

# FY 2022 Plan of Service and Operating Budget

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*Adopted by the Board of Trustees: February 8, 2021*

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## Executive Summary

### Abstract

The FY 2022 budget continues to position the library as a leader in the region, despite the challenges posed by COVID-19. Because of our strong cash reserves and ability to delay certain purchases as well as some staff attrition, we were able to continue our operations without layoffs or reducing the hours of any staff. 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 FY22, we will be focusing on four areas that have major budgetary impact: preparing to expand our service area, re-engaging our current and new users with our services, fundraising, and optimizing our systems for efficiencies.

## Tax Rate

The Estimated Equalized Assessed Value for the City for the levy for FY 2022 is \$299,457,943 (up from \$297,319,286.00 from FY 2021). Total local property tax money to be collected is \$969,227.00. This represents a 0% change in the taxed rate, though the collected revenue will increase by about \$15,000.00

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

## Exclusions

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

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

## Expenses vs. Standards

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

\*See exclusions above

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

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

For this fiscal year and during last fiscal year, we are spending less on materials. A portion of that money (\$19,000 each year) will be placed in Special Reserves for the purchase of an automated materials handler. This piece of equipment is designed for libraries that circulate at least 150,000 items annually—prior to COVID, we consistently circulated close to double that amount. To make our decrease in purchases have the least amount of impact on our patrons, we’ll be purchasing multiple copies of popular items and we will temporarily shift away from purchasing unique items. However, we will be watching for grant opportunities to fill in gaps, such as the Per Capita grant request. We anticipate an award of at least \$10,000. This money will be spent on materials.

Salary expenses will largely stay flat this year. This is because of some shifts in our personnel needs as a result of COVID. Several staff members moved on to new opportunities during the past year and we took that opportunity to evaluate our overall

staffing needs. Since we are in a re-growth year, we wanted to make sure that our staffing levels reflect that. We do anticipate re-arranging staffing once gathering in groups becomes feasible. We will be focusing specifically on outreach services—those opportunities that take us out of the building to directly serve patrons where they are located.

## **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 FY2022, we requested an amount that was nearly equal to the tax rate in FY2021. This means an increase in total revenue, though the rate to the tax payer stays the same. Additionally, though we are not currently requesting tax receipts in the Social Security/Medicare fund (because the account is currently over-funded), there will come a time when we will need to reintroduce this tax request. We hope to even out the balances. Of note is the fact that the actual EAV for FY21 ended up being lower than projected, resulting in a loss of revenue. As a result of this, our current projected EAV did not see a substantial increase; this resulted in only a modest .17% 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, paying our mortgage, and/or major purchases, such as a materials handler.

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

### **Grants**

With the variable nature of funding at the State level, our per capita grant is no longer a sure source of income. That is especially true this year with the dire state of the Illinois State budget. If we do receive our per capita grant award, we will apply the balance to collection development to help adjust for the general fund money set aside for the materials handler (Per Capita money must be spent within a certain timeframe and we do not anticipate purchasing the materials handler until FY23).

The library also applies for competitive grants that are offered on a local, regional, state, and national level. We continue to focus our grant requests around opportunities that

can either provide new programs or otherwise increase our circulation of materials. All grant expenses are tracked in accordance with the grant funder's rules and regulations.

### Accuracy

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

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

## Fund Balances

### FY 2022 Fund Detail

Below is a chart of the current fund detail from May 1 – November 30 as compared to FY 2020 during the same period.

