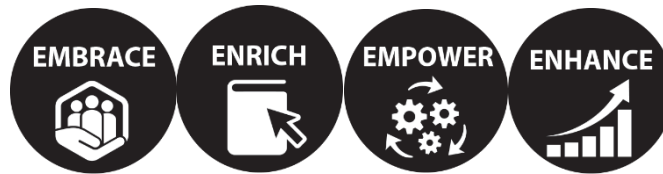


Date: March 10, 2020

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: FY21 Budget requests for Board Meeting of March 10, 2020



The City of Urbana is in more stable position, as discussed in its five year financial forecast, available here: <https://www.urbanaininois.us/sites/default/files/attachments/Forecast%20Report%20FY21-FY25.pdf>. The City is planning to give a 2.25% increase for non-union employees, and TUFL is increasing the base wage in the pay scale the same. In addition, there is an overall increase to non-staff lines of 2.2%.

The DVD conversion project which was paid for with fund balance has increased patron convenience and created efficiencies. When an hourly Acquisitions employee took a full-time position elsewhere, TUFL did not need to not replace that employee, since the workflow had decreased after we no longer needed to process the DVDs into the “plastics”. Instead, we shifted an employee from being 1/3 time Admin & 2/3 time Acquisitions into being 100% Acquisitions, investing in the capacity of the department (Enhance). He is being trained as a cataloging clerk, which is a higher level position in the wage scale, and allows the redistribution of cataloging work in the department. This will free up time of the Manager to spend more time on project work. (Enhance)

Expenditures have also been increased to support work of the Strategic Plan. For example, additional resources are budgeted in the Development & Promotion budget in order to promote the Library in new ways, such as sending out postcards to new residents to welcome them to the Library. In addition, AYS, Circulation and the CCHA are allocating more staff time to programming and outreach. For example, across AYS, 13% of the time of PT and FT staff, will be scheduled for “other public service and regularly scheduled programs”. Last year, it was 11%. (Embrace, Enrich, Empower).

We are increasing the Administration Travel & Training budget to account for all-staff and Board online Cybersecurity training (Enhance, Goal 2). In addition, we are implementing new scheduling/timesheet software for the first time which will be more convenient for staff and will save up to many hours a week of the people who schedule staffing of the public services desks. It will also save time and frustration for all of the people who are in the timesheet completion/evaluation/approval/data entry workflow, i.e. everyone!, while increasing staff satisfaction and capacity (Enhance, Goals 1 and 2).

Minimum Wage:

All wages paid on July 1, 2020, are over the minimum wage of \$10/hour. As of January 1, 2021, the new minimum wage will be \$11/hour, and wages for the hourly Shelves/Baristas (pay grade 19-Hh) will be increased just under a quarter an hour to meet the minimum wage requirements. The Library does not recommending changing other wages on the wage scale this year, but will be re-evaluating in FY22.

