

**Date:** April 10, 2022  
**To:** The Urbana Free Library Board  
**From:** Celeste Choate, Executive Director  
**Re:** FY22 Budget Memo



The proposed FY23 budget brings TUFL further down the path laid out in the Strategic Plan. We continue to lean into the four pillars of Embrace, Enrich, Empower, and Enhance in a number of ways. We propose to go fine free, which directly benefits our community by removing barriers to use, and we also propose additional benefits for our amazing staff. IT and Facilities lines also see more funding to catch up in areas that have been underfunded in the past. We have immediate needs, like paint and carpeting and upgraded computers to put us less at risk for cybersecurity issues, and long-term needs, like the east air handler unit and chiller. A number of these projects were budgeted for FY22 but were not completed yet, so they are being included in FY23, too.

As was presented to the Board recently, there have been a number of changes to TUFL staffing within and between departments. In the FY22 budget, we had pulled back service desk coverage for part of the year, given the impacts of the pandemic on use. We are seeing increased use in some areas, including the reference desks and programming, and the FY23 budget has shifted funds within wage lines to reflect the changing use of the Library by the community.

FY23	802	803	810	820	Total
Revenue FY23	\$ (4,558,443)	\$ (26,000)	\$ (47,400)	\$ (4,400)	\$ (4,636,243)
Expense FY23	\$ 4,719,484	\$ 13,000	\$ 379,750	\$ 4,400	\$ 5,116,634
<b>Total</b>	<b>\$ 161,041</b>	<b>\$ (13,000)</b>	<b>\$ 332,350</b>	<b>\$ -</b>	<b>\$ 480,391</b>

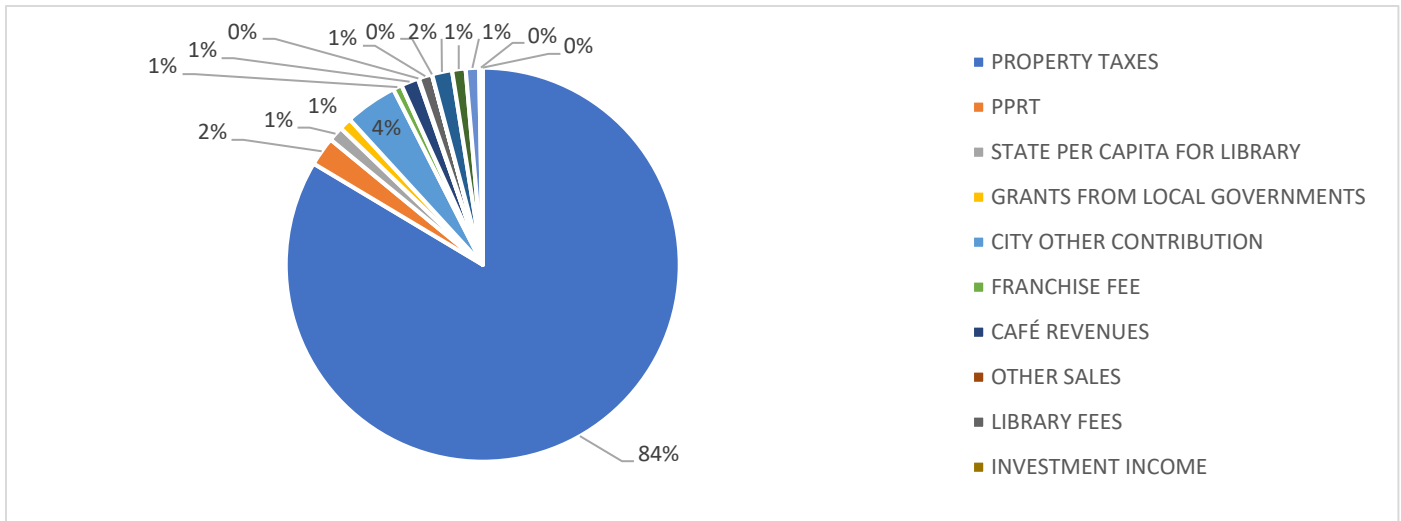
***Serving Our Public 4.0: Standards for Illinois Public Libraries***

TUFL continues to meet the *State Standards*, which have two specific recommendations about budgets:

1. *Salaries account for up to 60% and salaries plus fringe benefits (FICA, pension, and health insurance) account for up to 70% of the total budget.* Staff wages account for 52% of the overall 802 General Fund and those fringe benefits account for 15%, totaling 66% (including rounding). All staff will receive a cost of living increase, and qualified staff will also receive a step increase. The next minimum wage increase will go into effect January 1, 2023, so Shelveers will receive raises in July 2022 and also in January 2023.
2. *Eight to 12% of the operating budget are spent on materials for patrons.* Here are two ways TUFL meets this standard.

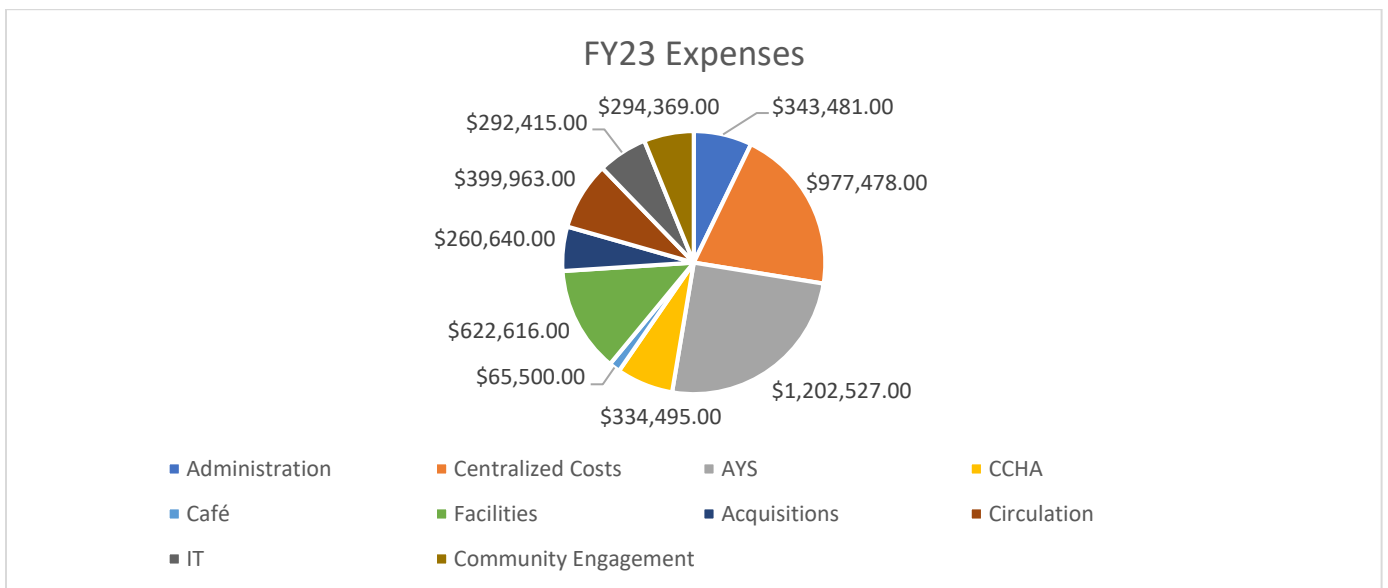
	FY23 802 Expenses
Total (operating + some gifts but no capital) budget	\$4,403,076.00
Total on materials including supplies, automation, and staffing costs	\$ 975,285.19
% of budget spent including "extra" costs	22%
Total on materials only	\$ 465,605.00
% of operating budget spent materials only	11%

