



# EFFINGHAM PUBLIC LIBRARY

## **Board Meeting January 8, 2018 6:00 p.m. Luttrell Meeting Room**

### **Agenda**

#### **1. Roll Call**

Arndt\_\_\_ Gravenhorst\_\_\_ Greider\_\_\_ Harden\_\_\_ Holomy\_\_\_ Ruholl Sehy\_\_\_ Topel\_\_\_ Wiethop\_\_\_  
Witges\_\_\_

#### **2. Public Comment**

#### **3. Omnibus Agenda**

- A. Approval of November 20, 2017 Board Meeting Minutes
- B. Acceptance of Financial Reports for November
- C. Acceptance of Account Balances
- D. Acceptance of Progress Report for November and December
- E. Approval of Bills for December and January

Motion to approve:\_\_\_ Seconded:\_\_\_  
Arndt\_\_\_ Gravenhorst\_\_\_ Greider\_\_\_ Harden\_\_\_  
Holomy\_\_\_ Ruholl Sehy\_\_\_ Topel\_\_\_ Wiethop\_\_\_ Witges\_\_\_

#### **4. Action Items**

- A. Approve list of Board Members for Statement of Economic Interest

Motion to approve:\_\_\_ Seconded:\_\_\_  
Yeas\_\_\_ Nays\_\_\_

- B. Approve board gift for all employees employed as of December 31, 2017

Motion to approve:\_\_\_ Seconded:\_\_\_  
Yeas\_\_\_ Nays\_\_\_

---

Culture ◀▶ Technology ▶▶ Service

Effingham Public Library \* 200 N. 3<sup>rd</sup> St. \* Effingham, Illinois 62401  
Amanda D. McKay, Library Director \* amanda@effinghamlibrary.org  
P: 217.342.2464 \* F: 217.342.2413 \* W: www.effinghamlibrary.org

C. Approve Sexual Harassment Prohibition Policy

Motion to approve: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Yeas \_\_\_\_\_ Nays \_\_\_\_\_

D. Approve 2018 Action Plan

Motion to approve: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Yeas \_\_\_\_\_ Nays \_\_\_\_\_

E. Approve moving forward with Digital Reel for microfilm digitization project, pending fundraising efforts by Dave Seiler for project

Motion to approve: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Yeas \_\_\_\_\_ Nays \_\_\_\_\_

5. Discussion Items

- A. Review draft FY2019 Budget and Plan of Service
- B. Market Avenue Building Update
- C. Other

6. Announcements

- A. Other

7. Recess into Executive Session for the purpose of discussing personnel- 5 ILCS 120/2(c)(1) at \_\_\_\_\_ P.M.

Motion to approve: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Yeas \_\_\_\_\_ Nays \_\_\_\_\_

8. Adjournment at \_\_\_\_\_ P.M.

Motion to adjourn: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Posted: January 4, 2018

---

Culture ◀▶ Technology ▶ Service

Effingham Public Library \* 200 N. 3<sup>rd</sup> St. \* Effingham, Illinois 62401  
Amanda D. McKay, Library Director \* amanda@effinghamlibrary.org  
P: 217.342.2464 \* F: 217.342.2413 \* W: www.effinghamlibrary.org

**Minutes of the November 20, 2017**

**Effingham Public Library**

**Board Meeting**

**Board Members Present:** Arndt, Gravenhorst, Greider, Harden, Holomy, Topel, Witges

**Library Staff Present:** Director Amanda McKay

**Public Comment:** none

Due to prior commitment of the presenter the presentation by Dave Seiler was inserted at the beginning of the meeting. Seiler, assisted by Library employee Andrew Dougherty, demonstrated a program they were recommending to be used for the digitalization of newspapers.

**Omnibus Agenda:** approved

**Action items:**

- Approved the renewal of liability insurance for 2018 with City of Effingham
- Approved participating in e-Rate discount program and approved contracting for services with Jill Dare, e-Rate consultant
- Approved closing the Building Fund account with Southeastern Illinois Community Foundation.
- Approved using a portion of the Special Reserve Funds, up to the amount of \$20,000, for the replacement of 2 compressors on the chiller.
- Approved canceling the December meeting.
- Approved payment of December bills with a review in January.

**Discussion items:**

- Market Avenue Building update. There has been some expressed interest in purchase
- FY19 Budget Update: the Director and staff are working on their portion of the budget
- Approved the gift of comp time equal to one day as gift from Board.
- Reviewed chapter 12; Library Safety of the standards for Per Capita Grant Requirements as well as the Bylaws portion of Trustee Fact Files.

**Announcements:**

- Noted the FY18 per Capita Grant is due January 15<sup>th</sup>

**Adjourned 6:40 P.M.**

# EFFINGHAM PUBLIC LIBRARY

## STATEMENT OF FINANCIAL POSITION

As of November 30, 2017

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010.00 Midland States Bank Checking	929,104.96
1015.00 Cash- B&M Fund	37,684.55
1017.00 Cash-Audit	8,426.76
1020.00 Cash-Liability Ins Fund	90,835.06
1025.00 Cash-Workmen's Comp Fund	13,769.20
1030.00 Cash-Unemployment Fund	70,926.09
1035.00 Cash-IMRF Fund	48,486.99
1040.00 Cash-Social Sec/Med Fund	177,034.80
1045.00 Cash-Working	131,169.36
1050.00 Cash-Building Donation Fund	65,171.32
1060.00 Cash-Spec Reserve Fund	186,570.35
Illinois Funds Account	1,117.36
Illinois National Bank	1,310.50
<b>Total Bank Accounts</b>	<b>\$1,761,607.30</b>
<b>Total Current Assets</b>	<b>\$1,761,607.30</b>
Other Assets	
13000 Wells Fargo Account	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,761,607.30</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2110.00 Social Security Payable	-16.52
2115.00 Medicare Payable	-7.26
2120.00 Federal W/H Payable	-6.98
2125.00 State W/H Payable	-3,983.13
2130.00 Unemployment Tax Payable	0.00
2140.00 Flex Savings Plan Payable	614.01
2145.00 457 Deferred Comp Plan Payable	0.00
2155.00 IMRF Payable	2,725.13
2156.00 IMRF Payable (Add'l)	87.50
24000 Payroll Liabilities	1,347.67
2500 Washington Loan 3001324	1,301,302.33
2501 Washington Loan 3001325	0.00
<b>Total Other Current Liabilities</b>	<b>\$1,302,062.75</b>
<b>Total Current Liabilities</b>	<b>\$1,302,062.75</b>
<b>Total Liabilities</b>	<b>\$1,302,062.75</b>
Equity	
30000 Opening Balance Equity	-1,721,911.31

	TOTAL
3010.00 Fund Balance	954,415.70
32000 Unrestricted Net Assets	654,812.44
Net Revenue	572,227.72
<b>Total Equity</b>	<b>\$459,544.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,761,607.30</b>

# EFFINGHAM PUBLIC LIBRARY

## STATEMENT OF ACTIVITY

November 2017

	TOTAL
<b>Revenue</b>	
4010.10 General Taxes Revenue-LF	286,323.91
4050.10 Registration Fee Income	704.49
4055.10 Fines Income	447.29
4060.10 Copy Machine Revenue	31.50
4075.10 Rental Room Revenue	70.00
4077.10 Lease Space Revenue	600.00
4080.10 Computer Printout Revenue	123.00
4085.10 Fax Revenue	70.00
4095.10 Private Donations & Memorials	100.00
4200.20 Tax Revenue-Building & Maint	21,217.00
4225.30 Tax Revenue-Annual Audit	405.42
4250.40 Tax Revenue-Liability Ins	18,132.68
4275.50 Tax Revenue-Workman's Comp	725.76
4300.60 Tax Revenue-Unemployment	3,223.05
4325.70 Tax Revenue-IMRF	22,156.20
4350.80 Tax Revenue-Social Sec/Med	17,727.24
4400.98 Building Committee Donations	1,170.98
<b>Total Revenue</b>	<b>\$373,228.52</b>
<b>Cost of Goods Sold</b>	
5050.10 Group Hospital Insurance	867.81
5055.10 Life Insurance	6.60
<b>Total Cost of Goods Sold</b>	<b>\$874.41</b>
<b>GROSS PROFIT</b>	<b>\$372,354.11</b>
<b>Expenditures</b>	
6025.10 Adult Programming	141.34
6030.10 Youth Services Programming	385.37
6031.10 Marketing	913.70
6040.10 Maint-Office & Other Equipment	514.29
6045.10 Accounting/Payroll	625.00
6052.10 Software Fees	104.16
6055.10 Telecommunication (Internet)	360.00
6060.10 Telephone	297.12
6065.10 Postage	183.83
6070.10 Travel Expenses	102.35
6075.10 Dues	100.00
6080.10 Training/Staff Development	239.99
6085.40 Trash Removal	45.00
6100.10 Books	1,352.54
6101.10 Visual	672.58
6103.10 Audio	242.91
6110.10 Youth Books	1,307.56
6115.10 Office Supplies	181.99
6116.10 Youth Audio	209.95

