

FY 2025 Plan of Service and Operating Budget

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Executive Summary

Abstract

The budget for FY2025 has three main focal points—reducing the mortgage, increasing the materials budget, and improving our marketing reach. While our recovery from the COVID-19 pandemic is nearly complete, our circulation numbers have not fully rebounded. There are several factors, including loss of high-circulation patrons as well as the sharp decline of the availability of DVD with no format replacement on the horizon. This budget attacks that problem from two sides, including an increase in purchasing of materials as well as more of an emphasis on marketing all of our services.

Tax Rate

The projected tax rate for FY2025 is \$.28752. This continues the downward trend of our overall tax rate from the highest point of \$.34837 in FY2016. This trend has been because of two factors: a strong EAV and the end of TIF 1.

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).

Additionally, the Special Reserve Fund is not included in the overall Operating Budget, but does play a role in paying our debt on the mortgage.

In FY2025, 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. However, we will need to begin requesting tax dollars for FY2026 to meet our Social Security/Medicare obligations.

Expenses vs. Standards

FY	Operating Budget *	Salaries (Total Compensation)	Salaries % of Budget	Materials	Materials % of Budget	% of Budget Remaining
2025	\$1,394,484	\$693,137.77	50%	\$130,300^	9.4%	40.6%
2024	\$1,306,057	\$672,520.94	51.5%	\$120,300	9.2%	39.3%
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

^Includes \$6,000 from the Per Capita Grant

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*).

We continue to run much leaner than our peer organizations from a staffing perspective and have kept our personnel expenses at or near the 50% mark for several years. This has been achieved through automation of several procedures (including the automated materials handler) as well as looking for ways to outsource specialty services, such as marketing and technology.

Mortgage and Reducing Debt

In 2016, we converted our construction loan to a mortgage loan with a balance of \$1,500,000. Over the years, we have made a few extra payments and have been able to get our balance down to \$729,626.96. Our current interest rate is 2.65%

In January 2026, our mortgage rate resets, which it is scheduled to do every 5 years. The rate change will be based on the 5 year treasury rate plus a margin of 1.05%.

With this information, it is in the library’s best interest to set aside as much money as possible to make a lump payment in December 2025. With current investment interest

rates far exceeding our current debt interest rate, it also makes sense to continue to invest the cash reserves to seek higher rates of return to apply to the debt payment.

We have a variety of funds that can be applied to the reduction of our mortgage. By statute, we are allowed to use monies in the Building and Maintenance fund to "...purchase buildings, sites, furniture or equipment..." Likewise, we can use funds in the Special Reserve Fund that comply with the plan that the library board has approved, which includes the ability to pay on our mortgage. Caution should be exercised in reducing either of these funds by too much as they are both also able to assist in paying for catastrophic failures of library equipment and it is prudent for our library to have at least \$250,000 on hand for an emergency repair.

As of December 2023, we have the following balances in our special funds:

	BALANCE	MINIMUM
Building and Maintenance Fund	\$120,456	\$40,000
Special Reserves Fund	\$479,295	\$250,000

Additionally, we have cash invested in our ICS account with Midland States Bank. Our reserves of cash on hand in our general fund is currently \$125,000. We also have \$600,000 in cash invested in 2 six month CDs with a projected return of \$5,000 on each. We have to carry a fairly large cash reserve during the summer months because of the long lag between the start of our fiscal year (May) and the arrival of our first tax receipts (October).

Our projected amount to have on hand to apply to the mortgage by December 2025 is \$500,000. This number will need to be verified by our accountant and the board.

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, investment income and fund interest.

In our levy request for FY2025, we requested \$1,149,147 which represents an increase of \$53,097. However, while we have increased our total revenue request, the tax rate itself is projected to drop by \$.01 over last year and will be down over \$.06 from 10 years ago. Additionally, though we are not currently requesting tax receipts in the Social Security/Medicare fund (because the account is currently over-funded), we will likely need to make a modest request with the FY2026 levy request.

