

The Urbana Free Library FY18 Budget Summary

Fund	Revenue	Expenses	Addition to/(Subtraction from) Fund Balance
L05 = General Fund	\$ 4,152,734.96	\$ 4,140,009.13	\$ 12,725.83
L10 = Trust Fund	\$ 40,000.00	\$ 40,000.00	\$ -
L15 = Building Fund	\$ 1,000.00	\$ -	\$ 1,000.00
L25 = Sales Fund	\$ -	\$ -	\$ -
L30 = Grant Fund	\$ 250.00	\$ 250.00	\$ -
<b>Total</b>	<b>\$ 4,193,984.96</b>	<b>\$ 4,180,259.13</b>	<b>\$ 13,725.83</b>

<b>FY18 Budget APPROVED at April 11, 2017, Board meeting</b>	<b>FY17 Budget approved 2-14-17</b>	<b>FY18 Budget</b>	<b>Difference FY18 minus FY17</b>	<b>%</b>
<b>REVENUE</b>				
Local Property Taxes	\$ 3,033,505	3,162,553	\$ 129,048	4%
State income tax / PPRT	\$ 599,226	\$ 78,195	\$ (21,031)	-21%
State per capita grant	\$ 25,988	\$ 31,000	\$ 5,013	19%
U of I/Urbana schools	\$ 9,400	\$ 9,400	\$ -	0%
County grant	\$ 36,520	\$ 36,520	\$ -	0%
Fines and fees	\$ 74,000	\$ 70,000	\$ (4,000)	-5%
Lost and damaged	\$ 10,524	\$ 9,000	\$ (1,524)	-14%
Interloan and LHO	\$ 3,200	\$ 2,700	\$ (500)	-16%
Non-resident cards	\$ 12,452	\$ 11,752	\$ (700)	-6%
Copiers/printers	\$ 16,000	\$ 16,000	\$ -	0%
Cafe	\$ 54,588	\$ 50,000	\$ (4,588)	-8%
Interest	\$ 2,000	\$ 2,400	\$ 400	20%
Notary Fees	\$ 5,400	\$ 5,000	\$ (400)	-7%
City FICA + Medicare reimbursement	\$ 161,904	\$ 168,085	\$ 6,181	4%
City IMRF	\$ 217,321	\$ 196,730	\$ (20,591)	-9%
Ameren Transfer	\$ 33,350	\$ 33,350	\$ -	0%
Miscellaneous	\$ 5,200	\$ 250	\$ (4,950)	-95%
Fax + Telephone	\$ 4,500	\$ 3,800	\$ (700)	-16%
City HVAC transfer (HVAC + carpet request in FY18)	\$ 125,000	\$ 210,000	\$ 85,000	68%
City HR transfer	\$ 30,000	\$ -	\$ (30,000)	-100%
Foundation gift		\$ 30,000	\$ 30,000	
From Fund Balance		\$ 26,000	\$ 26,000	
<b>TOTAL REVENUE</b>	<b>\$ 3,960,077</b>	<b>\$ 4,152,735</b>	<b>\$ 192,658</b>	<b>5%</b>
<b>TOTAL EXPENSE</b>	<b>\$ 3,910,480</b>	<b>\$ 4,140,009</b>	<b>\$ 229,529</b>	<b>6%</b>
<b>DIFFERENCE</b>	<b>\$ 49,597</b>	<b>\$ 12,726</b>	<b>\$ (36,871)</b>	<b>-74%</b>
<b>CENTRALIZED COSTS</b>				
<b>CENTRALIZED NON-STAFF COSTS</b>				
Adult programs	\$ 2,700	\$ 2,700	\$ -	0%
Teen programs	\$ 1,750	\$ 1,750	\$ -	0%
Children's programs	\$ 3,200	\$ 3,200	\$ -	0%
Archives programs	\$ 800	\$ 800	\$ -	0%
