

Revised BUDGET FY 2014/2015	Original	Change					
proposed 01-13-15		\$ 4,334	(available from FY 15 to cover retro pay for FY14)				
REVENUE							
Current taxes							\$ 2,918,924
State income tax							\$ 94,860
State per capita grant							\$ 51,562
U of I/Urbana schools							\$ 9,400
County grant							\$ 24,500
Fines and fees							\$ 83,810
Lost and damaged							\$ 12,100
Interloan and LHO	\$ 5,620	\$ (3,620)					\$ 2,000
Non-resident cards							\$ 18,600
Copiers/printers							\$ 17,680
Café							\$ 60,303
Interest							\$ 1,450
City supplemental transfer							\$ -
Notary fees							\$ 7,000
TOTAL REVENUE							\$ 3,302,189
EXPENSE							
CENTRALIZED COSTS							
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
CENTRALIZED NON-STAFF COSTS	Original	Change					
Adult programs			\$ 2,952				
Teen programs			\$ 1,750				
Child programs			\$ 2,250				
Archives programs			\$ 750				
Library programs			\$ 3,428				
Library PR printing	\$ 9,000	\$ (1,500)	\$ 7,500				
Other public relations			\$ 885				
TOTAL PROGRAM/PR COSTS				\$ 19,515			
Admin and Board travel and training			\$ 3,000				
Adult travel and training			\$ 3,000				
Children's travel and training			\$ 3,000				
Archives travel and training			\$ 3,000				
Tech Service/Circulation travel and training			\$ 3,000				
TOTAL TRAVEL AND TRAINING				\$ 15,000			
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
Building, capital expense			\$ 13,743				
Building maint/repair			\$ 40,486				
Building maint committed	\$ 122,205	\$ (750)	\$ 121,455				
Property insurance			\$ 35,650				
TOTAL BUILDING COSTS				\$ 211,334			
Electricity			\$ 80,000				
Telecom	\$ 3,300	\$ (2,800)	\$ 500				
Telephone service			\$ 3,990				
Water, sanitary, sewer			\$ 5,883				
TOTAL UTILITY COSTS				\$ 90,373			
Accounting services			\$ 12,748				
Copier/printer - rent/supplies	\$ 17,000	\$ (2,000)	\$ 15,000				
Credit card fees			\$ 3,675				
Job ads/temp costs			\$ 500				
Online host/directory list	\$ 8,505	\$ (784)	\$ 7,721				
HR/Legal/Professional services			\$ 5,750				
Postage/notices	\$ 5,622	\$ (2,600)	\$ 3,022				
Printing forms	\$ 1,102	\$ (602)	\$ 500				
Vehicle/mileage			\$ 1,000				
TOTAL CONTRACTUAL COSTS				\$ 49,916			
Bibliographic utility	\$ 23,526	\$ (6,026)	\$ 17,500				

Revised BUDGET FY 2014/2015	Original	Change					
Bindery	\$ 6,336	\$ (1,336)	\$ 5,000				
Interlibrary loan	\$ 1,309	\$ (959)	\$ 350				
Lost materials	\$ 7,628	\$ (1,728)	\$ 5,900				
TOTAL MATERIALS HANDLING COSTS				\$ 28,750			
Materials processing supplies			\$ 39,000				
Office supplies			\$ 10,000				
TOTAL SUPPLY COSTS				\$ 49,000			
Equipment purchase			\$ 6,344				
Equipment maint/repair			\$ 3,158				
Equipment maint contract			\$ 2,457				
Electronic equipment purchase			\$ 53,929				
Electronic equipment capital expense			\$ 1				
Automation contracts			\$ 41,294				
TOTAL EQUIPMENT COSTS				\$ 107,183			
TOTAL CENTRALIZED NON-STAFF COSTS					\$ 571,071		
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
CENTRALIZED STAFF COSTS	Original	Change					
Health savings plan annual	\$ 13,630	\$ (660)	\$ 12,970				
Health/life insurance	\$ 230,830	\$ (29,830)	\$ 201,000				
Unemployment/workers comp			\$ 17,370				
TOTAL EMPLOYEE INSURANCE				\$ 231,340			
TOTAL CENTRALIZED STAFF COSTS					\$ 231,340		
TOTAL CENTRALIZED COSTS						\$ 802,411	
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
ADMINISTRATION DIVISION							
ADMINISTRATION WAGES	Original	Change					
Executive Director, sal ft (per Board)	\$ 100,345	\$ 4,227	\$ 104,572				
Assoc Director, sal ft (PG-47)	\$ 82,104	\$ 2,660	\$ 84,764				
IT Manager, sal ft (PG-39)	\$ 49,682	\$ (11,227)	\$ 38,455				
Office Manager, sal ft (PG-30)	\$ 49,672	\$ 1,609	\$ 51,281				
Graphic Arts, sal pt (PG-30 & PG-23)	\$ 58,117	\$ 1,885	\$ 60,002				
TOTAL SALARY				\$ 339,074			
Information technology, hr	\$ 2,940	\$ (1,846)	\$ 1,094				
Administration, hr			\$ 500				
Graphic arts, hr			\$ -				
TOTAL HOURLY				\$ 1,594			
TOTAL ADMINISTRATION WAGES					\$ 340,668		
TOTAL ADMIN DIVISION						\$ 340,668	
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
ADULT DIVISION							
ADULT PATRON RESOURCES	Original	Change					
Database charges			\$ 20,303				
Downloadables			\$ 32,300				An additional \$10,000 will be funded by L10 Friends Book Sale fund.
TOTAL ELECTRONIC ACCESS				\$ 52,603			
							An additional will be \$14,000 funded by L10 Friends Book Sale & Gara endowment funds.
Books			\$ 101,726				
Standing orders			\$ 10,723				
Periodicals			\$ 27,081				
Audiobooks			\$ 12,008				
Compact discs			\$ 19,543				
Educational DVDs			\$ 9,212				
Entertainment DVDs			\$ 33,897				

