

Date: March 8, 2019
 To: The Urbana Free Library Board
 From: Celeste Choate
 Re: Budget Memo for FY20

The Urbana Free Library continues to experience a number of economic pressures. Thankfully, the State of Illinois has a budget. Unfortunately, capping local property taxes for a period of time, even for home rule cities such as Urbana, is still being discussed. There are many versions of what a tax cap could look like, but it is likely to have a negative impact on the City and the Library. The lawsuit between the City of Urbana and Carle remains unresolved. The result of this suit will have a tremendous impact on the City.

The City is proactively lowering their expenses and raising revenue, and the Library’s portion of the savings created this year is \$59,100. This is in addition to last year’s ongoing decrease to the Library of \$55,400. For FY20, TUFL FICA costs were calculated and are all included in the expense line but are decreased by \$114,500 in the revenue line to make up this difference. These are tight times.

		Library	City
Total FICA/Medicare	\$ 174,358.05	\$ 114,500.00	\$ 59,858.05
Total IMRF	\$ 186,188.21	\$ -	\$ 186,188.21

Directions in creating the baseline budget included additional funding for possible health insurance increases beginning January 2020; a pay scale increase of 2% to the base and for step increases for eligible staff; and non-wage lines were increased 2.25%. Property tax will be levied as required to meet these criteria.

This budget depends upon gifts from the Friends of the Urbana Free Library and The Urbana Free Library Foundation. The Library is grateful for the dedication of these organizations and the generosity of our community. We would also not be the Library we are without our fabulous volunteers who help in all of our departments.

In addition, the Library is planning to participate for a second year in the summer youth employment program in which the teens gain valuable real-world employment experience and are paid by the program. TUFL has applied to host teens for 200 hours of work each in multiple departments this summer. Masters level practicum students from the iSchool gain valuable educational experience and work on projects for 100 hours in a semester; and we anticipate that the year-long Apprenticeship program will continue for its second year, as well.

Revenue:

The vast majority of the Library’s revenue will always be property tax.

INSERT CHART

The Illinois Municipal League is estimating a 6.7% increase in Personal Property Replacement Tax. Estimated increased Café revenue corresponds with purchasing more items to sell, and an increase in profit. The Café has diversified items for sale, with success, and is looking to expand options.

The Urbana Free Library Foundation

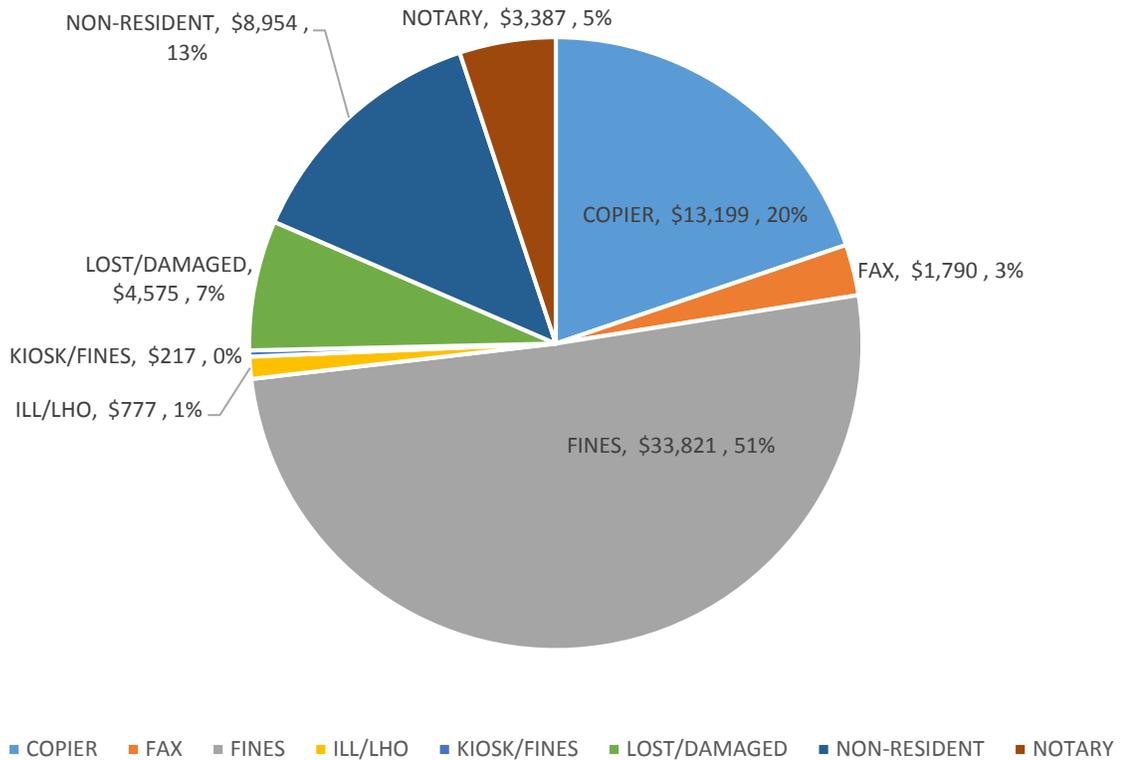
The Foundation has graciously pledged financial support this year for all but the last item. We are looking out hopefully to a successful fall campaign, and would like to budget to work on some capital projects. Please see the list of possible IT and Facilities projects near the end of this memo.