Illinois State Minimum Wage Chart

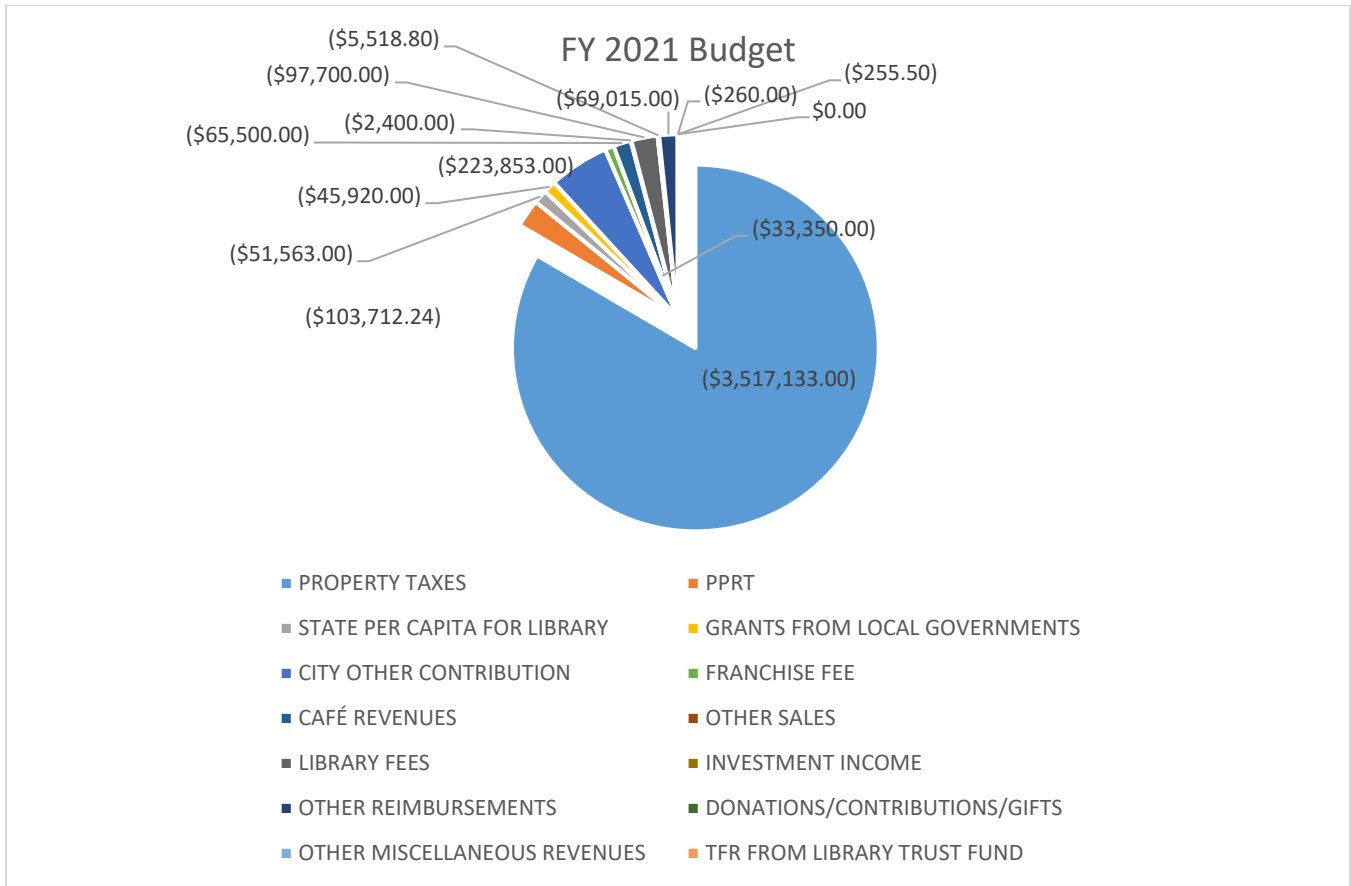
Year	Minimum Wage
1/1/20	\$9.25
7/1/20	\$10
1/1/21	\$11
1/1/22	\$12
1/1/23	\$13
1/1/24	\$14
1/1/25	\$15

802 Library General Fund Revenue:

You will notice that most of the 802-46300 has been removed from the 802 budget. These were primarily funds from The Urbana Free Library Foundation. The Foundation did not have a quorum last month, and we expect them to pass their budget on March 18th. Revenues and expenses will be added to the appropriate budget lines in the 810 Library Trust Fund. Changing how we budget this way will streamline budgeting and invoicing, and will more accurately reflect how important gifts and support to TUFL.

Like last year, the Library is receiving \$114,500 less from the City than is budgeted to be spent on FICA. This is an ongoing decrease of funding to TUFL.

