



MEMORANDUM

TO: Lombard Historic Preservation Commission

FROM: Tami Urish, Planner I *TU*

DATE: July 29, 2025

SUBJECT: Budget Update

Attached is a status update to the Budget Report dated July 15, 2025.

REQUESTED ACTIONS

These reports are offered for informational purposes only. No action is needed by the HPC.

Run by Rhonda Heabel on 06/04/2025 16:30:55 PM

Historical Budget

Budget Year 2026

G/L Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Amended Budget	2025 Actual Amount	2025 Estimated Amount	2026 Budget - DPT
Fund 240 - Hotel/Motel Tax Fund								
Department 110 - Legislative								
Cost Center 107 - Museum/Peck House/Cemetery								
Contractual Services								
240.110.107.75010	Training & Travel	35.00	553.75	240.00	3,500.00	.00	3,500.00	3,500.00
	Budget Transactions							
Level	Transaction							
Budget - DPT	Mileage, meals, lodging, travel, registration for prof develop					1.0000	3,500.00	3,500.00
						Budget - DPT Totals		\$3,500.00
240.110.107.75020	Dues & Subscriptions	372.50	809.02	693.00	1,360.00	.00	1,360.00	1,360.00
	Budget Transactions							
Level	Transaction							
Budget - DPT	DuPage Visitors & Convention Bureau					1.0000	130.00	130.00
Budget - DPT	Lombard Chamber of Commerce					1.0000	235.00	235.00
Budget - DPT	American Assoc for State & Local History					1.0000	195.00	195.00
Budget - DPT	American Alliance of Museums					1.0000	195.00	195.00
Budget - DPT	Kane DuPage Regional Museum Association					1.0000	280.00	280.00
Budget - DPT	IL State Historical Society					1.0000	75.00	75.00
Budget - DPT	NAPC Membership - LHC					1.0000	150.00	150.00
Budget - DPT	Landmarks Illinois - LHC					1.0000	50.00	50.00
Budget - DPT	National Trust for Historic Preservation - LHC					1.0000	50.00	50.00
						Budget - DPT Totals		\$1,360.00
240.110.107.75110	Classified Advertising	1,053.16	1,059.01	930.87	1,500.00	240.77	1,500.00	1,500.00
	Budget Transactions							
Level	Transaction							
Budget - DPT	Museum Publicity - General incl Lilac Festival					1.0000	1,500.00	1,500.00
						Budget - DPT Totals		\$1,500.00
240.110.107.75610	Property/Building Maintenance	7,204.62	59,293.62	113,908.97	11,570.00	9,290.88	11,930.00	14,280.00
	Budget Transactions							
Level	Transaction							
Budget - DPT	Pest Control					1.0000	960.00	960.00
Budget - DPT	Snow Removal - PW added					1.0000	4,000.00	4,000.00
Budget - DPT	Carriage House fire alarm Inspections - PW added					1.0000	1,000.00	1,000.00
Budget - DPT	Carriage House Sprinkler Inspection - PW added					1.0000	300.00	300.00
Budget - DPT	Custodial					1.0000	2,280.00	2,280.00
Budget - DPT	General Maintenance not covered by contract (NOT PW)					1.0000	4,500.00	4,500.00
Budget - DPT	Alarm System					1.0000	1,240.00	1,240.00
						Budget - DPT Totals		\$14,280.00



