

## Purpose

*It is the mission of the O'Fallon Public Library to facilitate and promote lifelong learning, to emphasize and encourage reading, to provide resources, services, and programs meeting the needs of our diverse community.*

## Accomplishments

- ❖ Over 6,000 parents and children and 800 adults and teens have already attended a library program this year, an increase over last year. The Library continues to increase programming efforts.
- ❖ Began a popular off site book club for adults. The Library now offers four different book clubs for all different ages.
- ❖ Began offering Nooks for checkout with preloaded books.
- ❖ Began offering more technology help including one on one help for patrons with electronic gadgets.
- ❖ Helped over 200 patrons each month with computer and technology questions.
- ❖ Total number of physical checkouts of library materials remains high at 350,000 a year.
- ❖ Checkout of eBooks from our website has reached over 1,000 per month and is still growing – joined a second eBook consortium.
- ❖ Began circulating magazines electronically from our website using Zinio.
- ❖ Began using a new circulation and cataloging system: SHARE.
- ❖ Began electronic ordering of adult materials so they will be seen in the catalog as soon as they are ordered.
- ❖ Automated all calls, emails or texts concerning overdue materials or materials ready for pick up.
- ❖ Reduced number of part-time hours worked and reworked schedule for Pages to do some task work that more expensive Library Assistants were doing.
- ❖ Replaced the skylights with a metal roof on the outside and ceiling tiles in the interior of the building.
- ❖ Installed a camera system within the library. Now, we have four outside and seven inside the building.
- ❖ New chairs and a couch were purchased to replace previous outdated and worn furniture.
- ❖ Eighteen new patron computers were installed.

## Goals and Objectives

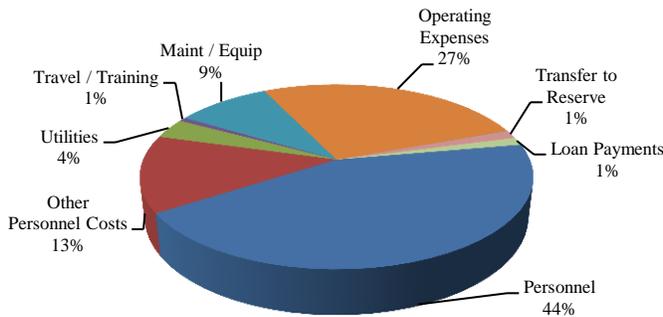
- ❖ Provide quality library service
  - Provide and maintain a relevant high quality collection of materials
  - Follow technology plan to update equipment and access to technology
  - Expand web presence to utilize innovative technologies and web based resources such as a discovery platform so resources are more easily assessable
  - Enable printing from all devices now being used in the library including wireless laptops and other wireless devices
  - Provide a user-friendly welcoming environment
  - Respond to growth and changing demographics of community
  - Offer programming for all age groups
- ❖ Provide a quality facility
  - Maintain building to provide a safe, clean, and relevant environment to meet the needs of the community
  - Honor the legacy of Vernon Ohlendorf by using bequest to build a new facility that will meet the needs of future generations
  - Reconfigure library to make best use of current space, provide a larger area for young adult materials and Friends of the Library sale books
  - Display all library PR materials on slat boards in a central area
- ❖ Maintain fiscal responsibility
  - Reconfigure staff duties to maximize efficiencies with all pay grades
  - Provide two self-service print stations to cut down on employee time spent on this task and requiring patrons to pay before printing
  - Initiate automated notifications for materials ready for pickup or overdue fines
  - Charge a fee for non-residents to use computers for longer than 20 minutes and attending summer reading programs
  - Charge for extra services such as proctoring tests
  - Continue to track the prime usage time of the Library to provide adequate staffing

# Library Fund 04

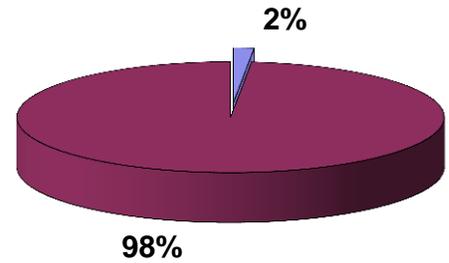
Category	FY15 Budget	FY14 Budget	% Change
Personnel Costs	\$507	\$526	(4)%
Other Personnel Costs	\$156	\$155	1%
Utilities	\$41	\$41	0%
Travel/Training	\$8	\$8	0%
Maintenance/Equip	\$107	\$95	13%
Operating Expenses	\$310	\$311	(1)%
Miscellaneous	\$1	\$1	0%
Transfer to Reserve	\$15	\$0	100%
Loan Payments	\$16	\$12	33%
<b>TOTAL</b>	<b>\$1,161</b>	<b>\$1,149</b>	<b>1%</b>