Account Type	Organization	Object	Project	Account Description	2021 Department Budget	2020 Revised Budget	2019 Revised Budget	2018 Revised Budget
R	802	40100		PROPERTY TAXES	(\$3,517,133.00)	(\$3,375,649.00)	(\$3,240,453.00)	(\$3,162,553.00)
R	802	40302		PPRT	(\$103,712.24)	(\$91,001.00)	(\$85,287.00)	(\$78,195.00)
R	802	40309		STATE PER CAPITA FOR LIBRARY	(\$51,563.00)	(\$51,563.00)	(\$51,562.50)	(\$31,000.00)
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	(\$223,853.00)	(\$186,188.00)	(\$166,611.00)	(\$196,730.00)
R	802	44220		FRANCHISE FEE	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)
R	802	44506		CAFÉ REVENUES	(\$65,500.00)	(\$72,665.00)	(\$61,500.00)	(\$50,000.00)
R	802	44599		OTHER SALES	(\$2,400.00)	(\$3,000.00)	(\$3,000.00)	\$0.00
R	802	44800		LIBRARY FEES	(\$97,700.00)	(\$102,800.00)	(\$107,850.00)	(\$118,252.00)
R	802	45000		INVESTMENT INCOME	(\$5,518.80)	(\$5,400.00)	(\$2,400.00)	(\$2,400.00)
R	802	46290		OTHER REIMBURSEMENTS	(\$69,015.00)	(\$59,858.00)	(\$145,784.00)	(\$168,085.00)
R	802	46300		DONATIONS/CONTRIBUTIONS/GIFTS	(\$260.00)	(\$63,800.00)	(\$315,574.00)	(\$186,764.00)
R	802	46900		OTHER MISCELLANEOUS REVENUES	(\$255.50)	(\$250.00)	(\$13,285.00)	(\$250.00)
R	802	49810		TFR FROM LIBRARY TRUST FUND	\$0.00	(\$189,600.00)	(\$29,500.00)	\$0.00
				TOTAL REVENUE	(\$4,216,180.54)	(\$4,281,044.00)	(\$4,302,076.50)	(\$4,073,499.00)



\$	(4,216,180.54)	Total Revenue 802
\$	4,269,365.54	Total Expense 802
\$	53,185.00	Difference
\$	53,185.00	Total to be spent from Unreserved Fund Balance 802-39002 or from Special Reserve Fund 803
\$	10,000.00	Compensation Study not completed in FY20
\$	21,085.00	possible RHS separation payouts
\$	22,100.00	TUFL staffing from Foundation

Foundation funds:

The Urbana Free Library Foundation did not have a quorum at their February meeting, so we are hopeful that they will approve the budget request at their March 18, 2020, meeting. TUFL made a request of \$52,275. In addition, up to \$32,000 from special dedicated funds from donors. The April Budget submitted to the Library Board will include funding decisions the Foundation Board makes.

Expenses for the 802 General Fund are below:

Materials spending is 10.45% of the overall 802 budget. This does not include processing or other costs.

Funds are available within the budget to rent space for the New-Gazette Archives and hire a ½ time Facilities Manager. IT and Facilities have also received increases, since we know we have infrastructure needs (Enhance, Goal 1). There is the possibility of funds for TUFL in the State's capital improvements spending bill, but that has not been confirmed yet.