Historical Budget

Budget Year 2026

G/L Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Amended Budget	2025 Actual Amount	2025 Estimated Amount	2026 Budget - DPT
Fund 240 - Hotel/Motel Tax Fund								
Department 110 - Legislative								
Cost Center 107 - Museum/Peck House/Cemetery								
Contractual Services								
240.110.107.75620	Repairs & Improvements	1,180.00	.00	.00	5,000.00	.00	5,000.00	5,000.00
Budget Transactions								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Budget - DPT	General Repairs - PW added					1.0000	5,000.00	5,000.00
						Budget - DPT Totals		\$5,000.00
240.110.107.75730	Equipment Service Contracts	2,722.01	3,736.56	4,122.46	3,520.00	2,099.80	3,800.00	5,900.00
Budget Transactions								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Budget - DPT	Copier Maintenance Contract					1.0000	2,300.00	2,300.00
Budget - DPT	HVAC Maintenance Contract - PW Added					12.0000	300.00	3,600.00
						Budget - DPT Totals		\$5,900.00
240.110.107.75770	Misc Contractual Obligations	130,472.43	121,574.54	133,916.24	185,430.00	63,336.68	186,430.00	193,760.00
Budget Transactions								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Budget - DPT	Museum Director's Salary					1.0000	61,500.00	61,500.00
Budget - DPT	Payroll Fees					1.0000	3,000.00	3,000.00
Budget - DPT	Employer Taxes (7.65%)					1.0000	12,030.00	12,030.00
Budget - DPT	National Registry Site Designation (LHPA) - LHC					1.0000	1,000.00	1,000.00
Budget - DPT	Fire Insurance for Peck House per IGA					1.0000	1,500.00	1,500.00
Budget - DPT	Director's Benefits (Retirement Plan)					1.0000	4,500.00	4,500.00
Budget - DPT	Volunteer Coordinator Salary PT (Museum Asst/Intern Salary)					1.0000	24,210.00	24,210.00
Budget - DPT	Archivist/Education Coordinator Salary FT					1.0000	44,360.00	44,360.00
Budget - DPT	Museum Educator Salary (PT New Position Request)					1.0000	22,660.00	22,660.00
Budget - DPT	Audit Fees					1.0000	8,000.00	8,000.00
Budget - DPT	Weed control at Cemetery (in addition to lawn care) - PW					1.0000	700.00	700.00
Budget - DPT	Tree Trimming for Cemetery, Peck House and 23 W Maple - PW Add					1.0000	4,000.00	4,000.00
Budget - DPT	Lawn Care for Cemetery, Peck House and Victorian House - PW Add					1.0000	3,000.00	3,000.00
Budget - DPT	William J Mueller Heritage Award - LHC					1.0000	500.00	500.00
Budget - DPT	Local Landmark Recognitions - LHC					1.0000	1,000.00	1,000.00
Budget - DPT	Architectural Survey - LHC					1.0000	1,800.00	1,800.00
						Budget - DPT Totals		\$193,760.00
Contractual Services Totals		\$143,039.72	\$187,026.50	\$253,811.54	\$211,880.00	\$74,968.13	\$213,520.00	\$225,300.00

Historical Budget

Budget Year 2026

G/L Account Fund	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Amended Budget	2025 Actual Amount	2025 Estimated Amount	2026 Budget - DPT
Department 240 - Hotel/Motel Tax Fund								
Cost Center 110 - Legislative								
107 - Museum/Peck House/Cemetery		\$153,287.19	\$197,777.25	\$265,431.12	\$222,090.00	\$79,574.89	\$224,620.00	\$237,180.00
Totals								
Department 110 - Legislative		\$153,287.19	\$197,777.25	\$265,431.12	\$222,090.00	\$79,574.89	\$224,620.00	\$237,180.00
Totals								
Fund 240 - Hotel/Motel Tax Fund		\$153,287.19	\$197,777.25	\$265,431.12	\$222,090.00	\$79,574.89	\$224,620.00	\$237,180.00
Net Grand Totals		\$153,287.19	\$197,777.25	\$265,431.12	\$222,090.00	\$79,574.89	\$224,620.00	\$237,180.00

**FY25 Board-Approved Budget, FY25 Year-End Estimates,
FY26 Requested Budgets
Museum, Peck House, and Main Street Cemetery - 240.110.107**

LOMBARD HISTORICAL SOCIETY BUDGET									
Account Number	Budget Justification - 2026 Budget Request	FY23 Actual	FY24 Actual	FY25 Approved	FY25* Actual &	FY25 YE-Est	FY26 Request	FY25 YE estimates and/or FY26 requests	Memos and notes on
240.110.107.73110	Misc Operating Supplies			-	-	-	500		
	Total Operating Supplies	20	637	-	-	-	500		
240.110.107.73610	Electric, Peck House			2,630		2,670	2,700		Based on FY23/FY24 actuals; modest inflation increase.
	Total Electric	2,484	2,281	2,630	-	2,670	2,700		
240.110.107.73630	Telephone & Internet			3,300		3,600	3,600		
	Total Telephone	3,408	3,569	3,300	-	3,600	3,600		
240.110.107.73640	Gas - Peck House			1,700		1,250	1,500		Based on FY23-24 trends.
	Total Gas	1,530	1,179	1,700	-	1,250	1,500		
240.110.107.73910	Software and Hardware			2,500		3,500	3,500		The increase reflects a shift to subscription-based software, which now requires ongoing annual or monthly payments. These tools are essential for museum operations, including communications, collections management, and programming.
	Total Technology	3,309	3,873	2,500	-	3,500	3,500		
240.110.107.75010	Mileage, meals, lodging, travel, registration for professional development			3,500		3,500	3,500		
	Total Training & Travel	554	240	3,500	-	3,500	3,500		
240.110.107.75020	American Alliance of Museums			195		195	195		
240.110.107.75020	American Assoc. for State & Local History			195		195	195		
240.110.107.75020	DuPage Visitors & Conv Bureau			130		130	130		
240.110.107.75020	Illinois State Historical Society			75		75	75		
240.110.107.75020	Kane DuPage Regional Museum Association			280		280	280		
240.110.107.75020	Lombard Chamber of Commerce			235		235	235		
	Total Dues & Subscriptions	809	693	8,110	-	1,110	1,110		
240.110.107.75110	Museum Publicity - General incl Lilac Festival			1,500		1,500	1,500		
	Total Classified Advertising	1,059	931	1,500	-	1,500	1,500		
240.110.107.75610	Alarm System			920		1,240	1,240		The alarm system reflects a necessary adjustment to due to increased monitoring fees.
240.110.107.75610	Custodial			2,280		2,280	2,280		
240.110.107.75610	Pest Control			920		960	960		
240.110.107.75610	General Maintenance (not covered by Contract - NOT PW)			4,150		4,150	4,500		
240.110.107.75730	Copier Maintenance Contract			2,020		2,300	2,300		
	Total Equipment Service Contracts	3,737	4,122	2,020		10,930	11,280		
240.110.107.75770	Museum Director's Salary			59,710		59,710	61,500		3% has been applied to full-time and part-time staff