- Realigned the staff scheduled to reduce personnel costs
- Maintenance includes funds to rearrange the library

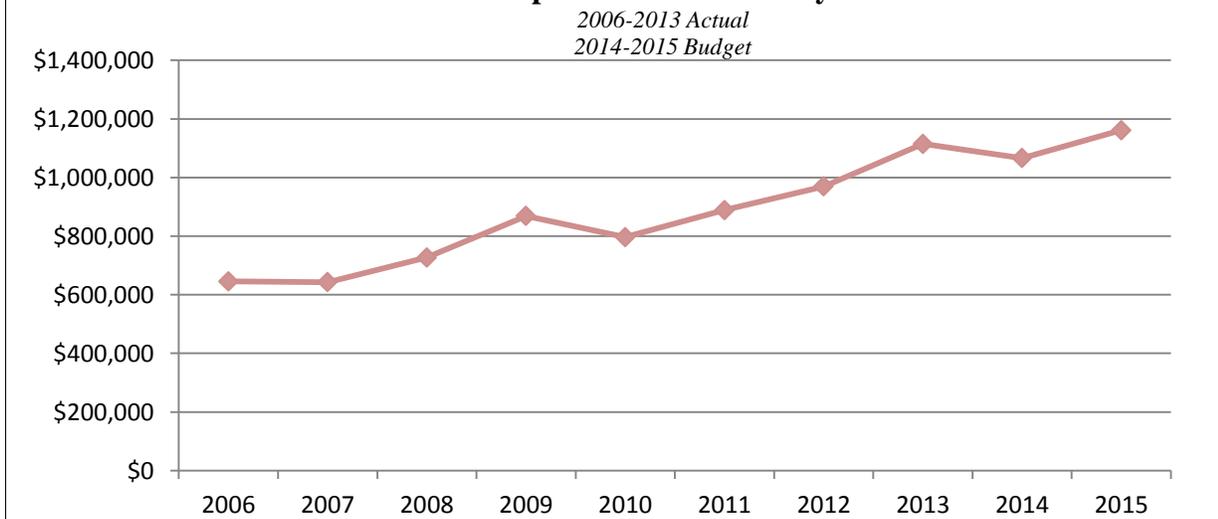