	May - Nov 20	May - Nov 19
<b>Ordinary Income</b>		
4010.10 · General Taxes Revenue-LF	464,414.18	721,656.89
4025.10 · Annual Fund Revenue	0.00	13,121.00
4030.10 · Personal Prop. Rep Tax Rev-LF	16,070.82	20,871.77
4035.10 · State/Federal Grants	15,410.00	15,410.00
4038.10 · Other Grants	66,843.60	6,308.00
4050.10 · Registration Fee Income	9,717.07	14,347.57
4055.10 · Fines Income	1,347.58	3,972.08
4060.10 · Copy Machine Revenue	270.25	721.25
4075.10 · Rental Room Revenue	0.00	2,410.15
4077.10 · Lease Space Revenue	0.00	3,600.00
4080.10 · Computer Printout Revenue	2,067.61	4,422.80
4085.10 · Fax Revenue	594.20	1,420.55
4095.10 · Private Donations & Memorials	1,030.11	5,933.49
4110.10 · Other Misc. Revenue	359.08	179.74
4200.20 · Tax Revenue-Building & Maint	32,818.85	53,464.04
4225.30 · Tax Revenue-Annual Audit	602.12	967.42
4250.40 · Tax Revenue-Liability Ins	26,368.32	43,012.65
4275.50 · Tax Revenue-Workman's Comp	1,066.42	1,746.32
4300.60 · Tax Revenue-Unemployment	4,695.68	7,656.59
4325.70 · Tax Revenue-IMRF	23,444.09	43,012.65
4350.80 · Tax Revenue-Social Sec/Med	0.00	9,565.02
4400.98 · Building Committee Donations	1,475.11	9,942.35
4450.99 · Special Reserve Fund Receipts	135,655.20	0.00
4600.10 · E-Rate Income	4,822.65	3,023.65
<b>Total Income</b>	809,072.94	986,765.98

## 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 2020 during the same period.

	Nov 30, 20	Nov 30, 19
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1010.00 · Midland States Bank Checking	806,385.67	908,074.53
1015.00 · Cash- B&M Fund	83,658.65	66,567.48
1017.00 · Cash-Audit	10,070.52	10,001.06
1020.00 · Cash-Liability Ins Fund	167,356.89	130,612.84
1025.00 · Cash-Workmen's Comp Fund	16,811.07	16,008.99
1030.00 · Cash-Unemployment Fund	98,880.32	90,464.06
1035.00 · Cash-IMRF Fund	86,705.72	76,083.33
1040.00 · Cash-Social Sec/Med Fund	170,394.06	186,539.75
1045.00 · Cash-Working	125,993.53	126,059.25
1050.00 · Cash-Building Donation Fund	14,568.77	84,478.24
1060.00 · Cash-Spec Reserve Fund	168,836.68	299,257.48
1070.00 · Illinois Funds Account	36,444.68	24,770.82
1075.00 · Illinois National Bank	1,000.00	1,000.00
<b>Total Checking/Savings</b>	<b>1,787,106.56</b>	<b>2,019,917.83</b>
<b>Total Current Assets</b>	<b>1,787,106.56</b>	<b>2,019,917.83</b>
<b>TOTAL ASSETS</b>	<b>1,787,106.56</b>	<b>2,019,917.83</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
2140.00 · Flex Savings Plan Payable	1,396.90	1,551.07
24000 · Payroll Liabilities	6.72	42.75
2500 · Washington Loan 3001324	773,235.13	1,237,911.32
<b>Total Other Current Liabilities</b>	<b>774,638.75</b>	<b>1,239,505.14</b>
<b>Total Current Liabilities</b>	<b>774,638.75</b>	<b>1,239,505.14</b>
<b>Total Liabilities</b>	<b>774,638.75</b>	<b>1,239,505.14</b>
<b>Equity</b>		
3010.00 · Fund Balance	633,872.26	131,992.30
32000 · Unrestricted Net Assets	35,602.07	172,560.33
<b>Net Income</b>	<b>342,993.48</b>	<b>475,860.06</b>
<b>Total Equity</b>	<b>1,012,467.81</b>	<b>780,412.69</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,787,106.56</b>	<b>2,019,917.83</b>

## FY 2022 Income Detail

Taxes—Property	
Corporate	\$786,630
Building and Maintenance	\$59,891
Audit	\$1,000
Liability (Tort)	\$45,000
Workman’s Comp	\$1,800
Unemployment	\$8,000
IMRF	\$45,000
Social Security/Medicare	\$30,000
Personal Property Replacement Tax	\$20,000
eRate	\$3,000
Per Capita Grant	\$10,000
Other Grants	\$30,000
Donations and Memorials	\$50,000
Enterprise Fund (fines, fees, hourly meeting room rental)	\$32,900
<b>TOTAL</b>	<b>\$1,123,221</b>
<b>Building Fund</b>	<b>\$5,000</b>
<b>GRAND TOTAL</b>	<b>\$1,128,221</b>

Note: Some income lines have been combined. Exact detail is shown on the FY 2022 Working Budget Detail in Appendix A.