	TOTAL
6140.10 Refunds	150.89
6165.10 Utilities	2,519.66
6170.20 Maintenance-Grounds	225.00
6205.40 Maintenance/Safety	6,187.85
<b>Total Expenditures</b>	<b>\$17,063.08</b>
<b>NET OPERATING REVENUE</b>	<b>\$355,291.03</b>
<b>NET REVENUE</b>	<b>\$355,291.03</b>

# EFFINGHAM PUBLIC LIBRARY

## STATEMENT OF ACTIVITY

May - November, 2017

	TOTAL
<b>Revenue</b>	
4010.10 General Taxes Revenue-LF	695,219.38
4030.10 Personal Prop. Rep Tax Rev-LF	9,896.52
4038.10 Other Grants	4,050.00
4050.10 Registration Fee Income	13,279.73
4055.10 Fines Income	5,230.42
4060.10 Copy Machine Revenue	581.20
4065.10 Microfilm Reader Revenue	96.02
4075.10 Rental Room Revenue	586.35
4077.10 Lease Space Revenue	4,200.00
4080.10 Computer Printout Revenue	2,822.59
4085.10 Fax Revenue	1,119.50
4095.10 Private Donations & Memorials	18,583.46
4110.10 Other Misc. Revenue	44.98
4200.20 Tax Revenue-Building & Maint	49,591.76
4225.30 Tax Revenue-Annual Audit	947.61
4250.40 Tax Revenue-Liability Ins	42,382.60
4275.50 Tax Revenue-Workman's Comp	1,696.37
4300.60 Tax Revenue-Unemployment	7,533.40
4325.70 Tax Revenue-IMRF	51,787.02
4350.80 Tax Revenue-Social Sec/Med	41,434.98
4400.98 Building Committee Donations	8,926.16
4900.10 Interest Income Library Fund	49.59
<b>Total Revenue</b>	<b>\$960,059.64</b>
<b>Cost of Goods Sold</b>	
5010.10 Director's Salary	21,263.36
5011.10 Evening Operations Manager	8,058.81
5015.10 Childrens Library Salary	13,772.41
5020.10 Adult Services Manager	14,167.60
5021.10 Circulation Librarian	16,165.85
5025.10 Library Assistant III	23,672.00
5030.10 Library Assistant I Salaries	33,962.58
5035.10 Library Assistant II Salaries	44,254.00
5045.10 Page Salaries	2,891.72
5046.40 Safety Coordinator	1,157.26
5050.10 Group Hospital Insurance	12,738.60
5055.10 Life Insurance	39.60
5065.50 Workmans Comp Insurance	624.00
Premium	
5070.60 Unemployment Insurance	0.00
5075.70 IMRF Employer Contributions	21,268.42
5080.80 Social Sec/Medicare Taxes Paid	12,654.85
<b>Total Cost of Goods Sold</b>	<b>\$226,691.06</b>
<b>GROSS PROFIT</b>	<b>\$733,368.58</b>



	TOTAL
<b>Expenditures</b>	
6015.10 Consultant/Professional Fees	97.50
6025.10 Adult Programming	1,082.31
6030.10 Youth Services Programming	5,996.38
6031.10 Marketing	2,348.09
6035.20 Maintenance - Building	5,529.76
6040.10 Maint-Office & Other Equipment	3,414.96
6045.10 Accounting/Payroll	3,750.00
6050.10 Legal Fees	1,336.05
6052.10 Software Fees	13,357.04
6055.10 Telecommunication (Internet)	2,520.00
6060.10 Telephone	2,067.08
6065.10 Postage	1,068.40
6070.10 Travel Expenses	1,474.25
6075.10 Dues	510.00
6080.10 Training/Staff Development	918.89
6085.40 Trash Removal	315.00
6090.10 Grants/Donations/NC	3,342.04
6091.10 Donations/Memorials	957.87
6100.10 Books	12,159.04
6101.10 Visual	10,844.55
6103.10 Audio	2,500.68
6105.10 Periodicals	1,491.77
6110.10 Youth Books	10,827.30
6111.10 Youth Visual	822.45
6112.10 Online Databases	7,697.45
6114.10 Processing Materials	1,113.55
6115.10 Office Supplies	2,140.69
6116.10 Youth Audio	300.90
6130.40 Janitor Supplies	442.21
6140.10 Refunds	335.16
6150.10 Furniture & Equipment	1,563.26
6165.10 Utilities	26,247.38
6170.20 Maintenance-Grounds	1,725.00
6175.20 Maintenance-Computers	12,944.60
6185.20 Janitorial Services	6,537.25
6205.40 Maintenance/Safety	11,149.34
6210.40 Security System	936.46
6215.98 Building Committee-Misc Exp	-500.00
66000 Payroll Expenses	0.00
<b>Total Expenditures</b>	<b>\$161,364.66</b>
<b>NET OPERATING REVENUE</b>	<b>\$572,003.92</b>
<b>Other Revenue</b>	
4900.20 Interest Inc Building & Maint	10.92
4900.30 Interest Inc Audit Fund	2.27
4900.40 Interest Inc Liability Ins Fund	38.33
4900.50 Interest Inc Workman's Comp	3.73
4900.60 Interest Income Unemployment	19.12
4900.70 Interest Income IMRF Fund	13.55
4900.80 Interest Income Soc Sec/Med.	48.00

	TOTAL
4900.90 Interest Income Working Cash	35.36
4900.98 Interest Inc Building Donation	15.55
4900.99 Interest Inc Special Reserve	36.97
<b>Total Other Revenue</b>	<b>\$223.80</b>
<b>NET OTHER REVENUE</b>	<b>\$223.80</b>
<b>NET REVENUE</b>	<b>\$572,227.72</b>

# EFFINGHAM PUBLIC LIBRARY BOARD

For County Clerk's Office

## 2017 Statement of Economic Interest List

NAME	ADDRESS	POSITION	START DATE	TERM ENDS
Arndt, Jim	201 E. Jefferson	Treasurer	2011	4/30/2019
Harden, Danielle	608 W. Fayette	Vice President	2011	4/30/2020
Ruhoff Sehly, Sarah	105 E. Virginia Ave	Member	2017	4/30/2020
Grekder, Matt	1204 N. Martin Street	Member	2014	4/30/2018
Latta, John	906 N. Pembroke	Resigned	2008	4/30/2017
McKay, Amanda	307 E. Virginia Ave.	Director		
Holomy, Mary	1000 Oakridge Court	Member	2017	4/30/2019
Topel, Charlene	202 W. Hawthorne Drive	Secretary	2011	4/30/2020
Witges, Tyler	610 E. North Avenue	Member	2016	4/30/2019
Gravenhorst, Emily	810 Holiday Drive	Member	2016	4/30/2018
Wielhop, Rod	500 W. Jefferson	Member	2006	4/30/2018

This list is submitted to the County Clerk to meet the filing requirements for the Statement of Economic Interest and is certified by the secretary of the Helen Matthes Library to the County Clerk.

Charlene Topel  
Board Secretary

## **POLICY PROHIBITING SEXUAL HARASSMENT<sup>1</sup>**

### ***I. PROHIBITION ON SEXUAL HARASSMENT***

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of Effingham Public Library to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

### ***II. DEFINITION OF SEXUAL HARASSMENT***

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual

perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

### **III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT**

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator, or the chief executive officer of the municipality.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

#### **IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS**

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

**V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT**

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

**VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT**

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

---

<sup>1</sup> This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.



