

Action Item

Lincoln Trail Libraries System
November 20, 2006

Action Item No.: 2007-7

Subject: FY2007 Budget Revision and Fund Designations

Recommended by: Budget and Finance Committee

Adopted: November 20, 2006

The budget amendment proposed by the LTLS staff adds the FY2006 encumbrances to the General Fund expenses and updates Personnel and Benefits based on updated information. The LTLS Budget/Finance Committee has reviewed the staff proposed budget amendments and recommends confirmation of the Budget/Finance Committee's approval of the following FY2007 budget expense and designations by fund. (NOTE: Presentation of the estimated revenue is for informational purposes only).

Fund	Expenses	Designations	Estimated Revenue (Informational Purposes Only)
General Fund	\$ 864,910	\$301,699	\$ 825,219
Cooperative Service Fund	\$ 98,633	\$135,000	\$ 92,777
Automation Fund	\$ 410,253	\$114,219	\$ 409,806
Capital Maintenance Fund		\$203,481	
Automation Equity Fund		\$363,993	32,000
ILLINET/OCLC			\$5,000,000
Special Revenue Funds	404,166		404,166
TOTAL	\$1,777,962	\$1,118,392	\$6,763,968

**LINCOLN TRAIL LIBRARIES SYSTEM
FY 2007 BUDGET- FUND**

	A	B	H	I	J
1					
2	FY 2007 EXPENSE BUDGET				
3					
4		MAIN		Fall	TOTAL GENERAL
5		ACCT	TOTAL GENERAL	Budget	FUND Fall
6			FUND FY 2007	ADJ	FY 2007
7					
8	EXPENDITURES				
9	PERSONNEL				
10	Salaries and wages				
11	Library professionals	5010	243,229	0	243,229
12	Other professionals	5020	0	0	0
13	Support services	5030	244,614	-14,315	230,299
14	Subtotal Personnel		487,843	-14,315	473,528
15					
16	Payroll taxes/fringe benefits				
17	Social security taxes	5040	37,320	-335	36,985
18	Unemployment insurance	5050	4,046	-1,520	2,526
19	Workers compensation	5060	10,316	-18	10,298
20	Retirement benefits	5070	42,443	-4,693	37,750
21	Health, dental, life insurance	5080	77,996	-1,582	76,414
22	Other	5090	0	0	0
23	Temporary help	5100	9,923	0	9,923
24	Recruiting	5110	400	0	400
25	Subtotal Payroll taxes/fringe		182,444	-8,148	174,296
26					
27	LIBRARY MATERIALS				
28	Print materials	5130	3,075	0	3,075
29	Nonprint materials	5140	0	0	0
30	Literacy program materials	5150	0	0	0
31	Subtotal Library Materials		3,075	0	3,075
32			0		
33	BUILDING AND GROUNDS		0		
34	Rent	5170	0	0	0
35	Utilities	5180	23,500	0	23,500
36	Property insurance	5190	4,380	0	4,380
37	Repairs and Maintenance	5200	4,400	0	4,400
38	Snow removal	5201	450	0	450
39	Supplies	5202	550	0	550
40	Custodial/janit. service and suppl.	5210	1,200	0	1,200
41	Other Building & Grounds Expenses	5220	4,000	769	4,769
42	Subtotal Building & Grounds		38,480	769	39,249
43			0	0	
44	VEHICLE EXPENSES		0	0	
45	Gas and oil	5240	25,705	0	25,705
46	Repairs and maintenance	5250	9,165	0	9,165
47	Vehicle insurance	5260	9,812	0	9,812
48	Vehicle leasing and rent	5270	0	0	0
49	Other	5280	0	0	0
50	Subtotal Vehicle Expenses		44,682	0	44,682
51			0	0	0
52	TRAVEL & CONTINUING EDUCATION		0	0	0
53	FOR STAFF AND BOARD		0	0	0
54	In state travel	5300	6,200	0	6,200
55	Out of state travel	5310	3,600	0	3,600
56	Registrations and meetings	5320	4,850	0	4,850
57	Subtotal Travel & CE Staff & Bd		14,650	0	14,650
58					

