

THE URBANA FREE LIBRARY Budget FY16  
APPROVED at 4-14-15 Board meeting

	FY15 1-13-15 amendment	Change	FY2016				FY2016
<b>REVENUE</b>							
Current taxes	\$ 2,918,924	\$ 40,229					\$ 2,959,153
State income tax	\$ 94,860	\$ (8,753)					\$ 86,107
State per capita grant	\$ 51,562	\$ -					\$ 51,562
U of I/Urbana schools	\$ 9,400	\$ (9,400)					\$ -
County grant	\$ 24,500	\$ 13,000					\$ 37,500
Fines and fees	\$ 83,810	\$ (9,810)					\$ 74,000
Notary fees	\$ 7,000	\$ (1,600)					\$ 5,400
Lost and damaged	\$ 12,100	\$ -					\$ 12,100
Interloan and LHO	\$ 2,000	\$ 1,200					\$ 3,200
Non-resident cards	\$ 18,600	\$ (3,100)					\$ 15,500
Copiers/printers	\$ 17,680	\$ (1,680)					\$ 16,000
Café Revenue (will include taxes taken in)	\$ 60,303	\$ (1,803)					\$ 58,500
Interest	\$ 1,450	\$ 250					\$ 1,700
City FICA + Medicare reimbursement							\$ 160,000
IGA IMRF							\$ 211,000
Fax + Telephone	\$ 4,300	\$ 200					\$ 4,500
Transfer in from L10 Gift funds	\$ 30,000	\$ (10,000)					\$ 20,000
City supplemental transfer	\$ -	\$ -					
<b>TOTAL REVENUE</b>	<b>\$ 3,336,489</b>						<b>\$ 3,716,222</b>
<b>EXPENSE</b>							<b>\$ 3,679,992</b>
<b>CENTRALIZED COSTS</b>			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
<b>CENTRALIZED NON-STAFF COSTS</b>	FY2015	Change	FY2016				
Adult programs	\$ 2,952	\$ (252)	\$ 2,700				
Teen programs	\$ 1,750	\$ -	\$ 1,750				
Child programs	\$ 2,250	\$ -	\$ 2,250				
Archives programs	\$ 750	\$ -	\$ 750				
Library programs	\$ 3,428	\$ 1,072	\$ 4,500				
Library PR printing	\$ 7,500	\$ -	\$ 7,500				
Other public relations	\$ 885	\$ -	\$ 885				
<b>TOTAL PROGRAM/PR COSTS</b>	\$ 19,515	\$ 820		\$ 20,335			
Admin and Board travel and training	\$ 3,000	\$ -	\$ 3,000				
Adult travel and training	\$ 3,000	\$ (1,500)	\$ 1,500				
Children's travel and training	\$ 3,000	\$ (1,500)	\$ 1,500				
Archives travel and training	\$ 3,000	\$ (1,500)	\$ 1,500				
Tech Service/Circulation travel and training	\$ 3,000	\$ (1,500)	\$ 1,500				
<b>TOTAL TRAVEL AND TRAINING</b>	\$ 15,000	\$ (6,000)		\$ 9,000			
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
	FY2015	Change	FY2016				
Building, capital expense	\$ 13,743	\$ (13,742)	\$ 1				
Building maint/repair	\$ 40,486	\$ 14	\$ 40,500				
Building maint committed	\$ 121,455	\$ 300	\$ 121,755				
Property insurance	\$ 35,650	\$ 1,000	\$ 36,650				
<b>TOTAL BUILDING COSTS</b>	\$ 211,334	\$ (12,428)		\$ 198,906			
Electricity	\$ 80,000	\$ (4,000)	\$ 76,000				
Telecom	\$ 500	\$ 4,200	\$ 4,700				
Fax + Telephone service (shows real expenses instead of "revenue minus expenses" as in Jan 2015)	\$ 7,200	\$ 200	\$ 7,400				