In the past, any additional money in the corporate fund budget had been allocated as a transfer to the Special Reserves Fund and is either used for capital improvements and other major purchases, such as a materials handler. However, since that fund is currently well-funded at \$479,125, much of the additional funds will be set aside for paying off our mortgage more aggressively to avoid a rate hike in 2025.

We are also setting aside at least \$100,000 from the General Fund for our mortgage payment. Combined with pledge payments and annual fund receipts, we will exceed our debt obligation for the year with a payment of over \$100,000.

Grants

The library 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. New this year will be an internal grant and project tracking system so that we can be more focused in our approach to grant applications.

In addition to external grant requests, we also apply annually for funding with the Secretary of State’s office via the Per Capita grant program. We typically received around \$18,000 and these grant dollars are usually used to supplement our overall collections budget. We try to make strategic purchases with this money to reinforce our collection. We will also use this money to support our targeted marketing efforts with Orange Boy.

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 2025 Income Detail

Taxes—Property	
Corporate	\$952,250
Building and Maintenance	\$79,934
Audit	\$4,000
Liability (Tort)	\$50,000
Workman’s Comp	\$1,800
Unemployment	\$8,000
IMRF	\$50,000
Social Security/Medicare	\$30,200
Personal Property Replacement Tax	\$40,000
Investments	\$20,100

eRate	\$4,000
Per Capita Grant	\$18,000
Other Grants	\$50,000
Donations and Memorials	\$40,000
Enterprise Fund (fines, fees, hourly meeting room rental)	\$46,200
TOTAL	\$1,394,484

Note: Some income lines have been combined. Exact detail is shown on the FY 2025 Working Budget Detail in Appendix A.

FY 2025 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.

There have been several format changes in the last two years that have had a large impact on our collection development strategy. The first is the closing of Hachette Books audiobooks division. Hachette is the largest publisher of physical audiobook content. With their closure, that ends our ability to purchase in this category. We had already seen declining numbers of use as more and more vehicle manufacturers stopped producing new vehicles with CD players; this closure makes a definite end to our ability to purchase the audiobook format.

The second format change has been the decline of titles appearing in DVD/BluRay format. The rise of direct-to-streaming has also caused this format to stagnate. While DVDs are still being made, not nearly as much content has been available. This has caused a sharp decline in our circulations in this area.

We plan to address these changes in format by increasing the budgets for eMaterials as well as books for all ages.

The collections are overseen by the following staff members:

Assistant Director: Responsible for purchasing books for adults and youth

UX Manager: Responsible for purchasing A/V materials for adults and youth

Reference Coordinator: Responsible for purchasing electronic materials for all ages

Director: Oversees all purchases and overall weeding process and criteria

FY 2024 Materials Budget

	FY 25	FY 24	FY 23	FY22	FY21
Books	\$43,000	\$39,000	\$34,000	\$26,000	\$24,000
Visual	\$15,000	\$18,000	\$18,000	\$18,000	\$20,000
Audio	\$0	\$1,500	\$900	\$500	\$1,000
Periodicals	\$3,000	\$3,000	\$3,000	\$4,000	\$5,000
Online Databases	\$30,300	\$28,300	\$28,300	\$20,500	\$20,000
Youth Books	\$31,000	\$27,000	\$24,000	\$24,000	\$24,000
Youth Visual	\$2,000	\$3,000	\$3,000	\$3,000	\$3,000
Youth Audio	\$0	\$500	\$500	\$500	\$1,000
Microforms	\$0			\$-	\$800
Grant Purchases	\$6,000				
Total	\$130,300	\$120,300	\$111,700	\$96,500	\$98,800

Collection Development Standards Compliance

The materials budget for FY2025 represents 9.4% of the FY2025 annual budget; the standard for materials budget is 8-12%.

Print books will once again receive a large increase in our overall budget. Our circulation figures are beginning to rise and we want to make sure that we have the collection budget to support that continued growth.

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 2025 Non-resident Card Rate

In May 2022, the board moved to the tax bill method for calculating the non-resident rate. This has been a wonderful change for our patrons as it has created a more equitable method for assessing the fee. If the library had continued with the old method of assessing the household fee, the rate for FY2025 would be \$201. We will provide a

more detailed review of the non-resident card program in April 2024 as the board evaluates continuing this program.

