

DATE: June 7, 2007  
TO: Laurel Prussing and City Council  
FROM: Deb Lissak  
RE: FY 2007/2008 Budget

The Board of Trustees of The Urbana Free Library recommends the attached budget for FY2007/2008. Approximate line item increases are indicated below.

This **BUDGET** includes the following:

- Revenues are adjusted to match current estimates, including the elimination of documents money, an increase in interest income, and other minor changes, with a resulting increase in non-tax revenue. (\$5,200)
- Cost of living increase is set at 3.0% per City. Step increases are essentially non-existent due to vacancies that return a number of salaried positions to lower steps.
- Employee benefits are set as current actual costs. Health insurance is entered at the actual per month per FTE rate for Jan-Dec 2007. (\$20,800) Workers' comp is set to FY06 actual. (\$800)
- Centralized Non-Staff Costs are adjusted by individual line items, as follows:

Programs and Public Relations: This adjustment runs across all lines to accommodate increased programming and occasional advertising. (\$1,900)

Travel and Training: Additional money is included for continuing education for IT and for clerical staff. (\$900) The allotment for professional staff is increased by 3.0%. (\$400)

Building Costs: Maintenance and repair lines are adjusted per vendor estimates. Property insurance is returned to our original contracted amount after a one-time shift of the annual invoice to the beginning of the fiscal year. (\$9,500)

Utility Costs: Based on invoices since the recent rate hike, electricity is budgeted at 50% over the current year's estimate. (\$35,700) Other utilities are set at FY07 levels.

Contractual Service Costs: Individual lines for recurring costs are adjusted between 0% and 6.8% per vendor estimates. Increases are included for accounting, copier supplies, online hosts/directory listings, parking, and postage, resulting in an overall increase of 4.0%. (\$2,600)

Material Handling Costs: Bibliographic utility costs are set per vendor estimate. The bindery is set at 3.0%. Others costs remain at FY07 levels. (\$850)

Supply Costs: Processing supplies (\$5,500) are set per formula – see below. Office supplies remain at FY07 levels.

Equipment Costs: Equipment and repair lines are set at 3.0%. The line for equipment maintenance contracts includes money to add a reader/printer plus a 5.3% increase per vendor estimate. The automation contract is set per LTLS estimate. (\$3,700)

- Materials Costs: The Board has committed to returning the library's materials expenditures to the 12-15% of budget that reflects the State minimum and recommended ratios. This budget moves

materials as a percent of budget from 10.71% in FY07 to 10.85% in FY08. Materials increases in FY08 are as follows:

Electronic resources	= 8.0%
Children's materials	= 12.0%
Adult materials	= 8.0%,
Archives materials	= 6.0%.

- Processing and Cataloging costs rise along with the increased materials purchasing. The library is developing formulas, which will be refined further over the next few years' experience, for predicting these cost relationships. Current estimates yield the following results:

Processing supplies (\$5,500)  
Acquisitions processing staff at 12 hrs/wk, LA-2, step 2 (\$6,600)  
Children's cataloging staff at 3 hrs/wk, LB-2, step 2 (\$3,000)  
Adult cataloging staff = \$0 (most new money for second copies/replacements)  
Archives cataloging staff = \$0 (likely to move new money to electronic)

- New FTE:

Move the IT Manager from half-time to full-time, with a net increase of \$21,200 for salary costs. (Removes 4 hrs/wk of budgeted, but uncommitted project time.) This position is responsible for a network of more than 130 staff and public PCs, associated software and peripherals, and public wireless.

Create a half-time graphics assistant/website manager, with a net increase of \$8,200 for salary costs. (Removes 6 hrs/wk of budgeted, but uncommitted project time. Actual project time in FY07 is averaging 10 hrs/wk and increasing due to graphics support for programming and website.)

