies</b>	35,000.00	35,000.00	0%	33,463.95	26,613.88
<b>Total Expense</b>	<u>277,431.00</u>	<u>255,795.44</u>	<u>8%</u>	<u>251,360.63</u>	<u>188,119.89</u>
<b>Net Income</b>	<u>(52,067.64)</u>	<u>(33,385.44)</u>		<u>(27,753.33)</u>	<u>32,018.59</u>
<b>Contribution From Fund Balance</b>		0.00			
<b>ANTICIPATED FUND BALANCE END OF FY</b>	<b>\$ 175,395.29</b>				

\*Anticipated Fund Balance 6/30/2019 assumes no expenses 4/1/2018-6/30/2018.

Palatine Public Library District  
Working Budget

IMRF

DRAFT 5/13/2019

	<u>Working Budget 2019-2020</u>	<u>Working Budget 2018-2019</u>	<u>% Change</u>	<u>FY2017-18 Receipts and Expenses</u>	<u>Actual Receipts/ Expenses as of March 31, 2019</u>
<b>FUND BALANCE as of 3/31</b>	<b>\$285,347.54</b>				
<b>Income</b>					
<b>4000 - Tax Levies</b>	316,257.30	338,450.00	-7%	333,504.02	335,177.02
<b>4001 - Tax Levies - TIF</b>	0.00	0.00	0%	0.00	0.00
<b>4010 - Replacement Tax</b>	0.00	45,000.00	-100%	46,650.30	25,380.45
<b>7000 - Transfers</b>	0.00	0.00	0%	0.00	0.00
<b>Total Income</b>	<u>316,257.30</u>	<u>383,450.00</u>	<u>-18%</u>	<u>380,154.32</u>	<u>360,557.47</u>
<b>Expense</b>					
<b>5300 - Payroll Expenses</b>					
<b>5311 - IMRF Fund Expense</b>	<u>388,321.09</u>	<u>378,992.40</u>	<u>2%</u>	<u>384,473.86</u>	<u>278,973.44</u>
<b>Total 5300 - Payroll Expenses</b>	<u>388,321.09</u>	<u>378,992.40</u>	<u>2%</u>	<u>384,473.86</u>	<u>278,973.44</u>
<b>Net Income</b>	<u><u>-72,063.79</u></u>	<u><u>4,457.60</u></u>		<u><u>-4,319.54</u></u>	<u><u>81,584.03</u></u>
<b>Contribution From Fund Balance</b>		0.00		0.00	
<b>ANTICIPATED FUND BALANCE END OF FY</b>	<b>\$ 213,283.75</b>				

\*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District  
Working Budget

SOCIAL SECURITY

DRAFT 5/13/2019

	<u>Working Budget 2019- 2020</u>	<u>Working Budget 2018- 2019</u>	<u>% Change</u>	<u>FY2017-18 Receipts and Expenses</u>	<u>Actual Receipts/ Expenses as of March 31, 2019</u>
<b>FUND BALANCE as of 3/31</b>	<b>\$186,830.57</b>				
<b>Income</b>					
<b>4000 · Tax Levies</b>	229,799.86	265,925.00	-14%	250,520.81	264,124.50
<b>4001 · Tax Levies - TIF</b>	0.00	0.00	0%	0.00	0.00
<b>4010 · Replacement Tax</b>	0.00	0.00	0%	0.00	0.00
<b>Total Income</b>	<u>229,799.86</u>	<u>265,925.00</u>	<u>-14%</u>	<u>250,520.81</u>	<u>264,124.50</u>
<b>Expense</b>					
<b>5300 · Payroll Expenses</b>					
<b>5312 · Social Security Fund Exp</b>	<u>259,377.93</u>	<u>255,797.75</u>	<u>1%</u>	<u>230,513.41</u>	<u>176,365.40</u>
<b>Total 5300 · Payroll Expenses</b>	<u>259,377.93</u>	<u>255,797.75</u>	<u>1%</u>	<u>230,513.41</u>	<u>176,365.40</u>
<b>Net Income</b>	<u>(29,578.07)</u>	<u>10,127.25</u>		<u>20,007.40</u>	<u>87,759.10</u>
<b>Contribution From Fund Balance</b>				0.00	0.00
<b>ANTICIPATED FUND BALANCE END OF FY</b>	<b>\$ 157,252.50</b>				

