

# FY 2023 Plan of Service and Operating Budget

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## Table of Contents

Executive Summary .....	2
Abstract .....	2
Tax Rate .....	2
Exclusions .....	3
Expenses vs. Standards .....	3
Assumptions .....	4
Operating Budget Funds .....	4
Corporate Fund .....	4
Grants .....	4
Accuracy .....	4
FY 2023 Income Detail.....	5
FY 2023 Expense and Services Detail.....	5
Collection Development.....	5
FY 2023 Materials Budget.....	6
Collection Development Standards Compliance .....	6
Trained Cataloging Staff .....	6
FY 2023 Non-resident Card Rate .....	6
Marketing.....	7
Programs .....	7
Staffing .....	11
Compensations .....	11
Benefits .....	11
Volunteers.....	12
Staff Development.....	12
Technology .....	12
Tort/Liability .....	13
FY 2023 Working Budget .....	13
Delayed Payments, Cash Shortfalls, and Unaddressed Expenses .....	16

Serving Our Public: Standards Compliance .....	17
Core Standards.....	17
Governance and Administration .....	17
Personnel .....	17
Access .....	17
Building Infrastructure and Maintenance .....	18
Safety .....	18
Collection Management .....	18
System Members Responsibilities and Resource Sharing .....	18
Reference and Reader’s Advisory Services .....	18
Programming .....	18
Youth/Young Adult Services .....	18
Technology .....	18
Marketing, Promotion, and Collaboration.....	19
Appendix A—Working Budget Detail.....	19

## Executive Summary

### Abstract

The FY23 budget continues to position the library as a leader in the region, despite the challenges posed by COVID-19. Our cash reserves continue to be strong and have allowed us to withstand various uncertainties caused by the ongoing pandemic. Thankfully, our community as a whole continues to be in a strong position economically, which has a positive impact on the library as well. We continue to evaluate open positions, staff changes, and changing needs of our patrons. The Plan of Service outlines the Library’s continuing efforts to improve library services to the community, to improve and exceed standards compliance, and to be the library in the strongest position within our region.

During FY23, we will be focusing on four areas that have major budgetary impact: preparing to expand our service area, re-engaging our current and new users with our services, fundraising, and optimizing our systems for efficiencies.

### Tax Rate

The Estimated Equalized Assessed Value for the City for the levy for FY 2023 is \$310,399,818 (up from \$299,457,943.00 from FY 2022). Total local property tax money to be collected is \$993,079.00. This represents a 0% change in the taxed rate, though the collected revenue will increase by about \$24,000.00

For budget purposes, we will assume a 2.5% loss of projected tax revenue in the general fund.

### Exclusions

The Building Fund is not included in the Operating Budget. These funds are used for related income and expenses for the construction of the new building and other major renovation projects (Building Fund).

In FY2022, we will continue to use some of our reserves in the Social Security/Medicare fund. We are over-funded in this account, so we have requested nothing in tax dollars in that fund to spend down our reserve.

### Expenses vs. Standards

FY	Operating Budget *	Salaries (Total Compensation)	Salaries % of Budget	Materials	Materials % of Budget	% of Budget Remaining
2023	\$1,164,429	\$587,679.71	50.7%	\$111,700	9.6%	39.7%
2022	\$1,123,221	\$562,467.99	50.1%	\$106,500	9%	40.9%
2021	\$990,703	\$552,730.14	55.8%	\$98,800	10%	34.2%
2020	\$948,888	\$529,213.32	55.8%	\$117,800	12%	32.2%

\*See exclusions above

The standard for salaries and benefits (including IMRF, Social Security, and health insurance) is “up to 70%” of the operating budget (found in *Serving Our Public*).

The standard for material expenditures is a minimum of 8-12% of the operating budget (found in *Serving Our Public*).

For the last few years, we have been saving money and moving it into Special Reserves in order to purchase an automated materials handler. During FY23, we will begin the process of executing this project. It is not slated to be finished until FY24 (as there is a construction component with re-designing some work spaces in order for the equipment to function well).

Overall, salary expenses will largely stay flat this year. We are continuing to shift personnel around as a result of changes in how patrons use our services. In the past year, we have added to our Programming Outreach team in anticipation of these programs returning.