**ONE-TIME PROJECTS** that could be funded from liquidity as non-recurring costs:

- Public needs assessment direct-mail effort (\$7,000)
- Consultant for a library-wide salary and benefits review (\$5,000) A clerical salary adjustment has been listed numerous times in budget requests to the City and was included, but never funded, in FY03 of the last Five-Year Financial Plan.
- Video surveillance, already bid and scheduled for August installation (\$35,400)
- Network equipment needs
- Fiber build-out costs
- Auditorium/UPTV equipment
- Horizon upgrade or automation migration
- eCommerce software for credit card/cash register transactions

**FIVE-YEAR FINANCIAL PLAN:** The library's last Five-Year Plan ended with FY06. A revision of the library's Five Year Financial Plan will take place next fall in advance of the spring budget planning. The Board will review the projected items with cost estimates and set target years for each of the listed items.

**ARCHIVES FUNDING:** The Library needs a stronger approach to Champaign County or avenues for additional funding sources. The Archives needs processing clerks, more off-desk time for archival duties of the Director and librarians, additional public service hours (priority for 5-6 PM on Mon-Sat), and a new Local History Online platform.

SUMMARY OF MAJOR CATEGORIES						
	WB 2005/06	WB 2005/06	BUDGET	WB 2006/07	BUDGET	WB 2007/08
CATEGORY	ACTUAL	BUDGET	CHANGE	BUDGET	CHANGE	BUDGET
	(after audit)	rev 06-13-06		rev 03-13-07		rev 05-08-07
Current taxes	2,187,960	2,245,646	8.58%	2,438,310	7.99%	2,633,129
Other revenue	318,044	297,436	4.34%	310,336	1.67%	315,516
SUBTOTAL REVENUE (without transfer)	2,506,004	2,543,082	8.08%	2,748,646	7.28%	2,948,645
Transfer from City	86,805	0	#DIV/0!	0	#DIV/0!	0
TOTAL REVENUE (with transfer)	2,592,809	2,543,082	8.08%	2,748,646	7.28%	2,948,645
Program/public relations	22,696	23,682	-18.53%	19,294	10.00%	21,224
Travel/training	9,912	10,703	52.34%	16,305	8.07%	17,621
Building costs	160,188	181,326	-26.10%	133,996	7.09%	143,496
Utility costs	91,056	91,048	37.40%	125,102	28.54%	160,808
Contractual costs	68,484	68,174	-4.37%	65,197	4.03%	67,824
Materials handling costs	30,153	30,778	9.90%	33,826	2.52%	34,679
Supply costs	48,752	49,000	-5.41%	46,350	11.91%	51,873
Equipment costs	80,009	81,011	19.19%	96,557	3.87%	100,293
TOTAL CENTRALIZED NON-STAFF COSTS	511,250	535,722	0.17%	536,627	11.40%	597,818
Employee insurance costs	113,461	129,896	11.24%	144,499	14.97%	166,126
TOTAL CENTRALIZED STAFF COSTS	113,461	129,896	11.24%	144,499	14.97%	166,126
Salaried wages	1,251,927	1,253,570	9.57%	1,373,597	7.61%	1,478,149
Hourly wages	335,421	348,038	14.80%	399,548	-3.22%	386,675
TOTAL WAGES	1,587,348	1,601,608	10.71%	1,773,145	5.17%	1,864,824
Electronic access	27,635	27,884	23.29%	34,379	8.00%	37,130
Books	168,234	171,484	3.83%	178,046	8.84%	193,793
Periodicals	26,761	26,880	5.43%	28,339	8.11%	30,636
Audio/Video	47,445	49,608	8.07%	53,611	8.78%	58,318
TOTAL PATRON RESOURCES	270,075	275,856	6.71%	294,375	8.66%	319,877
TOTAL EXPENSE	2,482,134	2,543,082	8.08%	2,748,646	7.28%	2,948,645
TOTAL NON-RECURRING COSTS	0	0	#DIV/0!	50,255	-5.68%	47,400
TOTAL EXPENSE (with non-recurring)	2,482,134	2,543,082	10.06%	2,798,901	7.04%	2,996,045