Water, sanitary, sewer	\$ 5,883	\$ 17	\$ 5,900				
<b>TOTAL UTILITY COSTS</b>	\$ 93,583	\$ 417		\$ 94,000			
Accounting services	\$ 12,748	\$ 780	\$ 13,528				
Copier/printer - rent/supplies	\$ 15,000	\$ (1,000)	\$ 14,000				

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Credit card fees	\$ 3,675	\$ -	\$ 3,675					
Job ads/temp costs	\$ 500	\$ -	\$ 500					
Online host/directory list	\$ 7,721	\$ (921)	\$ 6,800					
HR/Legal/Professional services	\$ 5,750	\$ 4,250	\$ 10,000					
Postage/notices	\$ 3,022	\$ 878	\$ 3,900					
Printing forms	\$ 500	\$ (100)	\$ 400					
Vehicle/mileage	\$ 1,000	\$ (200)	\$ 800					
<b>TOTAL CONTRACTUAL COSTS</b>	\$ 49,916	\$ 3,687		\$ 53,603				
<b>Bibliographic utility</b>	\$ 17,500	\$ 2,337	\$ 19,837					
<b>Bindery</b>	\$ 5,000	\$ -	\$ 5,000					
<b>Interlibrary loan</b>	\$ 350	\$ -	\$ 350					
<b>Lost materials</b>	\$ 5,900	\$ 5,000	\$ 10,900					
<b>TOTAL MATERIALS HANDLING COSTS</b>	\$ 28,750	\$ 7,337		\$ 36,087				
<b>Materials processing supplies</b>	\$ 39,000	\$ -	\$ 39,000					
<b>Office supplies</b>	\$ 10,000	\$ (2,000)	\$ 8,000					
<b>TOTAL SUPPLY COSTS</b>	\$ 49,000	\$ (2,000)		\$ 47,000				
<b>Equipment purchase</b>	\$ 6,344	\$ (344)	\$ 6,000					
<b>Equipment maint/repair</b>	\$ 3,158	\$ -	\$ 3,158					
<b>Equipment maint contract</b>	\$ 2,457	\$ 543	\$ 3,000					
<b>Electronic equipment purchase</b>	\$ 53,929	\$ 1,071	\$ 55,000					
<b>Electronic equipment capital expense</b>	\$ 1	\$ -	\$ 1					
<b>Automation contracts</b>	\$ 41,294	\$ -	\$ 41,294					
<b>TOTAL EQUIPMENT COSTS</b>	\$ 107,183	\$ 1,270		\$ 108,453				
<b>TOTAL CENTRALIZED NON-STAFF COSTS</b>	\$ 574,281	\$ (6,897)			\$ 567,384			
<b>CENTRALIZED STAFF COSTS</b>	FY2015	Change	FY2016	ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
<b>Health savings plan annual</b>	\$ 12,970	\$ 530	\$ 13,500					
<b>Health/life insurance</b>	\$ 201,000	\$ 10,050	\$ 211,050					
<b>Unemployment/workers comp</b>	\$ 17,370	\$ 200	\$ 17,570					
<b>TOTAL EMPLOYEE INSURANCE</b>	\$ 231,340	\$ 10,780			\$ 242,120			
<b>Employer contribution: FICA &amp; Medicare</b>	\$ -	\$ 160,000	\$ 160,000					
<b>Employer contribution: IMRF</b>		\$ 211,000	\$ 211,000					
<b>TOTAL OTHER STAFF COSTS</b>	\$ -	\$ 371,000			\$ 371,000			
<b>TOTAL CENTRALIZED STAFF COSTS</b>	\$ 231,340	\$ 381,780			\$ 613,120			
<b>TOTAL CENTRALIZED COSTS</b>	\$ 805,621	\$ 374,883				\$ 1,180,504		
<b>ADMINISTRATION DIVISION</b>				ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
<b>ADMINISTRATION WAGES</b>	FY2015	Change	FY2016					