## Assumptions

### Operating Budget Funds

The Operating Budget consists of income and expenses to the Corporate, Donations, Grants, Enterprise, Maintenance, Tort/Liability, Worker's Compensation, Audit, IMRF, and Social Security/Medicare Funds.

### Corporate Fund

Income for the Corporate Fund includes: corporate tax receipts, mobile home tax, housing authority tax, personal property replacement tax, eRate rebate, and fund interest.

In our levy request for FY2023, we requested an amount that was nearly equal to the tax rate in FY2022. This means an increase in total revenue, though the rate to the tax payer stays the same. Additionally, though we are not currently requesting tax receipts in the Social Security/Medicare fund (because the account is currently over-funded), there will come a time when we will need to reintroduce this tax request. We hope to even out the balances.

Any additional money in the corporate fund budget is allocated as a transfer to the Special Reserves Fund and is either used for capital improvements, paying our mortgage, and/or major purchases, such as a materials handler.

We are also setting aside \$40,000 from the General Fund for our mortgage payment. Combined with pledge payments and annual fund receipts, we will meet our debt obligation for the year.

### Grants

With the variable nature of funding at the State level, our per capita grant is no longer a sure source of income. If we do receive our per capita grant award, we will apply the balance to collection development (Per Capita money must be spent within a certain timeframe and we do not anticipate purchasing the materials handler until FY24).

The library also applies for competitive grants that are offered on a local, regional, state, and national level. We continue to focus our grant requests around opportunities that can either provide new programs or otherwise increase our circulation of materials. All grant expenses are tracked in accordance with the grant funder's rules and regulations.

### Accuracy

All amounts presented in this document have been compiled using the most accurate information available at the time of preparation.

The working budget is intended to serve as a guiding document for the day-to-day functioning of the library.

## FY 2023 Income Detail

Taxes—Property	
Corporate	\$807,350
Building and Maintenance	\$62,079
Audit	\$1,000
Liability (Tort)	\$40,000
Workman’s Comp	\$1,800
Unemployment	\$8,000
IMRF	\$50,000
Social Security/Medicare	\$30,000
Personal Property Replacement Tax	\$22,000
eRate	\$3,000
Per Capita Grant	\$15,000
Other Grants	\$40,000
Donations and Memorials	\$50,000
Enterprise Fund (fines, fees, hourly meeting room rental)	\$34,200
<b>TOTAL</b>	<b>\$1,164,429</b>
<b>Building Fund</b>	<b>\$5,000</b>
<b>GRAND TOTAL</b>	<b>\$1,169,429</b>

Note: Some income lines have been combined. Exact detail is shown on the FY 2023 Working Budget Detail in Appendix A.

## FY 2023 Expense and Services Detail

### Collection Development

Collection Development is a core service to our patrons. Our staff works hard to purchase materials our patrons will love as well as keep the collection orderly by regularly assessing the collection and weeding our materials. Our collection is comprised of books, CDs, DVDs, BluRays, electronic resources (ebooks, databases, etc.), equipment (such as fishing poles), periodicals, audio books, video games, and kits. Balancing the needs of ematerials with physical materials continues to be a focus. The pricing methods for ematerials employed by the various vendors is always challenging as the prices are not reflective of what a regular consumer would encounter, which can make communicating the increases in cost challenging.

The collections are overseen by the following staff members:

Assistant Director: Responsible for purchasing materials of all types for adults

Programming Coordinator: Responsible for purchasing materials of all types for youth

Reference Coordinator: Responsible for purchasing electronic materials for all ages

Director: Oversees all purchases and overall weeding process and criteria

### **FY 2023 Materials Budget**

	FY 23	FY22	FY21	FY20
Books	\$34,000	\$26,000	\$24,000	\$31,000
Visual	\$18,000	\$18,000	\$20,000	\$22,000
Audio	\$900	\$500	\$1,000	\$4,000
Periodicals	\$3,000	\$4,000	\$5,000	\$5,000
Online Databases	\$28,300	\$20,500	\$20,000	\$19,000
Youth Books	\$24,000	\$24,000	\$24,000	\$30,000
Youth Visual	\$3,000	\$3,000	\$3,000	\$5,000
Youth Audio	\$500	\$500	\$1,000	\$1,000
Microforms		\$-	\$800	\$800
Total	\$111,700	\$96,500	\$98,800	\$117,800

### **Collection Development Standards Compliance**

The materials budget for FY2023 represents 9.6% of the FY2023 annual budget; the standard for materials budget is 8-12%.