**Revenue highlights**



- Property taxes continue to be the primary source of revenue at 84%.
- We continue to see growth in the Friends of The Urbana Free Library’s Amazon and Etsy online stores. In addition to the normally generous funding from The Urbana Free Library Foundation, there is a new Frampton Fund of \$23,000 in honor of former Library Board member Peg Frampton for specific outreach initiatives. The Foundation will be doing a matching grant campaign later this year to raise additional funds, and we will continue to increase our development efforts in support of Enhance, Goal 1: *We steward our physical and financial resources to allow for growth and sustainability.*
- Since we propose that TUFL go fine free, we have not budgeted the fines in the Library Fees line, but due to upward trends in other fees, expect only a \$5,600 decrease in Library Fees in FY23. There is more information below about the benefits of going fine free. The fine revenue of \$16,500 we might have received would be .4% of the overall budget.

**Expense Highlights**



- We evaluated staff workflow and spending in the Centralized Costs section of the budget and shifted appropriate expenses to IT and Facilities lines.
- Some facilities projects that were budgeted for FY22 were deprioritized, given more pressing needs, including the evaluation and demolition of the Webber Building, and necessary work on the Tepper Building. Projects budgeted for FY22 have been reallocated to FY23, and others have been added. In addition, we propose shifting more funds to the 803 Special Reserve Fund for Facilities and for IT.
- With new IT staff and the managed service provider on board, IT is eager to make more positive changes. In order to provide a safer cybersecurity environment, this budget's new level of IT funding allows us to shorten our computer replacement cycle to 5 years and update some servers, as well.
- At the end of this document, please see information about future spending for IT and Facilities.
- Although we don't generally ask the Board to go into fund balance for projects, there were a number of items this year that we were unable to complete due to timing issues. Please see the attached list. We request that since these expenses go unspent this year, we re-budget them for FY23.
- We are budgeting for the Library Café to be revenue neutral in case we decide to reopen it. We only open it if we are confident it would break even. We are not currently seeing the necessary number of people visiting the Library for it to be profitable. We anticipate sharing a recommendation about the Café's future with the Board in FY23.
- More information about TUFL's fund balances will be available at the April Board meeting and at the May Board meeting.

### **Exciting new initiatives in FY23:**

The first initiative staff recommend is TUFL going fine free. Staff propose that The Urbana Free Library become fine free in support of the Strategic Plan's emphasis on equity, diversity, and inclusion. If the Board passes this part of the FY23 budget proposal at the May 2022 Board Meeting, staff further propose beginning implementation as soon after that meeting as we can reasonably implement the changes and update patron accounts.

The Library has taken steps over the years to remove barriers to use, moving toward a fine free policy by increasing fee limits before library use is blocked and implementing automatic renewals. Fines disproportionately affect low-income patrons, and eliminating the fine barrier will ensure that patrons who need the Library's resources the most can utilize them. It will allow for more positive interactions between staff and patrons by moving conversations from reminding patrons how much they owe in fines to promoting the Library's many resources. It will create a better customer service experience as patrons do not have to worry when they approach the Circulation Desk if they will have a fine to pay on their account from materials that have been returned.

In addition, it will save staff time. For example, Champaign Public Library has shared that patrons do not want to check out items from The Urbana Free Library because they do not want the possibility of fines, which means that TUFL items are sent to Champaign to fill holds and are never checked out. Filling holds and delivering them to Champaign is a time-consuming and costly endeavor just to have them immediately sent back. In addition, some Urbana residents are checking out Champaign Public Library items because they do not want the possibility of fines from their home library.

Staff believe that the benefits of being fine free would outweigh the small budget impact for these expected revenues in FY23. While fines will be forgiven, there will still be charges for Lost and Damaged items.

This chart shows the number of patrons who would benefit from forgiving outstanding fines. We cannot tell how many additional community members chose not to get a card at all because they feared the implications of debt who will find the Library more welcoming now.

Patron Group	# of patrons w/ overdue fines	Total amount of outstanding overdue fines	# of patrons with overdue fines between \$25 & \$100	# of Patrons with overdue fines over \$100
Adults	6,113	\$65,570.85	522	89
Teens	82	\$1,075.33	4	4
Youth	480	\$3,716.95	32	1

Libraries across the country have been positively impacted by the removal of fines:

- Champaign Public Library stated, “The atmosphere at the Checkout Desk changed. Customers are no longer nervous that there is going to be some unexpected fee because they missed the due date by a day or argumentative about the appearance of fees. When someone returns an item that has aged to Lost, all the fees are gone. Customers were often still left with overdue fees even though the item was returned. Using the library is a much less stressful experience, especially for families with children who check out lots of materials.”
- Salt Lake City Public Library had a 10% increase in both circulation and unique borrowers one year after eliminating fines.
- The Denver Public Library has reported that 35% of the patrons who stopped using library services have reengaged after having accounts cleared of fines.
- San Rafael Public Library (CA) reported an increase in circulation of children’s materials as well as a 40% increase in youth borrowers.
- Chicago Public Library saw a 240% increase in the number of books returned, noting that if patrons owe fines, they were hesitant to bring books back.
- New York Public Library had more than 72,000 overdue or lost items returned and depending on location a 9% to 15% return of patrons.

We will bring any policies which will be impacted by going fine free for the Board’s consideration and approval at the May 2022 Board meeting.

**Staff Benefits:**

Following the Strategic Plan, Enhance, Goal 2, *We cultivate continuous improvement among Board and staff members to create increased engagement, satisfaction, and retention*, we recommend new staff benefits to increase the Library’s appeal as a workplace both to current employees and to people in the job market. We believe these benefits to be sustainable in light of Enhance, Goal 1: *We steward our physical and financial resources to allow for growth and sustainability.*

Here are current staff benefits, followed by new initiatives we are proposing:

<b>Benefits TUFL provides:</b>	<b>Who qualifies:</b>
COVID Leave	all staff
free parking	all staff
sick leave	PT and FT staff
personal leave	PT and FT staff
vacation leave	PT and FT staff
health insurance for employee only	PT and FT staff
IMRF retirement contribution	PT and FT staff
\$20,000 life insurance	FT staff
Employee Assistance Program	all staff
staff library cards	all staff
bereavement leave	all staff
holiday leave	PT and FT staff
Retirement Health Savings plan	PT and FT staff
<b>Opportunities TUFL makes available:</b>	<b>Who qualifies:</b>
dental insurance	PT and FT staff
vision insurance	PT and FT staff
extra life insurance	FT staff
ICMA-Roth and 457 plans	PT and FT staff
IMRF voluntary addition contribution	PT and FT staff
critical illness insurance	FT staff
accident insurance	FT staff
flex spending plan	PT and FT staff
short term disability	FT staff
long term disability	FT staff
tuition waiver at the iSchool for one course	1 person per semester
credit union	all staff
Library services discounts	all staff
flu shot clinic on site	staff with health insurance