## **Action Plan 2018**

**Our Vision: The Effingham Public Library: A catalyst for positive action.**

**Our Mission: The Effingham Public Library creates unique opportunities to connect with literature, learning, and the community.**

**Our Values: Connection \* Service**

### **Strategic Goals**

#### **Welcoming**

- **Create and maintain a welcoming environment**
  - Improve processes for check-out and check-in to ensure a great transaction for patrons
  - Reduce paper notices to patrons
  - Forgive fines for kids in May to encourage more participation during Summer Reading Program
  - Install edible landscaping
- **Foster opportunities to greet new residents**
  - Host a welcoming event
  - Work with local agencies to obtain a list of new residents in Effingham to make contact
- **Provide library service to all**
  - Implement eCards for Unit 40 students
  - Work with a business to pilot non-resident card redemption via payroll deduction
  - Increase active resident cards by 5%

#### **Communication**

- **Develop useful channels of communication for the community**
  - Begin conversation about a single community calendar
- **Facilitate communication between the community and new and existing services**
  - Send notes from CASP (Community Area Service Providers) to media

#### **Connection**

- **Create opportunities for people to engage**
  - Host second Rake and Run
  - Expand our homebound program to include new parents





- **Develop outreach initiatives that foster deeper community ties**
  - Implement the Book Bike to connect with new parts of the community
  - Volunteer App established at Lake Land College

#### **Education**

- **Expand opportunities for youth to connect with science, technology, and the arts**
  - Develop after-school program with schools and the Park District
  - Explore offering a Kids Who Code program in partnership with local technology providers
- **Foster outreach opportunities that support an active and involved community at all ages**
  - Continue student-led book discussions
  - Partner with the Farmers Market to provide storytime
  - Contribute to the 20<sup>th</sup> Anniversary of the Sculpture Walk

#### **Safety**

- **Support a safe environment in our community**
  - Host a focus group to understand the communities needs around safety, for example Coffee with the Chiefs
  - Partner with local law enforcement and emergency responders in hosting a National Night Out in August
- **Partner with community leaders to educate the community about our changing neighborhoods**
  - Implement the Walk a Mile in My Shoes program to foster awareness of different cultures in our community

# FY 2019 Plan of Service and Operating Budget

Prepared by Library Director, Amanda McKay

*Adopted by the Board of Trustees:*

## Table of Contents

Executive Summary.....	2
Abstract.....	2
Tax Rate .....	2
Exclusions.....	3
Expenses vs. Standards .....	3
Assumptions .....	3
Operating Budget Funds .....	3
Corporate Fund .....	4
Grants.....	4
Accuracy.....	4
Fund Balances.....	4
FY 2018 Fund Detail .....	4
Net Cash Position.....	5
FY 2019 Income Detail .....	7
FY 2019 Expense and Services Detail .....	7
Collection Development .....	7
FY 2019 Materials Budget .....	8
Collection Development Standards Compliance.....	8
Trained Cataloging Staff.....	9
FY 2019 Non-resident Card Rate.....	9
Marketing .....	9
Programs .....	10
Staffing.....	12
Compensations.....	13
Benefits .....	13
Volunteers .....	13
Staff Development.....	14
Technology .....	14

Tort/Liability.....	14
FY 2019 Working Budget.....	15
Delayed Payments, Cash Shortfalls, and Unaddressed Expenses.....	18
Serving Our Public: Standards Compliance.....	19
Core Standards.....	19
Governance and Administration.....	19
Personnel.....	19
Facilities.....	19
Technology.....	20
Access.....	20
Collection Management and Resource Sharing.....	20
Public Services.....	20
Programming.....	20
Marketing, Promotion, and Collaboration.....	21
System and ILLINET Membership Responsibilities.....	21
Safety.....	21
Appendix A—Working Budget Detail.....	21

## Executive Summary

### Abstract

The FY 2019 budget continues to position the library as a leader in the region. Overall, our funds are in a strong position and efforts will continue in that vein as we transition to paying the debt related to the capital campaign with less pledge payments coming due. Many were set up for 5 years and are set to expire in the next two years. 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.

### Tax Rate

The Estimated Equalized Assessed Value for the City for the levy for FY 2019 is \$272,000,000.00 (up from \$263,300,000.00 from FY 2018). Total local property tax money to be collected is \$921,600.00.

For budget purposes, we will use the Estimated Equalized Assessed Value of \$258,000,000.00, which represents a decrease of roughly 5% from potential uncollected taxes in the corporate tax (General Fund).

## Exclusions

The Enterprise Fund, the Donations Fund, Grant Fund, and the Building Fund are not included in the Operating Budget. These funds are used for non-critical services (Enterprise Fund), special projects (Donations Fund), grant-awarded projects (Grant Fund), and related income and expenses for the construction of the new building (Building Fund).

In FY2019, we will be using some of our reserves in the Social Security/Medicare fund. We are over-funded in this category, so we have requested less in tax dollars in that fund to spend down our reserve and not raise taxes.

## Expenses vs. Standards

FY	Operating Budget *	Salaries (Total Compensation)	Salaries % of Budget	Materials	Materials % of Budget	% of Budget Remaining
2018	\$926,110	\$588,614	63.56%	\$105,800	11.42%	25.02%
2019	\$926,260	\$535,005	57.76%	\$106,800	11.53%	30.71%

*\*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 12% of the operating budget (found in Serving Our Public).

We continue to allocate more funds to collection development. While the amount is going up slowly, we want to continue to make sure we are spending the money in effective ways that enhance the collection and meet the needs of our patrons.

While total salary expenditures are budgeted to decrease, this is a result of the organizational restructuring that took place. The personnel budget is now more evenly represented and staffed across the different divisions, more effectively meeting the needs of our users. We also developed salary ranges in the past year, a major goal of FY2018.

## Assumptions

### Operating Budget Funds

The Operating Budget consists of income and expenses to the Corporate, 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, and fund interest.

In our levy request for FY2019, we requested an amount that was nearly equal to FY2018. We were able to accomplish this by requesting a smaller amount in the Social Security/Medicare fund. As previously mentioned, that account is over-funded and as those funds can only be used for Social Security and Medicare expenses related to payroll, it was prudent to reduce our requested amount. As a result, we were able to request the maximum amount in our corporate fund and as the City enjoyed a robust amount of growth, this resulted in a 2.34% increase in our corporate Fund revenue.

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 or paying our mortgage.

New this year, we are setting aside \$25,000 from the General Fund for our mortgage payment. Combined with pledge payments and annual fund receipts, we will make our mortgage payment.

## **Grants**

With the change in fiscal climate at the State level, our per capita grant is no longer a sure source of income. As a result, this budget reflects that we might not receive that money. Receipts for this grant will go to support our materials line, as we have done in the past. However, it will simply be additional money that would be spent on materials rather than a part of our overall operating expenses. We also do not know at what percentage we might be awarded this money (it has not been fully funded since FY2016), should the money be allocated. We have budgeted for around 60% (\$9,000).

The library also applies for competitive grants that are offered on a local, regional, state, and national level. 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.

## **Fund Balances**

### **FY 2018 Fund Detail**

Below is a chart of the current fund detail from May 1 – November 30 (to capture the two large payments of property taxes) as compared to FY 2017 during the same period.

	May - Nov, 2017	May - Nov, 2016 (PY)
<b>Revenue</b>		
4010.10 General Taxes Revenue-LF	695,219.38	649,315.61
4030.10 Personal Prop. Rep Tax Rev-LF	9,896.52	15,019.30
4035.10 State/Federal Grants		9,503.04
4037.10 LSTA Grants		3,125.00
4038.10 Other Grants	4,050.00	7,955.00
4050.10 Registration Fee Income	13,279.73	15,118.63
4055.10 Fines Income	5,230.42	6,802.23
4060.10 Copy Machine Revenue	581.20	748.20
4065.10 Microfilm Reader Revenue	96.02	135.75
4075.10 Rental Room Revenue	586.35	1,092.10
4077.10 Lease Space Revenue	4,200.00	
4080.10 Computer Printout Revenue	2,822.59	3,058.64
4085.10 Fax Revenue	1,119.50	1,599.26
4090.10 Memorials Received		1,933.95
4095.10 Private Donations & Memorials	18,583.46	7,030.40
4110.10 Other Misc. Revenue	44.98	35.39
4200.20 Tax Revenue-Building & Maint	49,591.76	48,110.32
4225.30 Tax Revenue-Annual Audit	947.61	956.72
4250.40 Tax Revenue-Liability Ins	42,382.60	42,960.42
4275.50 Tax Revenue-Workman's Comp	1,696.37	1,741.36
4300.60 Tax Revenue-Unemployment	7,533.40	7,650.35
4325.70 Tax Revenue-IMRF	51,787.02	59,169.26
4350.80 Tax Revenue-Social Sec/Med	41,434.98	42,028.39
4400.98 Building Committee Donations	8,926.16	563,748.73
4900.10 Interest Income Library Fund	49.59	62.83
<b>Total Revenue</b>	<b>\$ 960,059.64</b>	<b>\$ 1,488,900.88</b>

The decrease in revenue can be accounted for the large building donation we received in FY 17 (\$400,000) as well as not receiving our state Per Capita grant (\$9,000).