## FY 2022 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.

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 2022 Materials Budget**

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

### **Collection Development Standards Compliance**

The materials budget for FY2022 represents 9% of the FY2022 annual budget; the standard for materials budget is 8-12%. While there is a decrease in materials spending, this will allow the library to reserve funds for the purchase of an automated check in material handler.

A decrease in the purchasing of this magnitude will require close monitoring by staff with collection development duties and innovative display and cataloging approaches to ensure that Effingham Public Library users are not overly affected.

The library has taken into account that some of our materials lines need to remain as robust as possible so that our users aren't frustrated with our shift in priorities.

The Online Databases include Mosio, OCLC Worldcat, Hoopla, and Overdrive/LOTG. Mosio is a texting service that is used to communicate with Early Literacy Outreach daycares, teen volunteers, and other patrons. The cost of Mosio is \$228. OCLC Worldcat is a world-wide catalog that is well-used to find items not available locally. Cost of OCLC is \$834.75. Hoopla offers a wide selection of e-audiobooks, ebooks, movies, and music. The cost to offer Hoopla to our patrons is \$10,500. Overdrive/LOTG offers a variety of ebooks and e-audiobooks, and includes a low cost collection that allows the library to be billed only when items are checked out. Overdrive/LOTG costs \$1600, with an extra \$7,337.25 for collection development.

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 cataloger. She has full cataloging privileges in SHARE (our resource sharing consortium) and is 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 2021, we sent approximately 5 items at a cost of \$10/item.

### **FY 2022 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 \$143.00 per household. Purchasing a non-resident card allows each resident of the household to obtain borrowing privileges.

During FY2020, staff performed a detailed analysis of our current non-resident cardholders to see if it made sense to switch to the Tax Bill method (each individual pays exactly what they would pay on their property taxes, making the amount variable by property owned rather than fixed). It was determined that this method would make it cost-prohibitive for many of our current users by setting the rate per household for many of our users at over \$300.

### **Marketing**

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

Our community is slowly shifting away from traditional media channels and in order to reach them, we need to think differently about how we connect with new users.

To adjust for lack of a marketing coordinator and with time constraints on how much part-time reference and user experience coordinators can contribute to marketing, the decision was made to invest in working with Imagine This!, an outside marketing contractor.

A marketing plan that focuses on connecting with all possible users was created in 2020 and has been shared with Imagine This! to help facilitate the direction of our marketing efforts.

Our budget for marketing this year has shifted radically, moving sharply away from print and radio and focusing on online and social media. We have already seen a positive impact from this shift—online giving in our Annual Fund was up dramatically this year and we have been able to engage with new users with our programs. We receive monthly metrics that help gauge the performance of various online ad campaigns and can shift around focus as needed.

<b>MARKETING</b>	<b>FY2022</b>	<b>FY2021</b>	<b>FY2020</b>
Shutterstock Images	\$ -	\$100.00	\$100.00
Constant Contact 12 Month Subscription	\$400.00	\$400.00	\$380.00
Survey Monkey Annual	\$ -	\$400.00	\$40.00
Beanstack Reading App	\$795.00	\$795.00	\$795.00
ETNR Service Guide x 2	\$100.00	\$200.00	\$200.00
EHS Yearbook Ad	\$50.00	\$50.00	\$50.00
EDN Progress Magazine	\$ -	\$475.00	\$475.00
Radio Community Calendar (x2)	\$140.00	\$210.00	\$210.00
EDN Summer Ad	\$ -	\$225.00	\$200.00
Chili Fest Sponsorship	\$ -	\$ -	\$150.00
Radio Ads (incl. XMAS 4 weeks)	\$ -	\$1,200.00	\$1,000.00
Promotional Items (plus Door to door handout)	\$300.00	\$1,500.00	\$1,000.00
Purple Bags 500	\$ -	\$600.00	\$1,000.00
Pens	\$ -	\$750.00	\$750.00
Table Top Displays	\$ -	\$ -	\$250.00
Logo Car Magnets	\$ -	\$ -	\$70.00
Staff Polo Shirts	\$150.00	\$150.00	\$130.00
NLW Promo and Giveaways	\$ -	\$100.00	\$150.00
NLCSUM Promo Giveaway Prizes	\$ -	\$100.00	\$250.00
Outreach Refreshments	\$ -	\$100.00	\$50.00
Elevator Wraps	\$ 350.00	\$700.00	\$700.00
Fundraising Mailer (700)	\$1,250.00	\$1,250.00	\$1,250.00
Cinema Advertising SRP	\$ -	\$1,200.00	new line
Printing	\$ 500.00	\$500.00	\$500.00
Imagine This	\$10,200		
<b>TOTAL</b>	<b>\$14,235</b>	<b>\$13,755.00</b>	\$12,250.00