	WB 2005/06	WB 2005/06	BUDGET	WB 2006/07	BUDGET	WB 2007/08
	ACTUAL	BUDGET	CHANGE	BUDGET	CHANGE	BUDGET
	(after audit)	rev 06-13-06		rev 03-13-07		rev 05-08-07
REVENUE						
Current taxes	2,187,960	2,245,646	8.58%	2,438,310	7.99%	2,633,129
State income taxes	62,904	62,904	0.00%	62,904	0.00%	62,904
State per capita grant	46,011	46,011	0.00%	46,011	-0.65%	45,712
U of I/Urbana schools	34,500	34,500	0.00%	34,500	0.00%	34,500
County grant	10,000	10,000	0.00%	10,000	0.00%	10,000
City documents grant	14,730	14,730	-50.03%	7,360	-100.00%	0
Fines and fees	73,197	75,600	-5.29%	71,600	4.75%	75,000
Lost and damaged	9,029	6,500	30.77%	8,500	11.76%	9,500
Miscellaneous	5,932	4,000	210.00%	12,400	0.00%	12,400
Non-resident cards	18,100	17,000	5.88%	18,000	5.56%	19,000
Copiers/printers	18,468	16,500	0.00%	16,500	0.00%	16,500
Interest	25,173	9,691	132.80%	22,561	32.97%	30,000
Transfer from City	86,805					
TOTAL REVENUE	2,592,809	2,543,082	8.08%	2,748,646	7.28%	2,948,645
EXPENSE						
	WB 2005/06	WB 2005/06	BUDGET	WB 2006/07	BUDGET	WB 2007/08
CENTRALIZED COSTS	ACTUAL	BUDGET	CHANGE	BUDGET	CHANGE	BUDGET
	(after audit)	rev 06-13-06		rev 03-13-07		rev 05-08-07
CENTRALIZED NON-STAFF COSTS						
Departmental programs	3,352	3,576	-17.42%	2,953	9.99%	3,248
Library programs	4,505	4,550	-28.68%	3,245	10.02%	3,570
Departmental printing	1,566	1,616	8.04%	1,746	10.02%	1,921
Library printing	12,990	13,552	-22.51%	10,502	10.00%	11,552
Other public relations	283	388	118.56%	848	10.02%	933
TOTAL PROGRAM/PR COSTS	22,696	23,682	-18.53%	19,294	10.00%	21,224
Admin and Board travel and training	4,936	5,153	-11.99%	4,535	3.00%	4,671
Adult travel and training	1,717	2,100	71.67%	3,605	2.91%	3,710
Children's travel and training	1,047	1,100	180.91%	3,090	2.91%	3,180
Archives travel and training	1,201	1,300	58.46%	2,060	2.91%	2,120
Tech Service/Circulation travel and training	1,011	1,050	187.14%	3,015	30.68%	3,940
TOTAL TRAVEL AND TRAINING	9,912	10,703	52.34%	16,305	8.07%	17,621