Online Databases is projected to receive a large increase, as is traditional books. Our usage of traditional books warrants returning to prior levels to accommodate growing demand. Likewise, online databases will need to grow in order to meet the demands from patrons. Because of the pricing structure, we frequently have to buy a title in multiple purchase options across multiple platforms.

We will also continue to look for grant funds to refresh and supplement our materials budget.

### **Trained Cataloging Staff**

We catalog nearly all of our own materials through the talents of our cataloging staff. Our User Experience Manager has retained her cataloging privileges in SHARE (our resource sharing consortium) while taking on her new management duties. As a result, she is able to complete original cataloging (required when no cataloging record is available and mostly used for local authors and kits). We also have a part-time employee that catalogs at the barcoder level, which means that he can prepare the majority of our materials for checkout.

### **FY 2023 Non-resident Card Rate**

Our non-resident card rate is currently determined by the mathematical formula and will be set by board action at the April meeting. The current rate is \$143.75 per household.

Purchasing a non-resident card allows each resident of the household to obtain borrowing privileges.

At the April 2022 meeting, it will be proposed that we switch to the tax bill method, which allows for more accurate collection of the tax money used to provide this service. It will allow patrons from less population dense areas to secure a card at a cost that is more in-line with what it would cost on their actual tax bill. The Illinois State Library has also announced that is permissible to set up payment plans with patrons to pay the cost of the non-resident fee. We believe that this will help off-set any hardship that might be caused by some cardholders having to pay a larger amount.

### Marketing

The Effingham Public Library uses a mix of online and in-house marketing materials supplemented with local PR and, when required for major events, paid-for advertising. With one of our strategic goals being library service for all and an increase in acquisition of non-resident cards, it is becoming increasingly important that we make sure the whole community is aware of the services we provide.

A marketing plan that focuses on connecting with all possible users was updated in 2021 and has been shared with Imagine This! to help facilitate the direction of our marketing efforts.

This past year the library invested in OrangeBoy, a library specific email service and their philanthropy platform. OrangeBoy tools allow staff to work within one platform that connects in real time to Polaris, the library's ILS service.

<b>MARKETING</b>	<b>FY2023</b>
Promotional Items	\$3,810
Online Tools	\$3,700
Outsourced Social Media Support	\$10,200
Other	\$1,750
<b>Total</b>	<b>\$19,460</b>

### Programs

Adult Programming is one of the most effective tools a library has for bringing its community together and demonstrating the benefits and services a library offers. The Effingham Public Library offers a regular schedule of programs that foster and promote a love of literature, life-long learning, and open discussion.

Adult programming costs can be reduced without impacting the quality and number of adult programs offered. This is thanks to the creativity and hard work of everyone involved and the generosity of community members and organizations donating their time and talents to provide a wide range of quality yet low cost programming.

<b>Adult Programming</b>	<b>Occurrences</b>	<b>Cost</b>	<b>FY2023</b>	<b>FY2022</b>	<b>FY2021</b>
Swag - Seniors with Attitude Group Prize	12	\$10.00	120.00	\$40.00	\$120.00
SWAG Paint Party	1	\$75.00	75.00	\$ -	\$75.00
Coffee/ Cups/Plates etc.	1	\$100.00	100.00	\$50.00	\$100.00
General Programming	1	\$1,000.00	1,000.00	\$1,000.00	\$900.00
Large Budget Programs	1	\$500.00	500.00	\$ -	\$500.00
Movie License	1	\$300.00	300.00	\$ -	\$300.00
Adult Reading Program Prizes	1	\$40.00	40.00	\$40.00	\$100.00
Half of Beanstack cost	1	\$400.00	400.00		
ILP Program Cost- 6 months each	2	\$200.00	400.00		
Adult Reading Program Rewards	1	\$300.00	300.00	\$300.00	\$500.00
Winter Read prizes	1	\$40.00	40.00	\$40.00	\$100.00
Winter Read Rewards	1	\$300.00	300.00	\$300.00	\$750.00
<b>Total</b>			<b>3,575.00</b>	<b>\$1,770.00</b>	<b>\$4,195.00</b>