**Proposed new benefits:**

**Hourly Sick Leave**

One way we can support hourly staff is to institute sick leave that, to date, has only been available to full- and part-time employees. We asked seven libraries around the state about their staff benefits. Four of the libraries told us they already offer sick leave to hourly staff. During the pandemic, the Library’s Paid Leave Related to COVID-19 has allowed the Library’s hourly staff to stay home when they were experiencing COVID-19 symptoms without the worry of losing pay. It can be a difficult decision to work sick or stay home unpaid, and the Library

also benefitted by keeping illnesses out of the building, producing a win-win situation that we'd like to continue by instituting this benefit. The Hourly Sick Leave benefit would work as follows:

- Hourly staff already working at the Library on July 1, 2022, each would receive Hourly Sick Leave of four (4) hours to “seed” their balance, and then they would begin to accrue with each pay period.
- All full-time employees are credited with a total of 96 hours of sick leave annually. Hourly employees would be credited with sick leave in proportion to the percentage of full-time work they perform in their roles as hourly employees. Hourly staff could accrue Hourly Sick Leave up to a maximum of 19 hours. Once they reach a total of 19 hours, Hourly Sick Leave would stop accruing until the staff member is once again under 19 hours. We have seen that other libraries stipulate a “use it or lose it” approach to Hourly Sick Leave, but we are not making such a recommendation here.
- As with sick leave for full-time and part-time employees, sick leave is not paid out when someone separates from the Library.

We estimate the overall cost to the Library would be less than \$10,000/year, depending on how many shifts managers need to replace for public service staff and how many staff take their full allotment of Hourly Sick Leave. We believe the Library will be able to absorb this cost in the current staffing budget request, and at least one other library surveyed said they were able to do so.

### **Parental Leave**

The Library does not currently offer any parental leave other than 12 weeks of unpaid leave under the Family Medical Leave Act (FMLA). Per the Leave Policy, staff must use accrued sick time, personal time, and vacation time to be paid during their FMLA leave. In the same survey of seven libraries, four of the seven offer some level of Parental Leave and a fifth is considering it this year. We propose the following parameters for Parental Leave:

- Up to 8 weeks of Parental Leave for full-time staff. Part-time staff would be eligible for Parental Leave in proportion to the percentage of full-time work they perform as part-time employees.
- Would be available to full- and part-time employees who have worked for the Library for at least 12 months prior to using the leave benefit.
- Would run concurrent with FMLA time for employees who qualify for FMLA.
- It could not be used for child care.

We believe the overall cost to the Library would be able to be absorbed into the current staffing budget request, since given past history, we anticipate it will only be needed by staff members every couple of years. Another factor keeping the cost low is that we will not have to replace all of the hours for every staff member who takes this leave. For example, for some staff, we may only need to replace their “on-desk” time and not their “off-desk” time. Our estimates show the total cost of parental leave could range between roughly \$4,000-\$8,000 per instance. As with Hourly Sick Leave, we believe the Library will be able to absorb this cost in the current staffing budget request.

We will bring an updated Leave Policy for the Board’s consideration and approval at the May 2022 Board meeting, with benefits to start the pay period beginning May 15, 2022 if approved.

### **Dependent health insurance coverage**

The last new initiative is subsidizing a portion of family health insurance coverage. TUFL can only afford it if the City funds it, and a budget request has been made to the City. One of the great recruiting tools for the City of Urbana is the marvelous health care benefits that are offered. The health insurance plan a good one

and the City also provides between 70%-77% of dependent coverage costs to its employees. In order to be competitive in the marketplace for recruiting and retaining staff, The Urbana Free Library would like to offer the same benefits.

We surveyed thirty staff members who are eligible for health insurance to check their interest in having part of dependent coverage costs paid for by the Library. Twelve staff members responded, with only the three who currently subscribe saying they would subscribe to dependent coverage if the Library paid 25%. All three have commented on the hardship of the expense. Eight staff answered that they would definitely be interested in subscribing if the Library paid 50% or above of the dependent insurance costs

We would like to offer comparable benefits to what the City is offering, and based on the response from our survey, we estimate we would need about \$49,500 in FY23 to cover January-June 2023. Insurance runs on a calendar year, and people have already subscribed (or not) for CY2022. Since we would continue to offer this benefit, we would need an additional amount from the City to increase our baseline in FY24, to get to a whole year's coverage.

The City's budgeting process is on a different timeline, and it is not likely that they will know if our request has been funded until after the May Board meeting. If the City does approve this budget request, they can update it in our budget, as well as their own. We will share more information about this potential new initiative as we have it.