Library programs	\$ 6,470	\$ 6,470	\$ -	0%
Library PR printing	\$ 6,500	\$ 6,470	\$ (30)	0%
Other public relations	\$ 885	\$ 5,885	\$ 4,000	452%
<b>TOTAL PROGRAM/PR COSTS</b>	<b>\$ 22,305</b>	<b>\$ 27,275</b>	<b>\$ 4,970</b>	<b>22%</b>
Admin and Board travel and training	\$ 4,500	\$ 4,500	\$ -	0%
Adult and Youth travel and training	\$ 3,000	\$ 3,000	\$ -	0%
Archives travel and training	\$ 1,500	\$ 1,500	\$ -	0%
Tech Service/Circulation travel and training	\$ 1,500	\$ 1,500	\$ -	0%
<b>TOTAL TRAVEL AND TRAINING</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>	<b>\$ -</b>	<b>0%</b>



<b>FY18 Budget APPROVED at April 11, 2017, Board meeting</b>	<b>FY17 Budget approved 2-14-17</b>	<b>FY18 Budget</b>	<b>Difference FY18 minus FY17</b>	<b>%</b>
Building, capital expense	\$ 115,101	\$ 210,000	\$ 94,899	82%
Building maint/repair	\$ 40,500	\$ 45,500	\$ 5,000	12%
Building maint committed	\$ 117,590	\$ 117,590	\$ (0)	0%
Property insurance	\$ 37,167	\$ 38,000	\$ 833	2%
<b>TOTAL BUILDING COSTS</b>	<b>\$ 310,358</b>	<b>\$ 411,090</b>	<b>\$ 100,732</b>	<b>32%</b>
Electricity	\$ 91,000	\$ 100,000	\$ 9,000	10%
Telecom	\$ 4,700	\$ 4,700	\$ -	0%
Fax + Telephone service	\$ 8,600	\$ 7,500	\$ (1,100)	-13%
Water, sanitary, sewer	\$ 7,015	\$ 6,000	\$ (1,015)	-14%
Gas	\$ 33,350	\$ 36,500	\$ 3,150	9%
<b>TOTAL UTILITY COSTS</b>	<b>\$ 144,665</b>	<b>\$ 154,700</b>	<b>\$ 10,035</b>	<b>7%</b>
Accounting services	\$ 20,434	\$ 19,243	\$ (1,191)	-6%
Copier/printer--lease/supplies	\$ 22,000	\$ 18,000	\$ (4,000)	-18%
Credit card fees	\$ 3,675	\$ 6,000	\$ 2,325	63%
Hiring costs	\$ 1,632	\$ 1,000	\$ (632)	-39%
Online host/directory list	\$ 8,800	\$ 8,800	\$ -	0%
HR/Legal/ Professional Services ("Parking" through FY15)	\$ 17,900	\$ 10,000	\$ (7,900)	-44%
Postage/notices	\$ 4,100	\$ 5,000	\$ 900	22%
Printing forms	\$ 400	\$ 400	\$ -	0%
Vehicle/mileage	\$ 750	\$ 900	\$ 150	20%
<b>TOTAL CONTRACTUAL COSTS</b>	<b>\$ 79,691</b>	<b>\$ 69,343</b>	<b>\$ (10,348)</b>	<b>-13%</b>
Bibliographic utility	\$ 19,000	\$ 20,000	\$ 1,000	5%
Bindery	\$ 3,000	\$ 3,000	\$ -	0%
Interlibrary loan	\$ 350	\$ 350	\$ -	0%
Lost materials	\$ 8,000	\$ 8,000	\$ -	0%