## Programs

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

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

<b>Adult Programming</b>	<b>Occurrences</b>	<b>Cost</b>	<b>FY2022</b>	<b>FY2021</b>	<b>FY2020</b>
Swag - Seniors with Attitude Group Prize	4	\$10.00	\$40.00	\$120.00	\$120.00
SWAG Paint Party	1	\$75.00	\$ -	\$75.00	\$75.00
Coffee/ Cups/Plates etc.	1	\$100.00	\$ 50.00	\$100.00	\$100.00
General Programming		\$1000.00	\$1000.00	\$900.00	\$1,800.00
Large Budget Programs	0	\$500.00	\$ -	\$500.00	\$1,000.00
Movie License	1	\$300.00	\$ -	\$300.00	\$300.00
Adult Reading Program Prizes	1	\$40.00	\$ 40.00	\$100.00	\$150.00
Adult Reading Program Rewards	1	\$300.00	\$ 300.00	\$500.00	\$750.00
Winter Read prizes	1	\$40.00	\$ 40.00	\$100.00	\$100.00
Winter Read Rewards	1	\$300.00	\$ 300.00	\$750.00	\$500.00
<b>Total</b>			<b>\$1,770.00</b>	<b>\$4,195.00</b>	<b>\$5,870.00</b>

The uncertainty caused by Covid-19 pandemic has prompted us to take a critical eye to the youth programming budget for the next fiscal year. In person programming and especially large attendance events may continue to be a risk to public health through 2021, so almost all budget lines have been reduced or cut altogether. Virtual programs have had little success, so we have opted not to plan for many of this type of program either.

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 have also modestly increased the amount we intend to spend on story time and STEAM projects because they directly relate back to the action plan.

We hope that 2022 will bring the end of the pandemic and the safe return of in person programming. For this reason we have left the lines and projected spending for those lines in this document.

<b>Youth Programming</b>	<b>Occurrence</b>	<b>Event Cost</b>	<b>FY2022</b>	<b>FY2021</b>	<b>FY2020</b>
Half of annual movie license	1	\$280.00	\$ -	\$280.00	\$280.00
1,000 Books Before Kindergarten Back to School Event	1	\$100.00	\$100.00	\$100.00	New Line
1,000 books Before Kindergarten	1	\$200.00	\$200.00	\$200.00	New Line

Books					
Central Grade School Art Show	1	\$50.00	\$ -	\$50.00	\$50.00
Eggstravaganza	1	\$ 150.00	\$ -	\$150.00	\$150.00
National Night Out (Books)	1	\$200.00	\$ -	\$200.00	\$200.00
Downtown Trick or Treat (Books)	1	\$300.00	\$ -	\$300.00	\$300.00
Halloween @ Evergreen	1	\$150.00	\$ -	\$150.00	\$125.00
Halloween Parade	1	\$ 275.00	\$ 200.00	\$275.00	\$225.00
ECC Trick or Treat	1	\$ 50.00	\$ 50.00	\$50.00	\$25.00
Strasburg Trick or Treat	1	\$ 25.00	\$ -	\$25.00	\$25.00
Hometown Christmas Story Time N Craft	1	\$100.00	\$100.00	\$100.00	\$100.00
Story Times	120	\$5.00	\$720.00	\$600.00	\$600.00
Thursday Pre-school Programming	12	\$20.00	\$ -	\$60.00	\$420.00
Active Story Time	9	\$75.00	\$ -	\$675.00	\$450.00
Scavenger Hunts	3	\$10.00	\$ -	\$30.00	\$30.00
Craft Table	9	\$10.00	\$ -	\$90.00	\$150.00
Saturday Passive Programming	0	\$10.00	\$ -	\$ -	\$240.00
Homeschool Programming	2	\$50.00	\$ -	\$100.00	\$90.00
School Age Programs (STEAM)	12	\$30.00	\$360.00	\$120.00	New Line
Family Read Nights 2.0	3	\$50.00	\$ -	\$150.00	\$150.00
Movies with Make and Take	6	\$25.00	\$ -	\$150.00	\$150.00
***Special One Off Programs	2	\$100.00	\$ 200.00	\$375.00	\$375.00
*Group visits to EPL	15	\$20.00	\$ -	\$300.00	\$300.00
**EPL visits to groups	20	\$20.00	\$ -	\$400.00	\$400.00
Summer Read 2020 outreach (contractor and supplies)	1	\$2,000.00	\$ -	\$2,000.00	\$1,800.00

