Date: April 9, 2021 To: The Urbana Free Library Board From: Celeste Choate, Executive Director Re: FY22 Budget Memo



In last year's budget memo, we discussed the City of Urbana's budget being more stable, given <u>its five year</u> <u>financial forecast</u> at the time. COVID-19 is still a disruptor, so the Management Team developed the TUFL FY22 budget as a transitional budget between now and the next "new normal." Financial pressures stick with us through all of the "normals," though. The next minimum wage increase goes into effect January 1, 2022, and that impacts the Shelver and Café budgets. Health insurance increased dramatically beginning January 1, 2021. We continue to implement our Strategic Plan, and we moving ahead with the building program. Facilities and fund balance have been underfunded in the past, and this budget moves towards better funding in those areas.

Matching the City of Urbana, there is a 1.9% increase overall to non-staff lines. There is also an increase to the wage scale, and all qualified staff will receive applicable step increases.

TUFL received a FY20 tax payment of \$720,540 in FY21. This decreased the revenues in FY20 but increases them in FY21. In addition, we may not spend as much as \$270,000, given shorter hours of service, unfilled open positions, and additional savings across departments. We are evaluating TUFL's fund balances and will give additional updates at the May Board meeting. Having a healthy fund balance is of great importance. Additions to TUFL's fund balance will help with future facilities costs and help us pay our bills when taxes are paid to us late. We anticipate future expenses,

	802 810									
Revenue FY22	\$ (4,382,734.65)	\$ (33,809.00)	\$(23,190.00)	\$	(4,439,733.65)					
Expense FY22	\$ 4,426,378.65	\$317,522.25	\$ 22,195.00	\$	4,766,095.90					
Total	\$ 43,644.00	\$283,713.25	\$ (995.00)	\$	(239,074.25)					
Expenses from 802 Fund Balance inclu		\$	43,644.00							
Compensation Study (rolled from FY2	0 & FY21)			\$	10,000.00					
Possible Retirement Health Savings s		\$	23,489.00							
Funds budgeted but unspent in FY211										
Gazette which is not available for sale	2.			\$	5,000.00					
Refund from ProQuest for payment for	or FY20 microfilm	of the News-G	Bazette.	\$	5,155.00					
Expenses from 810 Fund Balance inclu	ıde			\$	283,713.25					
Staff Association of the Urbana Free L	ibrary balance - r	oll to staff "sur	nshine	\$	225.25					
Staff Parking Lot Project, building env			\$166,000.00							
Refresh of 1st floor Circulation and AV			\$84,488.00							
Gift from Champaign County Historica	al Society				\$1,000.00					
Furniture from Friends Café Book Sale	9				\$32,000.00					

such as replacing the Trane East Air Handling Unit in the next couple of years. In 2016, its estimated replacement cost was over \$200,000. See the estimated capital expenses list attached for this and other anticipated facilities expenses.

802 General Fund Revenue

Property tax revenue is stable, and since it is generally 80% or more of TUFL's revenue, this is excellent news. This year, it's 83%.

Other revenue sources have decreased for a number of reasons, including Library Fees, Interest, and possibly Grants to Local Governments. The UIUC has not yet renewed its agreement with the USD#116, and TUFL received \$9,400 as a part of this agreement. In addition, <u>PPRT funding for FY21 is now expected to be higher</u> than anticipated. In FY21, TUFL should expect to receive an estimated \$80,188 instead of the budgeted \$63,701. We anticipate a 3.9% increase on that for FY22, or \$83,323. Although this is an increase over FY21, PPRT revenue in FY20 was \$97,132, and the \$80,188 anticipated in FY21 is the lowest PPRT revenue FY14 – FY21.



Library Fees revenue is not dependable except that it has been decreasing for almost a decade. There is a cost to removing barriers to access in a number of ways, and it makes us more available to our community:

- Increasing number of renewals on items and extending the time some collections circulate
- Increasing size and variety of digital collections, which do not accrue fees, and although overall circulation is down quite a bit, circulation of digital items/downloadables has more than doubled
- Increasing limits of accrued fines before patrons are blocked from using their cards or being sent to collection
- Proving access to scanners so patrons can email themselves items for free that they used to pay to copy or fax

In FY22 we will explore going fine free, per the Strategic Plan's emphasis on diversity, equity, and inclusion. For now, we recommend an intermediary step: Implement the auto-renewal function in Polaris, which automatically renews items for patrons unless there is a hold on the item for someone else. Libraries across the state which our patrons use are either fine free and/or offer automatic renewals, including the Champaign Public Library. This provides an inconsistent patron experience, since our patrons check out items from both locations. On the other hand, TUFL has large and imminent Facilities needs in order to provide a safe and welcoming environment for patrons and staff. The FY22 budget strives to balance patron access and good stewardship and sustainability.

We do have one area with potential for new growth: The Champaign County Historical Archives has been evaluating how other archives approach remote research/reference/requests for documents. CCHA is exploring different fee-based models that could recover more of our costs to provide the service, addressing *Enhance, Goal 1's* charge "to allow for growth and sustainability." We hope to share additional information in the May budget proposal.