Public health continues to be of concern, but a new normal for our area is beginning to be established. With that being said, getting patrons to return to the library becomes our challenge for the next fiscal year. Keeping this in mind, portions of our budget will be directed toward community programs like Easter Eggstravsaganza, Halloween events, school events and other community events that are yet to be determined. A new line has been added to the budget to accommodate these community events. Not being seen in the community has contributed to the slow return of patrons to the library.

We will continue to put a portion of our budget toward the purchase of prize books for Summer Read, 1000 Books before Kindergarten, and Downtown Trick or Treat. We will also continue to put a portion of our budget toward story time and STEAM programs and will also put funds toward weekly preschool programming and the craft table with the hopes that offering more in house programming for this age group will improve patron use of the library.

We will continue to put much of the programming budget toward Summer Read, as this is our best opportunity to reach large numbers of both youth and adult patrons. Totals remain similar to fiscal year 2022 levels. Because we now have an outreach programming coordinator on staff throughout the year, funds that would have been used



to contract a summer read outreach programming coordinator will now be used to contract a summer read evening programming coordinator. This contracted employee will mainly be responsible for leading programs that occur outside the scheduled hours of our three programming coordinators.

A portion of the youth programming budget has been allocated to Teen Advisory Board (TAB) sponsored events. By giving this group a budget to work with to create programming that is engaging for teens, we hope to both increase attendance at teen programs and overall use of the library by our teen patrons.

<b>Youth Programming</b>	<b>Occurrence</b>	<b>Event Cost</b>	<b>FY2022</b>	<b>FY2021</b>	<b>FY2020</b>
Half of annual movie license	1	\$280.00	\$ -	\$280.00	\$280.00
1,000 Books Before Kindergarten Back to School Event	1	\$100.00	\$100.00	\$100.00	New Line
1,000 books Before Kindergarten Books	1	\$200.00	\$200.00	\$200.00	New Line
Central Grade School Art Show	1	\$50.00	\$ -	\$50.00	\$50.00
Eggstravaganza	1	\$ 150.00	\$ -	\$150.00	\$150.00
National Night Out (Books)	1	\$200.00	\$ -	\$200.00	\$200.00
Downtown Trick or Treat (Books)	1	\$300.00	\$ -	\$300.00	\$300.00
Halloween @ Evergreen	1	\$150.00	\$ -	\$150.00	\$125.00
Halloween Parade	1	\$ 275.00	\$ 200.00	\$275.00	\$225.00
ECC Trick or Treat	1	\$ 50.00	\$ 50.00	\$50.00	\$25.00
Strasburg Trick or Treat	1	\$ 25.00	\$ -	\$25.00	\$25.00
Hometown Christmas Story Time N Craft	1	\$100.00	\$100.00	\$100.00	\$100.00
Story Times	120	\$5.00	\$720.00	\$600.00	\$600.00
Thursday Pre-school Programming	12	\$20.00	\$ -	\$60.00	\$420.00
Active Story Time	9	\$75.00	\$ -	\$675.00	\$450.00