<b>Executive Director, sal ft (per Board)</b>	\$ 104,572	\$ (4,572)	\$ 100,000					
<b>Assoc Director, sal ft (PG-47)</b>	\$ 84,764	\$ 2,040	\$ 86,804					
<b>IT Manager, sal ft (PG-39)</b>	\$ 38,455	\$ 30,079	\$ 68,534					
<b>Office Manager, sal ft (PG-30)</b>	\$ 51,281	\$ 1,238	\$ 52,519					
<b>Graphic Arts, sal pt (PG-30 &amp; PG-23)</b>	\$ 60,002	\$ 1,455	\$ 61,457					
<b>TOTAL FT + PT</b>					\$ 369,314			
<b>Information technology, hr</b>	\$ 1,094	\$ (1,094)	\$ -					
<b>Administration, hr</b>	\$ 500	\$ (100)	\$ 400					
<b>Graphic arts, hr</b>	\$ -	\$ -	\$ -					
<b>TOTAL HOURLY</b>					\$ 400			
<b>TOTAL ADMINISTRATION WAGES</b>	\$ 340,668	\$ 29,046			\$ 369,714			

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TOTAL ADMIN DIVISION	\$ 340,668	\$ 29,046				\$ 369,714	
ADULT DIVISION			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
ADULT PATRON RESOURCES							
	FY2015	Change	FY2016				
Database charges	\$ 20,303	\$ -	\$ 20,303				
Downloadables	\$ 32,300	\$ -	\$ 32,300	FY15 An additional \$10,000 was funded by L10 Friends Book Sale fund			
TOTAL ELECTRONIC ACCESS		\$ -		\$ 52,603			
		\$ -					
Books	\$ 101,726	\$ 12,000	\$ 113,726	FY15 An additional \$14,000 was funded by L10 Friends Book Sale (\$10,000) & Gara (\$4,000 for Large Print) funds			
Standing orders	\$ 10,723	\$ (1,000)	\$ 9,723				
Periodicals	\$ 27,081	\$ -	\$ 27,081				
Audiobooks	\$ 12,008	\$ -	\$ 12,008				
Music	\$ 19,543	\$ -	\$ 19,543				
Educational DVDs	\$ 9,212	\$ (500)	\$ 8,712				
Entertainment DVDs	\$ 33,897	\$ 500	\$ 34,397				
NEW collections (incl. Board Games)	\$ -	\$ 3,000	\$ 3,000				
TOTAL MATERIALS				\$ 228,190			
TOTAL ADULT PATRON RESOURCES	\$ 266,793	\$ 14,000			\$ 280,793		
ADULT WAGES							
Adult Serv Dir, Interim sal ft (PG-42)	\$ 67,517	\$ 4,485	\$ 72,002				
Librarian, sal ft (PG-36)	\$ 165,088	\$ 10,985	\$ 176,073				
Librarian, sal pt (PG-36)	\$ 31,405	\$ 754	\$ 32,159				
TOTAL FT + PT				\$ 280,234			
Librarian, hr sch (PG-36H)	\$ 27,906	\$ 22,442	\$ 50,348				
Librarian, hr rpl (PG-36H)	\$ 28,041	\$ (28,041)					
Librarian, hr spj (PG-36H)	\$ 9,928	\$ (9,928)					
TOTAL HOURLY				\$ 50,348			
TOTAL ADULT WAGES	\$ 329,885	\$ 697			\$ 330,582		
TOTAL ADULT DIVISION	\$ 596,678	\$ 14,697				\$ 611,375	
CHILDRENS DIVISION			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
CHILDRENS PATRON RESOURCES							
Database charges	\$ 2,715	\$ 139	\$ 2,854				
TOTAL ELECTRONIC ACCESS				\$ 2,854			
	FY2015	Change	FY2016				
Books	\$ 48,672	\$ 3,000	\$ 51,672	FY15 An additional \$5,000 was funded by L10 Friends Book Sale fund.			