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FY 2007 BUDGET- FUND**

	A	B	H	I	J
1					
2	FY 2007 EXPENSE BUDGET				
3					
4		MAIN			
5		ACCT	TOTAL GENERAL	Fall	TOTAL GENERAL
6			FUND FY 2007	Budget	FUND Fall
				ADJ	FY 2007
59	CONTINUING EDUCATION & MTGS.				
60	OTHER THAN STAFF AND BOARD				
61	Honorariums	5341	0	0	0
62	Supplies, materials	5342	0	0	0
63	Meeting expenses	5343	700	0	700
64	Travel	5344	0	0	0
65	Subtotal CE & Mtgs		700	0	700
66					
67	PUBLIC RELATIONS				
68	Public relations	5360	50	0	50
69	Subtotal Public Relations		50	0	50
70					
71	LIABILITY INSURANCE				
72	Liability insurance	5380	5,405	0	5,405
73	Subtotal Liability Insurance		5,405	0	5,405
74					
75	SUPPLIES, POSTAGE & PRINTING				
76	Computer supplies	5400	8,195	5,212	13,407
77	General office suppl. & equipment	5410	6,225	3,600	9,825
78	Internal printing & photocopying	5420	17,136	0	17,136
79	Postage	5430	2,200	0	2,200
80	Delivery Supplies	5440	0	1,900	1,900
81	Library supplies	5450	0	0	0
82	Other	5460	0	0	0
83	Subtotal Supplies, Postage & Printing		33,756	10,618	44,468
84					
85	TELEPHONE & TELECOMMUNICATIONS				
86	Local and long distance (voice)	5480	4,825	0	4,825
87	Telecommunications (Data/Fax)	5481	300	0	300
88	Phone & Telecommunications Rental	5490	0	0	0
89	Subtotal Phone & Telecommunications		5,125	0	5,125
90					
91	EQUIPMENT RENTAL, REPAIR & MAINT.				
92	Equipment rental	5520	0	0	0
93	Equipment repair and maintenance	5530	3,100	536	3,636
94	Maintenance agreements	5540	4,220	0	4,220
95	Computer hardware insurance	5550	2,742	0	2,742
96	Subtotal Equip Rental, Repair & Maint.		10,062	536	10,598
97					
98	PROFESSIONAL SERVICES				
99	Legal	5570	700	0	700
100	Accounting	5580	8,000	0	8,000
101	Consulting	5590	0	8,000	8,000
102	Contractual Staff	5595	0	0	0
103	Subtotal Professional Services		8,700	8,000	16,700
104					

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5		ACCT	TOTAL GENERAL	Budget	FUND Fall
6			FUND FY 2007	ADJ	FY 2007
105	CONTRACTUAL SERVICES				
106	Information Services Costs	5610	0	0	0
107	Contractual agreements w/ systems, membe	5620	0	0	0
108	Outside printing services	5630	2,500	0	2,500
109	Other	5640	3,627	2,174	5,801
110	Subtotal Contractual Services		6,127	2,174	8,301
111					
112	DEPRECIATION				
113	Depreciation	5660	0	0	0
114	Subtotal Depreciation		0	0	0
115					
116	PROFESSIONAL ASSOCIATION MEMBESHIP DUES				
117	Membership Dues	5680	0	2,500	2,500
118	Subtotal Membership Dues		0	2,500	2,500
119					
120	MISCELLANEOUS				
121	Miscellaneous	5710	3,330	-2,500	830
122	Subtotal Miscellaneous		3,330	-2,500	830
123					
124	CAPITAL OUTLAYS (OVER \$500.00)				
125	Equipment	5730	4,500	-4,500	0
126	Computers	5740	4,700	6,395	11,095
127	Hardware	5741	0	0	0
128	Software	5742	2,000	-1,500	500
129	Furniture and fixtures	5750	0	0	0
130	Building and improvements	5760	0	8,849	8,849
131	Land	5770	0	0	0
132	Vehicles	5780	0	0	0
133	Subtotal Capital Outlays		11,200	9,244	20,752
134					
135					
136	DEBT SERVICE				
137	Principal	5800	0	0	0
138	Interest	5810	0	0	0
139	Subtotal Debt Service		0	0	0
140					
141	TOTAL ALL EXPENDITURES		855,629	8,694	864,601
142					
143					
144					
145	TOTAL LINE ITEMS		855,629	8,694	864,601
146	TOTAL SUBTOTALS		855,629	8,878	864,910