802 Donations & Grants

A gift from the Urbana Free Library Foundation of \$51,530 is listed in the 802 General Fund in Donations. Other projects may be paid by the Foundation directly, and some pass-through gifts as memorials will be included in the 810s in the gift book funds. In addition, TUFL will receive the second half of the Public Arts and Culture grant for \$1,250 and will be applying for the second year of the UC2B WiFi hot spot grant for \$7,500.

Other Miscellaneous Revenues

It is possible that TUFL will receive up to \$50,000 in an Illinois infrastructure appropriations bill passed a couple of years ago. This is included in FY22 in Facilities Building expenses for items like carpeting and paint. The funds will not be spent until they are received.

802 Expenses

Over the past year, as we have implemented our strategic plan and adjusted our operations in response to the pandemic, we have noticed some shifts we need to make to better organize our work, which will create efficiencies and better serve our community and each other.

The Programming & Outreach Manager position in AYS (who facilitates programming and outreach across TUFL) will shift to D&P, which will be renamed "Community Engagement." In the May budget proposal, fund shifts for programming budgets and the Manager's wages will be included in Community Engagement's budget.

Addressing both Enhance goals – *sustainability and increased satisfaction, engagement and retention* - TUFL created another full-time, benefited Information Assistant/Circulation Clerk position from an open part-time position and Hourly hours in FY21. The FY22 budget is the first full budget year with this new position, which provides stability in leadership and scheduling for public service desks.

In addition, due to staff turnover and an open Junior Systems Administrator position, we have explored the benefits of contracting with a managed service provider for services such as systems administration and cybersecurity. Bids were just received and are being evaluated. A line for this professional, contracted service will be added to the IT budget in the May budget proposal, funded with funds from the IT staffing line.

In FY21, given the decrease in Library use due to COVID, we temporarily decreased hours of service TUFL is open to the public, and have decreased the number of staff at public service desks necessary to meet the demand. The FY22 budget anticipates a continuation of this decreased use in the first quarter but increasing staffing as the year progresses.

In addition, to create a baseline budget, the Café is budgeted to have expenses match revenues, based on the fact that it will not reopen until we are confident it will break even. Breaking even will be even more difficult now than before, with the minimum wage increasing every year by \$1/hour into 2025 and the decreased foot traffic in the Library. The Café did not break even before COVID-19.

Minimum Wage

As of January 1, 2021, the new minimum wage became \$11/hour, and wages for the hourly Shelver/Baristas (pay grade 19-Hh) were increased proportionally (base = Minimum Wage, Step 1 and Step 2). In January 2022, the minimum wage will increase to \$12/hour, which is increasing the Circulation wage budget. The Library does not recommend changing other wage lines on the wage scale this year, but will re-evaluate in FY22 for FY23.

Illinois State Minimum Wage Chart Minimum					TUFL	. Tir	meline				
Year Minimum Wage				Starts	Ends			Starts	Ends		
1/1/2020	\$9.25										
7/1/2020	\$10										
1/1/2021	\$11		FY21	1/1/2021	6/30/2021		FY22	7/1/2021	12/31/2021		
1/1/2022	\$12		FY22	1/1/2022	6/30/2022		FY23	7/1/2022	12/31/2022		
1/1/2023	\$13		FY23	1/1/2023	6/30/2023		FY24	7/1/2023	12/31/2023		
1/1/2024	\$14		FY24	1/1/2024	6/30/2024		FY25	7/1/2024	12/31/2024		
1/1/2025	-		FY25	1/1/2025	6/30/2025		FY26	7/1/2025	12/31/2025		

Expenses for the 802 General Fund are below:

The Serving Our Public 4.0 standards recommend that materials account for 8 - 12% of total operating budget. Materials spending is listed below, both with and without supplies, automation, and staffing costs. The collection is an important asset and a large proportion of TUFL resources are directed to it.

	FY2	21	FY22 802 Expenses					
Total (operating + some gifts but no capital) budget	\$4	4,236,246.00	\$	4,323,011.00				
Total on materials including supplies, automation, and								
staffing costs	\$	523,553.70	\$	1,037,998.76				
% of budget spent including "extra" costs		12.4%		24.0%				
Total on materials only	\$	462,044.60	\$	470,405.00				
% of operating budget spent materials only		10.9%		10.9%				

810: Library Trust Fund

It is the general intention to spend all of the smaller gifts received in FY22, and to responsibly spend down some of the fund balances. Gifts (other than the Foundation funds which are split between the 802s and 810s) will generally be deposited into the 810s and spent from the 810s. Unless otherwise restricted, larger gifts will be deposited into Admin Gifts for consideration of their largest positive impact.

Gifts from the Friends of the Urbana Free Library are listed in the 810s and are expected to total \$20,708. The Friends Amazon and Etsy online stores are doing well, and the Friends hope to hold two book sales in FY22.

We did not spend all of the fund balance items this year (ex. purchasing furniture for the front rooms, staff parking lot) and will roll those items into FY22.