\$ 313,100	Foundation	802 46300	Donations/Contributions/Gifts
\$ 1,800	UFLive! Concerts	80280802 51812	Library Program Supplies
\$ 5,000	Author events FY19 & FY20	80280802 51812	Library Program Supplies
\$ 1,200	Expansion of WiFi Hotspot collection	80280802 51802	New Collections
\$ 2,000	Porch Furniture FY19 & FY20	80280805 51420	Office Furniture
\$ 1,000	145th Anniversary Party	80280802 51812	Library Program Supplies
\$ 9,100	CCHA Intern to process the Chanute Collection	80280803 50110	Salary - Regular Employees
\$ 5,000	Professional Development: Send TUFL staff to Public Library Association Conference (add to Admin Travel, Education & Training as a placeholder)	80280801 52320	Travel, Education and Training
\$ 13,000	Development & Promotion support	80280809 50110	Salary - Regular Employees
\$ 1,000	Up to \$1,000 to landscape 202 W. Green Street in FY19 & FY20	80280805 52201	Building Repair & Maint
\$ 4,000	Up to \$4,000 to refresh Megan's Room in FY19 & FY20	80280805 52201	Building Repair & Maint
\$ 20,000	Up to \$20,000 depending upon funding available for a refresh of Teen Area FY19 & FY20	80280805 52201	Building Repair & Maint
\$ 250,000	Fall campaign - capital project(s)	80280805 53200	Building

TUFL has applied for some programming grants totaling \$2,500. If they are not received, the expenses and revenue will be removed from the budget.

We expect continued decrease in library fees, which has been occurring for years. A breakdown of Library Fees is included in the pie chart below. The chart below shows that 51% of the \$66,720 in fees collected so far this fiscal year are fines, or \$33,821. Extrapolating this through the end of the year, we estimate \$45,000 in fine revenue this fiscal year. The decrease is due in part to people checking out ebooks and streaming materials, which do not accrue late fees, and to people turning in items on time. Nationally, libraries are balancing the necessity of fine revenue and the desire to be providing access to the library to those for whom fines are a barrier to access. Libraries try many things, including not charging for overdue youth materials; implementing automatic renewals; or doing away with overdue fines altogether. With the other budget cuts, we are not sure that this is the best time to do away with fines altogether at TUFL.

FY19 Library Fees collected through March 8, 2019



Requests by TUFL of the City

If approved by the City, the management team recommends that the Board allow these items be added to the budget.

The addition of security personnel to staff would be a benefit to the Library. TUFL is a busy place, and although security is now and will remain everyone’s job, having someone who focuses primarily on the security and safety of the people, the materials & property, and Library facilities, will be a benefit. Hours are spent daily in helping some of our after school visitors follow the Rules of Behavior. Most of the Illinois libraries we called had security staff, including the Champaign Public Library, the Indian Trails Public Library District, the Glenview Public Library, the Lincoln Library in Springfield, Bloomington Public Library, Oak Park Public Library, and the Palatine Public Library District. Wages in Urbana Champaign range from \$10-\$20/hour, depending on the location and the work. We are currently writing a job description.

In partnership with the City’s HR department, we will request funds for a compensation study and work on the bid process together. Approximate costs have not yet been determined.