Summer Read 2020 kickoff (Grant funded 2021 FY)	1	\$600.00	\$ 200.00	\$ -	\$600.00
****Summer Read external program presenters	4	\$100.00	\$ 400.00	\$1,500.00	\$1,500.00
Summer Read inhouse programs	8	\$20.00	\$ 400.00	\$1,125.00	\$1,125.00
Summer Read Décor	1	\$100.00	\$ 100.00	\$150.00	\$150.00
Summer Read Books	1	\$2,000.00	\$ 2,000.00	\$2,000.00	\$2,250.00
Summer Read Prizes and Rewards	1	\$750.00	\$ 500.00	\$750.00	New Line
Super Summer Readers Medals or lanyards (200)	1	\$250.00	\$ 150.00	\$250.00	New Line
Summer Read teen volunteer thank yous	1	\$150.00	\$ 100.00	\$150.00	\$150.00
Summer Read Pool Party	1	\$200.00	\$ 200.00	\$200.00	\$200.00
Summer Read and volunteer t shirts	1	\$500.00	\$ 500.00	\$500.00	\$500.00
Book Bike Supplies	1	\$500.00	\$ -	\$500.00	\$500.00
Miscellaneous supplies (paper, cardstock, glue, etc)	1	\$500.00	\$ 500.00	\$500.00	\$500.00
Crafts to Go	8	\$25.00	\$200.00		
General Youth Programming		\$3000.00	\$3000.00		
<b>Total</b>			<b>\$10,180.00</b>	<b>\$14,605.00</b>	<b>\$14,415.00</b>

### Staffing

At the start of FY 2022, the library will have 5 full time employees and 14 part-time employees. We will have 1 full time opening (Programming Outreach Manager) and 2 part time openings (programming and outreach). We plan to begin filling those as demand for services continues to ramp up as the pandemic draws to a close.

The FY2022 budget reflects a full staff load of 520.5 hours per week, comprising a Full Time Equivalent (FTE) of 13.01. However, we currently only have 446 hours per week staffed for a FTE of 11.15.

## Compensations

During FY2020, the minimum wage in Illinois began its ascent to \$15/hour. We will need to jump to \$12/hour in January 2022. Salary ranges will need to be adjusted to keep everyone in their similar bands. Additionally, we are applying the wage increase across all levels as our salary bands are very tight. While this increases our overall wages, it also brings all of our wages into a more attractive pool, hopefully increasing our retention rate.

Total FY 2022 salaries are budgeted to be \$562,467.99, 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. The co-pays and out of pocket expenses our employees incur continue to rise; for the 2022 renewal, we will need to look at switching plan types to provide a more attractive plan for our covered employees.

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 2021 is 13.59%.

## Volunteers

In a typical year, 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. However, COVID has dramatically changed how we use volunteers. We are not able to have volunteers drop in and the types of activities they can perform are reduced as well.

For FY22, we will begin 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 will be writing volunteer job descriptions and posting them 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.

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

	FY 2022	FY 2021
American Library Association Conference Online – 1 attendee	\$250.00	\$2,000.00
Illinois Library Association Annual Conference Online – 1 attendee	\$250.00	\$1,500.00
Staff Development Day (MLK Day)	\$500.00	\$1,000.00
Illinois Heartland Library System/SHARE Training	\$200.00	\$500.00
Library Marketing Conference Indianapolis, IN – 1 attendee	\$ -	\$1,000.00
Illinois Reading Council conference Normal, IL – 1 attendee	\$500	
Additional opportunities that might arise	\$1,000.00	\$1,000.00
Early Literacy Outreach – \$5 a visit	\$240.00	\$240.00
	\$2,940.00	\$7,000.00

### 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 an 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.

Our computer equipment is aging, and Lazerware has recommended that is time to consider replacing some of our staff and patron computers. This budget reflects the replacement of several computers. Lazerware staff will also be developing a technology plan to allow us to prepare for future replacement needs.