80280800	50110		SALARY - REGULAR EMPLOYEES	\$299,000.00	\$291,289.00	\$280,678.68	\$356,189.00
80280800	52320		TRAVEL, EDUCATION AND TRAINING	\$5,500.00	\$14,500.00	\$4,500.00	\$4,500.00
80280801	50210		INSURANCE	\$190,275.00	\$213,183.00	\$197,400.00	\$168,250.00
80280801	50220		FICA AND MEDICARE	\$183,515.00	\$174,358.00	\$172,184.00	\$168,085.00
80280801	50240		RHS CONTRIBUTION	\$34,650.00	\$35,400.00	\$22,200.00	\$13,200.00
80280801	50251		IMRF & SURS	\$223,853.00	\$186,188.00	\$194,311.00	\$196,730.00
80280801	51410		SMALL TOOLS & EQUIPMENT	\$6,080.90	\$5,950.00	\$7,000.00	\$5,465.00
80280801	51900		OTHER SUPPLIES	\$67,000.00	\$66,650.00	\$48,350.00	\$40,650.00
80280801	52199		OTHER PROFESSIONAL SERVICES	\$30,790.00	\$35,540.00	\$44,740.00	\$30,413.00
80280801	52202		EQUIPMENT REPAIR & MAINT	\$1,000.00	\$1,000.00	\$1,000.00	\$5,088.00
80280801	52203		MAINTENANCE AGREEMENTS	\$1,920.00	\$1,200.00	\$1,200.00	\$2,027.00
80280801	52721		WORKER'S COMP CLAIMS	\$10,000.00	\$10,000.00	\$11,925.00	\$11,762.00
80280801	52902		POSTAGE & PRINTING	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
80280801	52904		RECRUITING EXPENSES	\$500.00	\$500.00	\$1,000.00	\$2,077.00
80280801	52907		CREDIT CARD & BANK FEES	\$6,132.00	\$6,000.00	\$6,300.00	\$6,175.00
80280801	52999		OTHER CONTRACTUAL SERVICES	\$44,087.00	\$50,520.00	\$42,200.00	\$47,100.00
80280801	53440		OTHER EQUIPMENT	\$0.00	\$0.00	\$25,000.00	\$0.00
80280801	59803		TFR TO LIBRARY RESERVE FUND	\$0.00	\$0.00	\$64,243.00	\$0.00
80280801	59820		TFR TO BUILDING FUND	\$0.00	\$0.00	\$13,685.00	\$0.00
80280802	50110		SALARY - REGULAR EMPLOYEES	\$820,046.00	\$776,045.00	\$815,381.69	\$763,237.00
80280802	51801		LIBRARY BOOKS	\$145,185.20	\$144,548.25	\$140,900.00	\$145,298.35
80280802	51801	80103	LIBRARY BOOKS	\$59,043.30	\$58,700.00	\$62,510.00	\$64,474.65
80280802	51802		NEW COLLECTIONS	\$0.00	\$1,594.53	\$7,450.00	\$10,797.07
80280802	51802	80103	NEW COLLECTIONS	\$13,351.50	\$10,100.00	\$2,950.00	\$3,052.93
80280802	51803		LIBRARY PERIODICALS	\$13,500.00	\$17,630.00	\$21,000.00	\$18,393.00
80280802	51803	80103	LIBRARY PERIODICALS	\$490.00	\$650.00	\$1,250.00	\$650.00
80280802	51804		AUDIOBOOKS	\$8,500.00	\$12,684.98	\$13,900.00	\$13,750.00
80280802	51805		CD'S	\$6,000.00	\$9,507.19	\$11,325.00	\$12,307.00
80280802	51806		DVD'S	\$37,000.00	\$42,481.86	\$44,075.00	\$47,805.64
80280802	51806	80103	DVD'S	\$8,208.70	\$8,300.00	\$8,890.00	\$8,694.36
80280802	51807		RECORDINGS	\$0.00	\$0.00	\$0.00	\$0.00