With the City's HR department, we will be requesting additional funds for TUFL to pay a percentage of health insurance coverage for families. The City will contribute a portion of the cost for family dependent coverage based on the Standard Plan rate. The Library has not offered this benefit, and TUFL staff have requested it. Health insurance can be a significant expense. Providing this kind of coverage would be an excellent recruitment and retention strategy for people. The health insurance increases have been modest over the past few years. We do expect the increases to be higher in the near future, which would then be an additional ongoing increasing expense.

This is what the City offers: <https://www.urbanacareers.org/non-union-benefits>

Expenses:

Most of TUFL's budget is dedicated to staff, our greatest resource. Separations from the Library in FY18 and FY19 have caused some changes in staffing. For example, when part-time information assistant/circulation clerk chose to become an hourly employee in FY18, we were able to convert that position to a FT IT position by combining the PT hours and Hourly hours. When a part-time information assistant/circulation clerk separated from TUFL, we took the opportunity to create a new FT position, using the PT position and Hourly hours. Librarians have retired, and new librarians have been hired. All of these transitions change the balance between Hourly hours and PT/FT hours and benefits.

INSERT CHART

Materials

In order to make up the \$59,100 shortfall, we calculated the 2.25% increase on all appropriate FY19 budget lines. Some lines were given their increase, but for others, the increase was held back and budget lines were kept flat or were even decreased.

In the Adult and Youth Services (AYS) AYS materials budget, funds were shifted between material types (books vs. periodicals vs. new collections) according to trends in how patrons use the collection. Funds were added and subtracted based on us, as well. In the Champaign County Historical Archives (CCHA), the Database line was increased the 2.25% and the other lines remained flat for savings.

The Library Board has prioritized reaching the State Standard of a minimum of 12% of the operating budget being spent on materials. What we learned with Celeste's work on the Illinois Library Association's Standards Committee is that libraries across Illinois regularly include different costs when they calculate their 12%. For example:

- Some libraries include the processing costs paid to vendors to make books shelf-ready in their calculations in addition to the cost of the materials.
- Some libraries pay to have a company select their materials for them.
- Some libraries include the automation system, like Polaris, since you can't provide access unless you have the catalog.

TUFL's excellent, efficient in-house selects, orders, catalogs and processes materials, so we have not included those costs in our materials calculations before. Calculations using a draft worksheet being evaluated by the Standards Committee show that we could possibly recognize an additional \$166,000 in FY19, which changes our percentage spent on the operating budget on materials from 10.7% to 14.7%. This is to illustrate that even if the materials budget is decreased, we may still meet the Illinois State standard. Calculations are pending on the percentages for FY20 including these additional items.

		FY19
Total (operating + some gifts but no capital) budget		\$ 4,207,238.14
Total on materials including "extra" costs		\$ 617,443.94
% of budget spent including "extra" costs		14.7%
Total on materials only		\$ 450,750.00
% of operating budget spent materials only		10.7%

Wages

It is important to note that although employee wages increased on a person-by-person basis, wage lines don't look a lot different than FY19. This is because in FY19, we switched from paying 26 pay periods to paying 365 days in year. We are booking 27 *entire pay periods* to FY19, and in FY20, we are booking 26.14286 *pay periods*. This chart illustrates how it works, and how the budget calculations will be done for the next couple of years.

	Staff yearly wage	Multiplier	Fiscal year budget	
FY18	\$ 50,000.00	1.000000	\$ 50,000.00	Some funds were saved in the fund for the "11th year" when the 27th pay would occur.
FY19	\$ 50,000.00	1.038462	\$ 51,923.08	
FY20	\$ 50,000.00	1.005495	\$ 50,274.75	leap year, so there is an extra day
FY21	\$ 50,000.00	1.002747	\$ 50,137.35	
FY22	\$ 50,000.00	1.002747	\$ 50,137.35	

Minimum wage – Public Act 101-0001

The Illinois Library Association has provided a helpful link with resources about the recent law change at <https://www.ila.org/advocacy/illinois-minimum-wage-resources>

The lowest wage at TUFL is the Shelver/Barista position, which will be \$10.5615/hour in FY20, and more than the current minimum wage of \$8.25. When the minimum wage increases to \$9.25/hour on January 1, 2020, TUFL will still be paying over \$1.30 an hour more than the minimum wage.

Looking ahead: FY21 will have two increases in it: July 1, 2020 to \$10/hour and January 2021 to \$11/hour. It is likely that the January 2021 minimum wage will be higher than the base wage for the Shelver/Barista position, so this will have an impact on the Library's budget for FY21.