Revised BUDGET FY 2014/2015	Original	Change					
TOTAL MATERIALS				\$ 214,190			
TOTAL ADULT PATRON RESOURCES					\$ 266,793		
ADULT WAGES							
Adult Serv Dir, Interim sal ft (PG-42)		\$ 67,517	\$ 67,517				
Librarian, sal ft (PG-36)	\$ 218,981	\$ (53,893)	\$ 165,088				
Librarian, sal pt (PG-36)	\$ 30,412	\$ 993	\$ 31,405				
TOTAL SALARY				\$ 264,010			
Librarian, hr sch (PG-36H)	\$ 26,606	\$ 1,300	\$ 27,906				
Librarian, hr rpl (PG-36H)	\$ 28,041		\$ 28,041				
Librarian, hr spj (PG-36H)	\$ 9,928		\$ 9,928				
TOTAL HOURLY				\$ 65,875			
TOTAL ADULT WAGES					\$ 329,885		
TOTAL ADULT DIVISION						\$ 596,678	
CHILDRENS DIVISION			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
CHILDRENS PATRON RESOURCES							
Database charges			\$ 2,715				
TOTAL ELECTRONIC ACCESS				\$ 2,715			
	Original	Change					
Books			\$ 48,672	An additional \$5,000 will be funded by L10 Friends Book Sale fund.			
Periodicals			\$ 1,118				
Audiobooks and compact discs			\$ 3,809	An additional \$1,000 will be funded by L10 Friends Book Sale fund.			
DVDs			\$ 15,118				
Toys			\$ 1,000	\$358 is funded by L10 Friends Book Sale fund.			
TOTAL MATERIALS				\$ 69,717			
TOTAL CHILDRENS PATRON RESOURCES					\$ 72,432		
CHILDRENS WAGES							
Child Serv Dir, sal ft (PG-42)	\$ 68,101	\$ 2,209	\$ 70,310				
Librarian, sal ft (PG-36)	\$ 118,616	\$ 3,874	\$ 122,490				
Librarian, sal pt (PG-36)	\$ 98,839	\$ 3,228	\$ 102,067				
TOTAL SALARY				\$ 294,867			
Librarian, hr sch (PG-36H)	\$ 16,983	\$ (4,160)	\$ 12,823				
Librarian, hr rpl (PG-36H)			\$ 24,931				
Librarian, hr spj (PG-36H)			\$ 10,887				
TOTAL HOURLY				\$ 48,641			
TOTAL CHILDRENS WAGES					\$ 343,508		
TOTAL CHILDRENS DIVISION						\$ 415,940	
ARCHIVES DIVISION			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
ARCHIVES PATRON RESOURCES							
Database charges			\$ 14,501				
TOTAL ELECTRONIC ACCESS				\$ 14,501			
Books - Local history & Genealogy			\$ 4,397				
Periodicals - Local history & Genealogy			\$ 2,593				
Microform - Local history & Genealogy			\$ 3,645				
TOTAL MATERIALS				\$ 10,635			
TOTAL ARCHIVES PATRON RESOURCES					\$ 25,136		