80280802	51807	80103	RECORDINGS	\$6,824.10	\$7,200.00	\$8,500.00	\$8,500.00
80280802	51809		GAMES	\$3,461.50	\$3,500.00	\$0.00	\$0.00
80280802	51811		DOWNLOADABLES	\$78,000.00	\$67,225.00	\$63,625.00	\$56,720.00
80280802	51812		LIBRARY PROGRAM SUPPLIES	\$3,350.00	\$13,770.00	\$13,270.00	\$9,170.00
80280802	51812	80102	LIBRARY PROGRAM SUPPLIES	\$3,300.00	\$3,750.00	\$3,750.00	\$1,750.00
80280802	51812	80103	LIBRARY PROGRAM SUPPLIES	\$3,270.00	\$3,200.00	\$3,200.00	\$3,200.00
80280802	52320		TRAVEL, EDUCATION AND TRAINING	\$4,716.00	\$3,000.00	\$3,000.00	\$5,185.00
80280802	52910		DATABASE CHARGES	\$3,362.60	\$33,075.00	\$32,375.00	\$26,630.00
80280802	52910	80103	DATABASE CHARGES	\$33,922.70	\$3,300.00	\$3,200.00	\$3,600.00
80280803	50110		SALARY - REGULAR EMPLOYEES	\$285,845.00	\$273,011.00	\$277,009.62	\$244,927.00
80280803	51801		LIBRARY BOOKS	\$4,770.00	\$4,400.00	\$4,400.00	\$4,400.00
80280803	51803		LIBRARY PERIODICALS	\$3,600.00	\$4,000.00	\$4,000.00	\$4,000.00
80280803	51808		MICROFORM	\$5,000.00	\$4,900.00	\$4,900.00	\$4,900.00
80280803	51812		LIBRARY PROGRAM SUPPLIES	\$800.00	\$800.00	\$660.00	\$800.00
80280803	52320		TRAVEL, EDUCATION AND TRAINING	\$1,800.00	\$1,500.00	\$4,040.00	\$4,750.00
80280803	52910		DATABASE CHARGES	\$15,800.00	\$15,849.00	\$15,500.00	\$15,500.00
80280803	52912		FACILITY RENTAL	\$0.00	\$0.00	\$0.00	\$0.00
80280804	50110		SALARY - REGULAR EMPLOYEES	\$50,785.00	\$48,238.00	\$49,069.23	\$42,344.00
80280804	51900		OTHER SUPPLIES	\$33,230.00	\$37,841.00	\$34,138.00	\$31,600.00
80280804	52320		TRAVEL, EDUCATION AND TRAINING	\$250.00	\$500.00	\$0.00	\$0.00
80280805	50110		SALARY - REGULAR EMPLOYEES	\$0.00	\$0.00	\$0.00	\$0.00
80280805	51420		OFFICE FURNITURE	\$0.00	\$32,500.00	\$2,000.00	\$0.00
80280805	52201		BUILDING REPAIR & MAINT	\$241,133.74	\$219,439.00	\$189,033.00	\$203,004.00
80280805	52600		UTILITIES	\$153,300.00	\$150,000.00	\$145,715.00	\$153,836.00
80280805	52710		INSURANCE PREMIUM	\$41,650.00	\$38,500.00	\$41,675.00	\$37,152.00
80280805	53200		BUILDING	\$0.00	\$181,122.50	\$240,260.00	\$211,865.00
80280806	50110		SALARY - REGULAR EMPLOYEES	\$217,075.00	\$207,220.00	\$210,185.08	\$190,851.00
80280806	51900		OTHER SUPPLIES	\$37,000.00	\$30,000.00	\$40,800.00	\$30,000.00
80280806	52320		TRAVEL, EDUCATION AND TRAINING	\$1,000.00	\$1,000.00	\$6,200.00	\$0.00
80280807	50110		SALARY - REGULAR EMPLOYEES	\$428,470.00	\$417,017.00	\$430,637.33	\$391,652.00
80280807	52320		TRAVEL, EDUCATION AND TRAINING	\$500.00	\$0.00	\$500.00	\$1,500.00