From already set-aside funds in Unreserved Fund Balance 802-39002

Spend from Unreserved Fund Balance 802-39002	
\$ 31,000	
\$ 7,500	This portion of the funds from the City of Urbana for the Director of Development & Promotion position will not be spent in FY19. With the \$13,000 from the Foundation, this will cover \$20,000 of the wages in FY20.
\$ 23,500	Funds are deposited for staff participating in the Retirement Health Savings (RHS) plan payouts when they leave TUFL. The RHS portion of the fund balance equals \$63,258. We have not received notice from participating staff planning to separate next year, but we budget to be prepared.

Budget line transfers

IT requested that the IT Other Supplies 80280808 51900 line, which has to do with Copiers and Printers, be transferred to Centralized Costs Other Supplies 80280801 51900. Net change = \$0. AYS requested that the two separate New Collections lines be combined into one all-ages line. We plan to use the Adult line for this 80280802 51802. Net change = \$0.

Special Project: CD Conversion – get those CDs out on the floor!

We anticipate that we will be able to move ahead with the adult CD conversion project after the DVD conversation project is completed. This would move the over 20,000 CDs out from behind the Circulation desk to provide patrons direct access/self-selection. This would be more efficient for staff workflow, which would save in staff costs over time. It would allow us to decide how to use the space available when the collection lives in one spot on the floor, not two (in books of “plastics” tables and on shelves behind the Circulation desk). We have the staffing within the normal FY20 budget, and we are currently evaluating which supplies we would need and are trying different samples. In addition to supplies, there would be costs to move shelving; possibly a consultant to evaluate the space; and possibly new shelving or furniture costs. We anticipate bringing an estimate to the April Board meeting for your consideration. Since space is at a premium, creating additional floor space is a serious consideration in moving ahead.

Facilities and IT Capital expenses

The following charts show anticipated Facilities and IT costs. It has been our practice the past few years to set aside funds for future Facilities and IT needs. The Board created a Special Reserve Fund (803) for this saved money. This year, given the tight budget, the management team recommends instead using part of the \$180,000 unrestricted gift of Bei Tse and May Chao, which has been deposited in the Admin General Gifts Project #82209. We have only the roughest of estimates currently, so it does not seem prudent to earmark funds from the current, tight budget if we may not get to the projects this fiscal year and/or we may overestimate the cost. The management team recommends budgeting to spend it all, in case of emergency, but only planning to spend the following \$95,000 now. We are watching the Air Handler unit and hope to replace it in 2021 or 2022.

\$ 95,000	From Admin General Gifts from \$180,000 gift of Bei Tse and May Chao (Project #82209)		
\$ 35,000	VOIP implementation in partnership with the City, estimated \$20,000-\$35,000.	80280808 51500	Shared IT Costs
\$ 50,000	Renovate staff parking lot. Rough estimates \$30,000 - \$50,000, depending on the kind of repair.	80280805 53200	Building
\$ 10,000	Paint the interior of TUFL	80280805 52201	Building Repair & Maint

The IT long term budget is as follows:

YEAR	FY	Deposit	Deduction	Balance	Equipment	Notes
1	2019	26,000	0	26,000		
2	2020	0	-9,000	17,000	VoIP	Estimate - 20-35k
3	2021	26,000		43,000		
4	2022	26,000	-75000	-6,000	Biblioteca RFID gates and Kiosks	Estimate - 75k
5	2023	26,000		20,000		
6	2024	26,000		46,000		
7	2025	26,000		72,000		
8	2026	26,000		98,000	Backup Generator	
9	2027	26,000		124,000	Liebert Air Handler for new data center	
10	2028	26,000		150,000	Relocate Data Center to New Addition	