	WB 2005/06	WB 2005/06	BUDGET	WB 2006/07	BUDGET	WB 2007/08
	ACTUAL	BUDGET	CHANGE	BUDGET	CHANGE	BUDGET
	(after audit)	rev 06-13-06		rev 03-13-07		rev 05-08-07
Building, capital expense	16,669	15,000	-100.00%	0	#DIV/0!	0
Building maint/repair	103,960	101,276	-14.95%	86,140	-15.09%	73,140
Building maint contracts	35,684	36,000	25.85%	45,306	-8.83%	41,306
Property insurance	3,875	29,050	-91.22%	2,550	1039.22%	29,050
<b>TOTAL BUILDING COSTS</b>	<b>160,188</b>	<b>181,326</b>	<b>-26.10%</b>	<b>133,996</b>	<b>7.09%</b>	<b>143,496</b>
Electricity	80,084	80,140	35.13%	108,294	32.97%	144,000
Telecom	1,354	1,400	342.86%	6,200	0.00%	6,200
Telephone service	6,222	6,240	16.83%	7,290	0.00%	7,290
Water, sanitary, sewer	3,396	3,268	1.53%	3,318	0.00%	3,318
<b>TOTAL UTILITY COSTS</b>	<b>91,056</b>	<b>91,048</b>	<b>37.40%</b>	<b>125,102</b>	<b>28.54%</b>	<b>160,808</b>
Accounting services	9,448	9,448	3.61%	9,789	3.90%	10,171
Copier/printer--lease/supplies	29,680	28,734	-14.30%	24,626	3.00%	25,365
Job ads/temp help	4,012	4,060	-70.44%	1,200	0.00%	1,200
Online host/directory list	4,184	4,250	21.18%	5,150	6.80%	5,500
Parking	4,140	4,140	51.93%	6,290	6.84%	6,720
Postage	14,309	14,528	0.00%	14,528	5.00%	15,254
Printing forms	1,535	1,814	33.08%	2,414	0.00%	2,414
Vehicle/mileage	1,176	1,200	0.00%	1,200	0.00%	1,200
<b>TOTAL CONTRACTUAL COSTS</b>	<b>68,484</b>	<b>68,174</b>	<b>-4.37%</b>	<b>65,197</b>	<b>4.03%</b>	<b>67,824</b>
Bibliographic utility	17,056	17,100	7.73%	18,422	3.14%	19,000
Bindery	9,615	9,900	-7.40%	9,167	3.00%	9,442
Interlibrary loan	16	200	54.50%	309	0.00%	309
Lost materials	3,466	3,578	65.68%	5,928	0.00%	5,928
<b>TOTAL MAT. HANDLING COSTS</b>	<b>30,153</b>	<b>30,778</b>	<b>9.90%</b>	<b>33,826</b>	<b>2.52%</b>	<b>34,679</b>
Materials processing supplies	28,975	29,000	6.55%	30,900	17.87%	36,423
Office supplies	19,777	20,000	-22.75%	15,450	0.00%	15,450
<b>TOTAL SUPPLY COSTS</b>	<b>48,752</b>	<b>49,000</b>	<b>-5.41%</b>	<b>46,350</b>	<b>11.91%</b>	<b>51,873</b>
Equipment purchase	10,998	11,500	66.26%	19,120	-50.87%	9,394
Equipment capital expense	0	0	#DIV/0!	0	#DIV/0!	0
Equipment maint/repair	1,499	1,550	235.61%	5,202	3.00%	5,358
Equipment maint contracts	2,273	2,300	98.91%	4,575	28.31%	5,870
Electronic equipment purchase	38,672	39,000	-10.89%	34,751	32.64%	46,094
LTLS automation contract	26,567	26,661	23.43%	32,909	2.03%	33,577
<b>TOTAL EQUIPMENT COSTS</b>	<b>80,009</b>	<b>81,011</b>	<b>19.19%</b>	<b>96,557</b>	<b>3.87%</b>	<b>100,293</b>
<b>TOTAL CENTRALIZED NON-STAFF COS</b>	<b>511,250</b>	<b>535,722</b>	<b>0.17%</b>	<b>536,627</b>	<b>11.40%</b>	<b>597,818</b>



	WB 2005/06	WB 2005/06	BUDGET	WB 2006/07	BUDGET	WB 2007/08
ADULT DIVISION	ACTUAL	BUDGET	CHANGE	BUDGET	CHANGE	BUDGET
	(after audit)	rev 06-13-06		rev 03-13-07		rev 05-08-07
ADULT PATRON RESOURCES						
Database charges	21,781	21,970	27.66%	28,048	8.00%	30,292
CD-ROM products	0	30	6.67%	32	9.38%	35
TOTAL ELECTRONIC ACCESS	21,781	22,000	27.64%	28,080	8.00%	30,327
Books	94,736	95,435	1.73%	97,086	8.00%	104,853
Standing orders	17,730	18,814	15.53%	21,736	8.00%	23,475
Periodicals	22,698	22,716	7.71%	24,467	8.00%	26,424
Audiobooks	6,754	7,204	14.14%	8,223	8.00%	8,881
Compact discs	15,455	15,189	0.31%	15,236	8.00%	16,455
Educational DVDs and videos	5,500	5,907	6.99%	6,320	8.01%	6,826
Entertainment DVDs and videos	11,912	12,541	7.00%	13,419	8.00%	14,493
TOTAL MATERIALS	174,785	177,806	4.88%	186,487	8.00%	201,407
TOTAL ADULT PATRON RESOURCES	196,566	199,806	7.39%	214,567	8.00%	231,734
ADULT WAGES						
Adult Services Dir, LB-5, sal ft	54,799	54,797	8.49%	59,447	3.00%	61,228
Librarian, LB-3, sal ft	145,603	145,749	27.94%	186,466	1.00%	188,336
Librarian, LB-3, sal pt	47,598	47,648	3.01%	49,080	3.00%	50,553
TOTAL SALARY	248,000	248,194	18.86%	294,993	1.74%	300,117
Librarian, LB-2, hr sch	27,496	30,785	10.57%	34,039	2.95%	35,044
Librarian, LB-2, hr rpl	22,057	22,772	21.23%	27,606	0.69%	27,796
Librarian, LB-2, hr spj	9,848	10,356	37.95%	14,286	-27.75%	10,321
TOTAL HOURLY	59,401	63,913	18.80%	75,931	-3.65%	73,161
TOTAL ADULT WAGES	307,401	312,107	18.85%	370,924	0.63%	373,278
TOTAL ADULT DIVISION	503,967	511,913	14.37%	585,491	3.33%	605,012