Revised BUDGET FY 2014/2015	Original	Change					
ARCHIVES WAGES							
Archives Dir, sal ft (PG-42)	\$ 70,827	\$ 2,295	\$ 73,122				
Librarian, sal ft (PG-36)	\$ 47,737	\$ 1,962	\$ 49,699				
Archives Asst, sal pt (PG-25)	\$ 21,127	\$ 684	\$ 21,811				
TOTAL SALARY				\$ 144,632			
Archives Asst, hr sch (PG-24H)	\$ 57,000	\$ 1,867	\$ 58,867				
Archives Asst, hr rpl (PG-24H)	\$ 1,000	\$ (500)	\$ 500				
Archives Clerk, hr sea (PG-19H)	\$ 6,461	\$ (6,061)	\$ 400				
Archives Asst, hr spj (PG-25H)			\$ 4,600				(this makes the expenses & income off: \$1,600 transferred in from GSLIS Projects L10 2 4040-6200 fund in Dec 2014)
TOTAL HOURLY				\$ 64,367			
TOTAL ARCHIVES WAGES					\$ 208,999		
TOTAL ARCHIVES DIVISION						\$ 234,135	
CAFE DIVISION				ACCOUNT	MINOR	MAJOR	DIVISION LIBRARY
CAFE NON-STAFF COSTS							
Cafe food purchases			\$ 32,800				
Cafe misc costs			\$ 1,800				
TOTAL MISCELLANEOUS COSTS				\$ 34,600			
TOTAL CAFE NON-STAFF COSTS					\$ 34,600		
CAFE WAGES							
Barista, hr sch (PG-19Hh)	\$ 39,973	\$ 3,027	\$ 43,000				
TOTAL HOURLY				\$ 43,000			
TOTAL CAFE WAGES					\$ 43,000		
TOTAL CAFE DIVISION						\$ 77,600	
ACQUISITIONS DIVISION				ACCOUNT	MINOR	MAJOR	DIVISION LIBRARY
ACQUISITIONS WAGES	Original	Change					
Acq Manager, sal ft (PG-34)	\$ 55,907	\$ 1,815	\$ 57,722				
Acq Catalog Clerk, sal ft (PG-23)	\$ 80,766	\$ 2,628	\$ 83,394				
Acq Clerk, sal pt (PG-19)	\$ 47,764	\$ 1,553	\$ 49,317				
TOTAL SALARY				\$ 190,433			
Acq Clerk, hr sch (PG-19H)			\$ 49,749				
Acq Clerk, hr rpl (PG-19H)		\$ 22	\$ 22				
Acq Clerk, hr spj (PG-19H)			\$ 6,561				
TOTAL HOURLY				\$ 56,332			
TOTAL ACQUISITIONS WAGES					\$ 246,765		
TOTAL ACQUISITIONS DIVISION						\$ 246,765	
CIRCULATION DIVISION				ACCOUNT	MINOR	MAJOR	DIVISION LIBRARY
CIRCULATION WAGES	Original	Change					
Circ Serv Dir, sal ft (PG-42)	\$ 68,101	\$ 2,209	\$ 70,310				
Asst Circ Manager, sal ft (PG-30)	\$ 49,672	\$ 1,609	\$ 51,281				
Circ Clerk, sal ft (PG-23)	\$ 77,660	\$ 2,528	\$ 80,188				
Circ Clerk, sal pt (PG-23)	\$ 176,944	\$ 3,155	\$ 180,099				
TOTAL SALARY				\$ 381,878			
Circ Clerk, hr sch (PG-23H)	\$ 50,412	\$ 1,652	\$ 52,064				
Circ Clerk, hr rpl (PG-23H)	\$ 28,773	\$ 943	\$ 29,716				

Revised BUDGET FY 2014/2015	Original	Change					
Circ Clerk, hr spj (PG-23H)	\$ 8,219	\$ 269	\$ 8,488				
Shelver, hr sch (PG-23Hh)	\$ 107,392	\$ 3,518	\$ 110,910				
Shelver, hr spj (PG-23Hh)	\$ 2,132	\$ 70	\$ 2,202				
TOTAL HOURLY				\$ 203,380			
TOTAL CIRCULATION WAGES					\$ 585,258		
TOTAL CIRCULATION DIVISION						\$ 585,258	
TOTAL EXPENSE							\$ 3,299,455
NON-RECURRING COSTS				ACCOUNT	MINOR	MAJOR	DIVISION
							LIBRARY
Health savings plan, separation cost			\$ 17,000				
One-time projects			\$ 15,000				
TOTAL NON-RECURRING COSTS						\$ 32,000	

Staff Salary increases FY14 & FY15

I recommend Board acceptance of this revised budget. It includes a FY15 salary increase that is based on 1.5% increase to the base salary rates effective 7/1/2013 and a 1.75% increase to the base salary rates effective 7/1/2014.

Finding places to decrease expenses was a team effort. The entire salary increase for FY15 is incorporated in this budget, and there looks to be a bit left over that can help cover the retro pay for FY14. It's hanging out at the top, making the Income & Expenses not match. It was our priority to work within the existing budget, to find sustainable changes, and to avoid cutting Library hours or services.

Retro Pay for FY14

Based on calculations by the City of Urbana, eligible TUFL employees will receive approximately \$25,650 in retro pay. Once the retro pay has been run in the system, we will know which budget lines above need to be adjusted in the FY15 budget and by how much. I recommend that any left over funds from the savings above be allocated to help fund the retro pay and that the rest be transferred from the Fund Balance into the appropriate lines. A pre-audit estimate of over \$100,000 was transferred into the Fund Balance at the end of FY14, so it seems reasonable to use some of that money to fund the FY14 retro pay. We are talking with our City colleagues to see how to represent the transfer from Fund Balance and the incorporation of the excess savings into the budget.

I look forward to answering any questions you have.

Celeste Choate,
Executive Director