## 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 2022 Liability budget is as follows:

Liability Insurance	\$12,500.00
Safety Coordinator	\$5,300.00
Maintenance/Safety	\$18,200.00
Security System	\$1,000.00
RFID Security System	\$5,000.00
Pest Control	\$300.00
Trash Removal	\$700.00
Janitor Supplies	\$2,000.00
<b>TOTAL</b>	<b>\$45,000.00</b>

## FY 2022 Working Budget

The following shows the FY 2022 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 2022 Budget
5010.010	Director	\$58,336.56
5020.010	Assistant Director	\$45,605.10
5014.010	Programing Outreach Manager	\$35,949.33
5016.010	User Experience Manager	\$40,178.13
5035.010	Library Asst. II (8 positions)	\$138,486.21
5030.010	Library Asst. I (10 positions)	\$110,619.04
5017.010	Bonuses	\$5,000.00
<b>Personnel Total</b>		<b>\$434,174.37</b>
6025.010	Adult Programming	\$1,770.00
6030.010	Youth Services Programming	\$10,180.00
<b>Programming Total</b>		<b>\$11,950.00</b>
6045.010	Accounting/Payroll	\$13,000.00
6050.010	Legal Fees	\$10,000.00

6052.010	Software Fees	\$20,000.00
<b>Professional Fees</b>		<b>\$43,000.00</b>
6055.010	Internet	\$4,000.00
6060.010	Telephone	\$3,800.00
6065.010	Postage	\$1,600.00
6165.010	Utilities	\$40,000.00
6113.010	RFID Project	
6114.010	Processing Materials	\$2,500.00
6115.010	Office Supplies	\$4,000.00
6160.010	Contingency/Misc.	\$200.00
6140.010	Refunds	\$700.00
6048.010	Administrative Fees	\$500.00
<b>Administrative Costs</b>		<b>\$57,300.00</b>
6100.010	Books	\$26,000.00
6101.010	Visual	\$18,000.00
6103.010	Audio	\$500.00
6105.010	Periodicals	\$4,000.00
6112.010	Online Databases	\$20,500.00
6110.010	Youth Books	\$24,000.00
6111.010	Youth Visual	\$3,000.00
6116.010	Youth Audio	\$500.00
6125.010	Microforms	\$0.00
<b>Materials</b>		<b>\$96,500.00</b>
5050.010	Group Hospital Ins (6 positions)	\$38,000.00
5055.010	Life Insurance	\$125.00
<b>Insurance</b>		<b>\$38,125.00</b>
<b>6150.010 NEW</b>	<b>Capital Expenditures</b>	<b>\$40,000.00</b>
	<b>Transfer for Building Fund</b>	<b>\$40,000.00</b>
	Reserves	\$48,000.00
<b>Fund Subtotal:</b>		<b>\$809,117.99</b>

Acct. No.	Library Fund	FY 2022 Budget
6090.010	Grants	\$40,000.00
<b>Grants</b>		<b>\$40,000.00</b>

<b>Fund Subtotal:</b>		<b>\$40,000.00</b>
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<b>Acct. No.</b>	<b>Library Fund</b>	<b>FY 2022 Budget</b>
	<b>Transfer to Building Fund</b>	<b>\$25,000.00</b>
6091.010	Donations/Memorials	\$10,000.00
6029.010	RISE	\$15,000.00
<b>Donations</b>		
<b>Fund Subtotal:</b>		<b>\$50,000.00</b>