The 810s fund balance today is \$590,266. Just over \$143,000 was received in Admin General Gifts this year, and we propose using some of those funds for capital expenses,

Account Type			Account Description	2022 Department Budget	2021 Revised Budget	2021 Actuals
R	810	45000	INVESTMENT INCOME	\$0.00	\$0.00	\$0.00
R	810	46300	DONATIONS/CONTRIBUTIONS/GIFTS	(\$33,809.00)	(\$90,550.00)	(\$166,961.63)
			TOTAL REVENUE	(\$33,809.00)	(\$90,550.00)	(\$166,961.63)
E	81080821	52801	LIBRARY PROGRAMS	\$0.00	\$0.00	\$0.00
E	81080822	52802	LIBRARY ADULT PROGRAMS	\$0.00	\$0.00	\$0.00
E	81080823	52803	LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00
E	81080824	52804	LIBRARY ARCHIVES PROGRAMS	\$0.00	\$0.00	\$0.00
E	81080831	51420	OFFICE FURNITURE	\$32,000.00	\$27,500.00	\$0.00
E	81080831	51801	LIBRARY BOOKS	\$0.00	\$16.18	\$0.00
E	81080831	51900	OTHER SUPPLIES	\$275.00	\$280.00	\$153.95
E	81080831	51990	OTHER LIBRARY MATERIALS	\$1,225.25	\$656,782.20	\$425,268.36
E	81080831	52201	BUILDING REPAIR & MAINT	\$0.00	\$0.00	\$0.00
E	81080831	52801	LIBRARY PROGRAMS	\$2,000.00	\$2,000.00	\$0.00
E	81080831	52803	LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00
E	81080831	52902	POSTAGE & PRINTING	\$3,075.00	\$3,200.00	\$1,557.98
E	81080831	52911	PASS-THROUGH PAYMENTS	\$0.00	\$0.00	\$0.00
E	81080831	53200	BUILDING	\$250,488.00	\$0.00	\$1,342.25
E	81080831	59802	TFR TO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00
E	81080832	51801	LIBRARY BOOKS	\$11,319.00	\$14,150.00	\$5,292.75
E	81080832	51990	OTHER LIBRARY MATERIALS	\$750.00	\$750.00	\$0.00
E	81080833	51300	LIBRARY BOOKS	\$11,319.00	\$14,050.00	\$7,670.53
E	81080833	51990	OTHER LIBRARY MATERIALS	\$0.00	\$92.86	\$7,070.33
E	81080833	52801	LIBRARY CHILDREN PROGRAMS	\$0.00	\$92.86	\$0.00
	81080833	52801				
E	81080833	52803	LIBRARY CHILDREN PROGRAMS	\$1,000.00	\$1,000.00	\$0.00
	-	51801		\$2,071.00	\$2,200.00	\$0.00
E	81080834		OTHER LIBRARY MATERIALS	\$2,000.00	\$2,070.00	\$0.00
E	81080834	52804	LIBRARY ARCHIVES PROGRAMS TOTAL EXPENSES	\$0.00 \$317,522.25	\$0.00 \$724,091.24	\$0.00 \$441,285.82
				<i>\$317,322.23</i>	<i>\$724,051.24</i>	\$111,205.02
			DIFFERENCE	\$283,713.25	\$633,541.24	\$274,324.19
				Staff Association of the		
				Urbana Free Library		
				balance - roll to staff		
			\$ 225.25	"sunshine fund"?		
			\$ 223:23	Furniture from Friends		
			\$ 32,000.00	Café Book Sale		
			\$ 32,000.00	Gift from Champaign		
				County Genealogical		
			\$ 1,000.00	Society		
				staff parking lot, building		
			\$ 166,000.00	envelope		
			Å	refresh of 1st floor		
			\$ 84,488.00	Circulation and AV areas		
			\$ 283,713.25	From fund balance	{	
			\$ 590,266.04	Current fund balance	1	
				Fund balance remaining		

including spaces on the first floor, such as the Circulation and Information Desk area and the AV area. We will reach out to get design ideas and costs after the building program process is complete.

820: Library Building Fund

With three of the four units leased at the Webber Building, TUFL is seeing some profit. We are budgeting for three units being rented for ½ of the year and all four units for the second half. Problems with the roof caused extra spending in FY21 on emergency repairs and water remediation. It is likely that painting the exterior of the building will happen in FY21, but it may be FY22. (Enhance, Goal 1). The roof needs immediate work, and until I have the third quote in, I am not sure what the overall costs will be for repairs.

We continue to have challenges ahead of us, but with the excellent, creative TUFL staff, I know we can get through these times and thrive as we serve our community