Equipment	Replacement Fiscal Yr	Estimated Costs (FY17 prices) (bold = FY20 prices)	Notes	Estimations Provided by
Roof at Tepper	2020	\$10,000	To protect the Archives collection in Tepper (based on age of roof)	
Carpet - Phase 1	2020	\$50,000	High traffic zones	City of Urbana
Window/Plaster Repair	2020	\$10,000	1918 building	
Painting	2020	\$5,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?	BOMA
Building Envelope	2020	\$65,000	tuck-pointing	GESP
Staff Parking Lot	2020	\$50,000	possible savings by working with City	City of Urbana
sprinkler system @ Library Annex	2020			
East AHU (Trane M-63)	2021	\$210,000	Installed 1974. Includes replacement of the condensing units	Henneman Engineering (2016)
Corner Lot Improvement	2021		TIF funds? (post MCORE)	
Historic Window Improvements	2021	\$175,000	Assessment & renovation, followed by periodic evaluation	UFL 5-year financial plan
Carpet - Phase 2	2022	\$50,000	Medium traffic zones	City of Urbana
East Pneumatic Controls	2022	\$170,000	Full replacement to match existing DDC system	Henneman Engineering
Furnace and AC Tepper	2022	\$12,000	In fair condition in 2017. May not be required pending Library expansion.	UFL 5-year financial plan
Carpet - Phase 3	2024	\$50,000	Low traffic zones	City of Urbana
Paterson-Kelly Boiler	2025	\$100,000	Installed during 2005 construction	Davis & Houk
Painting	2025	\$5,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?	BOMA
DDC West Controls	2026	\$135,000	Full replacement with matching DDC system	Henneman Engineering
Carpet - Phase 1	2030	\$50,000	High traffic zones	City of Urbana
Elevators/Dumbwaiter	2030	\$150,000	Installed during 2005 construction	ThessenKrup Elevators (2005)
West AHU (York AP660)	2030	\$275,000	Installed during 2005 construction	Henneman Engineering
Painting	2030	\$5,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?	
TUFL Roof	2031		Replaced during 2005 construction	
Carpet - Phase 2	2032	\$50,000	Medium traffic zones	City of Urbana
Carpet - Phase 3	2034	\$50,000	Low traffic zones	City of Urbana
Fire Supression System	2035	\$150,000	Includes plumbing, compressor, sprinklers.	
Painting	2035	\$5,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?	
Chiller	2039	\$160,000	Assessment and replacement	Henneman Engineering
Roof at Tepper	2040	\$10,000	Assessment and repair/replacement	
Carpet - Phase 1	2040	\$50,000	High traffic zones	City of Urbana
East AHU	2040	\$210,000	Includes replacement of the condensing units	Henneman Engineering
Painting	2040	\$5,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?	
Furnace and AC Tepper	2042	\$12,000	In fair condition in 2017. May not be required pending Library expansion.	UFL 5-year financial plan
East Pneumatic Controls	2042	\$170,000	Assessment and replacement	Henneman Engineering
Carpet - Phase 2	2042	\$50,000	Medium traffic zones	City of Urbana
Carpet - Phase 3	2044	\$50,000	Low traffic zones	City of Urbana
Total		\$2,549,000		

The Library Building Fund (820)

This fund is for the Webber Thies building at the SW corner of Race Street and W. Green Street. In FY19, the furnace has been replaced at the one empty office. We are not sure if it will be painted this fiscal year or not, so we are rolling over the funds allocated to paint it and the wooden trim of the Library Annex/Tepper Building in FY20. TUFL has had three properties exempted from property tax this past year, so the costs are decreased, but if we don't get a tenant for the empty office space, we anticipate a loss of \$4,125.