<b>TOTAL MAT. HANDLING COSTS</b>	<b>\$ 30,350</b>	<b>\$ 31,350</b>	<b>\$ 1,000</b>	<b>3%</b>
Materials processing supplies	\$ 34,000	\$ 36,000	\$ 2,000	6%
Office supplies	\$ 14,600	\$ 16,000	\$ 1,400	10%
<b>TOTAL SUPPLY COSTS</b>	<b>\$ 48,600</b>	<b>\$ 52,000</b>	<b>\$ 3,400</b>	<b>7%</b>
Equipment purchase	\$ 6,000	\$ 5,000	\$ (1,000)	-17%
Equipment maint/repair	\$ 1,700	\$ 1,000	\$ (700)	-41%
Equipment maint contracts	\$ 1,500	\$ 1,200	\$ (300)	-20%
Electronic equipment purchase	\$ 55,000	\$ 55,000	\$ -	0%
Electronic equipment capital expense	\$ 1	\$ 25,000	\$ 24,999	2499900%
Automation contracts	\$ 40,504	\$ 41,000	\$ 496	1%
<b>TOTAL EQUIPMENT COSTS</b>	<b>\$ 104,705</b>	<b>\$ 128,200</b>	<b>\$ 23,495</b>	<b>22%</b>
<b>TOTAL CENTRALIZED NON-STAFF COSTS</b>	<b>\$ 751,174</b>	<b>\$ 884,458</b>	<b>\$ 133,284</b>	<b>18%</b>
<b>CENTRALIZED STAFF COSTS</b>				
Health savings plan annual	\$ 12,701	\$ 13,200	\$ 499	4%
Health/life insurance	\$ 190,000	\$ 187,000	\$ (3,000)	-2%
Unemployment/workers comp	\$ 17,824	\$ 16,000	\$ (1,824)	-10%
<b>TOTAL EMPLOYEE INSURANCE</b>	<b>\$ 220,525</b>	<b>\$ 216,200</b>	<b>\$ (4,325)</b>	<b>-2%</b>



<b>FY18 Budget APPROVED at April 11, 2017, Board meeting</b>	<b>FY17 Budget approved 2-14-17</b>	<b>FY18 Budget</b>	<b>Difference FY18 minus FY17</b>	<b>%</b>
Employer contribution: FICA & Medicare	\$ 161,904	\$ 168,085	\$ 6,181	4%
Employer contribution: IMRF	\$ 217,321	\$ 196,730	\$ (20,591)	-9%
TOTAL OTHER EMPLOYEE COSTS	\$ 379,225	\$ 364,815	\$ (14,410)	-4%
<b>TOTAL CENTRALIZED STAFF COSTS</b>	<b>\$ 599,750</b>	<b>\$ 581,015</b>	<b>\$ (18,735)</b>	<b>-3%</b>
<b>TOTAL CENTRALIZED COSTS</b>	<b>\$ 1,350,924</b>	<b>\$ 1,465,473</b>	<b>\$ 114,549</b>	<b>8%</b>
<b>ADMINISTRATION DIVISION</b>				
<b>ADMINISTRATION WAGES</b>				
Exec Director, ft (per Board)	\$ 105,833	\$ 105,833	\$ 1	0%
Assoc Director, ft (PG-47)	\$ 89,417	\$ 89,417	\$ -	0%
IT Manager, ft (PG-39)	\$ 70,591	\$ 70,591	\$ -	0%
Office Manager, ft (PG-30)	\$ 54,097	\$ 54,097	\$ -	0%
Graphic Arts, pt (PG-30 & PG-23)	\$ 63,300	\$ 64,167	\$ 867	1%
Admin Clerk, FT (PG 19)	\$ 4,500	\$ 10,020	\$ 5,520	123%
Development professional FT	\$ 30,000	\$ 50,000	\$ 20,000	67%
IT Assistant PT (PG-25)	\$ -	\$ 20,250	\$ 20,250	#DIV/0!
