

Date: June 9, 2020

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Amended FY20 and FY21 budget requests for Board Meeting of June 9, 2020

Late-breaking new Budget amendment requests not included in the Director's Report are in bold below. The items in regular font were included in the Director's Report:

Requested FY20 Budget Amendments:

Due to COVID-19, adjustments are necessary for Jim Gill's performances because the USD#116 is unable to participate, given the new timing. The Library is pleased to have received the IACA grant and to still move forward with the concerts:

- Increase revenue TRF from Library Trust Fund (802 49810) by \$1,900
- Increase expense Library Program Supplies (80280802 51812) by \$1,000
- Increase expense Library Children Programs (81080833 52803) by \$1,900

Circulation staff have investigated a new software solution for Curbside Pickup that will significantly streamline the entire process for staff and patrons. We will continue offering it even after the building reopens.

- Move \$995 from Salary – Regular Employees (80280807 50110) to Shared IT Costs (80280808 51500) to purchase the software

Circulation has purchased three large, wheeled bins to hold returns that can easily be maneuvered by staff to the room-sized bug oven for heat treatment. There were over 90,000 CPL and TUFL items out to patrons prior to starting Curbside Pickup, so the number of returns will be significant. Approximately 25,000 of these were TUFL items.

- Move \$910 from Salary – Regular Employees (80280807 50110) to Equipment Purchase (80280801 51410)

Archives requests a small budget amendment between collection lines.

- Move \$260 from Archives Databases (80280803 52910) to Archives Microform (80280803 51808)

End of the year FY20 shifts in expenses:

- **Move \$750 from Supplies 80180801-51900 to into Maintenance Agreements 80280801 52203 for new copier/printer agreement costs.**
- **Move \$2,900 from Supplies 80180801-51900 to Other Contractual Services 80280801-52999.**
- **Move \$4200 from Building Repair and Maintenance 82080852 52201 to Other Contractual Services 82080852 52999**

Requested FY21 Budget Amendments:

Terms for the lease for the News-Gazette archives at Lincoln Square Mall have been set. Because of savings due to staffing transitions when Anke Voss moved elsewhere, funds were held in the Archives salary line that will go to renting and outfitting the space. Next steps will be things like insurance, internet and phone access, and we will come back to the Board with budget amendments for those figures at the July Board meeting.

- Move \$8,700 from Salary – Regular Employees 80280803 50110 to Facility Rental 80280803 52912.

Due to current use of eResources and anticipated use in FY21, here are shifts, with a net zero change in materials funding:

- Move \$5,000 from 80280802 51801 Books to 80280802 51811 Downloadables.
- Move \$1,500 from 80280802 51801 80103 Children’s Books to 80280802 51811 Downloadables.
- Move \$1,000 from 80280802 51803 Periodicals to 80280802 51811 Downloadables.
- Move \$2,000 from 80280802 51804 Audiobooks to 80280802 51811 Downloadables.
- Move \$1,000 from 80280802 51805 CDs to 80280802 51811 Downloadables.
- Move \$3,000 from 80280802 51806 DVDs to 80280802 51811 Downloadables.
- Move \$500 from 80280802 51806 80103 Children’s DVDs to 80280802 51811 Downloadables.
- Move \$500 from 80280802 51807 80103 Children’s Sound Recordings to 80280802 51811 Downloadables.
- Move \$500 from 80280802 51809 Games to 80280802 51811 Downloadables.

Decrease related Revenue and Expenses:

- Revenue: Decrease Library Fees 802 44800 (we know we won’t receive as much as originally budgeted) by \$3,370.
- Expenses:
 - Decrease Supplies 802080806-51900 by \$2,220.
 - Decrease Salary – Regular Employees 80280807 50110 by \$260.
 - Decrease Salary – Regular Employees 802080806-50110 by \$890.

Due to the COVID-19-related resubmission of the Library’s Urbana Public Arts Grant and the upcoming invoices for hotspots supported by the UC2B grant, here are shifts which will allow use of the grant funds. Funds were received in FY20 and have been deposited, but can’t be spent this fiscal year due to timing. We propose to spend out of fund balance in FY21.

- **Increase expense in Library Program Supplies 80280802 51812 by \$260.**
- **Increase expense in New Collections 80280802 51802 80103 by \$7,500.00.**

The Friends have canceled their August and November Book Sales. Staff recommend spending the same on book prizes from revenue brought in from remaining sales and from the fund balance to support Summer Reading, Winter Reading, and 1,000 Books before Kindergarten. The CCHA will continue with Omeka, our online exhibits platform. Staff will not need to set up for the book sales, so there is a savings.

Current fund balances are:

Adult Book Sale: \$35,038.72 Children's Book Sale: \$12,163.47 Archives Book Sale: \$11,866.32

- **Revenue: Decrease Donations/Contributions/Gifts 810-46300 by \$10,000 (From \$17,000 to \$10,000)**

Expenses: Decrease Salary – Regular Employees 80280807 50110 by \$170.