The Urbana Free Library FY23 Budget Proposal for April 2022 Board Meeting

Account Type	Organization	Object	Project	Account Description	2023 Department Budget	2022 Projected Actuals	2022 Revised Budget	2022 Actuals	2021 Actuals
R	802	40100		PROPERTY TAXES	(\$3,809,749.00)	(\$3,641,898.65)	(\$3,641,898.65)	(\$1,676,233.72)	(\$3,767,847.77)
R	802	40302		PPRT	(\$108,458.00)	(\$121,863.00)	(\$121,863.00)	(\$152,848.05)	(\$134,610.12)
R	802	40309		STATE PER CAPITA FOR LIBRARY	(\$56,354.00)	(\$51,563.00)	(\$60,843.00)	(\$60,843.75)	(\$51,562.50)
R	802	41500		GRANTS FROM LOCAL GOVERNMENTS	(\$45,920.00)	(\$45,920.00)	(\$45,920.00)	(\$34,720.00)	(\$45,920.00)
R	802	41700		CITY OTHER CONTRIBUTION	(\$196,235.00)	(\$206,060.00)	(\$206,060.00)	(\$129,730.81)	(\$0.33)
R	802	44220		FRANCHISE FEE	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)
R	802	44506		CAFÉ REVENUES	(\$65,500.00)	(\$65,500.00)	(\$65,500.00)	(\$7.20)	(\$545.43)
R	802	44599		OTHER SALES	(\$3,087.00)	(\$3,000.00)	(\$3,000.00)	(\$1,060.12)	(\$2,235.24)
R	802	44800		LIBRARY FEES	(\$50,300.00)	(\$55,900.00)	(\$55,900.00)	(\$45,828.64)	(\$53,656.74)
R	802	45000		INVESTMENT INCOME	(\$700.00)	(\$500.00)	(\$500.00)	(\$461.23)	(\$426.86)
R	802	46290		OTHER REIMBURSEMENTS	(\$74,955.00)	(\$68,652.00)	(\$68,652.00)	(\$70,396.27)	(\$0.24)
R	802	46300		DONATIONS/CONTRIBUTIONS/GIFTS	(\$50,585.00)	(\$55,780.00)	(\$57,380.00)	(\$39,171.90)	(\$38,126.94)
R	802	46900		OTHER MISCELLANEOUS REVENUES	(\$50,250.00)	(\$50,250.00)	(\$69,338.75)	(\$20,054.99)	(\$10,039.01)
R	802	49803		TRF FROM LIB RESERVE FUND	(\$13,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
R	802	49810		TFR FROM LIBRARY TRUST FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				<b>TOTAL 802 REVENUE</b>	<b>(\$4,558,443.00)</b>	<b>(\$4,400,236.65)</b>	<b>(\$4,430,205.40)</b>	<b>(\$2,264,706.68)</b>	<b>(\$4,138,321.18)</b>
E	80280800	50110		SALARY - REGULAR EMPLOYEES	\$334,281.00	\$299,797.00	\$299,797.00	\$215,724.50	\$272,604.99
E	80280800	52320		TRAVEL, EDUCATION AND TRAINING	\$9,200.00	\$10,350.00	\$10,350.00	\$2,876.95	\$2,863.40
E	80280801	50210		INSURANCE	\$285,213.00	\$225,170.00	\$225,170.00	\$154,605.50	\$161,021.28
E	80280801	50220		FICA AND MEDICARE	\$189,445.00	\$183,152.00	\$183,152.00	\$117,918.70	\$88,929.84
E	80280801	50240		RHS CONTRIBUTION	\$37,570.00	\$37,337.00	\$37,337.00	\$21,090.83	\$12,746.05
E	80280801	50251		IMRF & SURS	\$196,235.00	\$206,060.00	\$206,060.00	\$129,730.81	\$0.33
E	80280801	51410		SMALL TOOLS & EQUIPMENT	\$0.00	\$5,900.00	\$5,900.00	\$443.51	\$4,306.86
E	80280801	51900		OTHER SUPPLIES	\$41,992.00	\$55,775.00	\$55,775.00	\$32,524.89	\$51,190.90
E	80280801	52199		OTHER PROFESSIONAL SERVICES	\$31,000.00	\$39,970.00	\$39,970.00	\$15,760.40	\$17,309.01
E	80280801	52202		EQUIPMENT REPAIR & MAINT	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$513.32
E	80280801	52203		MAINTENANCE AGREEMENTS	\$0.00	\$5,105.00	\$5,105.00	\$2,209.19	\$4,635.30
E	80280801	52721		WORKER'S COMP CLAIMS	\$11,000.00	\$10,000.00	\$10,000.00	\$7,131.51	\$10,553.01
E	80280801	52902		POSTAGE & PRINTING	\$5,095.00	\$5,095.00	\$5,095.00	\$2,600.75	\$4,853.15
E	80280801	52904		RECRUITING EXPENSES	\$500.00	\$500.00	\$500.00	\$100.00	\$1,418.00
E	80280801	52907		CREDIT CARD & BANK FEES	\$2,800.00	\$3,020.00	\$3,020.00	\$1,941.43	\$2,874.66
E	80280801	52999		OTHER CONTRACTUAL SERVICES	\$46,228.00	\$44,925.00	\$44,925.00	\$39,643.13	\$60,017.72
E	80280801	53440		OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280801	59803		TFR TO LIBRARY RESERVE FUND	\$52,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280801	59820		TFR TO BUILDING FUND	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280802	50110		SALARY - REGULAR EMPLOYEES	\$768,323.00	\$732,115.00	\$732,115.00	\$517,906.35	\$717,105.61
E	80280802	51801		LIBRARY BOOKS	\$138,000.00	\$137,438.00	\$137,438.00	\$95,475.71	\$135,468.23
E	80280802	51801	80103	LIBRARY BOOKS	\$58,000.00	\$57,584.00	\$57,584.00	\$43,413.68	\$59,425.99
E	80280802	51802		NEW COLLECTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280802	51802	80103	NEW COLLECTIONS	\$25,200.00	\$27,668.00	\$27,668.00	\$17,814.33	\$21,919.18
E	80280802	51803		LIBRARY PERIODICALS	\$11,000.00	\$10,889.00	\$10,889.00	\$8,579.99	\$12,607.61
E	80280802	51803	80103	LIBRARY PERIODICALS	\$550.00	\$491.00	\$491.00	\$525.81	\$487.11
E	80280802	51804		AUDIOBOOKS	\$3,800.00	\$6,377.00	\$6,377.00	\$4,403.86	\$6,659.31
E	80280802	51805		CD'S	\$4,200.00	\$4,905.00	\$4,905.00	\$3,369.13	\$7,087.45
E	80280802	51806		DVD'S	\$26,730.00	\$30,312.00	\$30,312.00	\$19,599.99	\$25,489.20
E	80280802	51806	80103	DVD'S	\$4,800.00	\$6,377.00	\$6,377.00	\$2,889.85	\$3,787.85
E	80280802	51807		RECORDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280802	51807	80103	RECORDINGS	\$7,300.00	\$6,989.00	\$6,989.00	\$4,709.74	\$4,547.06
E	80280802	51809		GAMES	\$4,000.00	\$5,690.00	\$5,690.00	\$2,645.76	\$1,735.66
E	80280802	51811		DOWNLOADABLES	\$101,000.00	\$97,120.00	\$97,120.00	\$63,650.25	\$87,695.42
E	80280802	51812		LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$9,642.30
E	80280802	51812	80102	LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$3,346.58
E	80280802	51812	80103	LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$2,774.02
E	80280802	52320		TRAVEL, EDUCATION AND TRAINING	\$3,124.00	\$3,124.00	\$3,124.00	\$0.00	\$180.25
E	80280802	52910		DATABASE CHARGES	\$46,500.00	\$39,240.00	\$39,240.00	\$29,578.65	\$39,666.01
E	80280802	52910	80103	DATABASE CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	\$2,643.00
E	80280803	50110		SALARY - REGULAR EMPLOYEES	\$278,006.00	\$269,020.00	\$269,020.00	\$194,672.56	\$242,482.25
E	80280803	51801		LIBRARY BOOKS	\$3,870.00	\$4,070.00	\$4,070.00	\$3,420.18	\$4,495.51
E	80280803	51803		LIBRARY PERIODICALS	\$3,600.00	\$3,600.00	\$3,600.00	\$1,826.95	\$2,241.99
E	80280803	51808		MICROFORM	\$20,594.00	\$15,155.00	\$15,155.00	\$15.00	\$0.00
E	80280803	51812		LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$388.31
E	80280803	52320		TRAVEL, EDUCATION AND TRAINING	\$1,800.00	\$1,800.00	\$2,900.00	\$1,137.00	\$414.00
E	80280803	52910		DATABASE CHARGES	\$16,700.00	\$16,500.00	\$16,500.00	\$13,025.86	\$16,210.76
E	80280803	52912		FACILITY RENTAL	\$9,925.00	\$9,925.00	\$9,925.00	\$8,945.00	\$8,700.00
E	80280804	50110		SALARY - REGULAR EMPLOYEES	\$52,050.00	\$52,050.00	\$52,050.00	\$0.00	\$10.63
E	80280804	51900		OTHER SUPPLIES	\$13,200.00	\$13,200.00	\$13,200.00	\$0.00	(\$41,756.28)
E	80280804	52320		TRAVEL, EDUCATION AND TRAINING	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
E	80280805	50110		SALARY - REGULAR EMPLOYEES	\$41,911.00	\$39,062.00	\$39,062.00	\$16,423.34	\$0.00
E	80280805	51410		SMALL TOOLS & EQUIPMENT	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	51420		OFFICE FURNITURE	\$31,000.00	\$32,000.00	\$32,000.00	\$930.00	\$0.00
E	80280805	51900		OTHER SUPPLIES	\$3,900.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	52201		BUILDING REPAIR & MAINT	\$127,023.00	\$258,884.00	\$258,884.00	\$150,088.24	\$168,348.00
E	80280805	52202		EQUIPMENT REPAIR & MAINT	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	52600		UTILITIES	\$160,743.00	\$156,213.00	\$156,213.00	\$129,200.70	\$144,477.89
E	80280805	52710		INSURANCE PREMIUM	\$43,672.00	\$42,441.00	\$42,441.00	\$43,841.00	\$60,102.00
E	80280805	52999		OTHER CONTRACTUAL SERVICES	\$104,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	53200		BUILDING	\$103,367.00	\$103,367.65	\$103,367.65	\$0.00	\$0.00