### FY15 Budget by Category



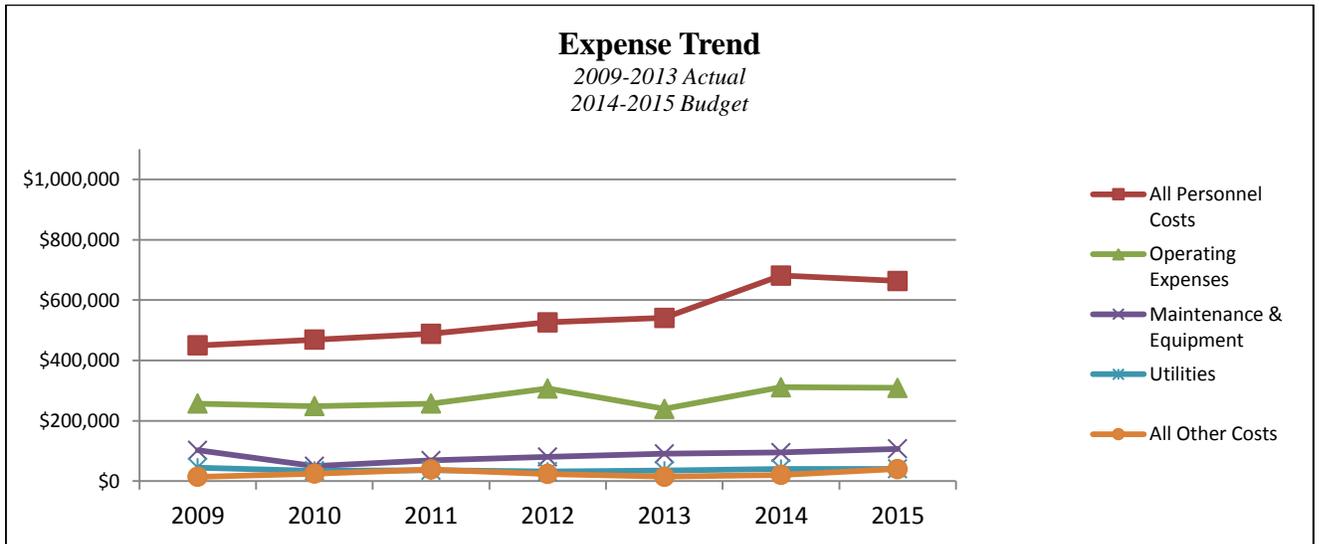
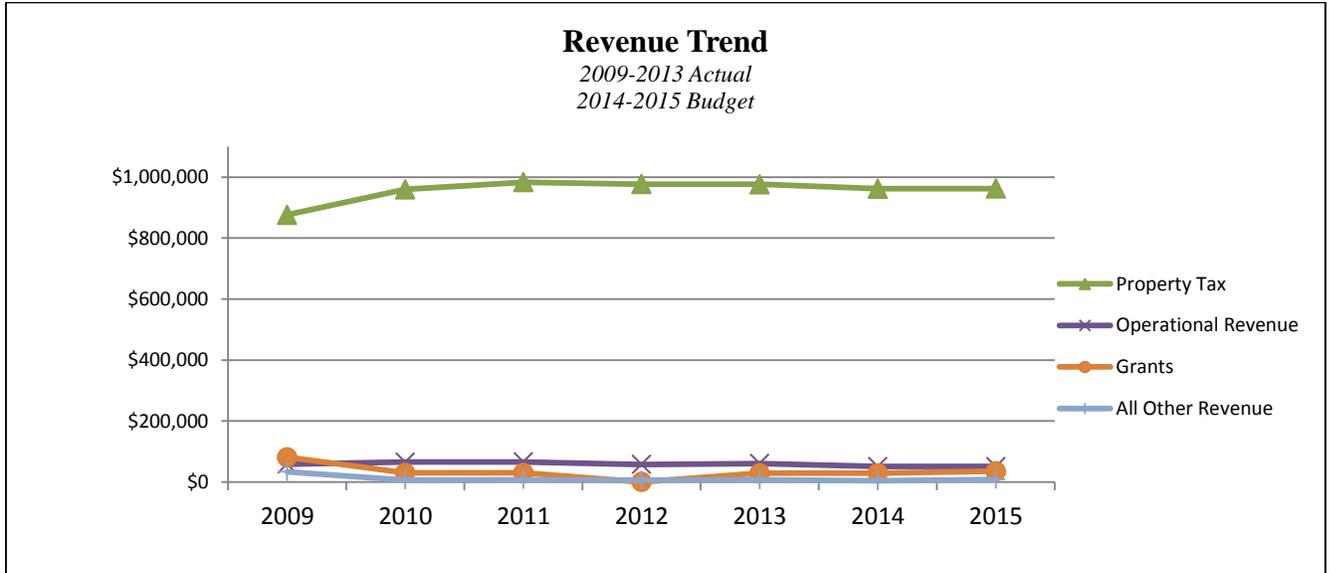
### Library as a Percentage of the Total Budget