Scavenger Hunts	3	\$10.00	\$ -	\$30.00	\$30.00
Craft Table	9	\$10.00	\$ -	\$90.00	\$150.00
Saturday Passive Programming	0	\$10.00	\$ -	\$ -	\$240.00
Homeschool Programming	2	\$50.00	\$ -	\$100.00	\$90.00
School Age Programs (STEAM)	12	\$30.00	\$360.00	\$120.00	New Line
Family Read Nights 2.0	3	\$50.00	\$ -	\$150.00	\$150.00
Movies with Make and Take	6	\$25.00	\$ -	\$150.00	\$150.00
***Special One Off Programs	2	\$100.00	\$ 200.00	\$375.00	\$375.00
*Group visits to EPL	15	\$20.00	\$ -	\$300.00	\$300.00
**EPL visits to groups	20	\$20.00	\$ -	\$400.00	\$400.00
Summer Read 2020 outreach (contractor and supplies)	1	\$2,000.00	\$ -	\$2,000.00	\$1,800.00
Summer Read 2020 kickoff (Grant funded 2021 FY)	1	\$600.00	\$ 200.00	\$ -	\$600.00
****Summer Read external program presenters	4	\$100.00	\$ 400.00	\$1,500.00	\$1,500.00
Summer Read inhouse programs	8	\$20.00	\$ 400.00	\$1,125.00	\$1,125.00
Summer Read Décor	1	\$100.00	\$ 100.00	\$150.00	\$150.00
Summer Read Books	1	\$2,000.00	\$ 2,000.00	\$2,000.00	\$2,250.00
Summer Read Prizes and Rewards	1	\$750.00	\$ 500.00	\$750.00	New Line
Super Summer Readers Medals or lanyards (200)	1	\$250.00	\$ 150.00	\$250.00	New Line
Summer Read teen volunteer thank yous	1	\$150.00	\$ 100.00	\$150.00	\$150.00

Summer Read Pool Party	1	\$200.00	\$ 200.00	\$200.00	\$200.00
Summer Read and volunteer t shirts	1	\$500.00	\$ 500.00	\$500.00	\$500.00
Book Bike Supplies	1	\$500.00	\$ -	\$500.00	\$500.00
Miscellaneous supplies (paper, cardstock, glue, etc)	1	\$500.00	\$ 500.00	\$500.00	\$500.00
Crafts to Go	8	\$25.00	\$200.00		
General Youth Programming		\$3000.00	\$3000.00		
<b>Total</b>		<b>\$14,200.00</b>	<b>\$10,180.00</b>	<b>\$14,605.00</b>	<b>\$14,415.00</b>

### Staffing

At the start of FY 2023, the library will have 5 full time employees and 14 part-time employees. We are fully staffed at this time.

The FY2023 budget reflects a full staff load of 470 hours per week, comprising a Full Time Equivalent (FTE) of 11.75.

### Compensations

During FY2020, the minimum wage in Illinois began its ascent to \$15/hour. We will need to jump to \$13/hour in January 2023. Salary ranges will need to be adjusted to keep everyone in their similar bands. Additionally, we are applying the wage increase across all levels as our salary bands are very tight. While this increases our overall wages, it also brings all of our wages into a more attractive pool, hopefully increasing our retention rate.

Total FY 2023 salaries are budgeted to be \$587,679.71, which includes social security and other payroll taxes, benefits, and employer IMRF contributions.

### Benefits

The Library's health insurance will be renewed with Blue Cross Blue Shield Illinois. We will continue to pay 100% of the premium for all full time staff who wishes to obtain health insurance through the library. We continue to be a small group plan, sourced by Weiss Insurance. In 2022, we switched plans and added an HSA component as well, making the insurance offerings more attractive.

Dental and vision coverage is offered through a group plan with the City of Effingham and is paid 100% by the employee, if they wish to participate.

The Library is an IMRF employer; all employees meeting the IMRF hours threshold of 20 hours/week must participate in IMRF and 4.5% of their earnings will be withheld for IMRF contributions. Our IMRF rate for calendar year 2022 is 11.78%.

## **Volunteers**

We are delighted to welcome back our volunteers this year. We had to take a hiatus during the peak of COVID, but with vaccines and other immunities available, we are seeing our volunteers return.

For FY23, we will continue to rebuild our volunteer program. We typically have three categories of volunteers: probation, teen/youth, and adult. For each group, there is already the expectation of completing an application; new this year will be formalized training before they can begin their volunteer tasks. All volunteers receive a brief orientation to the library, but we want to move this to a more standardized process for everyone. In addition, we have volunteer job descriptions posted on our web site and other outlets to clearly advertise for what types of assistance we need.

In the past, opportunities have included:

- Light cleaning and dusting of the library building
- clerical and computer projects
- program preparations (i.e. cutting crafts for storytime)
- special projects
- outreach opportunities, including Book Crossing, Book Box, homebound delivery and pickup,
- book sales
- technical services functions, including book mending and preparation
- Summer Reading Program, including running prize desk and assisting at programs

Volunteers must comply with all Library policies and are responsible for maintaining the confidentiality of all library information. The library reserves the right to terminate the services of a volunteer.