Account Type	Organization	Object	Project	Account Description	2022 Department Budget	2021 Revised Budget	2021 Actuals	2020 Revised Budget	2020 Actuals				
	802	40100		PROPERTY TAXES	(\$3,641,898.65)	(\$3.498.367.24)	(\$3,124,656.28)	(\$3,375,649.00)	(\$2,974,462.44)			<u> </u>	
R	802	40302		PPRT	(\$83,323.00)	(\$63,701.00)	(\$61,825.37)	(\$91,001.00)	(\$96,612.78)				
	802 802	40309 41500		STATE PER CAPITA FOR LIBRARY GRANTS FROM LOCAL GOVERNMENTS	(\$51,563.00) (\$45,920.00)	(\$51,563.00) (\$45,920.00)	(\$51,562.50) (\$39,420.00)	(\$51,563.00) (\$45,920.00)	(\$51,562.50) (\$45,920.00)		+	<u> </u>	
	802	41700		CITY OTHER CONTRIBUTION	(\$220,900.00)	(\$226,050.00)	(\$146,973.12)	(\$186,188.00)	(\$180,647.14)				
	802 802	44220 44506		FRANCHISE FEE CAFÉ REVENUES	(\$33,350.00) (\$65,500.00)	(\$33,350.00) (\$65,500.00)	(\$33,350.00) (\$469.10)	(\$33,350.00) (\$72,665.00)	(\$33,350.00) (\$44,909.05)		<u> </u>	<u> </u>	
	802	44599		OTHER SALES	(\$3,000.00)	(\$2,400.00)	(\$405.10) (\$549.16)	(\$3,000.00)	(\$1,745.35)		<u> </u>		
	802 802	44800 45000		LIBRARY FEES INVESTMENT INCOME	(\$55,900.00) (\$500.00)	(\$91,314.00) (\$3,018.80)	(\$39,353.68) (\$364.00)	(\$102,800.00) (\$5,400.00)	(\$69,997.22) (\$5,412.08)		+		
	802	46290		OTHER REIMBURSEMENTS	(\$70,350.00)	(\$65,046.00)	(\$64,831.24)	(\$59,858.00)	(\$65,043.28)		<u> </u>		
	802	46300		DONATIONS/CONTRIBUTIONS/GIFTS	(\$60,280.00)	(\$91,010.00)	(\$36,876.94)	(\$71,560.00)	(\$45,767.20)				<u> </u>
	802 802	46900 49810		OTHER MISCELLANEOUS REVENUES TFR FROM LIBRARY TRUST FUND	(\$50,250.00) \$0.00	(\$255.50) \$0.00	(\$8,956.31) \$0.00	(\$250.00) (\$191,500.00)	(\$12,267.65) (\$20,540.20)		+		
				TOTAL 802 REVENUE	(\$4,382,734.65)	(\$4,237,495.54)	(\$3,609,187.70)	(\$4,290,704.00)	(\$3,648,236.89)				L
E	80280800	50110		SALARY - REGULAR EMPLOYEES	\$299,797.00	\$293,742.00	\$206,324.84	\$291,289.00	\$285,009.47		+		
E	80280800	52320		TRAVEL, EDUCATION AND TRAINING	\$10,350.00	\$5,350.00	\$2,574.40	\$16,500.00	\$15,584.65				
	80280801 80280801	50210 50220		INSURANCE FICA AND MEDICARE	\$225,170.00 \$184,850.00	\$190,275.00 \$179,546.00	\$114,199.22 \$117,292.79	\$191,353.00 \$174,358.00	\$150,887.83 \$163,050.91		+	┝───	┼───
E	80280801	50240		RHS CONTRIBUTION	\$37,337.00	\$34,650.00	\$12,564.80	\$35,400.00	\$15,988.72				
	80280801 80280801	50251 51410		IMRF & SURS SMALL TOOLS & EQUIPMENT	\$220,900.00 \$5,900.00	\$226,050.00 \$6,080.90	\$146,973.12 \$4,061.99	\$186,188.00 \$6,860.00	\$180,647.14 \$6,699.04		+	<u> </u>	───
E	80280801	51900		OTHER SUPPLIES	\$62,000.00	\$69,300.00	\$37,424.21	\$63,000.00	\$53,883.98				
	80280801 80280801	52199 52202		OTHER PROFESSIONAL SERVICES EQUIPMENT REPAIR & MAINT	\$39,970.00 \$1,000.00	\$45,790.00 \$1,000.00	\$16,231.51 \$0.00	\$35,540.00 \$1,000.00	\$19,096.37 \$115.00		+	<u> </u>	
E	80280801	52203		MAINTENANCE AGREEMENTS	\$5,105.00	\$4,620.00	\$3,910.88	\$1,950.00	\$1,836.59				
	80280801 80280801	52721 52902		WORKER'S COMP CLAIMS POSTAGE & PRINTING	\$10,000.00 \$5,095.00	\$10,000.00 \$5,000.00	\$7,688.42 \$3,889.75	\$10,000.00 \$5,000.00	\$9,780.12 \$3,569.80		+		-
E	80280801	52904		RECRUITING EXPENSES	\$500.00	\$725.00	\$709.00	\$500.00	\$480.15				
	80280801 80280801	52907 52999		CREDIT CARD & BANK FEES OTHER CONTRACTUAL SERVICES	\$3,020.00 \$44,925.00	\$5,907.00 \$44,087.00	\$2,210.05 \$37,218.71	\$6,000.00 \$53,420.00	\$5,380.45 \$53,043.90		<u> </u>	<u>+</u>	+
E	80280801	53440		OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	 			<u> </u>
	80280801 80280801	59803 59820		TFR TO LIBRARY RESERVE FUND TFR TO BUILDING FUND	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00		<u> </u>	<u> </u>	
E	80280802	50110		SALARY - REGULAR EMPLOYEES	\$805,773.00	\$787,600.00	\$544,583.66	\$773,705.00	\$755,021.17				<u> </u>