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, it is becoming increasingly important that we make sure the whole community is aware of the services we provide.

The marketing plan has been updated for 2024 and is focused on increasing awareness of the library’s services and increasing both card redemption and circulation.

Staff have developed several strategies for the board to consider to meet these goals. We would continue our work with Imagine This! to support our efforts in social media. In house, we are focusing more on “organic” posts as well as adding video to improve our overall exposure on social media.

We will also add in two targeted marketing campaigns through our library-specific marketing service, Orange Boy. We launched one targeted campaign during 2023 and saw a 25% return in customers. On the strength of those results, we feel that investing in two campaigns per year will help us achieve our goals.

We would also invest in a year-long advertising campaign with both of our local radio stations to further extend our reach into the community.

However, by far the largest investment would be in a digital sign for our front yard. This sign would be seen by thousands of drivers every day as they travel on State Route 45/3rd Street, so it would have a high rate of return. However, the initial investment is estimated at \$50,000. We are exploring different grant opportunities and potential partnerships to help fund this project.

MARKETING	FY2025
Promotional Items	\$3,000
Targeted Marketing	\$9,000
Outsourced Social Media Support	\$12,000
Radio Ads	\$3,700
Total	\$27,700

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 will go up this year. This is largely due to a grant expiring that had been funding the return of our adult computer/technology classes. The classes continue to be very popular, so we wish to continue to offer them to the community. However, the other costs for programs are controlled 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.

Adult Programming	FY2025	FY2024	FY2023	FY2022	FY2021
Swag - Seniors with Attitude Group Prize	\$200.00	\$200.00	120.00	\$40.00	\$120.00
Daytime Book Discussions	\$0	\$200.00			
SWAG Paint Party	\$150.00		75.00	\$ -	\$75.00
Coffee/ Cups/Plates etc.	\$100.00	\$100.00	100.00	\$50.00	\$100.00
General Programming	\$1,000.00	\$1,000.00	1,000.00	\$1,000.00	\$900.00
Large Budget Programs	\$600.00	\$600.00	500.00	\$ -	\$500.00
Movie License	\$0	\$153.00	300.00	\$ -	\$300.00
Adult Reading Program Prizes	\$50.00	\$50.00	40.00	\$40.00	\$100.00
Half of Beanstack cost	\$400.00	\$400.00	400.00		
ILP Program Cost	\$400.00	\$400.00	400.00		
Adult Reading Program Rewards	\$300.00	\$300.00	300.00	\$300.00	\$500.00
Winter Read prizes	\$25.00	\$50.00	40.00	\$40.00	\$100.00
Winter Read Rewards	\$200.00	\$300.00	300.00	\$300.00	\$750.00
History Programs with the Museum	\$300.00				
Chair Yoga	\$600.00				
Computer Classes	\$1,800.00				
Total	\$6,125.00	\$3,753.00	\$3,575.00	\$1,770.00	\$4,195.00

We continue to prioritize getting folks to return to the library in all capacities and our youth programs is a key component. Overall, programming attendance has returned to 2019 levels. This budget reflects sustaining that effort.

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. 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.

Youth Programming	FY2025	FY2024	FY2023	FY2022
Half of annual movie license	\$0	\$153.00	\$280.00	\$ -
1,000 Books Before Kindergarten Back to School Event	\$100.00	\$100.00	\$100.00	\$100.00
1,000 books Before Kindergarten Books	\$200.00	\$200.00	\$200.00	\$200.00
Eggstravaganza	\$100.00	\$100.00	\$ 150.00	\$ -
Downtown Trick or Treat (Books)	\$0	\$300.00	\$300.00	\$ -
Halloween @ Evergreen	\$0	\$100.00	\$150.00	\$ -
Halloween Parade	\$400.00	\$300.00	\$ 275.00	\$ 200.00
ECC Trick or Treat	\$100.00	\$50.00	\$ 50.00	\$ 50.00
Hometown Christmas Story Time N Craft	\$0	\$100.00	\$100.00	\$100.00
Story Times	\$500.00	\$500.00	\$500.00	\$720.00
Scavenger Hunts	\$50.00	\$40.00	\$10.00	\$ -
Craft Table	\$50.00	\$40.00	\$10.00	\$ -
School Age Programs (STEAM)	\$150.00	\$150.00	\$30.00	\$360.00
Family Read Night	\$800.00	\$500.00	\$50.00	\$ -
Movies with Make and Take	\$0	\$150.00	\$25.00	\$ -

***Special One Off Programs	\$200.00	\$200.00	\$100.00	\$ 200.00
Summer Read Evening Support (contracted)	\$2,000.00	\$2,000.00	\$2,000.00	\$ -
Summer Read kickoff	\$600.00	\$600.00	\$600.00	\$ 200.00
****Summer Read external program presenters	\$400.00	\$400.00	\$400.00	\$ 400.00
Summer Read inhouse programs	\$320.00	\$320.00	\$200.00	\$ 400.00
Summer Read Décor	\$100.00	\$100.00	\$100.00	\$ 100.00
Summer Read Books	\$2,000.00	\$2,000.00	\$2,000.00	\$ 2,000.00
Summer Read Prizes and Rewards	\$500.00	\$500.00	\$750.00	\$ 500.00
Super Summer Readers Medals or lanyards (200)	\$150.00	\$150.00	\$250.00	\$ 150.00
Summer Read teen volunteer thank yous	\$150.00	\$150.00	\$150.00	\$ 100.00
Summer Read Pool Party	\$225.00	\$200.00	\$200.00	\$ 200.00
Summer Read and volunteer t-shirts	\$250.00	\$500.00	\$500.00	\$ 500.00
Half of Beanstack	\$400.00	\$400.00		
TAB Sponsored Teen Events	\$300.00	\$300.00		
Community Events	\$1,200.00	\$1,200.00		
Miscellaneous supplies (paper, cardstock, glue, etc)	\$500.00	\$500.00	\$500.00	\$ 500.00
General Youth Programming	\$1,105.00	\$1,000.00	\$3000.00	\$3000.00
Homeschool Programming	\$150.00		\$50.00	\$ -
Book Bike Supplies	\$500.00		\$500.00	\$ -
Total	\$13,395.00	\$13,300.00	\$14,200.00	\$10,180.00

Staffing

Effingham Public Library currently has 5 full time employees and 10 part-time employees. We have one open position on the User Experience team. FTE for the library is 11.64. Combined, staff work 465.5 hours/week.

Compensations

During FY2020, the minimum wage in Illinois began its ascent to \$15/hour. With the FY24 budget, we made the jump to the \$15/hour minimum wage and made wage adjustments for staff at all levels to account for position category and years of service. While we do have some continued wage compaction as a result of this increase, overall, staff compensation is strong and in line with our peer institutions.

The FY2025 budget reflects wage increases that fall within our staff development program, which allows for up to 3% raises, based on a series of metrics. This marks a return to how raises were assigned prior to FY2020.

Total FY2025 salaries are budgeted to be \$695,879.88, 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. This year, we again saw a significant increase in our overall premium, an increase we had largely been sheltered from in years past. While this increase was large, it was not unanticipated. For 2026, we will be evaluating our plan offerings again to see what choices are available. We might also explore joining with LIMRiCC, a statewide consortium that provides health insurance to libraries, to see if we can get more favorable rates.

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 2023 was 8.97%.

Volunteers

For FY25, 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.

New this year, we'll be adding in volunteer recognition. The form of this is uncertain, but we want to take the time to recognize the volunteers that we have as several have been with the library for many years.

Staff Development

Continuing education for staff members and community involvement continues to be a priority of the library. All major conferences are planning to be in person. The Illinois Library Association conference for 2024 will be in Peoria and we intend to send two staff memberw there as well. We have budgeted \$2,000 for training and \$2,500 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 \$33,000. 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.

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 2025 Liability budget is as follows:

Liability Insurance	\$13,000
Legal Fees	\$6,500
Maintenance/Safety	\$20,650
Security System	\$500
RFID Security System	\$6,000
Pest Control	\$300
Trash Removal	\$750
Janitor Supplies	\$2,300
TOTAL	\$50,000

FY 2025 Working Budget

The following shows the FY 2025 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 2025 Budget
5010.010	Director	\$80,888.00
5020.010	Assistant Director	\$69,413.76
5016.010	User Experience Manager	\$61,358.34
5035.010	Library Asst. II (7 positions)	\$185,160.89
5030.010	Library Asst. I (10 positions)	\$146,191.78
5017.010	Bonuses	\$5,000,000
Personnel Total		\$548,012.77
6025.010	Adult Programming	\$6,125.00
6030.010	Youth Services Programming	\$13,500.00
Programming Total		\$19,625.00
6045.010	Accounting/Payroll	\$13,000.00
6050.010	Legal Fees	\$1,000.00
6052.010	Software Fees	\$33,000.00
Professional Fees		\$47,000.00
6055.010	Internet	\$5,000.00
6060.010	Telephone	\$4,500.00
6065.010	Postage	\$2,000.00
6165.010	Utilities	\$50,000.00
6113.010	RFID Project	\$0.00
6114.010	Processing Materials	\$3,200.00
6115.010	Office Supplies	\$3,900.00
6160.010	Contingency/Misc.	\$200.00
6140.010	Refunds	\$700.00
6048.010	Administrative Fees	\$3,000.00
Administrative Costs		\$72,500.00
6100.010	Books	\$43,000.00
6101.010	Visual	\$15,000.00
6103.010	Audio	\$0.00
6105.010	Periodicals	\$3,000.00
6112.010	Online Databases	\$30,300.00
6110.010	Youth Books	\$31,000.00
6111.010	Youth Visual	\$2,000.00
6116.010	Youth Audio	\$0.00
Materials		\$124,300.00

5050.010	Group Hospital Ins (5 positions)	\$55,000.00
5055.010	Life Insurance	\$125.00
Insurance		\$55,125.00
6149.010	Capital Expenditures	\$25,000.00
	Transfer for Building Fund	\$109,787.23
	Reserves	\$15,000.00
Fund Subtotal:		\$1,016,350.00

Acct. No.	Library Fund	FY 2025 Budget
6090.010	Grants	\$68,000.00
Fund Subtotal:		\$68,000.00

Acct. No.	Library Fund	FY 2025 Budget
	Transfer to Building Fund	\$25,000.00
6091.010	Donations/Memorials	\$15,000.00
Donations		\$40,000.00
Fund Subtotal:		\$40,000.00

Acct. No.	Library Fund	FY 2025 Budget
6015.010	Consultant/Professional Fees	\$2,000.00
6031.010	Marketing	\$27,700.00
6080.010	Training/Staff Development	\$2,000.00
6075.010	Dues	\$2,500.00
6070.010	Travel Expenses	\$2,500.00
Professional Fees		\$36,700.00
6040.010	Mainte/Office and Other Eq.	\$4,500.00
6150.010	Furniture and Equipment	\$5,000.00
Equipment		\$9,500.00
Fund Subtotal:		\$46,200.00

Acct. No.	Building and Maintenance Fund	FY 2025 Budget
6170.020	Mainte/Grounds (snow/mowing/weeding)	\$2,500.00
6185.020	Janitorial Service	\$23,000.00

6175.020	Mainte/Computers	\$33,000.00
6180.020	Improvements	\$3,000.00
6035.020	Mainte/Building	\$10,434.00
6150.020	Equipment	\$5,000.00
6155.020	Computer Equip.	\$3,000.00

Fund Subtotal: \$79,934.00

Acct. No.	Audit Fund	FY 2025 Budget
6195.030	Annual Audit	\$4,000.00

Acct. No.	Liability Insurance Fund	FY 2025 Budget
6200.040	Liability Insurance	\$13,000.00
6053.040	Bonds	\$0.00
NEW	Legal Fees	\$6,500.00
6205.040	Maintenance/Safety	\$20,650.00
6210.040	Security System	\$500.00
6215.040	RFID Security System	\$6,000.00
6190.040	Pest Control	\$300.00
6085.040	Trash Removal	\$750.00
6130.040	Janitor Supplies	\$2,300.00
Fund Subtotal:		\$50,000.00

Acct. No.	Workman's Comp Fund	FY 2025 Budget
5065.050	Workman's Comp	\$1,800.00

Acct. No.	Unemployment Fund	FY 2025 Budget
5070.060	Unemployment Ins.	\$8,000.00

Acct. No.	IMRF Fund	FY 2025 Budget
5075.070	IMRF Employer Contributions	\$50,000.00

Acct. No.	Social Security/Medicare Fund	FY 2025 Budget
5080.080	Soc. Sec/Medicare Payments	\$30,200.00

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

The library meets all of the core standards, which include the basic functions of being a public library, such as having a strategic plan, a board, and a library administrator. This year, we will focus on updating our succession plans. There is a succession plan in place for some of the duties of the Director, but not at all for other leadership and/or mission critical positions. Both the Director succession plan as well as other key positions will be updated and/or created.

Personnel

The library meets all of the standards in Personnel. The board and administration have worked hard the last few years to improve pay rates for staff at all levels and to hasten compliance with the increase in the state minimum wage. Each new staff member receives an orientation in the first weeks of employment as well as core training on all library functions within 6 months of hire.

Access

Staff continually evaluate access to all of our services and spaces. We are in the process of working with an architect to develop plans for the expansion of our current

Children's Room. We have found the space to be insufficient for our needs and are looking at ways to remodel and expand the space.

Building Infrastructure and Maintenance

Infrastructure and ongoing maintenance continue to be an important aspect of keeping the library in the best condition for the public. While we have only been in this space for 8 years, we are reaching the end of life for a few of our systems, including our lighting BAS. We are also looking at the condition of our interior paint and replacing a few carpet tiles. However, overall, the building is fairing very well.

Safety

The library routinely evaluates the safety of the building and our plans in the event of an emergency. For all staff training in August, we will be revisiting our emergency responses and ensuring everyone is familiar with the process. We'll also update our maps that include access to utility services and our building safety checklist. Finally, the library will likely be adding security cameras to the outside of our building to better monitor our spaces.

Collection Management

The library will be undertaking a comprehensive analysis of our collection this year. While we routinely weed and evaluate each section, we plan to evaluate the entire collection this year to ensure that we have items that circulate well and meet the diverse and unique needs of our community.

System Members Responsibilities and Resource Sharing

Our staff continue to be active in participation with the Illinois Library Association, including serving on committees. We would like to be more active in our Library System and will work to make that a priority in the coming year.

Reference and Reader's Advisory Services

All staff receive training on reference and reader's advisory services before they begin working at the Reference Desk. Because we are a small staff, we all work every public desk and all staff receive the same type of training.

Programming

Our library programs and attendance have completely recovered to above pre-COVID pandemic levels. Staff continue to work hard to bring a variety of programs that meet the needs of our community as well as expose all ages to different concepts and topics.

Youth/Young Adult Services

The board and staff will be working towards increasing the size of our Children's Room to better provide for this age group. When the building was remodeled 8 years ago, our use looked different; however, with the new building, we've seen a dramatic rise in families coming to our library and they quickly exceeded the space that was available. With this remodel, we hope to be able to address some of these issues.

Technology

We continue our partnership with Lazerware to provide our day-to-day technology and troubleshooting needs as well as to provide us with information and support for our long-term goals. We are happy with this partnership and can't imagine being able to hire enough staff on our own to do the things that they do under our contract.

Marketing, Promotion, and Collaboration

Marketing is one of the primary focal points for the board and staff this year. We want to continue to raise the profile of the library as well as expand people's awareness of the rich range of services at the library. To that end, the board will be looking at adding new ways to reach people with our marketing budget, including radio ads, a digital sign, and/or billboards.

Appendix A—Working Budget Detail