Periodicals	\$ 1,118	\$ -	\$ 1,118				
Audiobooks and compact discs	\$ 3,809	\$ 3,500	\$ 7,309	FY15 An additional \$1,000 was funded by L10 Friends Book Sale fund.			
DVDs	\$ 15,118	\$ (2,500)	\$ 12,618				
Toys	\$ 1,000	\$ -	\$ 1,000	FY15 \$358 was funded by L10 Friends Book Sale fund.			
NEW collections		\$ 2,000	\$ 2,000				
TOTAL MATERIALS				\$ 75,717			
TOTAL CHILDRENS PATRON RESOURCES	\$ 72,432	\$ 6,139	\$ 78,571		\$ 78,571		
CHILDRENS WAGES							
Child Serv Dir, sal ft (PG-42)	\$ 70,310	\$ 1,692	\$ 72,002				

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Librarian, sal ft (PG-36)	\$ 122,490	\$ 2,930	\$ 125,420				
Librarian, sal pt (PG-36)	\$ 102,067	\$ 2,450	\$ 104,517				
TOTAL FT + PT				\$ 301,939			
Librarian, hr sch (PG-36H)	\$ 12,823	\$ 29,048	\$ 41,871				
Librarian, hr rpl (PG-36H)	\$ 24,931	\$ (24,931)					
Librarian, hr spj (PG-36H)	\$ 10,887	\$ (10,887)					
TOTAL HOURLY				\$ 41,871			
TOTAL CHILDRENS WAGES	\$ 343,508	\$ 302			\$ 343,810		
TOTAL CHILDRENS DIVISION	\$ 415,940	\$ 6,441				\$ 422,381	
ARCHIVES DIVISION				ACCOUNT	MINOR	MAJOR	DIVISION LIBRARY
ARCHIVES PATRON RESOURCES							
Database charges	\$ 14,501	\$ -	\$ 14,501				
TOTAL ELECTRONIC ACCESS				\$ 14,501			
Books - Local history & Genealogy	\$ 4,397	\$ -	\$ 4,397				
Periodicals - Local history & Genealogy	\$ 2,593	\$ -	\$ 2,593				
Microform - Local history & Genealogy	\$ 3,645	\$ -	\$ 3,645				
TOTAL MATERIALS				\$ 10,635			
TOTAL ARCHIVES PATRON RESOURCES	\$ 25,136	\$ -			\$ 25,136		
ARCHIVES WAGES							
Archives Dir, sal ft (PG-42)	\$ 73,122	\$ 1,760	\$ 74,882				
Librarian, sal ft (PG-36)	\$ 49,699	\$ 3,366	\$ 53,065				
Archives Asst, sal pt (PG-25)	\$ 21,811	\$ 527	\$ 22,338				
TOTAL FT + PT				\$ 150,285			
Archives Asst, hr sch (PG-24H)	\$ 58,867	\$ 3,428	\$ 62,295				
Archives Asst, hr rpl (PG-24H)	\$ 500	\$ (500)					
Archives Clerk, hr sea (PG-19H)	\$ 400	\$ (400)					
Archives Asst, hr spj (PG-25H)	\$ 4,600	\$ (4,600)					
TOTAL HOURLY				\$ 62,295			
TOTAL ARCHIVES WAGES	\$ 208,999	\$ 3,581			\$ 212,580		
TOTAL ARCHIVES DIVISION	\$ 234,135	\$ 3,581				\$ 237,716	
CAFE DIVISION				ACCOUNT	MINOR	MAJOR	DIVISION LIBRARY
CAFE NON-STAFF COSTS							
Cafe food purchases	\$ 32,800	\$ (3,203)	\$ 29,597				
Cafe misc costs	\$ 1,800	\$ -	\$ 1,800				
Café taxes (amount to be determined)							
TOTAL MISCELLANEOUS COSTS				\$ 31,397			
TOTAL CAFE NON-STAFF COSTS	\$ 34,600	\$ (3,203)			\$ 31,397		
CAFE WAGES							
Barista, hr sch (PG-19Hh)	\$ 43,000	\$ (1,386)	\$ 41,614				