TOTAL FT + PT	\$ 417,738	\$ 464,375	\$ 46,638	11%
Information technology, hr	\$ 11,159	\$ 11,860	\$ 701	6%
Administration, hr	\$ 4,390	\$ 45,100	\$ 40,710	927%
Graphic arts, hr	\$ 137	\$ 100	\$ (37)	-27%
TOTAL HOURLY	\$ 15,686	\$ 57,060	\$ 41,374	264%
TOTAL ADMINISTRATION WAGES	\$ 433,424	\$ 521,435	\$ 88,012	20%
<b>TOTAL ADMIN DIVISION</b>	<b>\$ 433,424</b>	<b>\$ 521,435</b>	<b>\$ 88,012</b>	<b>20%</b>
<b>ADULT AND YOUTH SERVICES</b>				
<b>ADULT &amp; TEEN PATRON RESOURCES</b>				
Database charges	\$ 20,303	\$ 24,000	\$ 3,697	18%
Downloadables	\$ 38,300	\$ 60,000	\$ 21,700	57%
TOTAL ELECTRONIC ACCESS	\$ 58,603	\$ 84,000	\$ 25,397	43%
Books	\$ 113,726	\$ 126,400	\$ 12,674	11%
Standing orders	\$ 8,223	\$ 8,500	\$ 277	3%
Periodicals	\$ 25,581	\$ 26,000	\$ 419	2%
Audiobooks	\$ 12,008	\$ 13,750	\$ 1,742	15%
Compact discs	\$ 16,543	\$ 16,500	\$ (43)	0%
NF DVDs	\$ 8,712	\$ 9,000	\$ 288	3%
Entertainment DVDs	\$ 34,397	\$ 45,000	\$ 10,603	31%
NEW Collections (includes Board Games)	\$ 3,000	\$ 4,000	\$ 1,000	33%
TOTAL MATERIALS	\$ 222,190	\$ 249,150	\$ 26,960	12%
TOTAL ADULT & TEEN PATRON RESOURCES	\$ 280,793	\$ 333,150	\$ 52,357	19%
<b>CHILDRENS PATRON RESOURCES</b>				
Database charges	\$ 2,854	\$ 3,200	\$ 346	12%
TOTAL ELECTRONIC ACCESS	\$ 2,854	\$ 3,200	\$ 346	12%
Books	\$ 51,672	\$ 57,600	\$ 5,928	11%
Periodicals	\$ 1,118	\$ 1,250	\$ 132	12%
Audiobooks and compact discs	\$ 7,927	\$ 8,500	\$ 573	7%
DVDs	\$ 12,000	\$ 14,000	\$ 2,000	17%
Toys	\$ 1,000	\$ 1,250	\$ 250	25%
NEW collections	\$ 2,000	\$ 2,000	\$ -	0%



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TOTAL MATERIALS	\$ 75,717	\$ 84,600	\$ 8,883	12%
TOTAL CHILDRENS PATRON RESOURCES	\$ 78,571	\$ 87,800	\$ 9,229	12%
<b>ADULT AND YOUTH SERVICES WAGES</b>				
AYS Dir FT (PG-42)	\$ 74,166	\$ 71,199	\$ (2,967)	-4%
Librarian FT (PG-36)	\$ 370,174	\$ 372,659	\$ 2,485	1%
Librarian PT (PG-36)	\$ 124,781	\$ 126,130	\$ 1,349	1%
Information Assistant FT (PG25)		\$ 51,540	\$ 51,540	#DIV/0!
Information Assistant PT (PG25)		\$ 44,177	\$ 44,177	#DIV/0!