## **Staff Development**

Continuing education for staff members and community involvement continues to be a priority of the library. Preparing this budget was a unique challenge as it is unknown what format a majority of conferences will take this year. Several major conferences are planning to be in person, but registrations have not opened, so it is still unknown if in-person events will happen. We have budgeted \$2,000 for training and \$2,000 for travel expenses; we will work with each request as it comes through to ensure good use of these dollars.

## **Technology**

The majority of our technology needs are met through the service contract with Lazerware. They provide a structured maintenance program for an annual cost of \$26,000. This include maintaining the integrity of our network, improving and updating speed and response times for software, as well as all maintenance, large and small. We

no longer need to have a person on site to troubleshoot technology issues with staff equipment as they can be onsite within a few hours for major problems and within 24 for minor. In addition, they have remote access to our network to troubleshoot network outages (which are rare) within minutes.

All staff and patron computers have been upgraded. The next item to upgrade will be new monitors for patrons and staff.

### Tort/Liability

Tort funds can be expended as approved by the state statute. The Library continues to participate in the purchase of liability insurance and bonds on the same policy with the City of Effingham. The City is aggressive in ensuring top-notch coverage at competitive prices. We have also begun to explore joining LIRA, which is a group of Illinois libraries to secure coverage. Costs are comparable, so evaluating coverage will be essential for next calendar year.

The FY 2023 Liability budget is as follows:

Liability Insurance	\$12,500.00
Safety Coordinator	\$5,300.00
Maintenance/Safety	\$12,700
Security System	\$500.00
RFID Security System	\$6,000.00
Pest Control	\$300.00
Trash Removal	\$700.00
Janitor Supplies	\$2,000.00
<b>TOTAL</b>	<b>\$40,000.00</b>

### FY 2023 Working Budget

The following shows the FY 2023 Working Budget, with contingencies included, in full and segregated by fund.

Authorization of this document authorizes the Director to work within the budget lines defined in these sections.

Acct. No.	Library Fund	FY 2023 Budget
5010.010	Director	\$64,216.94
5020.010	Assistant Director	\$52,574.41
5016.010	User Experience Manager	\$46,738.33
5035.010	Library Asst. II (7 positions)	\$169,401.89
5030.010	Library Asst. I (10 positions)	\$115,523.15
5017.010	Bonuses	\$5,000.00
<b>Personnel Total</b>		<b>\$453,454.71</b>

6025.010	Adult Programming	\$3,575.00
6030.010	Youth Services Programming	\$14,200.00
<b>Programming Total</b>		<b>\$17,775.00</b>
6045.010	Accounting/Payroll	\$13,000.00
6050.010	Legal Fees	\$10,000.00
6052.010	Software Fees	\$25,000.00
<b>Professional Fees</b>		<b>\$48,000.00</b>
6055.010	Internet	\$5,000.00
6060.010	Telephone	\$4,500.00
6065.010	Postage	\$1,600.00
6165.010	Utilities	\$40,000.00
6114.010	Processing Materials	\$2,500.00
6115.010	Office Supplies	\$3,500.00
6160.010	Contingency/Misc.	\$200.00
6140.010	Refunds	\$700.00
6048.010	Administrative Fees	\$1,000.00
<b>Administrative Costs</b>		<b>\$59,000.00</b>
6100.010	Books	\$34,000.00
6101.010	Visual	\$18,000.00
6103.010	Audio	\$900.00
6105.010	Periodicals	\$3,000.00
6112.010	Online Databases	\$28,300.00
6110.010	Youth Books	\$24,000.00
6111.010	Youth Visual	\$3,000.00
6116.010	Youth Audio	\$500.00
<b>Materials</b>		<b>\$111,700.00</b>
5050.010	Group Hospital Ins (5 positions)	\$39,000.00
5055.010	Life Insurance	\$125.00
<b>Insurance</b>		<b>\$39,125.00</b>
<b>6150.010</b>	<b>Capital Expenditures</b>	<b>\$20,000.00</b>
	<b>Transfer for Building Fund</b>	<b>\$40,000.00</b>

