

Date: February 5, 2016

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Budget Amendment Memo for Board Meeting of February 9, 2016

To see the L05 General Fund and the L10 Trust funds in their entirety, please see the Budget and Forecast Report or the Detail Trial Report, available at <http://urbanafreelibrary.org/financial-reports>.

There are three budget shift requests this month, which have a net zero effect on the budget's bottom line.

1. Shift Adult and Circulation Wages:

Move \$650 from Librarian FT (L05 2 2040-4123) to CIRC CLERK HR SCH (L05 8 8040-4245) for Information Assistant work on the 2nd floor Reference Desk in January 2016.

2. Shift Acquisitions Wages for a promotion:

Move \$950 from ACQ CLERK HR SCH (L05-7040-4245) to ACQ CLERK PT (L05-7-7040-4144).

3. Shift to align funds more appropriately:

Move \$1,970 from Automation Contracts (L05 0 1040-5751) to Library Programs (L05-0-1040-4860).

Two electronic products by Evanced are used in similar ways: Summer Reader and the E-calendar. This shift puts them in the same budget line for clarity's sake in budgeting and bill payment.

THE URBANA FREE LIBRARY Budget FY16 DRAFT FOR the 2-8-16 Board meeting	Approved FY16	Change					FY2016
REVENUE							
Current taxes							\$ 2,959,153
State income tax							\$ 86,107
State per capita grant							\$ 51,562
U of I/Urbana schools							\$ -
County grant							\$ 37,500
Fines and fees							\$ 74,000
Notary fees							\$ 5,400
Lost and damaged							\$ 12,100
Interloan and LHO							\$ 3,200
Non-resident cards							\$ 15,500
Copiers/printers							\$ 16,000
Café Revenue (will include taxes taken in)							\$ 58,500
Interest							\$ 1,700
City FICA + Medicare reimbursement							\$ 162,678
City IMRF							\$ 215,463
Fax + Telephone							\$ 4,500
Transfer in from L10 Gift funds							\$ 22,500
City supplemental transfer							
Miscellaneous							\$ 5,200
City Ameren transfer							\$ 33,350
TOTAL REVENUE							\$ 3,764,412
EXPENSE							\$3,727,336
CENTRALIZED COSTS							
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
CENTRALIZED NON-STAFF COSTS	Approved FY16	Change	new FY2016				
TOTAL PROGRAM/PR COSTS		\$ 1,970		\$ 22,805			
TOTAL TRAVEL AND TRAINING				\$ 9,000			
TOTAL BUILDING COSTS				\$ 198,906			
TOTAL UTILITY COSTS				\$ 127,350			
TOTAL CONTRACTUAL COSTS				\$ 53,203			
TOTAL MATERIALS HANDLING COSTS				\$ 36,087			
TOTAL SUPPLY COSTS				\$ 47,415			
TOTAL EQUIPMENT COSTS		\$ (1,970)		\$ 106,483			
TOTAL CENTRALIZED NON-STAFF COSTS					\$601,249		
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
CENTRALIZED STAFF COSTS	Approved FY16	Change	new FY2016				
TOTAL EMPLOYEE INSURANCE				\$ 247,220			
TOTAL OTHER STAFF COSTS				\$ 378,140			
TOTAL CENTRALIZED STAFF COSTS					\$625,360		
TOTAL CENTRALIZED COSTS						\$ 1,226,609	
ADMINISTRATION DIVISION							
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
TOTAL ADMINISTRATION WAGES					\$372,464		
TOTAL ADMIN DIVISION						\$ 372,464	
ADULT DIVISION							
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
TOTAL ADULT PATRON RESOURCES					\$280,793		
TOTAL ADULT WAGES		\$ (650)			\$328,027		
TOTAL ADULT DIVISION						\$ 608,820	
CHILDRENS DIVISION							
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
TOTAL CHILDRENS PATRON RESOURCES					\$ 78,571		
TOTAL CHILDRENS WAGES					\$343,810		
TOTAL CHILDRENS DIVISION						\$ 422,381	
ARCHIVES DIVISION							
			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
TOTAL ARCHIVES PATRON RESOURCES					\$ 25,136		
TOTAL ARCHIVES WAGES					\$229,182		
TOTAL ARCHIVES DIVISION						\$ 254,318	

CAFE DIVISION			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
TOTAL CAFE NON-STAFF COSTS					\$ 31,397		
TOTAL CAFE WAGES					\$ 41,614		
TOTAL CAFE DIVISION						\$ 73,011	
ACQUISITIONS DIVISION			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
TOTAL ACQUISITIONS WAGES		\$ 0			\$ 224,092		
TOTAL ACQUISITIONS DIVISION						\$ 224,092	
CIRCULATION DIVISION			ACCOUNT	MINOR	MAJOR	DIVISION	LIBRARY
TOTAL CIRCULATION WAGES		\$ 650			\$ 545,642		
TOTAL CIRCULATION DIVISION						\$ 545,642	
TOTAL EXPENSE							\$ 3,727,336
Based on this budget, we will see an excess/(deficit) of this amount. At the end FY16, this will be designated in Fund Balance funds for:							\$ 37,076
Anticipated Fund Balance L05 0 0120-2999 at end of FY15 based on proposed June 25, 2015 budget							\$ 1,688,895
		Current estimated balance at the end of FY15	Estimated addition in FY16				
11 year accrual funds L05 0 0120-2117		\$ (63,293)	\$ (7,750)				\$ (71,043)
Building, capital expense L05 0 1040-5105		\$ (13,743)	\$ (14,000)				\$ (27,743)
L05 9 1040-4000 HEALTH SAVINGS PLAN SEPARATION			\$ (10,000)				\$ (10,000)
Excess/(Defecit) not assigned/designated elsewhere			\$ 5,326				\$ 5,326
Anticipated Unassigned Balance at the end of FY16							\$ 1,585,435
Assigned for other purposes within Fund Balance L05 0 0120-2999							
11 year accrual funds L05 0 0120-2117		\$ 63,293	\$ 7,750				\$ 71,043
Building, capital expense L05 0 1040-5105		\$ 13,743	\$ 14,000				\$ 27,743
Anticipated new Fund Balance for FY17 from FY16 (unassigned + assigned within the L05 0 0120-2999)							\$ 1,684,221
Anticipated FUND BAL. ASSIGNED RHS PLAN L05 0 0120-3000 at end of FY15 based on proposed June 25, 2015 Budget							\$ 65,000
L05 9 1040-4000 HEALTH SAVINGS PLAN SEPARATION							\$ 10,000
Anticipated Balance at the end of FY16							\$ 75,000