E	80280802	51801	80102	LIBRARY BOOKS	\$137,438.00	\$141,760.20 \$58,543.30	\$98,450.31	\$136,358.25	\$127,224.00	 	+	<u> </u>	<u> </u>
	80280802 80280802	51801 51802	80103	LIBRARY BOOKS NEW COLLECTIONS	\$57,584.00 \$0.00	\$58,543.30 \$0.00	\$42,954.64 \$0.00	\$54,700.00 \$1,594.53	\$50,813.16 \$1,594.53		<u> </u>	<u> </u>	<u> </u>
E	80280802	51802	80103	NEW COLLECTIONS	\$27,668.00	\$24,151.50	\$14,063.55	\$17,600.00	\$9,834.19		+	<u> </u>	
	80280802 80280802	51803 51803	80103	LIBRARY PERIODICALS LIBRARY PERIODICALS	\$10,889.00 \$491.00	\$12,500.00 \$490.00	\$11,445.26 \$480.87	\$17,630.00 \$650.00	\$17,526.92 \$410.75		<u> </u>	<u> </u>	<u> </u>
E	80280802	51804		AUDIOBOOKS	\$6,377.00	\$6,500.00	\$4,618.84	\$10,184.98	\$9,829.43				1
	80280802 80280802	51805 51806		CD'S DVD'S	\$4,905.00 \$30,312.00	\$7,150.00 \$34,000.00	\$6,460.36 \$18,855.35	\$6,507.19 \$35,731.86	\$5,841.98 \$34,794.96		<u> </u>		
E	80280802	51806	80103	DVD'S	\$6,377.00	\$4,708.70	\$2,579.79	\$8,300.00	\$7,779.44		L		1
	80280802 80280802	51807 51807	80103	RECORDINGS RECORDINGS	\$0.00 \$6,989.00	\$0.00 \$6,324.10	\$0.00 \$2,956.13	\$0.00	\$0.00 \$4,520.97		+	┝───	
E	80280802	51809		GAMES	\$5,690.00	\$2,961.50	\$1,236.80	\$3,500.00	\$2,558.68				
	80280802 80280802	51811 51812		DOWNLOADABLES LIBRARY PROGRAM SUPPLIES	\$97,120.00 \$14,100.00	\$93,000.00 \$11,660.00	\$64,304.85 \$8,902.01	\$89,225.00 \$15,030.00	\$89,147.35 \$13,801.82		+	<u> </u>	
	80280802		80102	LIBRARY PROGRAM SUPPLIES	\$3,400.00	\$3,300.00	\$1,857.45	\$3,750.00	\$3,029.19				
	80280802 80280802	51812 52320	80103	LIBRARY PROGRAM SUPPLIES TRAVEL, EDUCATION AND TRAINING	\$3,400.00 \$3,124.00	\$3,270.00 \$3,066.00	\$1,443.89 \$49.00	\$3,200.00	\$2,612.96 \$1,902.23		+	<u> </u>	
	80280802	52910		DATABASE CHARGES	\$39,240.00	\$36,922.70	\$26,296.83	\$37,515.00	\$37,515.00		<u> </u>		
	80280802 80280803	52910 50110	80103	DATABASE CHARGES SALARY - REGULAR EMPLOYEES	\$0.00 \$269,020.00	\$3,362.60 \$264,627.00	\$0.00 \$178,508.99	\$3,300.00 \$273,011.00	\$3,298.25 \$227,456.67		+	<u> </u>	
	80280803	51801		LIBRARY BOOKS	\$4,070.00	\$4,770.00	\$4,495.51	\$4,400.00	\$4,321.67				
	80280803 80280803	51803 51808		LIBRARY PERIODICALS MICROFORM	\$3,600.00 \$15,155.00	\$3,100.00 \$5,000.00	\$2,412.90 \$0.00	\$4,000.00 \$5,160.00	\$2,461.70 \$5,155.50		+	<u> </u>	
	80280803	51812		LIBRARY PROGRAM SUPPLIES	\$15,155.00	\$800.00	\$288.31	\$800.00	\$43.29				
	80280803	52320		TRAVEL, EDUCATION AND TRAINING	\$1,800.00	\$1,450.00	\$324.00	\$1,500.00	\$119.00		I		
	80280803 80280803	52910 52912		DATABASE CHARGES FACILITY RENTAL	\$16,500.00 \$8,700.00	\$16,300.00 \$8,700.00	\$16,210.76 \$7,975.00	\$15,589.00 \$0.00	\$11,316.75 \$0.00		+		
E	80280804	50110		SALARY - REGULAR EMPLOYEES	\$52,050.00	\$50,381.00	\$10.63	\$48,238.00	\$43,659.96				1
	80280804 80280804	51900 52320		OTHER SUPPLIES TRAVEL, EDUCATION AND TRAINING	\$13,200.00 \$250.00	\$33,230.00 \$250.00	\$220.75 \$0.00	\$37,841.00 \$500.00	\$25,274.68 \$428.00		+		
E	80280805	50110		SALARY - REGULAR EMPLOYEES	\$31,230.00	\$0.00	\$0.00	\$0.00	\$0.00				
	80280805 80280805	51420 52201		OFFICE FURNITURE BUILDING REPAIR & MAINT	\$0.00 \$220,344.00	\$0.00 \$278,708.74	\$0.00 \$116,672.48	\$32,500.00 \$219,439.00	\$2,957.00 \$184,255.67		+	<u> </u>	
E	80280805	52600		UTILITIES	\$156,213.00	\$153,300.00	\$119,937.05	\$150,000.00	\$129,834.37				
	80280805 80280805	52710 53200		INSURANCE PREMIUM BUILDING	\$42,441.00 \$103,367.65	\$41,650.00	\$40,496.00 \$0.00	\$38,500.00 \$181,122.50	\$37,251.00 \$23,133.36		+	<u> </u>	
E	80280806	50110		SALARY - REGULAR EMPLOYEES	\$214,653.00	\$210,110.00	\$157,159.58	\$207,220.00	\$199,904.21				