TOTAL HOURLY				\$ 41,614			
TOTAL CAFE WAGES	\$ 43,000	\$ (1,386)			\$ 41,614		

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TOTAL CAFE DIVISION						\$ 73,011	
ACQUISITIONS DIVISION			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
ACQUISITIONS WAGES	FY2015	Change	FY2016				
Acq Manager, sal ft (PG-34)	\$ 57,722	\$ 1,390	\$ 59,112				
Acq Catalog Clerk, sal ft (PG-23)	\$ 83,394	\$ 2,018	\$ 85,412				
Acq Clerk, sal pt (PG-19)	\$ 49,317	\$ 1,202	\$ 50,519				
TOTAL FT + PT				\$ 195,043			
Acq Clerk, hr sch (PG-19H)	\$ 49,749	\$ (2,587)	\$ 47,162				
Acq Clerk, hr rpl (PG-19H)	\$ 22	\$ (22)					
Acq Clerk, hr spj (PG-19H)	\$ 6,561	\$ (6,561)					
TOTAL HOURLY				\$ 47,162			
TOTAL ACQUISITIONS WAGES	\$ 246,765	\$ (4,560)			\$ 242,205		
TOTAL ACQUISITIONS DIVISION	\$ 246,765	\$ (4,560)				\$ 242,205	
CIRCULATION DIVISION			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
CIRCULATION WAGES	FY2015	Change	FY2016				
Circ Serv Dir, sal ft (PG-42)	\$ 70,310	\$ 4,572	\$ 74,882				
Asst Circ Manager, sal ft (PG-30)	\$ 51,281	\$ 1,238	\$ 52,519				
Circ Clerk, sal ft (PG-23)	\$ 80,188	\$ 1,938	\$ 82,126				
Circ Clerk, sal pt (PG-23)	\$ 180,099	\$ (35,221)	\$ 144,878				
TOTAL FT + PT				\$ 354,405			
Circ Clerk, hr sch (PG-23H)	\$ 52,064	\$ 22,001	\$ 74,064				
Circ Clerk, hr rpl (PG-23H)	\$ 29,716	\$ (29,716)					
Circ Clerk, hr spj (PG-23H)	\$ 8,488	\$ (8,488)					
Shelver, hr sch (PG-23Hh)	\$ 110,910	\$ 3,707	\$ 114,618				
Shelver, hr spj (PG-23Hh)	\$ 2,202	\$ (2,202)					
TOTAL HOURLY				\$ 188,682			
TOTAL CIRCULATION WAGES	\$ 585,258	\$ (42,171)			\$ 543,087		
TOTAL CIRCULATION DIVISION						\$ 543,087	
<b>TOTAL EXPENSE</b>							<b>\$ 3,679,992</b>
<b>Based on this budget, we will see an excess/(deficit) of this amount. At the end FY16, this will be designated in Fund</b>							
<b>Balance funds for:</b>							<b>\$ 36,230</b>
<b>Anticipated Fund Balance L05 0 0120-2999 at end of FY15 based on Draft April 2015 budget amendment</b>							<b>\$ 1,601,598</b>
11 year accrual funds L05 0 0120-2117							\$ 7,750
Building, capital expense							\$ 14,000
Excess/(Defecit) not assigned/designated elsewhere							\$ 4,480
<b>Anticipated Balance at the end of FY16</b>							<b>\$ 1,627,828</b>
<b>Anticipated FUND BAL. DESIGNATED RHS PLAN L05 0 0120-3000 at end of FY15 based on Draft April 2015 Budget Amendment</b>							<b>\$ 65,000</b>
L05 9 1040-4000 HEALTH SAVINGS PLAN SEPARATION							\$ 10,000
<b>Anticipated Balance at the end of FY16</b>							<b>\$ 75,000</b>