	Reserves	\$43,296.00
<b>Fund Subtotal:</b>		<b>\$832,350.71</b>

Acct. No.	Grant Fund	FY 2023 Budget
6090.010	Grants	\$55,000.00
<b>Grants</b>		<b>\$55,000.00</b>
<b>Fund Subtotal:</b>		<b>\$55,000.00</b>

Acct. No.	Donation Fund	FY 2023 Budget
	<b>Transfer to Building Fund</b>	<b>\$25,000.00</b>
6091.010	Donations/Memorials	\$10,000.00
6029.010	RISE	\$15,000.00
<b>Fund Subtotal:</b>		<b>\$50,000.00</b>

Acct. No.	Enterprise Fund	FY 2023 Budget
6015.010	Consultant/Professional Fees	\$2,000.00
6031.010	Marketing	\$19,960.00
6080.010	Training/Staff Development	\$2,000.00
6075.010	Dues	\$2,000.00
6070.010	Travel Expenses	\$2,000.00
<b>Professional Fees</b>		<b>\$27,690.00</b>
6040.010	Mainte/Office and Other Eq.	\$4,500.00
6150.010	Furniture and Equipment	\$2,000.00
<b>Equipment</b>		<b>\$6,500.00</b>
<b>Fund Subtotal:</b>		<b>\$34,460.00</b>

Acct. No.	Building and Maintenance Fund	FY 2023 Budget
6170.020	Mainte/Grounds (snow/mowing/weeding)	\$1,750.00
6185.020	Janitorial Service	\$19,000.00
6175.020	Mainte/Computers	\$28,000.00
6180.020	Improvements	\$1,000.00
6035.020	Mainte/Building	\$9,000.00
6150.020	Equipment	\$1,000.00

6155.020	Computer Equip.	\$2,300.00
<b>Fund Subtotal:</b>		<b>\$62,050.00</b>

<b>Acct. No.</b>	<b>Audit Fund</b>	<b>FY 2023 Budget</b>
6195.030	Annual Audit	\$1,000.00

<b>Acct. No.</b>	<b>Liability Insurance Fund</b>	<b>FY 2023 Budget</b>
6200.040	Liability Insurance	\$12,500.00
5046.040	Safety Coordinator	\$5,300.00
6205.040	Maintenance/Safety	\$12,700.00
6210.040	Security System	\$500.00
6215.040	RFID Security System	\$6,000.00
<b>6190.040</b>	Pest Control	\$300.00
6085.040	Trash Removal	\$700.00
6130.040	Janitor Supplies	\$2,000.00
<b>Fund Subtotal:</b>		<b>\$40,000.00</b>

<b>Acct. No.</b>	<b>Workman's Comp Fund</b>	<b>FY 2023 Budget</b>
5065.050	Workman's Comp	\$1,800.00

<b>Acct. No.</b>	<b>Unemployment Fund</b>	<b>FY 2023 Budget</b>
5070.060	Unemployment Ins.	\$8,000.00

<b>Acct. No.</b>	<b>IMRF Fund</b>	<b>FY 2023 Budget</b>
5075.070	IMRF Employer Contributions	\$50,000.00

<b>Acct. No.</b>	<b>Social Security/Medicare Fund</b>	<b>FY 2023 Budget</b>
5080.080	Soc. Sec/Medicare Payments	\$30,000.00

### **Delayed Payments, Cash Shortfalls, and Unaddressed Expenses**

In the event of delayed receipts of expected tax monies, the Library may operate utilizing reserve funds and/or working cash monies.



In the event of cash shortfalls where the actual tax income received is less than is expected, the Library may cover the shortfall with reserve funds and/or adjust the Working Budget, as directed by the board.

To cover unaddressed expenses, i.e. major repair projects not foreseen at this time, major upgrades in equipment or furnishing not foreseen at this time, etc., the Library may use the appropriate reserve funds, as directed by the board. In the case of emergency maintenance, the Director is authorized to work with the board co-presidents to make repairs that exceed budget lines stipulated in this document.