<b>Acct. No.</b>	<b>Library Fund</b>	<b>FY 2022 Budget</b>
6015.010	Consultant/Professional Fees	\$3,000.00
6031.010	Marketing	\$14,235.00
6080.010	Training/Staff Development	\$2,000.00
6075.010	Dues	\$2,000.00
6070.010	Travel Expenses	\$1,700.00
<b>Professional Fees</b>		<b>\$22,935.00</b>
6040.010	Mainte/Office and Other Eq.	\$5,000.00
6150.010	Furniture and Equipment	\$5,000.00
<b>Equipment</b>		<b>\$10,000.00</b>
	<b>Transfer to Building Fund</b>	<b>\$0.00</b>
<b>Lease Total</b>		<b>\$0.00</b>
<b>Fund Subtotal:</b>		<b>\$32,935.00</b>

<b>Acct. No.</b>	<b>Building and Maintenance Fund</b>	<b>FY 2022 Budget</b>
6170.020	Mainte/Grounds (snow/mowing/weeding)	\$1,500.00
6185.020	Janitorial Service	\$19,000.00
6175.020	Mainte/Computers	\$26,000.00
6180.020	Improvements	\$1,000.00
6035.020	Mainte/Building	\$9,000.00
6150.020	Equipment	\$1,000.00
6155.020	Computer Equip.	\$2,000.00
<b>Fund Subtotal:</b>		<b>\$59,500.00</b>

<b>Acct. No.</b>	<b>Audit Fund</b>	<b>FY 2022 Budget</b>
6195.030	Annual Audit	\$1,000.00

<b>Acct. No.</b>	<b>Liability Insurance Fund</b>	<b>FY 2022 Budget</b>
6200.040	Liability Insurance	\$12,500.00
6053.040	Bonds	
5046.040	Safety Coordinator	\$5,300.00
6205.040	Maintenance/Safety	\$18,200.00
6210.040	Security System	\$1,000.00
6215.040	RFID Security System	\$5,000.00
<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>\$45,000.00</b>

<b>Acct. No.</b>	<b>Workman's Comp Fund</b>	<b>FY 2022 Budget</b>
5065.050	Workman's Comp	\$1,800.00

<b>Acct. No.</b>	<b>Unemployment Fund</b>	<b>FY 2022 Budget</b>
5070.060	Unemployment Ins.	\$8,000.00

<b>Acct. No.</b>	<b>IMRF Fund</b>	<b>FY 2022 Budget</b>
5075.070	IMRF Employer Contributions	\$45,000.00

<b>Acct. No.</b>	<b>Social Security/Medicare Fund</b>	<b>FY 2022 Budget</b>
5080.080	Soc. Sec/Medicare Payments	\$30,000.00

<b>Acct. No.</b>	<b>Building Fund</b>	<b>FY 2022 Budget</b>
6210.098	Building Committee	\$70,000.00
<b>Fund Subtotal:</b>		<b>\$70,000.00</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**

The library and the library board are in compliance with all 23 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 regularly reviews tax revenues and facilities to ensure that they are meeting the needs of the community.

This standard is especially important as we begin the process of expanding our service area. We will need to ensure that whatever service is proposed and presented is in line with the core standards of service.

### **Governance and Administration**

The library meets the minimum standards for governance and administration. For FY22, we will continue to develop opportunities to train and more fully engage board members as well as develop a more formal recruitment process for new board members. One area for improvement is the development of a succession plan for key staff members. The amount of staff turnover during the pandemic has also illuminated this need and executive staff will be working to address this deficiency.

The standard also encourages regular communication with and checking in on the needs of the citizens in the service area. We've begun to conduct more surveys and focus groups in the past year and plan to continue with this opportunity as it is a great way to hear what is on the minds of our stakeholders.

### **Personnel**

The library meets all of the requirements of the Personnel standard, though there are areas for improvement. Specifically, we will continue to monitor our staffing levels as we move through the recovery phase of the pandemic. We lost several staff members due to attrition and we have not filled all of those positions as our usage has not recovered to pre-pandemic levels. However, we continue to set funds aside to be able to quickly

scale up as the need arises. We are also looking at our staffing levels for the library expansion efforts and keeping an eye on those needs. To that end, we have retained the services of a financial consultant to analyze our budget to ensure that we are well-positioned to serve a larger territory. One of the main areas the consultant is looking at is our staffing expenditures. We continue to run well under the up to 70% of expenditures on personnel, so we know that we've got some room with which to grow.

We are also proposing a formal staff retention program with this year's budget to address our high turn-over rate. This program is meant to encourage longevity as well as incentives a more diverse candidate pool.