#### Net Cash Position

Below is a chart showing our cash position from May 1 – November 30 (to capture the two large payments of property taxes) as compared to FY 2017 during the same period.

	As of Nov 30, 2017	As of Nov 30, 2016 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1010.00 Midland States Bank Checking	929,104.96	663,183.80
1015.00 Cash- B&M Fund	37,684.55	67,101.98

1017.00 Cash-Audit	8,426.76	9,375.59
1020.00 Cash-Liability Ins Fund	90,835.06	183,594.89
1025.00 Cash-Workmen's Comp Fund	13,769.20	14,390.20
1030.00 Cash-Unemployment Fund	70,926.09	70,517.02
1035.00 Cash-IMRF Fund	48,486.99	73,494.79
1040.00 Cash-Social Sec/Med Fund	177,034.80	190,594.87
1045.00 Cash-Working	131,169.36	131,090.63
1050.00 Cash-Building Donation Fund	65,171.32	120,788.08
1060.00 Cash-Spec Reserve Fund	186,570.35	90,707.21
Illinois Funds Account	1,117.36	
Illinois National Bank	1,310.50	
<b>Total Bank Accounts</b>	<b>\$ 1,761,607.30</b>	<b>\$ 1,614,839.06</b>
<b>Total Current Assets</b>	<b>\$ 1,761,607.30</b>	<b>\$ 1,614,839.06</b>
<b>Other Assets</b>		
13000 Wells Fargo Account	0.00	0.00
<b>Total Other Assets</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,761,607.30</b>	<b>\$ 1,614,839.06</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
2110.00 Social Security Payable	-16.52	0.59
2115.00 Medicare Payable	-7.26	0.16
2120.00 Federal W/H Payable	-6.98	-0.01
2125.00 State W/H Payable	-3,983.13	-3,812.20
2130.00 Unemployment Tax Payable	0.00	0.00
2140.00 Flex Savings Plan Payable	614.01	1,245.51
2145.00 457 Deferred Comp Plan Payable	0.00	0.00
2155.00 IMRF Payable	2,725.13	37.72
2156.00 IMRF Payable (Add'l)	87.50	0.00
24000 Payroll Liabilities	1,347.67	1,317.67
2500 Washington Loan 3001324	1,301,302.33	1,401,302.33
2501 Washington Loan 3001325	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 1,302,062.75</b>	<b>\$ 1,400,091.77</b>
<b>Total Current Liabilities</b>	<b>\$ 1,302,062.75</b>	<b>\$ 1,400,091.77</b>
<b>Total Liabilities</b>	<b>\$ 1,302,062.75</b>	<b>\$ 1,400,091.77</b>
<b>Equity</b>		
30000 Opening Balance Equity	-1,721,911.31	-1,721,911.31
3010.00 Fund Balance	954,415.70	954,415.70
32000 Unrestricted Net Assets	654,812.44	4,021.42
<b>Net Revenue</b>	<b>572,227.72</b>	<b>978,221.48</b>

Total Equity	\$	459,544.55	\$	214,747.29
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$</b>	<b>1,761,607.30</b>	<b>\$</b>	<b>1,614,839.06</b>

### **FY 2019 Income Detail**

Taxes—Property	
Corporate	\$696,600
Building and Maintenance	\$54,400
Audit	\$1,000
Liability (Tort)	\$45,060
Workman's Comp	\$1,800
Unemployment	\$8,000
IMRF	\$55,025
Social Security/Medicare	\$42,100
	\$903,985
Personal Property Replacement Tax	\$20,000
Per Capita Grant	\$7,000
Other Grants	\$5,000
Donations and Memorials	\$34,000
Enterprise Fund (fines, fees, hourly meeting room rental)	\$42,400
Lease	\$7,200
<b>TOTAL</b>	<b>\$1,019,585</b>
Building Fund	\$50,000
<b>GRAND TOTAL</b>	<b>\$1,069,585</b>

Note: Some income lines have been combined. Exact detail is shown on the FY 2019 Working Budget Detail in Appendix A.

### **FY 2019 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 keeps 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.

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 2019 Materials Budget**

	<b>FY19</b>	<b>FY18</b>
Books	\$30,000	\$30,000
Visual	\$20,000	\$21,000
Audio	\$4,000	\$5,000
Periodicals	\$4,000	\$3,500
Online Databases	\$16,000	\$11,000
Youth Books	\$26,000	\$26,500
Youth Visual	\$5,000	\$6,300
Youth Audio	\$1,000	\$1,500
Microforms	\$800	\$1,000
<b>TOTAL</b>	<b>\$106,800</b>	<b>\$105,800</b>

### **Collection Development Standards Compliance**

The materials budget for FY 2019 represents nearly 12% of the FY 2019 annual budget; the standard for the materials budget is 12%. This is a slight increase over last year; the extra boost to the budget has been earmarked as an addition to the online resources line.

Overall, in FY 2018, we have seen a 6% increase in use of library materials without a significant boost in library users. Clearly the additional funds are being wisely spent and purchased items are popular with library customers.

The decrease that is seen in the physical material lines has been reabsorbed into the Online databases line and will be used to increase the number of eresources available to library customers. The increase to the periodical line is proposed to absorb the purchase of print copies of the top three magazines that are currently used in the library's eMagazine resource, RBDigital/Zinio.

Demand for online resources within our consortium has continued to increase significantly and as one of the larger libraries, Effingham Public Library is poised to make a significant contribution toward ensuring our users can access these materials more quickly. For example, the demand for electronic items can be seen in Overdrive (Library on the Go) users, who unfortunately can anticipate waiting an average of 15.9

days for a popular title. To better respond to these needs, we propose to boost Online Databases by \$5,000.

### **Trained Cataloging Staff**

We catalog nearly all of our own materials through the talents of our two catalogers. Both catalogers have full cataloging privileges in SHARE (our resource sharing consortium) and are able to complete original cataloging (required when no cataloging record is available and mostly used for local authors and kits). However, to ensure continued timely delivery of items to our patrons, we do send a small number of original cataloging items to the Illinois Heartland Library System to be cataloged by them at a cost of \$10/item. In FY 2018, we sent approximately 10 items at a cost of \$10/item.

### **FY 2019 Non-resident Card Rate**

Our non-resident card rate is determined by the mathematical formula and will be set by board action at the April meeting. The current rate is \$139.00 per household. Purchasing a non-resident card allows each resident of the household to obtain borrowing privileges.

### **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. This year we propose shifting money towards targeted mailings to increase our reach. This includes the mailer for the annual campaign as well as a county-wide mailing to reach children for the Summer Reading Program. This second mailing is part of the overall effort towards increasing our service area.

<b>MARKETING</b>	<b>FY 2019</b>	<b>FY2018</b>
Shutterstock Images	\$100.00	\$100.00
Constant Contact 12 Month Subscription	\$380.00	\$350.00
Survey Monkey	\$105.00	\$300.00
Reading App (in-house developed)	\$0.00	\$250.00
Facebook Ads	\$350.00	\$350.00
ETNR Service Guide	\$100.00	\$100.00
EHS Yearbook Ad	\$50.00	\$50.00
Radio Ads (NLCSUM plus XMAS 4 weeks)	\$1,000.00	\$1,000.00
5K promotion	\$0.00	\$600.00
Magnetic Clips (500)	\$1,000.00	\$1,000.00
Tote Bags (Move to Enviro Friendly 2019)	\$2,015.00	\$500.00
Pens (1000)	\$750.00	\$750.00
NLW Promo and Giveaways	\$300.00	\$300.00
NLCSUM Promo Giveaway Prizes	\$300.00	\$500.00
SRP prizes	\$250.00	\$250.00
SRP rewards	\$600.00	\$600.00
WRP prizes		\$450.00
WRP rewards		\$150.00

Senior Fair Refreshments and Prize	\$50.00	\$50.00
Elevator Wraps	\$500.00	\$0.00
Design Package	\$100.00	new line
Fundraising Mailer (700)	\$1,250.00	new line
County-wide Postcard (17750)	\$2,500.00	new line
Printing	\$500.00	\$800.00
<b>TOTAL</b>	<b>\$12,200.00</b>	<b>\$8,450.00</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 and life-long learning and open discussion.