**FY25 Board-Approved Budget, FY25 Year-End Estimates,
FY26 Requested Budgets**

Museum, Peck House, and Main Street Cemetery - 240.110.107

240.110.107.75770	Director's Benefits (Retirement plan)		4,000	4,500	4,500	4,500	These adjustments reflect ongoing efforts to remain competitive and retain qualified personnel.
240.110.107.75770	Archivist/Education Coordinator Salary (FT)		43,070	43,070	43,070	44,362	
240.110.107.75770	Museum Assistant (PT)		23,500	23,500	23,500	24,205	
240.110.107.75770	Museum Educator Salary (PT)		22,000	2,200	2,200	22,660	
240.110.107.75770	Payroll Fees		2,800	2,800	2,800	3,000	
240.110.107.75770	Employer Taxes (7.65%)		11,650	11,650	11,650	12,031	
240.110.107.75770	Fire Insurance for Peck House per IGA		1,500	1,500	1,500	1,500	
240.110.107.75770	Audit Fees		6,000	6,000	6,000	8,000	
Total Misc. Contractual Services		121,575	133,916	27,986	154,930	181,758	
Total LHS Cost Center 240.110.107		138,484	151,442	27,986	182,990	210,948	-

VILLAGE OF LOMBARD PUBLIC WORKS

Confirm Numbers with PW

240.110.107.75610	Snow Removal - PW Added		2,500	2,500	2,500	2,500	Check with PW
240.110.107.75610	Carriage House Fire Alarm Inspections - PW Added		400	400	400	400	Check with PW
240.110.107.75610	Carriage House Sprinkler Inspection - PW Added		400	400	400	400	Check with PW
Total Property/Building Maintenance		59,294	113,909	392	3,300	3,300	
240.110.107.75620	General Repairs - PW Added		5,000	5,000	5,000	5,000	Check with PW
240.110.107.75730	HVAC Maintenance Contract - PW added		1,500	1,500	1,500	1,500	Check with PW
Total Equipment Service Contracts		3,737	4,122		6,500	6,500	
240.110.107.75770	Tree Trimming for Cemetery - PW Added		3,500	3,500	3,500	3,500	Check with PW
240.110.107.75770	Lawn Care (Cemetery, Peck House, 23 W Maple) - PW Added		3,000	3,000	3,500	3,500	Check with PW
240.110.107.75770	Weed Control at Cemetery (in addition to lawn care above) - PW		700	700	700	700	Check with PW
Total Misc. Contractual Services		63,030	118,031	392	9,800	7,700	
Total Public Works Cost Center 240.110.10		126,060	118,031	392	19,600	17,500	

FY25 Board-Approved Budget, FY25 Year-End Estimates,
FY26 Requested Budgets
Museum, Peck House, and Main Street Cemetery - 240.110.107

HISTORICAL PRESERVATION COMMISSION										
240.110.107.73130	Lombard Historical Commission		80		80		80		80	
	Total Books & Literature		80		80	-	80		80	
240.110.107.75020	Landmarks Illinois-Historic Commission									
240.110.107.75020	NAPC Membership - Historic Commission						50		50	Check with HC
240.110.107.75020	National Trust for Historic Preservation						150		150	Check with HC
	Total Dues & Subscriptions	809	693		250	-	1,360		250	Check with HC
240.110.107.75770	William J. Mueller Heritage Award - LHC				200		200		200	Check with HC
240.110.107.75770	Local Landmark Recognitions - LHC				1,000		1,000		1,000	Check with HC
240.110.107.75770	Architectural Survey - LHC				1,800		1,800		1,800	Check with HC
240.110.107.75770	National Registry Site Designation (LHPA) - LHC				1,000		1,000		1,000	Check with HC
	Total Misc. Contractual Services	889	773		330	-	1,440		4,000	
Total Cost Center 240.110.107		197,777	265,331		222,090	28,376	224,620		237,278	