March 2019 TUFL DRAFT BUDGET FOR FY20

Account Type	Organization	Object	Project	Account Description	2020 Department Budget	2019 Revised Budget	2018 Revised Budget	2017 Revised Budget
R	802	40100		PROPERTY TAXES	(\$3,360,691.00)	(\$3,240,453.00)	(\$3,162,553.00)	(\$3,033,505.00)
R	802	40302		PPRT	(\$91,001.00)	(\$85,287.00)	(\$78,195.00)	(\$99,226.00)
R	802	40309		STATE PER CAPITA FOR LIBRARY	(\$51,563.00)	(\$51,562.50)	(\$31,000.00)	(\$25,988.00)
R	802	41500		GRANTS FROM LOCAL GOVERNMENTS	(\$45,920.00)	(\$45,920.00)	(\$45,920.00)	(\$45,920.00)
R	802	41700		CITY OTHER CONTRIBUTION	(\$186,188.00)	(\$166,611.00)	(\$196,730.00)	(\$372,321.00)
R	802	44220		FRANCHISE FEE	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)
R	802	44506		CAFÉ REVENUES	(\$72,665.00)	(\$58,000.00)	(\$50,000.00)	(\$54,588.00)
R	802	44599		OTHER SALES	(\$3,000.00)	(\$3,000.00)	\$0.00	\$0.00
R	802	44800		LIBRARY FEES	(\$102,800.00)	(\$107,850.00)	(\$118,252.00)	(\$126,076.00)
R	802	45000		INVESTMENT INCOME	(\$5,000.00)	(\$2,400.00)	(\$2,400.00)	(\$2,000.00)
R	802	46290		OTHER REIMBURSEMENTS	(\$59,858.00)	(\$144,484.00)	(\$168,085.00)	(\$161,904.00)
R	802	46300		DONATIONS/CONTRIBUTIONS/GIFTS	(\$66,100.00)	(\$301,074.00)	(\$186,764.00)	(\$3,575.00)
R	802	46900		OTHER MISCELLANEOUS REVENUES	(\$250.00)	(\$13,285.00)	(\$250.00)	(\$5,200.00)
R	802	49810		TFR FROM LIBRARY TRUST FUND	(\$5,000.00)	(\$29,500.00)	\$0.00	\$0.00
				TOTAL	(\$4,083,386.00)	(\$4,282,776.50)	(\$4,073,499.00)	(\$3,963,653.00)
E	80280800	50110		SALARY - REGULAR EMPLOYEES	\$273,189.00	\$280,678.68	\$356,189.00	\$258,237.00
E	80280800	52320		TRAVEL, EDUCATION AND TRAINING	\$9,500.00	\$4,500.00	\$4,500.00	\$5,100.00
E	80280801	50210		INSURANCE	\$208,225.00	\$200,000.00	\$168,250.00	\$190,000.00
E	80280801	50220		FICA AND MEDICARE	\$174,358.00	\$172,184.00	\$168,085.00	\$161,904.00
E	80280801	50240		RHS CONTRIBUTION	\$35,400.00	\$22,200.00	\$13,200.00	\$12,701.00
E	80280801	50251		IMRF & SURS	\$186,188.00	\$194,311.00	\$196,730.00	\$217,321.00
E	80280801	51410		SMALL TOOLS & EQUIPMENT	\$5,500.00	\$7,000.00	\$5,465.00	\$61,000.00
E	80280801	51900		OTHER SUPPLIES	\$66,650.00	\$48,650.00	\$40,650.00	\$91,497.00
E	80280801	52199		OTHER PROFESSIONAL SERVICES	\$20,810.00	\$44,740.00	\$30,413.00	\$35,044.00
E	80280801	52202		EQUIPMENT REPAIR & MAINT	\$1,000.00	\$1,000.00	\$5,088.00	\$1,700.00
E	80280801	52203		MAINTENANCE AGREEMENTS	\$1,200.00	\$1,200.00	\$2,027.00	\$1,200.00
E	80280801	52721		WORKER'S COMP CLAIMS	\$12,000.00	\$11,925.00	\$11,762.00	\$17,824.00
E	80280801	52902		POSTAGE & PRINTING	\$5,113.00	\$5,000.00	\$5,000.00	\$3,475.00
E	80280801	52904		RECRUITING EXPENSES	\$750.00	\$1,000.00	\$2,077.00	\$1,632.00
E	80280801	52907		CREDIT CARD & BANK FEES	\$6,000.00	\$6,000.00	\$6,175.00	\$5,925.00
E	80280801	52999		OTHER CONTRACTUAL SERVICES	\$42,200.00	\$42,200.00	\$47,100.00	\$40,504.00
E	80280801	53440		OTHER EQUIPMENT	\$0.00	\$25,000.00	\$0.00	\$1.00
E	80280801	59803		TFR TO LIBRARY RESERVE FUND	\$0.00	\$64,243.00	\$0.00	\$0.00
E	80280802	50110		SALARY - REGULAR EMPLOYEES	\$770,412.00	\$815,381.69	\$763,237.00	\$669,001.00
E	80280802	51801		LIBRARY BOOKS	\$142,027.00	\$143,900.00	\$145,298.35	\$173,621.00
E	80280802	51801	80103	LIBRARY BOOKS	\$58,731.00	\$62,000.00	\$64,474.65	\$0.00
E	80280802	51802		NEW COLLECTIONS	\$11,000.00	\$7,000.00	\$10,797.00	\$11,075.00
E	80280802	51802	80103	NEW COLLECTIONS	\$0.00	\$2,850.00	\$3,052.93	\$0.00
E	80280802	51803		LIBRARY PERIODICALS	\$16,381.00	\$21,000.00	\$18,393.00	\$25,581.00