	WB 2005/06	WB 2005/06	BUDGET	WB 2006/07	BUDGET	WB 2007/08
CHILDRENS DIVISION	ACTUAL	BUDGET	CHANGE	BUDGET	CHANGE	BUDGET
	(after audit)	rev 06-13-06		rev 03-13-07		rev 05-08-07
CHILDRENS PATRON RESOURCES						
Database charges	1,544	1,558	3.15%	1,607	8.03%	1,736
CD-ROM products	0	10	1410.00%	151	7.95%	163
TOTAL ELECTRONIC ACCESS	1,544	1,568	12.12%	1,758	8.02%	1,899
Books	43,816	44,236	1.30%	44,810	12.00%	50,187
Periodicals	1,879	1,899	-5.79%	1,789	12.02%	2,004
Audiobooks and compact discs	1,627	2,216	46.12%	3,238	12.01%	3,627
DVDs and videos	3,797	4,104	29.00%	5,294	11.99%	5,929
CD-ROM circulating	1,783	1,813	-57.31%	774	12.02%	867
Toys	617	634	74.61%	1,107	12.01%	1,240
TOTAL MATERIALS	53,519	54,902	3.84%	57,012	12.00%	63,854
TOTAL CHILDRENS PATRON RESOURCE	55,063	56,470	4.07%	58,770	11.88%	65,753
CHILDRENS WAGES						
Child Services Dir, LB-5, sal ft	57,655	57,713	3.00%	59,447	3.00%	61,228
Librarian, LB-3, sal ft	95,115	95,298	3.00%	98,157	5.03%	103,090
Librarian, LB-3, sal pt	75,083	75,211	4.28%	78,431	4.27%	81,778
TOTAL SALARY	227,853	228,222	3.42%	236,035	4.26%	246,096
Librarian, LB-2, hr sch	8,138	8,326	40.16%	11,670	28.69%	15,018
Librarian, LB-2, hr rpl	15,113	15,487	26.76%	19,631	4.01%	20,418
Librarian, LB-2, hr spj	4,790	4,631	80.93%	8,379	-2.57%	8,164
TOTAL HOURLY	28,041	28,444	39.50%	39,680	9.88%	43,600
TOTAL CHILDRENS WAGES	255,894	256,666	7.42%	275,715	5.07%	289,696
TOTAL CHILDRENS DIVISION	310,957	313,136	6.82%	334,485	6.27%	355,449