\*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District  
Working Budget

TORT IMMUNITY

DRAFT 5/13/2019

	<u>Working Budget 2019- 2020</u>	<u>Working Budget 2018- 2019</u>	<u>% Change</u>	<u>FY2017-18 Receipts and Expenses</u>	<u>Actual Receipts/ Expenses as of March 31, 2019</u>
<b>FUND BALANCE as of 3/31</b>	<b>\$ 78,878.77</b>				
<b>Income</b>					
<b>4000 - Tax Levies</b>	37,561.96	38,680.00	-3%	38,076.77	36,760.59
<b>4001 - Tax Levies - TIF</b>	0.00	0.00	#DIV/0!	0.00	0.00
<b>4010 - Replacement Tax</b>	0.00	0.00	#DIV/0!	0.00	0.00
<b>Total Income</b>	<u>37,561.96</u>	<u>38,680.00</u>	<u>-3%</u>	<u>38,076.77</u>	<u>36,760.59</u>
<b>Expense</b>					
<b>5801 - Library Insurance Package</b>	2,717	0.00			0.00
<b>5802 - Public Liability Ins Fund Exp</b>	68,954.27	62,685.70	10%	56,985.61	59,476.06
<b>Total Expense</b>	<u>71,671.27</u>	<u>62,685.70</u>	<u>14%</u>	<u>56,985.61</u>	<u>59,476.06</u>
<b>Net Income</b>	<u>(34,109.31)</u>	<u>(24,005.70)</u>	<u>42%</u>	<u>(18,908.84)</u>	<u>(22,715.47)</u>
<b>Contribution From Fund Balance</b>					
<b>ANTICIPATED FUND BALANCE END OF FY</b>	<b>\$ 44,769.46</b>				

\*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District  
Working Budget

UNEMPLOYMENT

DRAFT 5/13/2019

	<u>Working Budget 2019- 2020</u>	<u>Working Budget 2018- 2019</u>	<u>% Change</u>	<u>FY2017-18 Receipts and Expenses</u>	<u>Actual Receipts/ Expenses as of March 31, 2019</u>
<b>FUND BALANCE as of 3/31</b>	<b>\$ 48,527.01</b>				
<b>Income</b>					
<b>4000 - Tax Levies</b>	483.50	500.00	-3%	0.00	1,000.00
<b>Total Income</b>	<u>483.50</u>	<u>500.00</u>	<u>-3%</u>	<u>0.00</u>	<u>1,000.00</u>
<b>Expense</b>					
<b>5330 - Unemployment Fund Expense</b>	500.00	445.60	12%	194.39	445.60
<b>Total Expense</b>	<u>500.00</u>	<u>445.60</u>	<u>12%</u>	<u>194.39</u>	<u>445.60</u>
<b>Net Income</b>	<u>(16.50)</u>	<u>54.40</u>		<u>(194.39)</u>	<u>554.40</u>
<b>Contribution From Fund Balance</b>	0.00	0.00		0.00	
<b>ANTICIPATED FUND BALANCE END OF FY</b>	<b>\$ 48,510.51</b>				

\*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District  
Working Budget

SPECIAL RESERVE

DRAFT 5/13/2019

	<u>Working Budget 2019-2020</u>	<u>Working Budget 2018- 2019</u>	<u>% Change</u>	<u>FY2017-18 Receipts and Expenses</u>	<u>Actual Receipts/ Expenses as of March 31, 2019</u>
FUND BALANCE as of 3/31	\$ 1,134,903.60				
Other Income/Expense					
Other Income					
7000 - Transfer from General Fund	600,000.00	350,000.00	71%	0.00	350,000.00
Total Other Income	<u>600,000.00</u>	<u>350,000.00</u>	<u>71%</u>	<u>0.00</u>	<u>350,000.00</u>
Ordinary Income/Expense					
Expense					
5200 - Capital Expenditures					
5208 - Roof		0.00	0%	0.00	0.00
5209 - Capital Acquisition-Spec Reser		0.00	0%	312,570.80	0.00
5210 - Building					
5210.10 Concrete, Masonry & Paving	100,000.00	228,191.00	-56%	0.00	0.00
5210.20 Elevators	0.00	0.00	0%	0.00	0.00
5210.30 Doors & Windows	8,419.00	8,419.00	0%	0.00	6,768.00
5210.40 Electrical	277,546.00	0.00	0%	0.00	0.00
5210.50 Finishes	94,949.00	71,947.00	32%	0.00	0.00
5210.60 Fire Protection & Security	0.00	0.00	0%	0.00	0.00
5210.70 HVAC	209,782.00	88,450.00	137%	44,985.10	120,277.00
5210.80 Plumbing	0.00	0.00	0%	0.00	0.00
5210.90 Misc	55,269.00	0.00	0%	0.00	0.00
Total 5200 - Capital Expenditures	<u>745,965.00</u>	<u>397,007.00</u>	<u>88%</u>	<u>357,555.90</u>	<u>127,045.00</u>
Net Income	<u>(145,965.00)</u>	<u>(47,007.00)</u>		<u>(357,555.90)</u>	<u>222,955.00</u>
ANTICIPATED FUND BALANCE END OF FY	\$ 988,938.60				

\*Anticipated Fund Balance 6/30/2019 assumes no expenses 4/1/2018-6/30/2018.

**Palatine Public Library District  
Working Budget**

**Summary - All Funds**

**DRAFT 5/13/2019**

	<b>Working Budget 2019- 2020</b>	<b>Working Budget 2018- 2019</b>	<b>Change From Earlier Budget</b>	<b>Percent Change</b>
Total Tax Levy Receipts	7,397,024.81	6,388,544.00	1,008,480.81	15.8%
Total Receipts All Funds	8,399,936.39	6,777,622.75	1,622,313.64	23.9%
Total Expenses	8,304,509.22	7,167,725.99	1,136,783.23	15.9%
Surplus (Deficit)	95,427.18	(390,103.24)	485,530.42	-124.5%