	80280806 80280806	51900 52320		OTHER SUPPLIES TRAVEL, EDUCATION AND TRAINING	\$32,000.00 \$1,000.00	\$32,780.00 \$1,000.00	\$14,854.90 \$0.00	\$30,000.00 \$1,000.00	\$26,744.10 \$228.00		<u> </u>	<u> </u>	
E	80280807	50110		SALARY - REGULAR EMPLOYEES	\$433,700.00	\$419,650.00	\$302,916.53	\$417,452.00	\$395,802.30				1
	80280807 80280808	52320 50110		TRAVEL, EDUCATION AND TRAINING SALARY - REGULAR EMPLOYEES	\$500.00 \$145,910.00	\$500.00 \$140,824.00	\$49.00 \$72,541.55	\$0.00 \$134,300.00	\$0.00 \$128,743.96		+	<u> </u>	+
E	80280808	51500		SHARED IT COSTS	\$73,900.00	\$72,523.00	\$37,116.02	\$118,439.00	\$87,576.12				<u> </u>
	80280808 80280808	51900 52600		OTHER SUPPLIES UTILITIES	\$0.00 \$2,700.00	\$0.00 \$2,763.80	\$0.00 \$1,865.50	\$0.00 \$2,900.00	\$0.00 \$2,692.78		+	<u> </u>	
E	80280809	50110		SALARY - REGULAR EMPLOYEES	\$137,013.00	\$141,054.00	\$101,224.10	\$132,213.00	\$135,197.14				
E	80280809	52199		OTHER PROFESSIONAL SERVICES	\$10,600.00	\$10,600.00	\$8,750.00	\$10,600.00	\$10,550.00 \$11,740.83		+	<u> </u>	
	80280809 80280851	52909 51810		ADV/MKTING/PUBLIC EDUCATION LIBRARY RESALE PURCHASES	\$15,866.00 \$3,000.00	\$15,570.00 \$3,135.50	\$6,399.45 \$68.95	\$12,000.00 \$3,068.00	\$11,740.83 \$2,777.84		<u> </u>		
				TOTAL 802 EXPENSES	\$4,426,378.65	\$4,276,170.54		\$4,386,832.31	\$3,843,737.00		+	<u> </u>	
R	803	49802		TFR FROM LIBRARY GENERAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
										 	+	<u> </u>	
R	810	45000		INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		1		<u> </u>
	810	46300		DONATIONS/CONTRIBUTIONS/GIFTS	(\$33,809.00)	(\$90,550.00)	(\$166,961.63)	(\$7,500.00)	(\$157,586.26)		I		
				TOTAL 810 REVENUE	(\$33,809.00)	(\$90,550.00)	(\$166,961.63)	(\$7,500.00)	(\$157,586.26)		+		
	81080821	52801		LIBRARY PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		I		1
	81080822 81080823	52802 52803		LIBRARY ADULT PROGRAMS LIBRARY CHILDREN PROGRAMS	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00		+	<u> </u>	<u> </u>
E	81080824	52804		LIBRARY ARCHIVES PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		1		1
	81080831 81080831	51420 51801		OFFICE FURNITURE LIBRARY BOOKS	\$32,000.00 \$0.00	\$27,500.00 \$16.18	\$0.00 \$0.00	\$32,000.00 \$0.00	\$0.00 \$0.00		<u> </u>	<u> </u>	+
E	81080831	51900		OTHER SUPPLIES	\$275.00	\$280.00	\$153.95	\$275.00	\$0.00				
	81080831 81080831	51990 52201		OTHER LIBRARY MATERIALS BUILDING REPAIR & MAINT	\$1,225.25 \$0.00	\$656,782.20 \$0.00	\$425,268.36 \$0.00	\$4,725.25 \$0.00	\$4,389.72 \$0.00		+	<u> </u>	+
	81080831 81080831	52201 52801		LIBRARY PROGRAMS	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00				
	81080831	52803 52902	_	LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<u> </u>	<u> </u>	
	81080831 81080831	52902 52911		POSTAGE & PRINTING PASS-THROUGH PAYMENTS	\$3,075.00 \$0.00	\$3,200.00 \$0.00	\$1,557.98 \$0.00	\$3,075.00 \$0.00	\$1,537.31 \$0.00		<u>+</u>		<u> </u>
E	81080831	53200		BUILDING	\$250,488.00	\$0.00	\$1,342.25	\$0.00	\$0.00		I	— —	
	81080831 81080832	59802 51801		TFR TO LIBRARY OPERATING FUND LIBRARY BOOKS	\$0.00 \$11,319.00	\$0.00 \$14,150.00	\$0.00 \$5,292.75	\$185,000.00 \$10,000.00	\$13,383.20 \$3,142.81		+	<u> </u>	+
E	81080832	51990		OTHER LIBRARY MATERIALS	\$750.00	\$750.00	\$0.00	\$750.00	\$346.60		1		1
E	81080833 81080833	51801 51990		LIBRARY BOOKS OTHER LIBRARY MATERIALS	\$11,319.00 \$0.00	\$14,050.00 \$92.86	\$7,670.53 \$0.00	\$5,500.00 \$0.00	\$5,498.91 \$0.00		<u> </u>	<u> </u>	+
F									\$0.00		+	1	1
E	81080833	52801		LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00			-	-	
E	81080833	52801 52803 51801		LIBRARY CHILDREN PROGRAMS LIBRARY CHILDREN PROGRAMS LIBRARY BOOKS	\$0.00 \$1,000.00 \$2,071.00	\$0.00 \$1,000.00 \$2,200.00	\$0.00 \$0.00 \$0.00	\$0.00 \$3,700.00 \$900.00	\$386.32 \$350.00				