## **Serving Our Public: Standards Compliance**

The *Standards for Illinois Public Libraries: Serving Our Public 4.0*, was adopted in 2019 by the Illinois Library Association. They are guidelines that both enable a basic level of service across all public libraries in Illinois as well as provide a mechanism for reaching further to enhance library services. Reporting on our level of competence is also the key requirement for the Illinois Per Capita Grant program, effective with the 2021 application process. Each board is required to annually review each standard and the library's progress toward each standard as well as any plans for achieving standards that aren't currently met and improving services in standards where the minimum has been achieved. Below is a recap of where the Effingham Public Library stands in regards to each of the 13 standards.

### **Core Standards**

Illinois statute sets a minimum level of compliance for all public libraries and the Standards build upon that foundation. The Effingham Public Library meets and/or exceeds all of the 23 core standards for basic library service.

### **Governance and Administration**

Strong board participation is a hallmark of the Effingham Public Library. The board is engaged and works hard to ensure that the library is well-positioned to succeed. The board will be undertaking a strategic planning process this year to re-envision our current plan. In addition, administration will be working on succession planning to ensure that we are developing talent internally and continue to search for external talent.

### **Personnel**

The board and administration have focused a lot of attention on personnel in the last 18 months. Many policies have been updated as well as benefits have been improved. We still operate with a very lean staff so that we can weather any upcoming changes, including the continued rise in minimum wage. Administration will also be focusing on improving our on-boarding and ongoing continuing education of staff to ensure a uniform customer experience.

### **Access**

We have been in our current building for 6 years and some patterns of use are clearly established. We are continually evaluating usage of more flexible spaces to ensure that

we are maximizing the collections in those spaces as well as access for the community. The teen space is currently under review as this space and collection are underutilized.

### **Building Infrastructure and Maintenance**

The library will focus this year on window/glass replacement, repairing/resurfacing the parking lot, and preparing for an anticipated purchase of an automated materials handler. We continue to evaluate the building to staff ahead of any major purchases.

### **Safety**

New security gates will be installed this year to reduce theft. Prior to the pandemic, we were experiencing a rise in theft of DVDs, and we anticipate that to return. This year, we'll focus on training our staff on various safety procedures, including CPR and AED use as well as other safety features and techniques. The mental health of our patrons has been taxed as the pandemic has worn on, and we try to provide adequate supports to staff to encounter these challenges.

### **Collection Management**

Monitoring the usage of our collection is a top priority as it is the most visible service that patrons connect with. We'll be increasing the budgets for all nearly all material types this year, but especially for adult books and eBooks. We will invest heavily in eBooks in order to meet the growing demand from our patrons.

### **System Members Responsibilities and Resource Sharing**

This year, we intend to set aside more time to dedicate to participation in System membership, specifically in the SHARE consortium.

### **Reference and Reader's Advisory Services**

All staff are trained in basic reference and reader's advisory services. We keep a very lean and versatile staff and in order to fully prepare them, we provide cross training across all departments to provide the best service to our patrons.

### **Programming**

Programming budgets and offerings will begin to return to 2019 levels. We continue to evaluate how our community interacts with our programs as we all learn how to adapt and mitigate the effects of the pandemic. In general, our public has not responded overwhelmingly to online offerings. The exception has been our participation in Illinois Libraries Present, which allows us to bring access to very popular authors directly to our patrons through the statewide partnership.

### **Youth/Young Adult Services**

Youth and Young Adult services are also returning to pre-pandemic levels. Again, patrons are carefully evaluating what is possible for their families, but we continue to provide a wide range of offerings. Our after school program has returned and we are bringing back our homeschool networking group.

### **Technology**

Our website is set for a revamp as we move to a new platform. We received a grant last year to redevelop the site, which should improve the impact and performance. We

continue to work closely with Lazerware as they provide technical support and ongoing consulting regarding purchases and policies to ensure that we are up to date.

### **Marketing, Promotion, and Collaboration**

We are continuing our partnership with Image This! marketing group. They have helped us develop our social media presence and grown our reach. In addition, our collaborations with area organizations allow us to remain connected to the needs of our public and to stay with and ahead of trends.

## **Appendix A—Working Budget Detail**