The Urbana Free Library FY23 Budget Proposal for April 2022 Board Meeting

Account Type	Organization	Object	Project	Account Description	2023 Department Budget	2022 Projected Actuals	2022 Revised Budget	2022 Actuals	2021 Actuals
E	80280806	50110		SALARY - REGULAR EMPLOYEES	\$231,640.00	\$214,653.00	\$214,653.00	\$155,302.11	\$208,215.74
E	80280806	51900		OTHER SUPPLIES	\$28,000.00	\$32,000.00	\$32,000.00	\$16,020.76	\$29,442.40
E	80280806	52320		TRAVEL, EDUCATION AND TRAINING	\$1,000.00	\$1,000.00	\$1,000.00	\$345.10	\$43.75
E	80280807	50110		SALARY - REGULAR EMPLOYEES	\$399,463.00	\$433,700.00	\$433,700.00	\$280,529.49	\$394,752.59
E	80280807	52320		TRAVEL, EDUCATION AND TRAINING	\$500.00	\$500.00	\$500.00	\$0.00	\$49.00
E	80280808	50110		SALARY - REGULAR EMPLOYEES	\$132,935.00	\$145,910.00	\$128,710.00	\$55,784.75	\$83,798.13
E	80280808	51500		SHARED IT COSTS	\$122,000.00	\$73,900.00	\$92,988.75	\$24,972.33	\$69,214.07
E	80280808	51900		OTHER SUPPLIES	\$11,500.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280808	52203		MAINTENANCE AGREEMENTS	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280808	52320		TRAVEL, EDUCATION AND TRAINING	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280808	52600		UTILITIES	\$2,780.00	\$2,700.00	\$2,700.00	\$2,277.08	(\$1,225.50)
E	80280808	52999		OTHER CONTRACTUAL SERVICES	\$17,700.00	\$0.00	\$17,200.00	\$11,131.00	\$0.00
E	80280809	50110		SALARY - REGULAR EMPLOYEES	\$237,707.00	\$207,839.00	\$198,839.00	\$147,415.12	\$132,660.68
E	80280809	51812		LIBRARY PROGRAM SUPPLIES	\$10,735.00	\$17,100.00	\$17,500.00	\$12,267.90	\$0.00
E	80280809	51812	80102	LIBRARY PROGRAM SUPPLIES	\$3,400.00	\$3,400.00	\$3,400.00	\$1,914.12	\$0.00
E	80280809	51812	80103	LIBRARY PROGRAM SUPPLIES	\$3,400.00	\$3,400.00	\$3,900.00	\$1,747.83	\$0.00
E	80280809	51812	80104	LIBRARY PROGRAM SUPPLIES	\$800.00	\$800.00	\$800.00	\$73.48	\$0.00
E	80280809	52199		OTHER PROFESSIONAL SERVICES	\$22,800.00	\$10,600.00	\$28,880.00	\$17,825.00	\$9,716.00
E	80280809	52909		ADV/MKTING/PUBLIC EDUCATION	\$12,440.00	\$15,866.00	\$15,466.00	\$4,550.91	\$15,262.52
E	80280851	51810		LIBRARY RESALE PURCHASES	\$3,087.00	\$3,000.00	\$3,000.00	\$221.20	\$1,112.45
				<b>TOTAL 802 EXPENSES</b>	<b>\$4,719,484.00</b>	<b>\$4,483,380.65</b>	<b>\$4,513,349.40</b>	<b>\$2,854,769.21</b>	<b>\$3,387,262.55</b>
R	803	49802		TFR FROM LIBRARY GENERAL FUND	(\$26,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
				<b>TOTAL 803 REVENUE</b>	<b>(\$26,000.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
E	80380860	59802		TFR TO LIBRARY OPERATING FUND	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00
				<b>TOTAL 803 EXPENSES</b>	<b>\$13,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
R	810	45000		INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R	810	46300		DONATIONS/CONTRIBUTIONS/GIFTS	(\$47,400.00)	(\$44,059.00)	(\$44,059.00)	(\$35,848.72)	(\$176,328.12)
				<b>TOTAL 810 EXPENSES</b>	<b>(\$47,400.00)</b>	<b>(\$44,059.00)</b>	<b>(\$44,059.00)</b>	<b>(\$35,848.72)</b>	<b>(\$176,328.12)</b>
E	81080821	52801		LIBRARY PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080822	52802		LIBRARY ADULT PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080823	52803		LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080824	52804		LIBRARY ARCHIVES PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	51420		OFFICE FURNITURE (posts to 80280805)	\$31,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	51801		LIBRARY BOOKS	\$0.00	\$0.00	\$0.00	\$0.00	\$16.18
E	81080831	51900		OTHER SUPPLIES	\$600.00	\$275.00	\$275.00	\$370.77	\$290.43
E	81080831	51990		OTHER LIBRARY MATERIALS	\$500.00	\$1,225.25	\$1,225.25	\$489.51	\$425,572.34
E	81080831	52201		BUILDING REPAIR & MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	52801		LIBRARY PROGRAMS	\$0.00	\$2,000.00	\$2,000.00	\$36.70	\$415.45
E	81080831	52803		LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	52902		POSTAGE & PRINTING	\$4,400.00	\$3,075.00	\$3,075.00	\$3,122.40	\$2,124.70
E	81080831	52911		PASS-THROUGH PAYMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	53200		BUILDING	\$300,500.00	\$250,488.00	\$250,488.00	\$0.00	\$1,342.25
E	81080831	59802		TFR TO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080832	51801		LIBRARY BOOKS	\$17,725.00	\$16,319.00	\$16,319.00	\$2,197.18	\$12,866.00
E	81080832	51990		OTHER LIBRARY MATERIALS	\$0.00	\$750.00	\$750.00	\$0.00	\$0.00
E	81080833	51801		LIBRARY BOOKS	\$11,525.00	\$16,319.00	\$16,319.00	\$4,241.31	\$10,963.88
E	81080833	51990		OTHER LIBRARY MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080833	52801		LIBRARY CHILDREN PROGRAMS	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080833	52803		LIBRARY CHILDREN PROGRAMS	\$2,000.00	\$2,000.00	\$2,000.00	\$1,014.24	\$42.98
E	81080834	51801		LIBRARY BOOKS	\$4,250.00	\$2,321.00	\$2,321.00	\$0.00	\$350.00
E	81080834	51990		OTHER LIBRARY MATERIALS	\$250.00	\$2,000.00	\$2,000.00	\$600.00	\$0.00
E	81080834	52804		LIBRARY ARCHIVES PROGRAMS	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
				<b>TOTAL 810 EXPENSE</b>	<b>\$379,750.00</b>	<b>\$296,772.25</b>	<b>\$296,772.25</b>	<b>\$12,072.11</b>	<b>\$453,984.21</b>
R	820	44599		OTHER SALES	\$0.00	(\$23,190.00)	(\$23,190.00)	(\$8,900.00)	(\$24,400.00)
R	820	49802		TFR FROM LIBRARY GENERAL FUND	(\$4,400.00)	\$0.00	\$0.00	\$0.00	\$0.00
				<b>TOTAL 820 REVENUE</b>	<b>(\$4,400.00)</b>	<b>(\$23,190.00)</b>	<b>(\$23,190.00)</b>	<b>(\$8,900.00)</b>	<b>(\$24,400.00)</b>
E	82080852	51900		OTHER SUPPLIES	\$0.00	\$75.00	\$75.00	\$0.00	\$0.00
E	82080852	52201		BUILDING REPAIR & MAINT	\$0.00	\$37,134.00	\$37,134.00	\$6,788.07	\$7,117.76
E	82080852	52600		UTILITIES	\$200.00	\$1,000.00	\$1,000.00	\$1,631.69	\$3,032.82
E	82080852	52909		ADV/MKTING/PUBLIC EDUCATION	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00
E	82080852	52999		OTHER CONTRACTUAL SERVICES	\$4,200.00	\$8,220.00	\$8,200.00	\$4,805.43	\$9,869.83
E	82080852	54200		INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				<b>TOTAL 820 EXPENSE</b>	<b>\$4,400.00</b>	<b>\$46,529.00</b>	<b>\$46,529.00</b>	<b>\$13,225.19</b>	<b>\$20,020.41</b>