Account	Organization	Object	Project	Account Description	2022 Department Budget	2021 Revised Budget	2021 Actuals	2020 Revised Budget	2020 Actuals		<u>г г</u>	I
Туре	organization	Object	rioject	Account Description	2022 Department budget	2021 Neviseu Duuget	2021 Actuals	2020 Newiseu Duuger	2020 Actuals			1
	81080834	51990		OTHER LIBRARY MATERIALS	\$2,000.00	\$2,070.00	\$0.00	\$1,000.00				
E	81080834	52804		LIBRARY ARCHIVES PROGRAMS	\$0.00	\$0.00	\$0.00	\$3,000.00	\$1,940.30			
				TOTAL 810 EXPENSES	\$317,522.25	\$724,091.24	\$441,285.82	\$251,925.25	\$31,034.36			
	820	44599		OTHER SALES	(\$23,190.00)	(\$27,105.00)	(\$16,210.00)	(\$22,200.00)				
R	820	49802		TFR FROM LIBRARY GENERAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
				TOTAL 820 REVENUE	(\$23,190.00)	(\$27,105.00)	(\$16,210.00)	(\$22,200.00)	(\$26,239.00)			L
-					4	4	44.44	4	44.44			L
	82080852	51900	I	OTHER SUPPLIES	\$75.00	\$75.00	\$0.00	\$75.00	\$0.00			l
	82080852	52201	I	BUILDING REPAIR & MAINT	\$12,800.00	\$12,800.00	\$5,848.60	\$7,400.00	\$3,667.24			l
	82080852	52600	I	UTILITIES	\$1,000.00	\$1,000.00	\$2,052.13	\$2,000.00	\$2,069.53			
	82080852	52909		ADV/MKTING/PUBLIC EDUCATION	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00			
	82080852	52999		OTHER CONTRACTUAL SERVICES	\$8,220.00	\$8,220.00	\$5,121.20	\$11,950.00	\$11,926.84			
E	82080852	54200		INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	-			TOTAL 820 EXPENSES	\$22,195.00	\$22,195.00	\$13,021.93	\$21,525.00	\$17,663.61			
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		Estimated																				
	Replace	Costs																				
For damage	in Fiscal Yr	(FY17 prices) Estimated	N	Estimates Provided by	FY21		FY23 FY24			FY27			Y30 F			FY33			EV-2C			
Equipment Estimate	FISCAI YF	(bold = FY20 prices) Life Cycle (yrs) Notes	Estimated spending:		FY22 \$208.000	FY23 FY24 \$270,000 \$194,00				FY28 FY \$1		\$430,000	\$150.000		\$50,000	FY34 \$1	FY35 \$205,000	FY36 \$1	FY 37 \$50,000	FY 38	FY 39 FY 40 \$160.000 \$225.0
		to be saved yearly	\$125,000	including 2% yearly inflation	\$112,000	\$212,160	\$280,908 \$205,87	4 \$167,777	\$149,051	\$56,308	\$1	\$1	\$513,890	\$182,849	\$1	\$63,412	\$1	\$270,493	\$1			\$228,519 \$327,7
				saved or fund balance or grant or gift	\$178,000		\$125,000 \$125,00		\$125,000					\$125,000			\$125,000	\$125,000	\$125,000	\$125,000		\$125,000 \$125,0
a				balance	\$66,000	\$61,840	\$94,068 \$174,94	2 \$217,719	\$241,770	\$173,078	\$48,080	\$76,919	\$311,970	\$369,820	\$244,821	\$183,233	\$58,234	\$203,727	\$78,729	\$22,368	\$102,631	\$889 \$203,6
Staff Parking Lot & other building projects	2021 or 2022	\$100,000 3	0 possibly FY22; Gift funds budgeted FY21. Roll into FY22.	City of Urbana	\$100,000	1																
building projecto	2021 or	\$100,000	Main building - especially after wayfinding signs are removed		\$100,000																	
	2022	\$12,000	5 & Tepper exterior, fixes to Webber building	BOMA	\$12,000	0																
			Foundation funding. Costs depend on improvements made. Carpeting: hands on-manipulatives. Painting already done.																			
			Rescheduled from FY20-21 due to COVID. May be paid for by																			
Megan's Room updates	2022	?	Illinois State infrastructure funding.			?																
Corner Lot Improvement Refresh of Teen Area	2022	?	Foundation fundraising.			?																
Refresh of Teen Area	2022	<i>e</i>	Up to \$20,000 from a donor to the Foundation After Building Program completed. Changing this area could			1																
			dramatically impact patron and staff experiences in TUFL. No																			
Refresh Circulation, Café, and AV			price estimates now - the placeholder is the gifts received in																			
areas	2022	\$143,000	FY21.			\$143,000																
				Estimate given during guaranteed energy																		
Building Envelope	2022	\$65,000 5	0 tuck-pointing	savings plan process with the City		\$65,000																
			Installed 1974. Includes replacement of the condensing units.																			
East AHU (Trane M-63)	2023	\$210,000 2	Being properly maintained but should plan to replace in FY23 0 so it's on our timeline, not due to catastrophic failure.	Henneman Engineering (2016)			\$210,000										1					
				,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,,			+															
			High traffic areas. Steps and some other areas look worn, but																			