80280808	50110		SALARY - REGULAR EMPLOYEES	\$142,520.00	\$134,300.00	\$132,075.01	\$89,372.00
80280808	51500		SHARED IT COSTS	\$72,523.00	\$97,614.00	\$68,500.00	\$79,130.96
80280808	51900		OTHER SUPPLIES	\$0.00	\$0.00	\$19,700.00	\$18,869.04
80280808	52600		UTILITIES	\$2,763.80	\$2,900.00	\$2,700.00	\$4,700.00
80280809	50110		SALARY - REGULAR EMPLOYEES	\$135,410.00	\$132,213.00	\$140,116.50	\$115,411.00
80280809	52199		OTHER PROFESSIONAL SERVICES	\$10,600.00	\$10,600.00	\$8,800.00	\$7,800.00
80280809	52909		ADV/MKTING/PUBLIC EDUCATION	\$19,570.00	\$12,000.00	\$12,355.00	\$8,496.00
80280851	51810		LIBRARY RESALE PURCHASES	\$3,135.50	\$3,068.00	\$4,300.00	\$1,013.00
			802 TOTAL EXPENSES	\$4,269,365.54	\$4,378,072.31	\$4,492,737.14	\$4,163,799.00

Fine Free?

In the FY20 budget memo, we wrote the following:

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.

This fiscal year, there is an even larger movement to remove financial barriers to access libraries for patrons who can't currently use them, improve customer service, and to increase library use, especially by those who are most in need. Large libraries in Los Angeles, Chicago, Seattle, Detroit, St. Louis, Kansas City, as well as smaller libraries in Decatur, the Warren-Newport Public Library, the Algonquin Area Public Library District, and at the Vernon Area Public Library District. There are a number of ways a library can address this issue, including having automatic renewals, which the Champaign Public Library has and TUFL does not. This provides an inconsistent patron experience, since patrons check out items from both locations.

Fine revenue has steadily decreased over the past years for a number of reasons. These include allowing more renewals, the decrease in circulation of physical items, and the increase of circulation of electronic items, which generate no overdues. Eight percent of the circulation July 2019 – January 2020 was from downloadable/streaming collections, or just over 32,700 items, which has increased by over 8,800 items year to date compared to FY19.

810: Library Trust Fund

It is the general intention to spend all gifts this fiscal year, and to spend down some of the balances so that we can show our donors how we have used their generous donations to benefit the community. Any funds (other than the wages mentioned in the 802s) will be deposited into the 810s and spent from the 810s.

The Library received \$300,000 from Vincent Greene “to establish and equip a low vision reading room “and \$125,000 from the Helen Widick Charitable Trust for “expansion of the Library”. Given Board discussions, the budget reflects giving the \$425,000 to the Foundation to keep for these purposes.

The 810s are attached.

820: Library Building Fund

Now that all four spaces are leased at the Webber Building, TUFL is seeing some profit, potentially up to \$4,910. It is likely that painting the exterior of the building will happen in FY21, but if it happens in FY20, we will lower the expenses in Building Repair and Maintenance. There is also a strong possibility that we may need roof work done, so we will keep the Board informed (Enhance, Goal 1).

Account Type	Organization	Object	Project	Account Description	2021 Department Budget	2020 Revised Budget	2019 Revised Budget	2018 Revised Budget
R	820	44599		OTHER SALES	(\$27,105.00)	(\$22,200.00)	(\$24,840.00)	\$0.00
R	820	49802		TFR FROM LIBRARY GENERAL FUND	\$0.00	\$0.00	(\$13,685.00)	\$0.00
				TOTAL	(\$27,105.00)	(\$22,200.00)	(\$38,525.00)	\$0.00
E	82080852	51900		OTHER SUPPLIES	\$75.00	\$75.00	\$75.00	\$0.00
E	82080852	52201		BUILDING REPAIR & MAINT	\$12,800.00	\$11,600.00	\$19,250.00	\$0.00
E	82080852	52600		UTILITIES	\$1,000.00	\$2,000.00	\$7,000.00	\$0.00
E	82080852	52909		ADV/MKTING/PUBLIC EDUCATION	\$100.00	\$100.00	\$100.00	\$0.00
E	82080852	52999		OTHER CONTRACTUAL SERVICES	\$8,220.00	\$7,750.00	\$12,150.00	\$0.00
E	82080852	54200		INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL	\$22,195.00	\$21,525.00	\$38,575.00	\$0.00
				820 FUND DIFFERENCE	(\$4,910.00)	(\$675.00)	\$50.00	\$0.00