TOTAL FT & PT	\$ 569,121	\$ 665,705	\$ 96,584	17%
AYS hr sch (PG-36H)	\$ 118,880	\$ 90,000	\$ (28,880)	-24%
TOTAL HOURLY	\$ 118,880	\$ 90,000	\$ (28,880)	-24%
TOTAL ADULT AND YOUTH SERVICES WAGES	\$ 688,001	\$ 755,705	\$ 67,704	10%
TOTAL ADULT DIVISION	\$ 968,794	\$ 1,088,855	\$ 120,061	12%
TOTAL CHILDRENS DIVISION	\$ 78,571	\$ 87,800	\$ 9,229	12%
<b>TOTAL ADULT AND YOUTH SERVICES DIVISION</b>	<b>\$ 1,047,365</b>	<b>\$ 1,176,655</b>	<b>\$ 129,290</b>	<b>12%</b>
<b>ARCHIVES DIVISION</b>				
<b>ARCHIVES PATRON RESOURCES</b>				
Database charges	\$ 14,500	\$ 15,500	\$ 1,000	7%
TOTAL ELECTRONIC ACCESS	\$ 14,500	\$ 15,500	\$ 1,000	7%
Books - Local history & Genealogy	\$ 4,400	\$ 4,400	\$ -	0%
Periodicals - Local history & Genealogy	\$ 2,600	\$ 4,000	\$ 1,400	54%
Microform - Local history & Genealogy	\$ 4,700	\$ 4,900	\$ 200	4%
TOTAL MATERIALS	\$ 11,700	\$ 13,300	\$ 1,600	14%
TOTAL ARCHIVES PATRON RESOURCES	\$ 26,200	\$ 28,800	\$ 2,600	10%
<b>ARCHIVES WAGES</b>				
Archives Dir, ft (PG-42)	\$ 77,133	\$ 77,133	\$ -	0%
Librarian, ft (PG-36)	\$ 57,141	\$ 59,625	\$ 2,484	4%
Librarian pt (PG-36)	\$ 26,755	\$ 28,029	\$ 1,274	5%
Archives Asst, pt (PG-25)	\$ -	\$ -	\$ -	
TOTAL FT & PT	\$ 161,029	\$ 164,787	\$ 3,758	2%
Librarian & Librarian Trainee hr sch	\$ 10,702	\$ 20,373	\$ 9,671	90%
Archives Asst, hr sch (PG-25H)	\$ 44,374	\$ 45,150	\$ 776	2%
Archives Clerk, hr sch (PG-19H)	\$ 13,371	\$ 12,200	\$ (1,171)	-9%
TOTAL HOURLY	\$ 68,447	\$ 77,723	\$ 9,276	14%
TOTAL ARCHIVES WAGES	\$ 229,476	\$ 242,510	\$ 13,034	6%
<b>TOTAL ARCHIVES DIVISION</b>	<b>\$ 255,676</b>	<b>\$ 271,310</b>	<b>\$ 15,634</b>	<b>6%</b>
<b>CAFE DIVISION</b>				
<b>CAFE NON-STAFF COSTS</b>				
Cafe food purchases	\$ 26,000	\$ 26,000	\$ -	0%
Cafe misc costs	\$ 1,600	\$ 1,600	\$ -	0%
TOTAL CAFE MISC COSTS	\$ 27,600	\$ 27,600	\$ -	0%

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<b>TOTAL CAFE NON-STAFF COSTS</b>	\$ 27,600	\$ 27,600	\$ -	0%
<b>CAFE WAGES</b>				
Barista, hr sch (PG-19Hh)	\$ 43,741	\$ 41,925	\$ (1,816)	-4%
<b>TOTAL HOURLY</b>	\$ 43,741	\$ 41,925	\$ (1,816)	-4%
<b>TOTAL CAFE WAGES</b>	\$ 43,741	\$ 41,925	\$ (1,816)	-4%
<b>TOTAL CAFE DIVISION</b>	\$ 71,341	\$ 69,525	\$ (1,816)	-3%
<b>ACQUISITIONS DIVISION</b>				
<b>ACQUISITIONS WAGES</b>				
Acq Manager, ft (PG-34)	\$ -	\$ -		
Acq Catalog Clerk, ft (PG-23 & 25)	\$ 63,624	\$ 90,650	\$ 27,026	42%
Acq Catalog Clerk, pt (PG-23)	\$ 29,148	\$ 30,375	\$ 1,227	4%
Acq Clerk, pt (PG-19)	0	\$ -	\$ -	#DIV/0!
