

Date: May 10, 2019

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: FY19 Budget requests for Board Meeting of May 14, 2019

1. In order to implement the budget the Board approved, we needed to add a couple of extra lines to the budget in Munis so that the expenses and revenues balanced.
 - a. [The 803 Special Reserve Fund was approved by the Board in June 2018.](#) In order to transfer the budgeted \$64,243 to the revenue line TFR from Library General Fund (803 49802), from the 802 General Fund's fund balance, we needed to create expense line TFR to Library Reserve Fund (80280801 59803) in the 802 General Fund. The funds have been transferred.
 - b. Similarly, the Board agreed to install new HVAC / AC system into the property at 301 S. Race Street. In order to transfer the budgeted funds from the 802 Library General Fund to the 820 Library Building Fund to pay for the capital expense of the HVAC project, we created line TFR to Building Fund 80280801 59820. The project cost \$10,789, and has been transferred.
2. Staff request shifts between expense lines:
 - a. Shift \$300 from the Other Supplies Line (80280801-51900) to Credit Card Fees (80280801-52907).
 - b. Shift \$140 from the Archives Library Program Supplies (80280803-51812) to Archives Travel, Education and Training (80280803-52320).
 - c. Shift \$2,600 from Insurance (80280801-50210) to Insurance Premium (80280805-52710).
 - d. Shift \$100 from Library Books for children (80280802 51801-80103) to New Collections for children (80280802-51802-80103).
3. Additional funds:
 - a. The Urbana Free Library Foundation pledged an additional \$12,000 for the porch project. Accept gift and amend budget as follows:
 - i. Add \$12,000 in expenses in Building (80280805-53200).
 - ii. Add \$12,000 in revenue in Donations/Contributions/Gifts (802-46300).
 - b. The Urbana Free Library Foundation pledged up to \$2,000 for porch furniture. Accept gift and amend budget as follows:
 - i. Add \$2,000 in expenses in Office Furniture (80280805-51420).
 - ii. Add \$2,000 in revenue in Donations/Contributions/Gifts (802-46300).