### **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 to those without our card.

In FY22, we will continue our efforts at expanding our service areas. We will continue working with EveryLibrary, a PAC that assists libraries in a variety of ways, including strategic assistance and training on how to create successful campaigns. We are currently targeting the November 2022 general election to place our question on the ballot.

### **Building Infrastructure and Maintenance**

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.

In FY2020, we were able to replace the roof, which has helped improve our overall efficiency of the building and ensured that our collection and resources are protected. However, as we are past the 5 year mark for the renovated facility, we have other areas of the building that are in need of improvement. In FY2022, we will be replacing a retired boiler as well as assessing our windows to see if they need to be replaced or just resealed.

A regular schedule for routine maintenance (parking lot resurfacing/restripping, generator checks, plumbing assessments, etc.) needs to be established to ensure timely replacement and repair of the various areas of the facility.

Routine deep cleaning also needs to become a priority. Carpet and upholstery cleaning are already on an annual schedule, but other items, such as interior and exterior glass and power washing of the façade are not currently in the rotation. We will begin adding

these items to the budget in FY22 and get them on consistent schedules to ensure the safety and cleanliness of our facility.

### **Safety**

The library meets all standards for safety. During FY22, we will be evaluating and updating all of our safety procedures and ensuring consistent execution and training. We will also develop a formal safety checklist system to review our building.

### **Collection Management**

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. We will continue in FY22 to utilize solid purchasing techniques that place a strong emphasis on purchasing multiple copies as well as continuously monitoring the tastes and needs of our patrons. In addition, we will begin saving money for the purchase of a materials handler, which will make our circulation operation much more efficient.

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

The library meets all standards with regards to System and ILLINET membership. We participate in many trainings and other committee opportunities as applicable. Additionally, we continue to be a net lender, which helps to strengthen our consortium as well as our patrons' access to a diverse collection of materials.

### **Reference Service**

Our ability to provide reference services has greatly improved over the past 12 months. Being a medium sized library, we are large enough to have a separate service point that is referred to as Reference, but in reality, our patrons do not see a distinction between service points. We have spent a significant amount of time training all staff in the functions of the reference desk so that we can more effectively meet the needs of our patrons.

### **Reader's Advisory Service**

While we do not have a specific reader's advisory department or even a single staff member tasked with this service, it is something that all staff are trained to provide. We dedicate at least one training annually to reader's advisory as well as an in-depth tour of our collection and the various stickers we use to guide patrons to materials at different interest and reading levels. We will work in FY22 on encouraging more staff members beyond executive management to be involved in community organizations and clubs.

### **Programming**

Programming has long been a strong point for our library. However, due to the pandemic, we will be in a rebuilding phase for some time to regain the ground we had prior to March 2019. We have learned a lot about what programs are effective online and we have tried to be smart about how much we do with that avenue. We are looking forward to returning to in-person programs, however.

## **Youth/Young Adult Services**

Again, this is an area that we feel we excel in and are eager to return to our high standards of interaction once it is deemed safe to meet in person again. Plans are underway for a strong Summer Read Program to re-engage our patrons with the library and our programs. We want to make sure that we are top of mind as people are able to return to in-person activities and we know that this summer is an incredibly important one.

## **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.

We continue to participate in the eRate program. Jill Dare is our consultant and she has been very easy to work with and makes the process very simple for us.

In FY22, the library will need to create a comprehensive technology plan. Lazerware is assisting with this. We received several donations in FY21 to enhance our technology, including focusing our annual campaign around this goal, so we are in a strong position to make the required purchases.

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

We made significant changes to the way that we market our library services, largely as a result of the pandemic. Our key staff member, the Programming Outreach Manager, left the library to pursue another career; she was the primary person responsible for our marketing efforts. With that hole in the team, we decided to retain the services of an outside marketing firm to ensure we were using our dollars effectively. We have refocused our marketing efforts around online sources and have largely moved away from print and radio. We are already seeing a return on that investment with the growth of our annual campaign.

Areas for continued improvement include developing stronger relationships with local, regional, and state elected officials, as well as touring other libraries with board and staff to gather new ideas. We also want to spend a little bit more time connecting with our patrons via surveys and other tools for gathering feedback and to generate new ideas to connect with new patrons.

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