Acq Clerk, FT (PG-19)	\$ 9,000	\$ 20,041	\$ 11,041	123%
<b>TOTAL FT &amp; PT</b>	\$ 101,772	\$ 141,066	\$ 39,294	39%
Acq Catalog Clerk, Hr (PG-23)	\$ 4,800	\$ 1,175	\$ (3,625)	-76%
Acq Clerk, hr sch (PG-19H)	\$ 46,238	\$ 46,725	\$ 487	1%
<b>TOTAL HOURLY</b>	\$ 51,038	\$ 47,900	\$ (3,138)	-6%
<b>TOTAL ACQUISITIONS WAGES</b>	\$ 152,810	\$ 188,966	\$ 36,156	24%
<b>TOTAL ACQUISITIONS DIVISION</b>	\$ 152,810	\$ 188,966	\$ 36,156	24%
<b>CIRCULATION DIVISION</b>				
<b>CIRCULATION WAGES</b>				
Circ Serv Dir, ft (PG-42)	\$ 77,133	\$ 77,133	\$ -	0%
Asst Circ Manager, ft (PG-30)	\$ 54,097	\$ 54,097	\$ -	0%
Circ Clerk, ft (PG-23)	\$ 111,869	\$ 71,525	\$ (40,344)	-36%
Circ Clerk, pt (PG-23)	\$ 126,142	\$ 24,290	\$ (101,852)	-81%
<b>TOTAL FT &amp; PT</b>	\$ 369,241	\$ 227,044	\$ (142,197)	-39%
Circ Clerk, hr sch (PG-23H)	\$ 108,500	\$ 101,900	\$ (6,600)	-6%
Shelver, hr sch (PG-19Hh)	\$ 119,600	\$ 116,900	\$ (2,700)	-2%
Shelver, hr spj (PG-19Hh)	\$ 1,600	\$ 800	\$ (800)	-50%
<b>TOTAL HOURLY</b>	\$ 229,700	\$ 219,600	\$ (10,100)	-4%
<b>TOTAL CIRCULATION WAGES</b>	\$ 598,941	\$ 446,644	\$ (152,297)	-25%
<b>TOTAL CIRCULATION DIVISION</b>	\$ 598,941	\$ 446,644	\$ (152,297)	-25%
<b>TOTAL EXPENSE</b>	\$ 3,910,480	\$ 4,140,009	\$ 229,529	6%



We will see an excess/(deficit) of this amount at the end of FY18. At the end FY18, this will be designated in Fund Balance funds for:				\$ 12,726
<b>Anticipated Fund Balance L05 0 0120-2999 at end of FY17 based on approved February 14, 2017 budget</b>				\$ 1,707,536
	Current estimated balance at the end of FY17		Estimated addition (+) or subtraction (-) in FY18	
11 year accrual funds L05 0 0120-2117	\$ 78,640		\$ 7,360	\$ 86,000
Building, capital expense L05 0 1040-5105	\$ 38,243			\$ 38,243
To be later spent out of Electronic Equipment, Capital Expense L05 0 1040-5745	\$ 26,000			\$ 26,000
Excess/(Deficit) not assigned/designated elsewhere				\$ -
City HR Transfer for HR Professional unspent in FY17	\$ 26,000		\$ (26,000)	
<b>Anticipated Balance at the end of FY17</b>				\$ 1,688,896
<b>Anticipated FUND BAL. DESIGNATED RHS PLAN L05 0 0120-3000 at end of FY17 based on approved February 2017 Budget Amendment</b>				
L05 0 0120-3000 HEALTH SAVINGS PLAN SEPARATION		\$58,584		58,584
L05 0 0120-3000 Anticipated Balance at the end of FY18			\$ 5,366	\$ 63,950