For this year, we will also take a break from the Adult Winter and Summer Read Programs and instead move to an Adult Reading Program in September after children have returned to school. We will review the reaction to this and the new online software before deciding to return to these programs.

This year, the library will be 135 years old and there will be special programming to mark this event. Following the success of the crafting programs for children, we will try these programs for adults and allowance is made for this in the budgeting.

<b>Programming Proposal</b>	<b>Occurrences</b>	<b>Event Cost</b>	<b>FY 2019</b>	<b>FY 2018</b>
Swag - Seniors with Attitude Group	12	\$25.00	\$300.00	\$300.00
Movies	5	\$15.00	\$75.00	\$90.00
Book Discussions	12	\$10.00	\$120.00	\$120.00
Customer Appreciations	1	\$175.00	\$175.00	\$0.00
Coffee/ Cups/Plates etc.	1	\$100.00	\$100.00	\$100.00
General Programming	24	\$75.00	\$1,800.00	\$1,800.00
Large Budget Programs	1	\$510.00	\$510.00	\$1,000.00
Technology Classes	4	\$100.00	\$400.00	\$1,200.00
Author Events	1	\$2,500.00	\$2,500.00	\$2,500.00
Adult Make-n-Take	12	\$40.00	\$480.00	New Line
Movie License	1	\$275.00	\$275.00	\$275.00
Sculpture Walk	2	\$15.00	\$30.00	\$45.00
Architectural Walks	1	\$75.00	\$75.00	\$150.00
Architectural Walk Brochure	1	\$100.00	\$100.00	\$100.00
135th Birthday-Customer	1	\$200.00	\$200.00	New Line

Appreciation				
135th Birthday Programming	1	\$500.00	<b>\$500.00</b>	<i>New Line</i>
Crafting Kindness Charity Group	6	\$40.00	<b>\$240.00</b>	<i>New Line</i>
5K Timing				\$200.00
<b>Total</b>			<b>\$7,880.00</b>	<b>\$7,880.00</b>

### Youth Services Programming

FY2019 will see a shift away from using a contractor to using in-house library staff to plan and organize all youth programming.

School year programming will focus on in-house programs for preschoolers and preschools, while most programming for school age children will focus on outreach and external programming at their schools. Additional programming for this school age children will be planned for days school is out and holidays.

Passive programming involving regularly changing craft projects/tables has proved to be a way to encourage regular visits to the library by families and this work will continue.

The Book Bike is a new initiative for FY2019 and will take books to low-income areas of town to encourage reading and library card applications as well as visiting community events.

The biggest expense from this budget will continue to be Summer Read as we work to keep school age children reading and avoiding summer slide. This year will see the move to Beanstack, a much improved online reading program experience, which will reduce admin and improve the summer read experience for readers.

<b>Program</b>	<b>Occurrences</b>	<b>Event Cost</b>	<b>FY 2019 Total</b>	<b>FY2018</b>
Family Read Night	1	\$770.00	<b>\$770.00</b>	\$800.00
Half of annual movie license	1	\$280.00	<b>\$280.00</b>	\$280.00
Outreach and Community Events			<b>\$ -</b>	\$620.00
Halloween Parade	1	\$175.00	<b>\$175.00</b>	
Halloween @ Evergreen	1	\$100.00	<b>\$100.00</b>	
Chilifest	1	\$125.00	<b>\$125.00</b>	
Arts and Hearts	1	\$50.00	<b>\$50.00</b>	
Eggstravaganza	1	\$150.00	<b>\$150.00</b>	
Week of the Young Child Event	1	\$30.00	<b>\$30.00</b>	
Year Round Contractor Programs			<b>\$-</b>	\$3,000.00

School Year Programs			\$-	\$800.00
*Group visits to EPL	15	\$20.00	\$300.00	
**EPL visits to groups	10	\$20.00	\$200.00	
Story Time	120	\$5.00	\$600.00	
Friday Toddler Programming	50	\$10.00	\$500.00	
Homeschool Happening	5	\$10.00	\$50.00	
Movies with Make and Take	3	\$50.00	\$150.00	
Teen Book Discussions	6	\$10.00	\$60.00	
***Special One Off Programs	15	\$25.00	\$375.00	
Scavenger Hunts	3	\$10.00	\$30.00	
Craft Table	3	\$50.00	\$150.00	
Summer Read 2018 outreach (contractor and supplies)	1	\$1,600.00	\$1,600.00	\$1,600.00
Summer Read 2018 kickoff	1	\$500.00	\$500.00	\$600.00
****Summer Read 2018 program presenters	15	\$60.00	\$900.00	\$1,000.00
Summer Read 2018 misc. programs and décor	12	\$30.00	\$360.00	\$400.00
Summer Read 2018 prizes including books	1	\$2,000.00	\$2,000.00	\$800.00
Summer Read 2018 teen volunteer thank yous	1	\$150.00	\$150.00	\$200.00
Summer Read Prep, shirts logs iRead			\$-	\$1,500.00
Summer Read 2018 shirts	1	\$600.00	\$600.00	
Beanstack	1	\$795.00	\$795.00	
Book Bike supplies	1	\$500.00	\$500.00	
Miscellaneous supplies (paper, cardstock, glue, etc)	1	\$500.00	\$500.00	\$400.00
Total			\$12,000.00	\$12,000.00

\*Area preschools, Dieterich 2nd grade, Lakeland 8th grade career conference, CEFS early intervention, etc.

\*\*EHS Book Club, Southside, CEFS parent meeting, etc.

\*\*\*Dr. Seuss Day, Teen Tech Week, Teen Read Week, Banned Books Week, Money Smart Week, Poetry Month, Earth Day, Chocolate Bingo, etc.

\*\*\*\*Yoga with Ginny, Painting with Rita, Ballard, Douglas Hart, Next of Kin

### Staffing

At the start of FY 2019, the library will have 4 full time employees and 20 part-time employees.

Staff works a total of 558 hours per week, comprising a Full Time Equivalent (FTE) of 13.95.

### **Compensations**

During FY 2018, salary ranges were created for each position as part of an organization-wide re-structuring. This should help address wage imbalances moving into the future as well as prepare for the eventual increase in the minimum wage. Currently, all employees start at a minimum of \$9/hour.

Total FY 2019 salaries are budgeted to be \$535,005, 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 First Neighbor. 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.

### **Volunteers**

Library volunteers are an important extension of Library staff and perform a variety of tasks that are important to the library. Volunteers may not be used to establish and maintain new library services.

Opportunities for Fiscal Year 2019 include:

- cleaning, dusting, and light maintenance of the library building
- clerical and computer projects
- program preparations (i.e. cutting crafts for storytime)
- special projects, including inventory
- 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

All volunteers must be accepted and enrolled by the Library prior to performance of assigned tasks. Volunteers are required to fill out a volunteer application prior to being accepted. Volunteers under 18 need the permission of their parents to serve as volunteers. Teens ages 13-18 are invited to take part in the Teen Volunteer program in the summer, involving special group orientation and training. Volunteers must comply with all Library policy, and are responsible for maintaining the confidentiality of all library information. The library reserves the right to terminate the services of a volunteer.

From May 2015 through October 2016, a total of 73 volunteers provided a total 1420.5 hours which if paid at \$8.25 would equal \$11,719.12.

During the Summer 2016 Teen Volunteer Program, 26 teens (ages 13-17) provided a total of 525.25 hours, which if paid at \$8.25 would equal \$4,333.31.

### **Staff Development**

Continuing education for staff members and community involvement continues to be a priority of the library.

The staff development budget (including travel) is as follows:

American Library Association Annual Conference (in New Orleans)—attendance for 1	\$1,500.00
Illinois Library Association Annual Conference (in Peoria, IL)—attendance for 1	\$1,500.00
Association of Rural and Small Libraries Annual Conference (in Springfield, IL)—attendance for 3	\$2,000.00
Illinois Heartland Library System/SHARE training	\$500.00
Reaching Forward South (up to 6 employees)	\$500.00
Staff Development Day	\$1,000.00
Additional opportunities that might arise	\$1,000.00
<b>TOTAL</b>	<b>\$8,000.00</b>

### **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 \$24,000. This includes 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 problems 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.