E	80280802	51803	80103	LIBRARY PERIODICALS	\$1,210.00	\$1,250.00	\$650.00	\$0.00
E	80280802	51804		AUDIOBOOKS	\$12,598.00	\$13,750.00	\$13,750.00	\$12,008.00
E	80280802	51805		CD'S	\$10,000.00	\$11,000.00	\$12,307.00	\$13,543.00
E	80280802	51806		DVD'S	\$42,198.00	\$45,000.00	\$47,805.64	\$55,109.00
E	80280802	51806	80103	DVD'S	\$8,271.00	\$10,000.00	\$8,694.36	\$0.00
E	80280802	51807		RECORDINGS	\$0.00	\$0.00	\$0.00	\$7,927.00
E	80280802	51807	80103	RECORDINGS	\$8,321.00	\$8,500.00	\$8,500.00	\$0.00
E	80280802	51811		DOWNLOADABLES	\$64,929.00	\$63,500.00	\$56,720.00	\$39,800.00
E	80280802	51812		LIBRARY PROGRAM SUPPLIES	\$14,070.00	\$13,270.00	\$9,170.00	\$15,170.00
E	80280802	51812	80102	LIBRARY PROGRAM SUPPLIES	\$4,250.00	\$3,250.00	\$1,750.00	\$0.00
E	80280802	51812	80103	LIBRARY PROGRAM SUPPLIES	\$3,200.00	\$3,200.00	\$3,200.00	\$0.00
E	80280802	52320		TRAVEL, EDUCATION AND TRAINING	\$3,000.00	\$3,000.00	\$5,185.00	\$5,185.00
E	80280802	52910		DATABASE CHARGES	\$29,000.00	\$29,000.00	\$26,630.00	\$23,157.00
E	80280802	52910	80103	DATABASE CHARGES	\$3,200.00	\$3,200.00	\$3,600.00	\$0.00
E	80280803	50110		SALARY - REGULAR EMPLOYEES	\$277,960.00	\$277,009.62	\$244,927.00	\$226,976.00
E	80280803	51801		LIBRARY BOOKS	\$4,400.00	\$4,400.00	\$4,400.00	\$4,100.00
E	80280803	51803		LIBRARY PERIODICALS	\$4,000.00	\$4,000.00	\$4,000.00	\$2,900.00
E	80280803	51808		MICROFORM	\$4,900.00	\$4,900.00	\$4,900.00	\$4,700.00
E	80280803	51812		LIBRARY PROGRAM SUPPLIES	\$800.00	\$800.00	\$800.00	\$300.00
E	80280803	52320		TRAVEL, EDUCATION AND TRAINING	\$1,500.00	\$3,900.00	\$4,750.00	\$2,250.00
E	80280803	52910		DATABASE CHARGES	\$15,849.00	\$15,500.00	\$15,500.00	\$14,500.00
E	80280804	50110		SALARY - REGULAR EMPLOYEES	\$48,238.00	\$45,069.23	\$42,344.00	\$43,741.00
E	80280804	51900		OTHER SUPPLIES	\$37,841.00	\$30,638.00	\$31,600.00	\$30,000.00
E	80280805	51420		OFFICE FURNITURE	\$2,000.00	\$0.00	\$0.00	\$0.00
E	80280805	52201		BUILDING REPAIR & MAINT	\$218,300.00	\$189,033.00	\$203,004.00	\$190,890.00
E	80280805	52600		UTILITIES	\$150,000.00	\$145,715.00	\$153,836.00	\$148,180.00
E	80280805	52710		INSURANCE PREMIUM	\$42,000.00	\$39,075.00	\$37,152.00	\$37,167.00
E	80280805	53200		BUILDING	\$0.00	\$228,260.00	\$211,865.00	\$91,599.00
E	80280806	50110		SALARY - REGULAR EMPLOYEES	\$207,220.00	\$210,185.08	\$190,851.00	\$156,660.00
E	80280806	51900		OTHER SUPPLIES	\$30,000.00	\$40,800.00	\$30,000.00	\$0.00
E	80280806	52320		TRAVEL, EDUCATION AND TRAINING	\$1,000.00	\$6,200.00	\$0.00	\$0.00
E	80280807	50110		SALARY - REGULAR EMPLOYEES	\$441,449.00	\$434,637.33	\$391,652.00	\$598,941.00
E	80280807	52320		TRAVEL, EDUCATION AND TRAINING	\$500.00	\$1,500.00	\$1,500.00	\$750.00
E	80280808	50110		SALARY - REGULAR EMPLOYEES	\$133,537.00	\$132,075.01	\$89,372.00	\$81,750.00
E	80280808	51500		SHARED IT COSTS	\$70,500.00	\$70,500.00	\$79,130.96	\$0.00
E	80280808	51900		OTHER SUPPLIES	\$0.00	\$18,000.00	\$18,869.04	\$17,900.00
E	80280808	52600		UTILITIES	\$2,400.00	\$2,400.00	\$4,700.00	\$4,700.00
E	80280809	50110		SALARY - REGULAR EMPLOYEES	\$127,213.00	\$140,116.50	\$115,411.00	\$93,437.00
E	80280809	52199		OTHER PROFESSIONAL SERVICES	\$10,300.00	\$8,800.00	\$7,800.00	\$0.00
E	80280809	52909		ADV/MKTING/PUBLIC EDUCATION	\$12,300.00	\$12,355.00	\$8,496.00	\$5,255.00
E	80280851	51810		LIBRARY RESALE PURCHASES	\$3,068.00	\$3,000.00	\$1,013.00	\$0.00
				TOTAL	\$4,098,156.00	\$4,459,752.14	\$4,163,799.00	\$3,912,938.00
				TOTAL REVENUE	(\$4,083,386.00)	(\$4,282,776.50)	(\$4,073,499.00)	(\$3,963,653.00)