### Expense Trend - Library



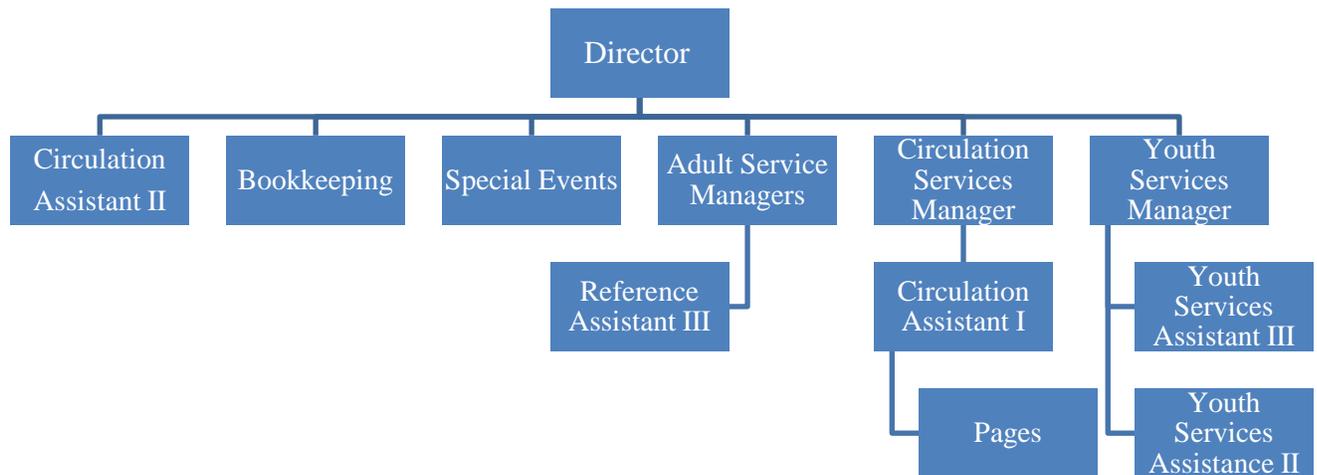
Dashboard Metrics – Trend by Classification



**Personnel**

Position	FY09	FY10	FY11	FY12	FY13	FY14	FY15
Director	1	1	1	1	1	1	1
Circulation Assistant II	1 PT						
Bookkeeping	1 PT						
Special Events	2 PT	1 PT					
Adult Svc Mgr	1	1	1	1	1	1	1
Circulation Svc Mgr	1	1	1	1	1	1	1
Youth Svc Mgr	1	1	1	1	1	1	1
Reference Assistant III	3 PT						
Circulation Assistant I	9 PT						
Youth Svc Assistant II	2 PT						
Youth Svc Assistant III	1 PT						
Pages	2 PT	3 PT					
<b>TOTAL</b>	<b>4</b> <b>21 PT</b>						