### **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.

The FY 2019 Liability budget is as follows:

Liability Insurance	\$8,500.00
Bonds	\$500.00



Safety Coordinator	\$3,000.00
Maintenance/Safety	\$24,500.00
Security System	\$1,000.00
RFID Security System	\$4,500.00
Pest Control	\$300.00
Trash Removal	\$600.00
Janitor Supplies	\$2,000.00
<b>TOTAL</b>	<b>\$44,900.00</b>

### **FY 2019 Working Budget**

The following shows the FY 2019 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.

<b>Acct. No.</b>	<b>Library Fund</b>	<b>FY 2019 Budget</b>
5010.010	Director	\$53,231.27
NEW	Assistant Director	\$37,706.24
NEW	Programing Outreach Manager	\$40,598.48
NEW	User Experience Manager	\$31,200.00
5025.010	Library Asst. III (6 positions)	\$74,520.99
5035.010	Library Asst. II (5 positions)	\$85,270.98
5030.010	Library Asst. I (9 positions)	\$92,240.30
5045.010	Pages (1 position, plus summer hours)	\$5,337.50
<b>Personnel Total</b>		<b>\$420,105.76</b>
6025.010	Adult Programming	\$7,880.00
6030.010	Youth Services Programming	\$12,000.00
<b>Programming Total</b>		<b>\$19,880.00</b>
6045.010	Accounting/Payroll	\$10,000.00
6050.010	Legal Fees	\$4,000.00
<b>NEW</b>	Software Fees	\$16,000.00
<b>Professional Fees</b>		<b>\$30,000.00</b>
6055.010	Internet	\$4,500.00
6060.010	Telephone	\$3,500.00
6065.010	Postage	\$1,200.00
6165.010	Utilities	\$35,000.00



6113.010	RFID Project	
6114.010	Processing Materials	\$1,500.00
6115.010	Office Supplies	\$4,200.00
6160.010	Contingency/Misc.	\$300.00
6140.010	Refunds	\$600.00
<b>Administrative Costs</b>		<b>\$50,800.00</b>
6100.010	Books	\$30,000.00
6101.010	Visual	\$20,000.00
6103.010	Audio	\$4,000.00
6105.010	Periodicals	\$4,000.00
6112.010	Online Databases	\$16,000.00
6110.010	Youth Books	\$26,000.00
6111.010	Youth Visual	\$5,000.00
6116.010	Youth Audio	\$1,000.00
6125.010	Microforms	\$800.00
<b>Materials</b>		<b>\$106,800.00</b>
5050.010	Group Hospital Ins (3 positions)	\$25,000.00
5055.010	Life Insurance	\$100.00
5060.010	Health Insurance Reimbursement	
<b>Insurance</b>		<b>\$25,100.00</b>
	<b>Transfer for Building Fund</b>	<b>\$25,000.00</b>
<b>NEW</b>	Reserves	<b>\$41,000.00</b>
<b>Fund Subtotal:</b>		<b>\$718,685.76</b>

Acct. No.	Library Fund	FY 2019 Budget
6090.010	Grants	\$12,000.00
<b>Grants</b>		<b>\$12,000.00</b>
<b>Fund Subtotal:</b>		<b>\$12,000.00</b>

Acct. No.	Library Fund	FY 2019 Budget
	<b>Transfer to Building Fund</b>	<b>\$25,000.00</b>
6091.010	Donations/Memorials	\$9,000.00
<b>Donations</b>		<b>\$34,000.00</b>
<b>Fund Subtotal:</b>		<b>\$34,000.00</b>

Acct. No.	Library Fund	FY 2019 Budget
6015.010	Consultant/Professional Fees	\$3,000.00
6031.010	Marketing	\$12,200.00
6080.010	Training/Staff Development	\$4,500.00
6075.010	Dues	\$2,000.00
6070.010	Travel Expenses	\$3,500.00
<b>Professional Fees</b>		<b>\$25,200.00</b>
6040.010	Mainte/Office and Other Eq.	\$7,000.00
6150.010	Furniture and Equipment	\$10,000.00
<b>Equipment</b>		<b>\$17,000.00</b>
<b>NEW</b>	<b>Lease Expenses</b>	<b>\$2,000.00</b>
	<b>Transfer to Building Fund</b>	<b>\$5,200.00</b>
<b>Lease Total</b>		<b>\$7,200.00</b>
<b>Fund Subtotal:</b>		<b>\$49,400.00</b>

Acct. No.	Building and Maintenance Fund	FY 2019 Budget
6170.020	Mainte/Grounds (snow/mowing/weeding)	\$3,000.00
6185.020	Janitorial Service	\$14,400.00
6175.020	Mainte/Computers	\$25,000.00
6180.020	Improvements	\$1,000.00
6035.020	Mainte/Building	\$7,000.00
6150.020	Equipment	\$3,000.00
6155.020	Computer Equip.	\$1,000.00
<b>Fund Subtotal:</b>		<b>\$54,400.00</b>

Acct. No.	Audit Fund	FY 2019 Budget
6195.030	Annual Audit	\$1,000.00

Acct. No.	Liability Insurance Fund	FY 2019 Budget
6200.040	Liability Insurance	\$8,500.00
6053.040	Bonds	\$500.00
5046.040	Safety Coordinator	\$3,000.00
6205.040	Maintenance/Safety	\$24,500.00
6210.040	Security System	\$1,000.00
6215.040	RFID Security System	\$4,500.00
<b>6190.040</b>	<b>Pest Control</b>	<b>\$300.00</b>

6085.040	Trash Removal	\$600.00
6130.040	Janitor Supplies	\$2,000.00
<b>Fund Subtotal:</b>		<b>\$44,900.00</b>

Acct. No.	Workman's Comp Fund	FY 2019 Budget
5065.050	Workman's Comp	\$1,800.00

Acct. No.	Unemployment Fund	FY 2019 Budget
5070.060	Unemployment Ins.	\$8,000.00

Acct. No.	IMRF Fund	FY 2019 Budget
5075.070	IMRF Employer Contributions	\$55,000.00

Acct. No.	Social Security/Medicare Fund	FY 2019 Budget
5080.080	Soc. Sec/Medicare Payments	\$22,000.00

Acct. No.	Building Fund	FY 2019 Budget
6210.098	Building Committee	\$100,000.00

**Fund Subtotal:** **\$100,000.00**

### **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. One potential area of capital expense would be the repair/replacement of the roofing materials. It is at the end of its life cycle, and, pending additional extreme weather conditions, might need to be replaced soon. All efforts will be made to repair the roofing material. Staff will also develop bid documents in FY19 to determine next steps in replacing the roof.

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

The *Standards for Illinois Public Libraries: Serving Our Public 3.0*, was adopted in 2014 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.

### **Core Standards**

The library and the library board are in compliance with the core standards. These standards include concepts such as having an organized collection, being open a minimum of 15 hours/week, having a paid staff, and ensuring that the board sets policies and reviews tax revenues and facilities to ensure that they are meeting the needs of the community.

### **Governance and Administration**

The library meets the minimum standards for governance and administration. For FY19, special attention should be paid to developing opportunities to train and more fully engage board members. Efforts should also be made to re-start the review of policies at each monthly meeting. During the time leading up to the new building, every policy was re-written to address the issues that might arise at the facility. It is time to review those policies again to make sure that they are meeting the needs of the library.

### **Personnel**

The library underwent a restructuring in FY18 because of some opportunities with staff resigning, allowing us to re-think how we structure our staff to ensure a high level of service. These changes allow us to expand our work-force as needed; it also allowed us to re-balance our staff as we were weighted very heavily in one department (formerly known as circulation) and it was putting a strain on other departments and service desks. In addition, we are working on developing a more thorough orientation process that is written and documented. During the restructuring, we discovered that our orientation plan was not sufficient and that most of the knowledge of the orientation process rested with one person (who no longer works for the organization) and it was not a written down. During FY19, we will be remedying this. We will also be re-evaluating our staff development program that we have used for the raise process. We have used the same basic format for nearly 10 years and, with the restructure, it is clear that it is time to refresh our approach.

### **Facilities**

Our library more than meets the minimum standards for what should be provided in a library facility, thanks to our recent renovation. However, attention should still be paid to ensuring that we continue to exceed this standard.