<b>FY23</b>	<b>802</b>	<b>803</b>	<b>810</b>	<b>820</b>	<b>Total</b>
Revenue FY23	\$ (4,558,443)	\$ (26,000)	\$ (47,400)	\$ (4,400)	\$ (4,636,243)
Expense FY23	\$ 4,719,484	\$ 13,000	\$ 379,750	\$ 4,400	\$ 5,116,634
<b>Total</b>	<b>\$ 161,041</b>	<b>\$ (13,000)</b>	<b>\$ 332,350</b>	<b>\$ -</b>	<b>\$ 480,391</b>
<b>"Rollover" Expenses from 802 Fund Balance From FY22 to FY23 include:</b>					<b>\$ 77,054</b>
Shared IT Costs 8020808-51500 to complete lab update	\$ 19,089				
Acquisitions salary 80280806-50110 \$4000 unspent in supplies for one time staffing special project	\$ 4,000				
Admin Travel Education & Training 80280800-52320					
Foundation gift funds not spent in FY22 to be spent in FY23	\$ 4,300				
Potential Retirement Health savings separation payments 80280801-50240	\$ 18,018				
Funds given before from the City for a Compensation Study 80280801-52199 Other Professional Services	\$ 10,000				
Last tax payment to the Webber property & maintenance costs	\$ 4,400				
Archives microform carryover from News-Gazette microfilm being unable to be purchased, as it is not available for sale. To be used on another local newspaper microfilm project.	\$ 15,155				
Urbana Arts Grant unspent in FY22 Library Program Supplies 80280809-51812	\$ 493				
Unspent Foundation gift for concerts in FY22 Library Program Supplies 80280809-51812	\$ 1,600				
<b>Budgeting to shift funds from fund balance to 803 Special Reserve Fund Balance</b>					<b>\$ 52,000</b>
80280801-59803 Transfer to the 803 Special Reserve Fund for future facilities expenses	\$ 26,000				
Transfer to 803 Special Reserve Fund for future IT purchases	\$ 26,000				
<b>Expenses from 803 Special Reserve Fund</b>					<b>\$ 13,000</b>
For Shared IT 80280808-51500 to purchase new computers to catch up w/ lifecycle replacements		\$ 13,000			
<b>Expenses from 810 Fund Balance include</b>					<b>\$ 332,350</b>
Project #82204 Chanute donations for Chanute AV preservation project			\$ 4,000		
Project #82208 Archives Book Sale for special collections preservations project & Omeka			\$ 1,100		
Project 82202 Child Podlasek Gifts			\$ 2,000		
Project 82206 Adult Book Sale: world language materials; ESL materials; reference materials			\$ 4,000		
Project 82003 Fairy Tale Ball			\$ 2,000		
Project 82102 Podlasek Teen Gift			\$ 750		
Project 82205 Café Book sale for furniture			\$ 20,000		
Project 82209 Staff parking lot; Building envelope; Circulation/AV area refresh			\$ 300,000		
Project 82216 Staff Appreciation - shift funds within the 810s so no longer overspent			-1500		