**Organizational Chart**



City of O Fallon  
Budget Worksheet Report

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Adopted Budget	% Change FY15B vs FY14B
<b>Fund: 04 - Library Fund</b>							
<u>Revenues</u>							
<b>Department: 00 - Revenues</b>							
RE10 - Property Tax							
3010	Property Taxes	983,181.59	977,299.86	976,611.02	962,250.00	962,675.00	0%
<b>Account Classification Total: RE10 - Property Tax</b>		<b>\$983,181.59</b>	<b>\$977,299.86</b>	<b>\$976,611.02</b>	<b>\$962,250.00</b>	<b>\$962,675.00</b>	0%
RE30 - Other Tax							
3100	Pers Prop Replace Tax	6,602.48	5,823.19	6,163.22	3,475.00	5,000.00	44%
<b>Account Classification Total: RE30 - Other Tax</b>		<b>\$6,602.48</b>	<b>\$5,823.19</b>	<b>\$6,163.22</b>	<b>\$3,475.00</b>	<b>\$5,000.00</b>	44%
RE50 - Fines/Fees							
3873	Fees	0.00	0.00	0.00	0.00	3,500.00	100%
<b>Account Classification Total: RE50 - Fines/Fees</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,500.00</b>	100%
RE60 - Grants							
3841	Per Capita Grant	30,107.39	0.00	29,002.17	29,000.00	35,000.00	21%
<b>Account Classification Total: RE60 - Grants</b>		<b>\$30,107.39</b>	<b>\$0.00</b>	<b>\$29,002.17</b>	<b>\$29,000.00</b>	<b>\$35,000.00</b>	21%
RE66 - INTEREST EARNED-IL FUNDS/INV./CHECKING ACCTS.							
3000	Interest Earned-CD/other	4.48	0.00	0.00	0.00	0.00	0%
3072	Illinois Funds Interest	1,000.09	456.91	742.83	500.00	250.00	-50%
<b>Account Classification Total: RE66 - INTEREST EARNED-IL FUNDS/IN</b>		<b>\$1,004.57</b>	<b>\$456.91</b>	<b>\$742.83</b>	<b>\$500.00</b>	<b>\$250.00</b>	-50%
RE70 - Miscellaneous							
3823	Miscellaneous Income	0.00	389.13	0.00	0.00	0.00	0%
<b>Account Classification Total: RE70 - Miscellaneous</b>		<b>\$0.00</b>	<b>\$389.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	0%
RE80 - Operational Revenue							
3731	Copy Improvement Receipts	0.00	0.00	102.30	0.00	0.00	0%
3821	Special Gifts	21,920.47	15,321.55	15,658.91	12,000.00	12,000.00	0%
3843	Material Receipts	688.74	342.60	395.64	0.00	0.00	0%
3858	Lost Materials	3,222.74	3,008.61	3,616.37	2,500.00	2,500.00	0%
3860	Fax	2,890.25	3,172.47	3,553.68	3,000.00	3,000.00	0%
3871	Fines	19,768.22	16,800.46	16,127.38	16,000.00	16,000.00	0%
3880	Non-Resident Cards	7,439.90	8,758.50	10,241.80	8,000.00	8,000.00	0%
3890	Lost Cards	384.99	491.00	494.00	300.00	300.00	0%
3891	Research Fee	86.25	41.00	43.85	0.00	0.00	0%
3892	Photocopier	9,094.91	9,581.64	10,150.70	9,000.00	9,000.00	0%
3893	Building Fund	364.18	187.97	104.80	0.00	0.00	0%
3897	Electronics Rental	0.00	38.40	37.85	0.00	0.00	0%
<b>Account Classification Total: RE80 - Operational Revenue</b>		<b>\$65,860.65</b>	<b>\$57,744.20</b>	<b>\$60,527.28</b>	<b>\$50,800.00</b>	<b>\$50,800.00</b>	0%
RE81 - Transfer from Reserves							
3921	Transfer from Other Funds	0.00	0.00	0.00	0.00	83,932.00	100%
3948	Transfer from Reserves	0.00	0.00	0.00	103,425.00	20,000.00	-81%
<b>Account Classification Total: RE81 - Transfer from Reserves</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$103,425.00</b>	<b>\$103,932.00</b>	0%
<b>Department Total: 00 - Revenues</b>		<b>\$1,086,756.68</b>	<b>\$1,041,713.29</b>	<b>\$1,073,046.52</b>	<b>\$1,149,450.00</b>	<b>\$1,161,157.00</b>	1%

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Budget Worksheet Report

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Adopted Budget	% Change FY15B vs FY14B
<b>Revenues Total</b>		<b>\$1,086,756.68</b>	<b>\$1,041,713.29</b>	<b>\$1,073,046.52</b>	<b>\$1,149,450.00</b>	<b>\$1,161,157.00</b>	1%
<u>Expenditures</u>							
<b>Department: 01 - Expenses</b>							
EX10 - Personnel							
4000	Salaries	434,258.19	464,509.24	479,140.38	526,000.00	220,030.00	-58%
4001	Part Time Salaries	672.57	0.00	0.00	0.00	287,000.00	100%
<b>Account Classification Total: EX10 - Personnel</b>		<b>\$434,930.76</b>	<b>\$464,509.24</b>	<b>\$479,140.38</b>	<b>\$526,000.00</b>	<b>\$507,030.00</b>	-4%
EX15 - Other Personnel							
4012	Social Security	0.00	0.00	0.00	39,650.00	38,932.00	-2%
4030	Hospitalization Insurance	44,619.43	49,486.46	52,750.08	60,000.00	62,000.00	3%
4031	Dental Insurance	3,068.29	2,922.86	2,841.97	3,340.00	3,340.00	0%
4032	Life Insurance	228.39	249.96	229.13	500.00	500.00	0%
4060	Unemployment Compensation	1,383.13	1,801.74	1,932.32	1,500.00	1,500.00	0%
4210	Workmens Comp Insurance	4,124.93	7,457.24	4,023.85	6,685.00	5,000.00	-25%
4020	Pension	0.00	0.00	0.00	43,775.00	45,000.00	3%
<b>Account Classification Total: EX15 - Other Personnel</b>		<b>\$53,424.17</b>	<b>\$61,918.26</b>	<b>\$61,777.35</b>	<b>\$155,450.00</b>	<b>\$156,272.00</b>	1%
EX30 - