

# FY 2024 Plan of Service and Operating Budget

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*Adopted by the Board of Trustees: APPROVED 2/15/2023*

## Table of Contents

Executive Summary .....	2
Abstract .....	2
Tax Rate .....	2
Exclusions .....	3
Expenses vs. Standards .....	3
Assumptions .....	4
Operating Budget Funds .....	4
Corporate Fund .....	4
Grants .....	4
Accuracy .....	5
FY 2024 Income Detail.....	5
FY 2024 Expense and Services Detail .....	5
Collection Development.....	5
FY 2024 Materials Budget.....	6
Collection Development Standards Compliance .....	6
Trained Cataloging Staff .....	6
FY 2024 Non-resident Card Rate .....	7
Marketing .....	7
Programs .....	7
Staffing .....	11
Compensations .....	11
Benefits .....	11
Volunteers .....	12
Staff Development.....	12
Technology .....	12
Tort/Liability .....	13
FY 2024 Working Budget .....	13
Delayed Payments, Cash Shortfalls, and Unaddressed Expenses .....	17

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

## Executive Summary

### Abstract

The FY24 budget continues to position the library as a leader in the region, despite the challenges posed by COVID-19. Our cash reserves continue to be strong and have allowed us to withstand various uncertainties and to be nimble as we regain ground lost from the pandemic. Thankfully, our community as a whole continues to be in a strong position economically, which has a positive impact on the library as well. This is also the first budget cycle that the library budget will benefit from the expiration of TIF 1, which provided a large increase to our requested levy amount while lowering the tax rate for all citizens. We continue to evaluate open positions, staff changes, and changing needs of our patrons. The Plan of Service outlines the Library’s continuing efforts to improve library services to the community, to improve and exceed standards compliance, and to be the library in the strongest position within our region.

During FY24, we will be focusing on three areas that have major budgetary impact: rebounding from the impact of the pandemic, improving pay scales for all employees, and reducing our debt.

### Tax Rate

The Estimated Equalized Assessed Value for the City for the levy for FY 2024 is \$368,537,247 (up from \$310,399,818.00 from FY 2023, in large part because of the

expiration of TIF 1). Total local property tax money to be collected is \$1,096,050.00. This represents a 7% decrease in the taxed rate, though the collected revenue will increase by about \$102,971.00

For budget purposes, we will assume a 1% loss of projected tax revenue in the general fund.

### Exclusions

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

In FY2024, we will continue to use some of our reserves in the Social Security/Medicare fund. We are over-funded in this account, so we have requested nothing in tax dollars in that fund to spend down our reserve.

### Expenses vs. Standards

FY	Operating Budget *	Salaries (Total Compensation)	Salaries % of Budget	Materials	Materials % of Budget	% of Budget Remaining
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

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*).

During FY23, we began the process of purchasing the automated materials handler. The unit won't be fully installed until FY24. It will allow for more accurate checkins and procedures for staff.

Salary expenses have increased dramatically this year as we make the final move to a \$15/hour minimum wage, which will be the requirement in Illinois on January 1, 2025. This type of jump requires all other salaries to be adjusted as well. This obviously pushes up the overall salary costs, though the overall impact on the budget is minimal at a less than 1% increase over last year's expenses against the total budget. We also saw a large increase in our health insurance costs with a 35% jump in the price of our

plan. We had escaped these large increases in previous years, so this jump was not unanticipated.

## **Assumptions**

### **Operating Budget Funds**

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

### **Corporate Fund**

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

In our levy request for FY2024, we requested \$1,096,050 which represents an increase of \$102,971. However, while we have increased our total revenue request, the tax rate itself is projected to drop by \$.02 over last year and will be down nearly \$.05 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 FY2025 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 \$75,000 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 \$15,000 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.

## 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 2024 Income Detail

Taxes—Property	
Corporate	\$917,350
Building and Maintenance	\$73,707
Audit	\$1,000
Liability (Tort)	\$40,000
Workman's Comp	\$1,800
Unemployment	\$8,000
IMRF	\$50,000
Social Security/Medicare	\$30,200
Personal Property Replacement Tax	\$30,000
eRate	\$4,000
Per Capita Grant	\$15,000
Other Grants	\$50,000
Donations and Memorials	\$40,000
Enterprise Fund (fines, fees, hourly meeting room rental)	\$45,200
<b>TOTAL</b>	<b>\$1,306,257</b>

Note: Some income lines have been combined. Exact detail is shown on the FY 2024 Working Budget Detail in Appendix A.

## FY 2024 Expense and Services Detail

### Collection Development

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

The collections are overseen by the following staff members:

Assistant Director: Responsible for purchasing 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 24	FY 23	FY22	FY21
Books	\$39,000	\$34,000	\$26,000	\$24,000
Visual	\$18,000	\$18,000	\$18,000	\$20,000
Audio	\$1,500	\$900	\$500	\$1,000
Periodicals	\$3,000	\$3,000	\$4,000	\$5,000
Online Databases	\$28,300	\$28,300	\$20,500	\$20,000
Youth Books	\$27,000	\$24,000	\$24,000	\$24,000
Youth Visual	\$3,000	\$3,000	\$3,000	\$3,000
Youth Audio	\$500	\$500	\$500	\$1,000
Microforms			\$-	\$800
Total	\$120,300	\$111,700	\$96,500	\$98,800

### **Collection Development Standards Compliance**

The materials budget for FY2024 represents 9.2% of the FY2024 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 have begun to stagnate and we want to see them continue to climb. We'll be fine-tuning our collection development methods to ensure that we are selecting materials that will circulate well within our community.

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 2024 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. At the moment, we have fewer unexpired non-resident cardholders; however, our revenue is up in the category. Overall, patrons have liked the change, though it is an ongoing education campaign about how the fee is assessed and why. We sent letters out in September to expired or soon to expire cardholders to encourage them to renew their card. We will likely do a similar campaign again in FY2024.

### **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.

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

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

In FY2024, we'll be refocusing our marketing efforts to return to a single voice. In the years since COVID, our total marketing message has begun to drift away from a cohesive approach and in order to have the biggest impact, we need to return to a gatekeeper over our image.

<b>MARKETING</b>	<b>FY2024</b>
Promotional Items	\$3,810
Online Tools	\$3,700
Outsourced Social Media Support	\$10,200
Other	\$2,290
Total	\$20,000

### **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 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.

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

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 is trending up and we are on track to return to 2019 levels. Keeping this in mind, portions of our budget will be directed toward community programs like Halloween events, school events and other community events that are yet to be determined. A new line has been added to the budget to accommodate these community events.

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.

<b>Youth Programming</b>	<b>FY2024</b>	<b>FY2023</b>	<b>FY2022</b>	<b>FY2021</b>
Half of annual movie license	\$153.00	\$280.00	\$ -	\$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	\$ 150.00	\$ -	\$150.00
Downtown Trick or Treat (Books)	\$300.00	\$300.00	\$ -	\$300.00
Halloween @ Evergreen	\$100.00	\$150.00	\$ -	\$150.00
Halloween Parade	\$300.00	\$ 275.00	\$ 200.00	\$275.00
ECC Trick or Treat	\$50.00	\$ 50.00	\$ 50.00	\$50.00
Hometown Christmas Story Time N Craft	\$100.00	\$100.00	\$100.00	\$100.00
Story Times	\$500.00	\$500.00	\$720.00	\$600.00
Scavenger Hunts	\$40.00	\$10.00	\$ -	\$30.00
Craft Table	\$40.00	\$10.00	\$ -	\$90.00
School Age Programs (STEAM)	\$150.00	\$30.00	\$360.00	\$120.00
Family Read Nights 2.0	\$500.00	\$50.00	\$ -	\$150.00
Movies with Make and Take	\$150.00	\$25.00	\$ -	\$150.00
***Special One Off Programs	\$200.00	\$100.00	\$ 200.00	\$375.00
Summer Read outreach (contractor and supplies)	\$2,000.00	\$2,000.00	\$ -	\$2,000.00
Summer Read kickoff	\$600.00	\$600.00	\$ 200.00	\$ -
****Summer Read external program presenters	\$400.00	\$400.00	\$ 400.00	\$1,500.00
Summer Read inhouse programs	\$320.00	\$200.00	\$ 400.00	\$1,125.00
Summer Read Décor	\$100.00	\$100.00	\$ 100.00	\$150.00
Summer Read Books	\$2,000.00	\$2,000.00	\$ 2,000.00	\$2,000.00
Summer Read Prizes and Rewards	\$500.00	\$750.00	\$ 500.00	\$750.00
Super Summer Readers Medals or lanyards (200)	\$150.00	\$250.00	\$ 150.00	\$250.00
Summer Read teen volunteer thank yous	\$150.00	\$150.00	\$ 100.00	\$150.00
Summer Read Pool Party	\$200.00	\$200.00	\$ 200.00	\$200.00
Summer Read and volunteer t-shirts	\$500.00	\$500.00	\$ 500.00	\$500.00
Half of Beanstack	\$400.00			
TAB Sponsored Teen Events	\$300.00			
Community Events	\$1,200.00			

Miscellaneous supplies (paper, cardstock, glue, etc)	\$500.00	\$500.00	\$ 500.00	\$500.00
General Youth Programming	\$1,000.00	\$3000.00	\$3000.00	
Strasburg Trick or Treat		\$ -	\$ -	\$25.00
Thursday Pre-school Programming		\$20.00	\$ -	\$60.00
Active Story Time		\$75.00	\$ -	\$675.00
Saturday Passive Programming		\$10.00	\$ -	\$ -
Homeschool Programming		\$50.00	\$ -	\$100.00
Crafts to Go		\$25.00	\$200.00	
*Group visits to EPL		\$20.00	\$ -	\$300.00
**EPL visits to groups		\$20.00	\$ -	\$400.00
Book Bike Supplies		\$500.00	\$ -	\$500.00
Central Grade School Art Show		\$ -	\$ -	\$50.00
<b>Total</b>	<b>\$13,300.00</b>	<b>\$14,200.00</b>	<b>\$10,180.00</b>	<b>\$14,605.00</b>

### Staffing

At the start of FY 2024, the library will have 5 full time employees and 12 part-time employees. We are fully staffed at this time.

The FY2024 budget reflects a full staff load of 453 hours per week, comprising a Full Time Equivalent (FTE) of 11.32.

### Compensations

During FY2020, the minimum wage in Illinois began its ascent to \$15/hour. With this year's budget, we make the jump to the \$15/hour minimum wage 2 years ahead of schedule. This budget also adjusts all salaries and wages to reflect this change as well as years of service. While this is a significant increase in the amount spent on wages, because of the increase in revenue from the expiration of TIF 1, the overall percentage of the budget remained steady at 51%.

Total FY 2024 salaries are budgeted to be \$674,047.99, 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 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.

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 is 8.97%.

### **Volunteers**

For FY24, we will continue to rebuild our volunteer program. We typically have three categories of volunteers: probation, teen/youth, and adult. For each group, there is already the expectation of completing an application; new this year will be formalized training before they can begin their volunteer tasks. All volunteers receive a brief orientation to the library, but we want to move this to a more standardized process for everyone. In addition, we have volunteer job descriptions posted on our web site and other outlets to clearly advertise for what types of assistance we need.

In the past, opportunities have included:

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

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

### **Staff Development**

Continuing education for staff members and community involvement continues to be a priority of the library. All major conferences are planning to be in person, including ALA Annual, which will take place in Chicago, and PLA 2024, which will take place in Columbus, OH. Because of the close proximity of these two major conferences, we do plan to send at least one person to each of these events. The Illinois Library Association conference for 2023 will be in Springfield and we intend to send at least one staff member 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 \$26,000. This include maintaining the integrity of our network, improving and updating

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

We have no planned upgrades of technology for this year. All items are up to date and function well.

### **Tort/Liability**

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

The FY 2024 Liability budget is as follows:

Liability Insurance	\$12,500.00
Legal Fees	\$6,300.00
Maintenance/Safety	\$11,700
Security System	\$500.00
RFID Security System	\$6,000.00
Pest Control	\$300.00
Trash Removal	\$700.00
Janitor Supplies	\$2,000.00
<b>TOTAL</b>	<b>\$40,000.00</b>

### **FY 2024 Working Budget**

The following shows the FY 2024 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 2024 Budget
5010.010	Director	\$76310.44
5020.010	Assistant Director	\$67,392.00
5016.010	User Experience Manager	\$59,579.52
5035.010	Library Asst. II (7 positions)	\$178,412.73
5030.010	Library Asst. I (10 positions)	\$142,901.25
5017.010	Bonuses	\$5,000.00
<b>Personnel Total</b>		<b>\$529,595.94</b>
6025.010	Adult Programming	\$3,800.00
6030.010	Youth Services Programming	\$13,500.00
<b>Programming Total</b>		<b>\$17,300.00</b>
6045.010	Accounting/Payroll	\$13,000.00
6050.010	Legal Fees	\$1,000.00
6052.010	Software Fees	\$32,000.00
<b>Professional Fees</b>		<b>\$53,000.00</b>
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	
6114.010	Processing Materials	\$3,000.00
6115.010	Office Supplies	\$3,800.00
6160.010	Contingency/Misc.	\$200.00
6140.010	Refunds	\$700.00
6048.010	Administrative Fees	\$3,000.00
<b>Administrative Costs</b>		<b>\$72,200.00</b>
6100.010	Books	\$39,000.00
6101.010	Visual	\$18,000.00
6103.010	Audio	\$1,500.00
6105.010	Periodicals	\$3,000.00
6112.010	Online Databases	\$28,300.00
6110.010	Youth Books	\$27,000.00
6111.010	Youth Visual	\$3,000.00
6116.010	Youth Audio	\$500.00
<b>Materials</b>		<b>\$122,300.00</b>

5050.010	Group Hospital Ins (5 positions)	\$53,000.00
5055.010	Life Insurance	\$125.00
<b>Insurance</b>		<b>\$53,125.00</b>
<b>6149.010</b>	<b>Capital Expenditures</b>	<b>\$20,000.00</b>
	<b>Transfer for Building Fund</b>	<b>\$75,000.00</b>
	Reserves	<b>\$17,829.06</b>
<b>Fund Subtotal:</b>		<b>\$951,350.00</b>

<b>Acct. No.</b>	<b>Library Fund</b>	<b>FY 2024 Budget</b>
6090.010	Grants	\$65,000.00
<b>Grants</b>		<b>\$65,000.00</b>
<b>Fund Subtotal:</b>		<b>\$65,000.00</b>

<b>Acct. No.</b>	<b>Library Fund</b>	<b>FY 2024 Budget</b>
	<b>Transfer to Building Fund</b>	<b>\$15,000.00</b>
6091.010	Donations/Memorials	\$10,000.00
6029.010	RISE	\$15,000.00
<b>Donations</b>		
<b>Fund Subtotal:</b>		<b>\$40,000.00</b>

<b>Acct. No.</b>	<b>Library Fund</b>	<b>FY 2024 Budget</b>
6015.010	Consultant/Professional Fees	\$2,000.00
6031.010	Marketing	\$20,000.00
6080.010	Training/Staff Development	\$2,000.00
6075.010	Dues	\$2,500.00
6070.010	Travel Expenses	\$2,500.00
<b>Professional Fees</b>		<b>\$29,000.00</b>
6040.010	Mainte/Office and Other Eq.	\$4,500.00
6150.010	Furniture and Equipment	\$5,000.00
<b>Equipment</b>		<b>\$9,500.00</b>
	<b>Transfer to Building Fund</b>	<b>\$6,700.00</b>
<b>Fund Subtotal:</b>		<b>\$45,200.00</b>

<b>Acct. No.</b>	<b>Building and Maintenance Fund</b>	<b>FY 2024 Budget</b>
6170.020	Mainte/Grounds (snow/mowing/weeding)	\$2,500.00
6185.020	Janitorial Service	\$23,000.00
6175.020	Mainte/Computers	\$30,000.00
6180.020	Improvements	\$3,000.00
6035.020	Mainte/Building	\$10,000.00
6150.020	Equipment	\$2,500.00
6155.020	Computer Equip.	\$2,707.00
<b>Fund Subtotal:</b>		<b>\$73,707.00</b>

<b>Acct. No.</b>	<b>Audit Fund</b>	<b>FY 2024 Budget</b>
6195.030	Annual Audit	<b>\$1,000.00</b>