Carpet - Phase 1	2023	\$50,000 1	foot traffic down in building during COVID, so this can wait. 5 May be paid for by Illinois State infrastructure funding.	City of Urbana			\$50,000															
Carpet - Phase 1	2023	\$50,000 1	5 May be paid for by Illinois State Infrastructure funding.	Roof evaluated March 2021 by three			\$50,000															
				roofers. None said it needed																		
				replacement, just some repairs. The																		
Roof at Tepper	2023	\$10,000 2	To protect the Archives collection in Tepper (based on age of 0 roof)	chimney is literally falling apart and will be remediated in FY21.			\$10,000															
Nooi at repper	2023	\$10,000 2		be remediated in 121.			\$10,000															
			Plaster fixed. Assessment & renovation, followed by periodic																			
			evaluation. Is this necessary? The savings were said to be																			
Historic Window Improvements East Pneumatic Controls	2023 2024		0 negligable in the GESP study but \$175,000 potential cost. 0 Full replacement to match existing DDC system	UFL 5-year financial plan Henneman Engineering			\$0 \$170,00	10														
cast Priedinatic Controls	2024	\$170,000 2	In fair condition in 2017. May not be required pending Library				\$170,00															
Furnace and AC Tepper	2024	\$12,000 2	0 expansion.	UFL 5-year financial plan			\$12,00	10														
			In fair condition in 2017. May not be required pending Library				\$ 12,000															
Furnace and AC Tepper Paterson-Kelly Boiler	2024 2025		0 expansion. 0 Installed during 2005 construction	UFL 5-year financial plan Davis & Houk			\$ 12,000	\$100,000														
Carpet - Phase 2	2025		5 Medium traffic zones	City of Urbana				\$50,000														
			BOMA lists average useful life years for painted walls at 5-so																			
Painting DDC West Controls	2025	\$5,000	5 we can use on high-traffic areas?	BOMA				\$5,000	\$135.000													
Carpet - Phase 3	2026		0 Full replacement with matching DDC system 0 Low traffic zones	Henneman Engineering City of Urbana					\$135,000	\$50.000												
West AHU (York AP660)	2030		5 Installed during 2005 construction	Henneman Engineering						100/000			\$275,000									
Elevators/Dumbwaiter	2030	\$150,000 2	5 Installed during 2005 construction	ThessenKrup Elevators (2005)									\$150,000									
Painting	2030	\$5.000	BOMA lists average useful life years for painted walls at 5-so 5 we can use on high-traffic areas?										\$5.000									
· southing	2050	900,000	since can use on high-tranic areds:	Celeste put a placeholder. Need a real		+		+ +	+		+		JJ,UUU								<u> </u>	
TUFL Roof	2031		5 Replaced during 2005 construction	estimate.										\$150,000								
Carpet - Phase 1	2033		0 High traffic zones	City of Urbana			<u> </u>		T		↓					\$50,000						
Fire Suppression System	2035	\$150,000 3	0 Includes plumbing, compressor, sprinklers.															\$150,000				
Carpet - Phase 2	2035	\$50,000 1	5 Medium traffic zones BOMA lists average useful life years for painted walls at 5-so	City of Urbana			<u> </u>											\$50,000				
Painting	2035	\$5,000	5 we can use on high-traffic areas?															\$5,000				
Carpet - Phase 3	2037		0 Low traffic zones	City of Urbana								-								\$50,000		
Chiller East AHU	2039 2040	\$160,000 2 \$210,000 2	0 Assessment and replacement 0 Includes replacement of the condensing units	Henneman Engineering Henneman Engineering																		\$160,000 \$210.00
East AHU Roof at Tepper	2040		0 Includes replacement of the condensing units 0 Assessment and repair/replacement	remeilidit Eitgineering		-	<u> </u>	+ +														\$210,00
			BOMA lists average useful life years for painted walls at 5-so																İ	İ		
Painting	2040	\$5,000	5 we can use on high-traffic areas?	Hannan Fasinasia			├ ── ├ ──															\$5,00
East Pneumatic Controls Total	2042	\$170,000 2 \$2,564,000	0 Assessment and replacement	Henneman Engineering		+															<u> </u>	
'		<i>42,307,000</i>				1															1	
Davis & Houk and BOMA Preventative Maintenance						1																
Preventative Maintenance Guidebook assisted with the																						
some of the life-cycle estimates			FY22	wage savings planned 24000																		
https://icap.sustainability.illinois.edu/f		1																				
https://icap.sustainability.illinois.edu/f iles/projectupdate/2289/Project%20Li fespan%20Estimates.pdf				Café closing 10000																		
iles/projectupdate/2289/Project%20Li				Café closing 10000 savings due to underscheduling? TUFL still on covid hours 5000																		