Equipment	Replace in Fiscal Yr	Estimated Costs (FY17 prices) (bold = FY20 prices)	Estimated Life Cycle (yrs.)	Annual Cost	Notes	Estimates Provided by	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Webber Building demolition	2022						\$100,000	\$112,000	\$305,000	\$519,000	\$155,000	\$135,000	\$50,000	\$1
								\$36,000						
Staff Parking Lot & other building projects	2022 or 2023	\$100,000	30	\$1,666	Gift funds budgeted. Roll into FY22 and FY23 if not completed in FY22.	City of Urbana	\$100,000		\$100,000					
Tepper Building mold remediations	2022							\$35,000						
Exterior and Interior painting	2022	\$12,000	5	\$1,000	Main building - especially after wayfinding signs are removed - & Tepper exterior			\$12,000	\$40,000					
Megan's Room updates	2022 ?				Foundation funding. Will be paid directly by the Foundation up to \$19,000. Costs depend on improvements made. Carpeting; hands on-manipulatives. Painting already done. Rescheduled from FY20-21 due to COVID. May be paid for by Illinois State infrastructure funding.				\$0					
Corner Lot Improvement	2023 ?				Foundation is fundraising and will pay directly; and the Friends have also indicated interest of supporting beautification with the Café Book Sale Funds TUFL holds.		?	?						
Refresh of Teen Area	2024 ?				Up to \$20,000 from a donor to the Foundation		?	?						
Carpet - Phase 1	2023	\$50,000	10	\$5,000	High traffic zones	City of Urbana			\$50,000					
Building Envelope	2023	\$65,000	50	\$1,300	tuck-pointing	Estimate given during guaranteed energy savings plan process with the City. Funded from 810 gift funds		\$65,000	\$65,000					
East AHU (Trane M-63)	2023	\$325,000	20	\$16,250	Installed 1974. Includes replacement of the condensing units. Being properly maintained but should plan to replace in FY24 or FY25 so it's on our timeline, not due to catastrophic failure.	Per Davis-Houk Mechanical				\$325,000				
Carpet - Phase 1	2023	\$50,000	15	\$3,333	High traffic areas. Steps and some other areas look worn, but foot traffic down in building during COVID, so this can wait. May be paid for by Illinois State infrastructure funding if received.	City of Urbana			\$50,000					
Roof at Tepper	2023	\$10,000	20	\$500	To protect the Archives collection in Tepper (based on age of roof)	Roof evaluated March 2021 by three roofers. None said it needed replacement, just some repairs. The chimney is literally falling apart and will be remediated in FY21.-Done			\$0					
Historic Window Improvements	2024		40	\$0	Plaster fixed. Assessment & renovation, followed by periodic evaluation. Is this necessary? The savings were said to be negligible in the GESP study but \$175,000 potential cost.	UFL 5-year financial plan			\$0					
Carpet - Phase 1	2023	\$50,000	10	\$5,000	High traffic zones	City of Urbana								
East Pneumatic Controls	2024	\$170,000	20	\$8,500	Full replacement to match existing DDC system	Henneman Engineering				\$170,000				
Furnace and AC Tepper	2024	\$12,000	20	\$600	In fair condition in 2017. May not be required pending Library expansion.	UFL 5-year financial plan				\$12,000				
Furnace and AC Tepper	2024	\$12,000	20	\$600	In fair condition in 2017. May not be required pending Library expansion.	UFL 5-year financial plan				\$12,000				
Paterson-Kelly Boiler	2025	\$100,000	20	\$5,000	Installed during 2005 construction	Davis & Houk					\$100,000			
Carpet - Phase 2	2024	\$50,000	15	\$3,333	High traffic zones	City of Urbana					\$50,000			
Painting	2025	\$5,000	5	\$1,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?	BOMA					\$5,000			
DDC West Controls	2026	\$135,000	20	\$6,750	Full replacement with matching DDC system	Henneman Engineering						\$135,000		

Equipment	Replace in Fiscal Yr	Estimated Costs (FY17 prices) (bold = FY20 prices)	Estimated Life Cycle (yrs.)	Annual Cost	Notes	Estimates Provided by	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Carpet - Phase 3	2025	\$50,000	20	\$2,500	Low traffic zones	City of Urbana								\$50,000
West AHU (York AP660)	2030	\$275,000	25	\$11,000	Installed during 2005 construction	Henneman Engineering								
Elevators/Dumbwaiter	2030	\$150,000	25	\$6,000	Installed during 2005 construction	ThessenKrup Elevators (2005)								
Painting	2030	\$5,000	5	\$1,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?									
TUFL Roof	2031	\$150,000	25	?	Replaced during 2005 construction									
Carpet - Phase 1	2033	\$50,000	10	\$5,000	High traffic zones	City of Urbana								
Fire Suppression System	2035	\$150,000	30	\$5,000	Includes plumbing, compressor, sprinklers.									
Carpet - Phase 2	2034	\$50,000	15	\$3,333	Medium traffic zones	City of Urbana								
Painting	2035	\$5,000	5	\$1,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?									
Carpet - Phase 3	2035	\$50,000	20	\$2,500	Low traffic zones	City of Urbana								
Chiller	2039	\$160,000	20	\$8,000	Assessment and replacement	Henneman Engineering								
East AHU	2040	\$210,000	20	\$10,500	Includes replacement of the condensing units	Henneman Engineering								
Roof at Tepper	2040	\$10,000	20	\$500	Assessment and repair/replacement									
Painting	2040	\$5,000	5	\$1,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?									
East Pneumatic Controls	2042	\$170,000	20	\$8,500	Assessment and replacement	Henneman Engineering								
<b>Total</b>		<b>\$2,636,000</b>		<b>\$125,666</b>										

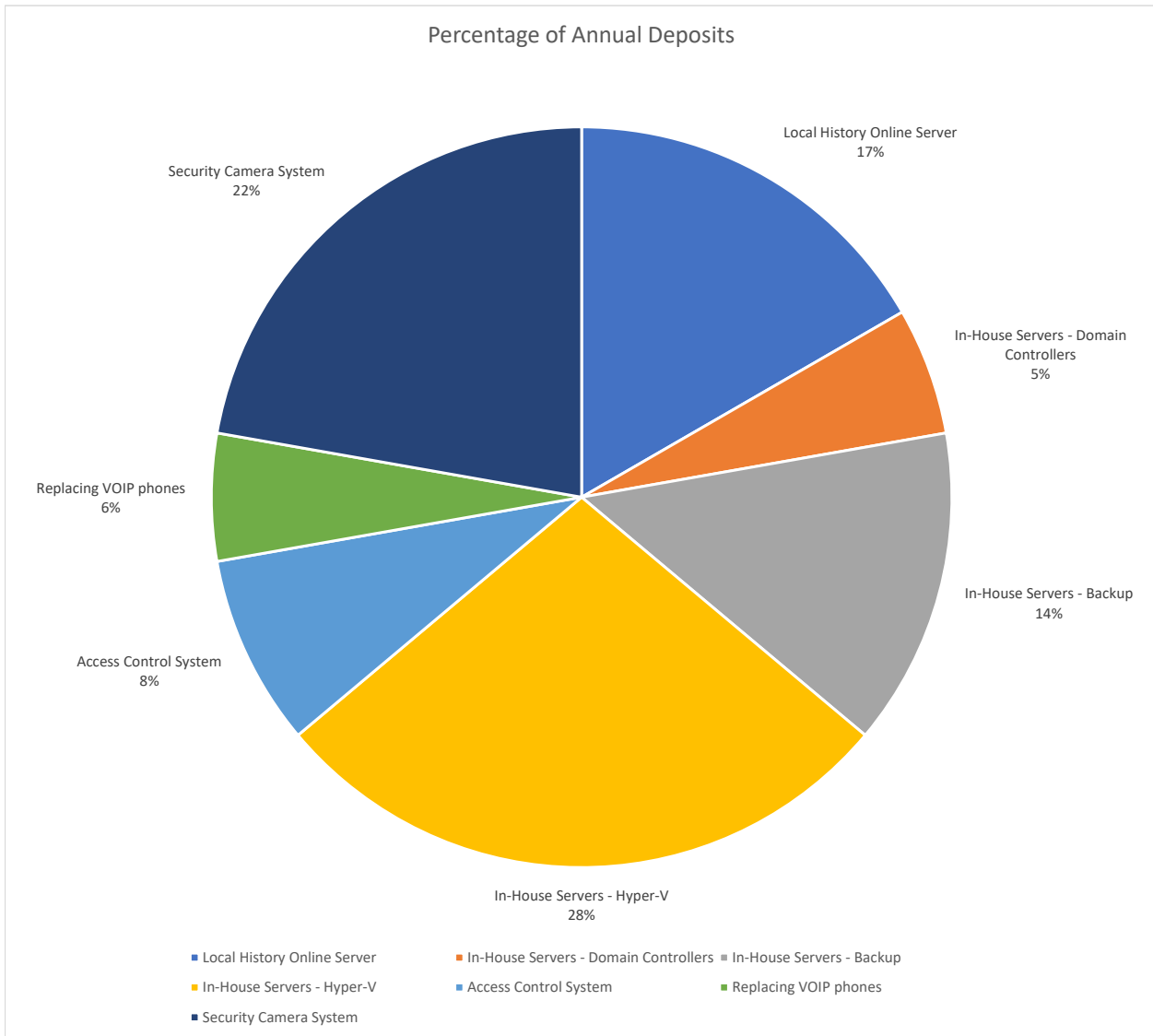
Davis & Houk and BOMA Preventative Maintenance Guidebook assisted with the some of the life-cycle estimates  
<https://icap.sustainability.illinois.edu/files/projectupdate/2289/Project%20Lifespan%20Estimates.pdf>