	WB 2005/06	WB 2005/06	BUDGET	WB 2006/07	BUDGET	WB 2007/08
ARCHIVES DIVISION	ACTUAL	BUDGET	CHANGE	BUDGET	CHANGE	BUDGET
	(after audit)	rev 06-13-06		rev 03-13-07		rev 05-08-07
ARCHIVES PATRON RESOURCES						
Database charges	4,310	4,316	-4.68%	4,114	8.00%	4,443
CD-ROM products	0	0	#DIV/0!	427	7.96%	461
TOTAL ELECTRONIC ACCESS	4,310	4,316	5.21%	4,541	7.99%	4,904
Local history books	785	1,088	176.47%	3,008	5.98%	3,188
Local history periodicals	568	616	-11.20%	547	6.03%	580
Local history microform	8,872	9,454	-31.00%	6,523	5.99%	6,914
Genealogy books	2,145	2,285	112.69%	4,860	6.01%	5,152
Genealogy periodicals	1,616	1,649	-6.85%	1,536	5.99%	1,628
Genealogy microform	150	172	-86.63%	23	4.35%	24
TOTAL MATERIALS	14,136	15,264	8.08%	16,497	6.00%	17,486
TOTAL ARCHIVES PATRON RESOURCES	18,446	19,580	7.45%	21,038	6.43%	22,390
ARCHIVES WAGES						
Archives Dir, LB-5, sal ft	42,148	42,154	30.18%	54,874	7.29%	58,873
Librarian, LB-3, sal ft	48,534	48,583	3.00%	50,041	86.20%	93,177
Archives Asst, LA-5, sal pt	42,755	42,799	3.00%	44,083	-62.79%	16,404
TOTAL SALARY	133,437	133,536	11.58%	148,998	13.06%	168,454
Archives Asst, LA-4, hr sch	16,662	17,707	-69.48%	5,405	3.02%	5,568
Archives Asst, LA-4, hr rpl	3,311	3,640	162.94%	9,571	2.17%	9,779
Archives Asst, LA-2, hr sea	2,930	2,622	311.50%	10,790	-22.82%	8,327
Archives Asst, LA-4, hr spj	4,672	5,224	-46.29%	2,806	3.03%	2,891
TOTAL HOURLY	27,575	29,193	-2.13%	28,572	-7.02%	26,565
TOTAL ARCHIVES WAGES	161,012	162,729	9.12%	177,570	9.83%	195,019
TOTAL ARCHIVES DIVISION	179,458	182,309	8.94%	198,608	9.47%	217,409



	WB 2005/06	WB 2005/06	BUDGET	WB 2006/07	BUDGET	WB 2007/08
CIRCULATION DIVISION	ACTUAL	BUDGET	CHANGE	BUDGET	CHANGE	BUDGET
	(after audit)	rev 06-13-06		rev 03-13-07		rev 05-08-07
CIRCULATION WAGES						
Circ Services Dir, LB-5, sal ft	48,164	48,357	13.48%	54,874	7.29%	58,873
Asst Head/Circ, LA-6, sal ft	34,349	34,440	7.29%	36,951	13.30%	41,865
Circ Clerk, LA-5, sal ft	57,851	57,985	14.26%	66,252	3.00%	68,238
Circ Clerk, LA-5, sal pt	117,180	117,289	7.56%	126,154	8.19%	136,480
TOTAL SALARY	257,544	258,071	10.14%	284,231	7.47%	305,456
Circ Clerk, LA-2, hr sch	43,162	43,848	5.73%	46,359	-23.43%	35,497
Circ Clerk, LA-2, hr rpl	16,721	17,933	-5.94%	16,868	22.28%	20,626
Circ Clerk, LA-2, hr spj	2,266	2,766	178.09%	7,692	3.02%	7,924
Shelver, LA-1, hr sch	95,531	96,094	5.07%	100,962	2.96%	103,949
Shelver, LA-1, hr spj	65	390	134.87%	916	2.95%	943
TOTAL HOURLY	157,745	161,031	7.31%	172,797	-2.23%	168,939
TOTAL CIRCULATION WAGES	415,289	419,102	9.05%	457,028	3.80%	474,395
TOTAL CIRCULATION DIVISION	415,289	419,102	9.05%	457,028	3.80%	474,395
TOTAL EXPENSE	2,482,134	2,543,082	8.08%	2,748,646	7.28%	2,948,645
NON-RECURRING COSTS						
One-time projects	0	0	#DIV/0!	50,255	-5.68%	47,400
Transfer to building fund	0	0	#DIV/0!	0	#DIV/0!	0
TOTAL NON-RECURRING COSTS	0	0	#DIV/0!	50,255	-5.68%	47,400
TOTAL EXPENSE (with non-recurring)	2,482,134	2,543,082	10.06%	2,798,901	7.04%	2,996,045