An area of attention for FY19 will be on developing a facilities plan to ensure that we are adequately maintaining our equipment as well as planning for future needs. When we completed the renovation project, we deferred some maintenance in an effort to keep costs in line. Some of those items are now in need of repair/replacement. We continue to put money aside for unforeseen expenses, but a comprehensive plan for the facility will greatly improve how we respond to these needs.

## **Technology**

We are in compliance with the standards related to technology. We contract with Lazerware and they ensure that our equipment is operational and up-to-date. They also make suggestions for replacement of equipment when it has reached the end of its life-cycle.

New for FY19, we will be participating in the e-Rate discount program. We have never before participated because of the previous issues around CIPA compliance; however, that has been changed, so we are now contracting with Jill Dare for her services in this area.

In FY20, the library will need to create a comprehensive technology plan.

## **Access**

The library exceeds the standards set forth regarding access. Because of our position as the one of only three libraries serving Effingham County and because we are by far the largest, we have worked hard to make sure that as many of our resources are available to all that enter our facility/website, regardless of whether they have a public library card. We have a lot of people that come to our facility because they work in Effingham as well as many that are traveling through. Because of this, all of our services (excluding checking out materials and access to some of our electronic resources) are available without a library card and there is no extra expense charged for those without our card.

In FY19, we will also begin the process of expanding our service area.

## **Collection Management and Resource Sharing**

Our collection is constantly monitored by staff to ensure that it is effective and providing our community with what they need and want. We weed our collection at least annually on a rolling basis. Additionally, we have made it a goal for the last 5 years to move from a net borrower to a net lender. We achieved this in FY18 and are working hard to maintain that status within our consortium through solid purchasing techniques that place a greater emphasis on purchasing multiple copies as well as continuously monitoring the tastes of our patrons.

## **Public Services**

The library meets the standards for both reference and reader's advisory services. For FY19, a goal of the library is to improve how the community accesses community information. As a result of surveying (both our own and other local organizations), it is clear that the community doesn't always know how to access reliable information about what is happening in the community. We would like to position ourselves as leaders in this area.

## **Programming**

Programming has long been a strong point for our library. We plan to continue to develop our programming options and expand our offerings, especially for adults. We also plan to participate in a pilot after-school program in our area. This was a need that

also came up during our surveying in FY18. It is clear that there are a lot of opportunities for students after school, but they are disparate and have a wide range of costs and transportation needs. We plan to collaborate with the schools and the park district to offer an after school program for kids 10 and up.

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

Our marketing is first-rate and is nationally recognized. We continue to push and develop our marketing efforts to better reach our audience. We have made it a goal to attain *Library Journal* Star Library status and we continue to develop in areas that will help us achieve that.

### **System and ILLINET Membership Responsibilities**

The library meets all standards with regards to System and ILLINET membership. We participate in many trainings and other committee opportunities as applicable.

### **Safety**

The library meets all standards for safety. During FY19, we will endeavor to have more active drills to review our safety procedures in addition to our standard annual review of emergency events.

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



## General Fund--Taxes

## Income and Expenses

## BUDGET 2018 - 2019 Receipts

Acct. No.	Library Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4010.010	General Taxes	\$696,600.00	3.20%	\$675,000.00
4015.010	Mobile Home Tax	\$900.00	0.00%	\$900.00
4020.010	Housing Authority	\$1,200.00	0.00%	\$1,200.00
4030.010	Personal Property Replace. Tax	\$20,000.00	-20.00%	\$25,000.00
4900.010	Fund Interest	\$100.00	-60.00%	\$250.00
<b>FUND TOTAL</b>		<b>\$718,800.00</b>	<b>2.34%</b>	<b>\$702,350.00</b>

## BUDGET 2018 - 2019 Expenditures

Acct. No.	Library Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
5010.010	Director	\$53,231.27	3.17%	\$51,593.47
NEW	Assistant Director	\$37,706.24	9.51%	\$34,432.65
NEW	Programming Outreach Manager	\$40,598.48	3.44%	\$39,248.77
NEW	User Experience Manager	\$31,200.00	-9.15%	\$34,342.67
5025.010	Library Asst. III (6 positions)	\$74,520.99	-6.56%	\$79,753.18
5035.010	Library Asst. II (5 positions)	\$85,270.98	-21.89%	\$109,174.60
5030.010	Library Asst. I (9 positions)	\$92,240.30	23.59%	\$74,631.94
5045.010	Pages (1 position, plus summer hours)	\$5,337.50	0.00%	\$5,337.50
<b>Personnel Total</b>		<b>\$420,105.76</b>	<b>-1.96%</b>	<b>\$428,514.78</b>
6025.010	Adult Programming	\$7,880.00	0.00%	\$7,880.00
6030.010	Youth Services Programming	\$12,000.00	0.00%	\$12,000.00
<b>Programming Total</b>		<b>\$19,880.00</b>	<b>0.00%</b>	<b>\$19,880.00</b>
6045.010	Accounting/Payroll	\$10,000.00	0.00%	\$10,000.00
6050.010	Legal Fees	\$4,000.00	0.00%	\$4,000.00
NEW	Software Fees	\$16,000.00	6.67%	\$15,000.00
<b>Professional Fees</b>		<b>\$30,000.00</b>	<b>3.45%</b>	<b>\$29,000.00</b>
6055.010	Internet	\$4,500.00	2.27%	\$4,400.00
6060.010	Telephone	\$3,500.00	0.00%	\$3,500.00
6065.010	Postage	\$1,200.00	0.00%	\$1,200.00
6165.010	Utilities	\$35,000.00	6.06%	\$33,000.00
6113.010	RFID Project		#DIV/0!	
6114.010	Processing Materials	\$1,500.00	-25.00%	\$2,000.00
6115.010	Office Supplies	\$4,200.00	-6.67%	\$4,500.00
6160.010	Contingency/Misc.	\$300.00	0.00%	\$300.00
6140.010	Refunds	\$600.00	0.00%	\$600.00
<b>Administrative Costs</b>		<b>\$50,800.00</b>	<b>2.63%</b>	<b>\$49,500.00</b>
6100.010	Books	\$30,000.00	0.00%	\$30,000.00
6101.010	Visual	\$20,000.00	-4.76%	\$21,000.00
6103.010	Audio	\$4,000.00	-20.00%	\$5,000.00
6105.010	Periodicals	\$4,000.00	14.29%	\$3,500.00
6112.010	Online Databases	\$16,000.00	45.45%	\$11,000.00
6110.010	Youth Books	\$26,000.00	-1.89%	\$26,500.00
6111.010	Youth Visual	\$5,000.00	-20.63%	\$6,300.00
6116.010	Youth Audio	\$1,000.00	-33.33%	\$1,500.00
6125.010	Microforms	\$800.00	-20.00%	\$1,000.00
<b>Materials</b>		<b>\$106,800.00</b>	<b>0.95%</b>	<b>\$105,800.00</b>

5050.010							
	Group Hospital Ins (3 positions)			\$25,000.00		-21.88%	\$32,000.00
5055.010	Life Insurance			\$100.00		0.00%	\$100.00
5060.010	Health Insurance Reimbursement				#DIV/0!		\$ -
Insurance				\$25,100.00		-21.81%	\$32,100.00
	Transfer for Building Fund			\$25,000.00			
NEW	Reserves			\$41,000.00		9.17%	\$37,555.22
Fund Subtotal:				\$718,685.76		2.33%	\$702,350.00



General Fund--GrantsIncome and Expenses**BUDGET 2018 - 2019 Receipts**

Acct. No.	Library Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4035.010	State/Federal Grants	\$7,000.00	0.00%	\$7,000.00
4037.010	LSTA Grants		#DIV/0!	
4038.010	Other Grants	\$5,000.00	0.00%	\$5,000.00
<b>FUND TOTAL</b>		<b>\$12,000.00</b>	<b>0.00%</b>	<b>\$12,000.00</b>

**BUDGET 2018 - 2019 Expenditures**

Acct. No.	Library Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
6090.010	Grants	\$12,000.00	0.00%	\$12,000.00
Grants		\$12,000.00	0.00%	\$12,000.00
Fund Subtotal:		\$12,000.00	0.00%	\$12,000.00

## Income and Expenses

	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget

## BUDGET 2018 - 2019 Expenditures

Acct. No.	Library Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
	Transfer to Building Fund	\$25,000.00		
6091.010	Donations/Memorials	\$9,000.00	28.57%	\$7,000.00
Donations		\$34,000.00	385.71%	\$7,000.00
Fund Subtotal:		\$34,000.00	385.71%	\$7,000.00