**IT long-term planning**

Equipment	Next Replacement FY	Estimated Cost	Estimated Life Cycle (years)	Annual Cost
Local History Online Server	2024	\$ 18,000.00	6	\$ 3,000.00
In-House Servers - Domain Controllers	2028	\$ 6,000.00	6	\$ 1,000.00
In-House Servers - Backup	2024	\$ 15,000.00	6	\$ 2,500.00
In-House Servers - Hyper-V	2025	\$ 30,000.00	6	\$ 5,000.00
Access Control System	2026	\$ 15,000.00	10	\$ 1,500.00
Replacing VOIP phones	2024	\$ 10,000.00	10	\$ 1,000.00
Security Camera System	2024	\$ 20,000.00	5	\$ 4,000.00

**Total Annualized Expenses to be saved**                 \$ 18,000.00  
**Fixed Savings**   \$ 26,000.00

Percentage of Annual Deposits



Assuming 3% increase for Fixed saving and expenses

Year	Fiscal Year	Fixed Savings	Inflation Rate	Annualized Expenses	Deductions	Line Item	Fixed Savings Balance
0	2023	\$ 26,000.00	\$ 0.03	\$ 18,000.00			\$ 26,000.00
1	2024	\$ 26,000.00	\$ 0.03	\$ 18,540.00	\$ 54,590.00	LHO + Backup + Security Cameras + VIOP Devices	\$ (2,590.00)
2	2025	\$ 26,000.00	\$ 0.03	\$ 19,080.00	\$ 31,800.00	Hyper-V	\$ (8,390.00)
3	2026	\$ 26,000.00	\$ 0.03	\$ 19,620.00	\$ 16,350.00	Access Control System	\$ 1,260.00
4	2027	\$ 26,000.00	\$ 0.03	\$ 20,160.00			\$ 27,260.00
5	2028	\$ 26,000.00	\$ 0.03	\$ 20,700.00	\$ 6,900.00	Domain Controllers	\$ 46,360.00
6	2029	\$ 26,000.00	\$ 0.03	\$ 21,240.00	\$ 23,600.00	Security Cameras	\$ 48,760.00
7	2030	\$ 26,000.00	\$ 0.03	\$ 21,780.00	\$ 39,930.00	LHO + Backup	\$ 34,830.00
8	2031	\$ 26,000.00	\$ 0.03	\$ 22,320.00	\$ 37,200.00	Hyper-V	\$ 23,630.00
9	2032	\$ 26,000.00	\$ 0.03	\$ 22,860.00			\$ 49,630.00
10	2033	\$ 26,000.00	\$ 0.03	\$ 23,400.00			\$ 75,630.00
11	2034	\$ 26,000.00	\$ 0.03	\$ 23,940.00	\$ 34,580.00	Domain Controllers + Security Cameras + VIOP Devices	\$ 67,050.00
12	2035	\$ 26,000.00	\$ 0.03	\$ 24,480.00			\$ 93,050.00
13	2036	\$ 26,000.00	\$ 0.03	\$ 25,020.00	\$ 66,720.00	LHO + Backup + Access Control System	\$ 52,330.00
14	2037	\$ 26,000.00	\$ 0.03	\$ 25,560.00	\$ 42,600.00	Hyper-V	\$ 35,730.00
15	2038	\$ 26,000.00	\$ 0.03	\$ 26,100.00			\$ 61,730.00
16	2039	\$ 26,000.00	\$ 0.03	\$ 26,640.00	\$ 29,600.00	Security Cameras	\$ 58,130.00
17	2040	\$ 26,000.00	\$ 0.03	\$ 27,180.00	\$ 9,060.00	Domain Controllers	\$ 75,070.00
18	2041	\$ 26,000.00	\$ 0.03	\$ 27,720.00			\$ 101,070.00
19	2042	\$ 26,000.00	\$ 0.03	\$ 28,260.00	\$ 51,810.00	LHO + Backup	\$ 75,260.00
20	2043	\$ 26,000.00	\$ 0.03	\$ 28,800.00	\$ 48,000.00	Hyper-V	\$ 53,260.00
21	2044	\$ 26,000.00	\$ 0.03	\$ 29,340.00	\$ 32,600.00	Security Cameras + VIOP Devices	\$ 46,660.00
22	2045	\$ 26,000.00	\$ 0.03	\$ 29,880.00			\$ 72,660.00
23	2046	\$ 26,000.00	\$ 0.03	\$ 30,420.00	\$ 35,490.00	Domain Controllers + Access Control System	\$ 63,170.00
24	2047	\$ 26,000.00	\$ 0.03	\$ 30,960.00			\$ 89,170.00
25	2048	\$ 26,000.00	\$ 0.03	\$ 31,500.00	\$ 57,750.00	LHO + Backup	\$ 57,420.00
26	2049	\$ 26,000.00	\$ 0.03	\$ 32,040.00	\$ 89,000.00	Hyper-V + Security Cameras	\$ (5,580.00)
27	2050	\$ 26,000.00	\$ 0.03	\$ 32,580.00			\$ 20,420.00
28	2051	\$ 26,000.00	\$ 0.03	\$ 33,120.00			\$ 46,420.00
29	2052	\$ 26,000.00	\$ 0.03	\$ 33,660.00	\$ 11,220.00	Domain Controllers	\$ 61,200.00
<b>Totals</b>		<b>\$ 780,000.00</b>		<b>\$ 774,900.00</b>	<b>\$ 718,800.00</b>		