March 2019 TUFL DRAFT BUDGET FOR FY20								
Account Type	Organization	Object	Project	Account Description	2020 Department Budget	2019 Revised Budget	2018 Revised Budget	2017 Revised Budget
				FROM FUND BALANCE	(\$31,000.00)			
				DIFFERENCE	(\$16,230.00)			
R	820	44599		OTHER SALES	(\$13,200.00)	(\$24,840.00)	\$0.00	\$0.00
R	820	49802		TFR FROM LIBRARY GENERAL FUND	(\$6,000.00)	(\$13,685.00)	\$0.00	\$0.00
				TOTAL	(\$19,200.00)	(\$38,525.00)	\$0.00	\$0.00
E	82080852	51900		OTHER SUPPLIES	\$75.00	\$75.00	\$0.00	\$0.00
E	82080852	52201		BUILDING REPAIR & MAINT	\$9,600.00	\$19,250.00	\$0.00	\$0.00
E	82080852	52600		UTILITIES	\$6,400.00	\$7,000.00	\$0.00	\$0.00
E	82080852	52909		ADV/MKTING/PUBLIC EDUCATION	\$100.00	\$100.00	\$0.00	\$0.00
E	82080852	52999		OTHER CONTRACTUAL SERVICES	\$7,150.00	\$12,150.00	\$0.00	\$0.00
E	82080852	54200		INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL	\$23,325.00	\$38,575.00	\$0.00	\$0.00
				DIFFERENCE	\$4,125.00	\$50.00	\$0.00	\$0.00

ORG CODE	ORG DESCRIPTION
801	LIBRARY TREASURY FUND
802	LIBRARY GENERAL FUND
80280800	LIBRARY ADMINISTRATION
80280801	LIBRARY CENTRALIZED COSTS
80280802	ADULT & YOUTH SERVICES
80280803	ARCHIVES
80280804	LIBRARY CAFÉ
80280805	LIBRARY FACILITIES
80280806	LIBRARY ACQUISITIONS
80280807	LIBRARY CIRCULATION
80280808	LIBRARY IT
80280809	LIBRARY DEVELOPMENT & PROMOTIO
80280851	MERCHANDISE SALES
810	LIBRARY TRUST FUND
81080821	ADMIN ENDOWMENTS
81080822	ADULT ENDOWMENT
81080823	CHILDREN'S ENDOWMENTS
81080824	ARCHIVES ENDOWMENTS
81080831	ADMIN GIFTS
81080832	ADULT GIFTS
81080833	CHILDREN'S GIFTS
81080834	ARCHIVES GIFTS
81080841	BOOK SALE
820	LIBRARY BUILDING FUND
82080852	BUILDING COSTS