<b>Acct. No.</b>	<b>Liability Insurance Fund</b>	<b>FY 2024 Budget</b>
6200.040	Liability Insurance	\$12,500.00
6053.040	Bonds	
<b>NEW</b>	Legal Fees	\$6,300.00
6205.040	Maintenance/Safety	\$11,700.00
6210.040	Security System	\$500.00
6215.040	RFID Security System	\$6,000.00
<b>6190.040</b>	Pest Control	\$300.00
6085.040	Trash Removal	\$700.00
6130.040	Janitor Supplies	\$2,000.00
<b>Fund Subtotal:</b>		<b>\$40,000.00</b>

<b>Acct. No.</b>	<b>Workman's Comp Fund</b>	<b>FY 2024 Budget</b>
5065.050	Workman's Comp	<b>\$1,800.00</b>

<b>Acct. No.</b>	<b>Unemployment Fund</b>	<b>FY 2024 Budget</b>
5070.060	Unemployment Ins.	<b>\$8,000.00</b>

<b>Acct. No.</b>	<b>IMRF Fund</b>	<b>FY 2024 Budget</b>
5075.070	IMRF Employer Contributions	<b>\$50,000.00</b>

<b>Acct. No.</b>	<b>Social Security/Medicare Fund</b>	<b>FY 2024 Budget</b>
5080.080	Soc. Sec/Medicare Payments	<b>\$30,000.00</b>



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

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

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

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

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

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

### **Core Standards**

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

### **Governance and Administration**

Strong board participation is a hallmark of the Effingham Public Library. The board is engaged and works hard to ensure that the library is well-positioned to succeed. This year, we will focus on creating a stronger recruitment and orientation program for the board. In addition, administration will be working on succession planning to ensure that we are developing talent internally and continue to search for external talent.

### **Personnel**

The board and administration have focused a lot of attention on improving wages for personnel in the last 3 years. Many policies have been updated as well as benefits have been improved. We still operate with a very lean staff so that we can weather any upcoming changes, including the continued rise in minimum wage. Administration will also be focusing on improving our on-boarding and ongoing continuing education of staff to ensure a uniform customer experience. We will also review job descriptions and salary bands to ensure that they meet our needs.

## **Access**

We have been in our current building for 7 years and some patterns of use are clearly established. We are continually evaluating usage of more flexible spaces to ensure that we are maximizing the collections in those spaces as well as access for the community. The teen space is currently under review as this space and collection are underutilized. As we have been in the building for more than 5 years, the board will also schedule a comprehensive walk through to evaluate the building and ensure it is meeting our community's needs.

## **Building Infrastructure and Maintenance**

In our periodic walk throughs, it has been determined that our landscaping needs a refresh. While we contract out for our weekly lawn maintenance and twice-annual leaf cleanup, we need to invest more time in the periodic care of the shrubs and plants. Additionally, the walkways and building exterior are in need of powerwashing. Finally, the sidewalks surrounding our building are in need of crack and caulk fills.

## **Safety**

Staff training this year will focus on Ryan Dowd's Homeless Librarian curriculum, which is focused on creating a safe environment for staff and patrons by using empathy-driven enforcement. We will also be developing building safety checklists to ensure that we are addressing any safety and building maintenance issues in a timely manner.

## **Collection Management**

Monitoring the usage of our collection is a top priority as it is the most visible service that patrons connect with. We'll be increasing the budgets for print books this year. We are currently seeing a decline in usage of our materials, so we will be evaluating what is causing this decrease and reversing that trend.

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

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

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

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

## **Programming**

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

## **Youth/Young Adult Services**

Youth and Young Adult services are also returning to pre-pandemic levels. Again, patrons are carefully evaluating what is possible for their families, but we continue to

provide a wide range of offerings. Our after school program has returned and we are offering more one-off programming for after-school drop ins.

### **Technology**

Our website was re-designed last year and all content was updated and refreshed. Because of our contract with Lazerware, our technology remains up to date and in good working order.

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

We are continuing our partnership with Image This! marketing group. They have helped us develop our social media presence and grown our reach. This year, our focus will be on developing the other assets and connection methods to reach our audience. We no longer have a single staff person dedicated to our voice and marketing output and, while we have no plans to hire someone into that role, we do plan to take a fresh look at how we manage this aspect of our image.

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