General Fund--Enterprise Fund

Income and Expenses

**BUDGET 2018 - 2019 Receipts**

Acct. No.	Library Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4050.010	Registration	\$24,000.00	14.29%	\$21,000.00
4055.010	Fines	\$9,000.00	12.50%	\$8,000.00
4060.010	Copy Machine	\$900.00	50.00%	\$600.00
4065.010	Microfilm Reader	\$0.00	-100.00%	\$300.00
4075.010	Rental Room	\$1,000.00	-50.00%	\$2,000.00
4080.010	Computer Printouts	\$5,000.00	25.00%	\$4,000.00
4085.010	Fax	\$2,000.00	33.33%	\$1,500.00
NEW	Lease Income	\$7,200.00	0.00%	\$7,200.00
4110.010	Other Misc. Revenue	\$500.00	-50.00%	\$1,000.00
<b>FUND TOTAL</b>		<b>\$49,600.00</b>	<b>8.77%</b>	<b>\$45,600.00</b>

**BUDGET 2018 - 2019 Expenditures**

Acct. No.	Library Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
6015.010	Consultant/Professional Fees	\$3,000.00	0.00%	\$3,000.00
6031.010	Marketing	\$12,200.00	44.38%	\$8,450.00
6080.010	Training/Staff Development	\$4,500.00	12.50%	\$4,000.00
6075.010	Dues	\$2,000.00	17.65%	\$1,700.00
6070.010	Travel Expenses	\$3,500.00	16.67%	\$3,000.00
Professional Fees		\$25,200.00	25.06%	\$20,150.00
6040.010	Mainte/Office and Other Eq.	\$7,000.00	16.67%	\$6,000.00
6150.010	Furniture and Equipment	\$10,000.00	0.00%	\$10,000.00
Equipment		\$17,000.00	6.25%	\$16,000.00
NEW	Lease Expenses	\$2,000.00		\$2,000.00
	Transfer to Building Fund	\$5,200.00		\$5,200.00
Lease Total		\$7,200.00		\$7,200.00
Fund Subtotal:		\$49,400.00	36.65%	\$36,150.00

Building and Maintenance Fund

Income

Acct. No.	Building and Maintenance Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4200.020	Building and Maintenance Taxes	\$54,400.00	3.30%	\$52,660.00
4900.020	Fund Interest	\$25.00	-50.00%	\$50.00
<b>TOTAL</b>		<b>\$54,425.00</b>	<b>3.25%</b>	<b>\$52,710.00</b>

Building and Maintenance Fund

Expenses

Acct. No.	Building and Maintenance Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
6170.020	Mainte/Grounds (snow/mowing/weeding)	\$3,000.00	0.00%	\$3,000.00
6185.020	Janitorial Service	\$14,400.00	20.00%	\$12,000.00
6175.020	Mainte/Computers	\$25,000.00	4.17%	\$24,000.00
6180.020	Improvements	\$1,000.00	-66.67%	\$3,000.00
6035.020	Mainte/Building	\$7,000.00	16.67%	\$6,000.00
6150.020	Equipment	\$3,000.00	0.00%	\$3,000.00
6155.020	Computer Equip.	\$1,000.00	-33.33%	\$1,500.00
<b>Fund Subtotal:</b>		<b>\$54,400.00</b>	<b>3.62%</b>	<b>\$52,500.00</b>

Audit Fund

Income

Acct. No.	Audit Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4225.030	Annual Audit Taxes	\$1,000.00	0.00%	\$1,000.00
<b>TOTAL</b>		<b>\$1,000.00</b>	<b>0.00%</b>	<b>\$1,000.00</b>

Audit Fund

Expenses

Acct. No.	Audit Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
6195.030	Annual Audit	\$1,000.00	0.00%	\$1,000.00

Liability Insurance Fund

Income

Acct. No.	Liability Insurance Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4250.040	Liability Insurance Taxes	\$45,000.00	0.00%	\$45,000.00
4900.040	Fund Interest	\$60.00	20.00%	\$50.00
<b>TOTAL</b>		<b>\$45,060.00</b>	<b>0.02%</b>	<b>\$45,050.00</b>

Liability Insurance FundExpenses

Acct. No.	Liability Insurance Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
6200.040	Liability Insurance	\$8,500.00	-22.73%	\$11,000.00
6053.040	Bonds	\$500.00	0.00%	\$500.00
5046.040	Safety Coordinator	\$3,000.00	0.00%	\$3,000.00
6205.040	Maintenance/Safety	\$24,500.00	22.50%	\$20,000.00
6210.040	Security System	\$1,000.00	0.00%	\$1,000.00
6215.040	RFID Security System	\$4,500.00	-25.00%	\$6,000.00
6190.040	Pest Control	\$300.00	0.00%	\$300.00
6085.040	Trash Removal	\$600.00	9.09%	\$550.00
6130.040	Janitor Supplies	\$2,000.00	-25.93%	\$2,700.00
Fund Subtotal:		\$44,900.00	-0.33%	\$ 45,050.00

Workman's Comp FundIncome

Acct. No.	Workman's Comp Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4275.050	Workman's Comp Taxes	\$1,800.00	0.00%	\$1,800.00
4900.050	Fund Interest	\$10.00	-80.00%	\$50.00
TOTAL		\$1,810.00	-2.16%	\$1,850.00

Workman's Comp FundExpenses

Acct. No.	Workman's Comp Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
5065.050	Workman's Comp	\$1,800.00	0.00%	\$1,800.00

Unemployment FundIncome

Acct. No.	Unemployment Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4300.060	Unemployment Taxes	\$8,000.00	0.00%	\$8,000.00
4900.060	Fund Interest	\$40.00	-20.00%	\$50.00
TOTAL		\$8,040.00	-0.12%	\$8,050.00

Unemployment FundExpenses

Acct. No.	Unemployment Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
5070.060	Unemployment Ins.	\$8,000.00	0.00%	\$ 8,000.00

<u>IMRF Fund</u>		<u>Income</u>		
Acct. No.	IMRF Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4325.070	IMRF Taxes	\$55,000.00	0.00%	\$55,000.00
4900.070	Fund Interest	\$25.00	-50.00%	\$50.00
<b>TOTAL</b>		<b>\$55,025.00</b>	<b>-0.05%</b>	<b>\$55,050.00</b>

<u>IMRF Fund</u>		<u>Expenses</u>		
Acct. No.	IMRF Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
5075.070	IMRF Employer Contributions	\$55,000.00	0.00%	\$55,000.00

<u>Social Security/Medicare Fund</u>		<u>Income</u>		
Acct. No.	Social Security/Medicare Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4350.080	Soc. Security/Medicare Taxes	\$22,000.00	-50.00%	\$44,000.00
4900.080	Fund Interest	\$100.00	100.00%	\$50.00
<b>TOTAL</b>		<b>\$22,100.00</b>	<b>-49.83%</b>	<b>\$44,050.00</b>

<u>Social Security/Medicare Fund</u>		<u>Expenses</u>		
Acct. No.	Social Security/Medicare Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
5080.080	Soc. Sec/Medicare Payments	\$22,000.00	-50.00%	\$44,000.00

<u>Working Cash</u>		<u>% change FY17-FY18</u>		
Acct. No.	Working Cash	FY 2019 Budget	% change FY17-FY18	FY 2018 Budget
4375.090	Working Cash		#VALUE!	-
4900.090	Fund Interest		-100.00%	\$500.00
<b>TOTAL</b>		<b>\$0.00</b>	<b>-100.00%</b>	<b>\$ 500.00</b>

Acct. No.	Special Reserve Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4450.110	Special Reserve Fund Receipts		#VALUE!	-
4900.110	Interest	\$80.00	#DIV/0!	
<b>TOTAL</b>			<b>#DIV/0!</b>	<b>\$ -</b>

**Building Fund**                      **Income**

Acct. No.	Building Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
4400.098	Building Committee Donations	\$50,000.00		\$100,000.00
	Transfers from other funds	\$50,000.00		
<b>TOTAL</b>		<b>\$100,000.00</b>		<b>\$100,000.00</b>

**Building Fund**                      **Expenses**

Acct. No.	Building Fund	FY 2019 Budget	% change FY18-FY19	FY 2018 Budget
6210.098	Building Committee	\$100,000.00		\$100,000.00
<b>Fund Subtotal:</b>		<b>\$100,000.00</b>		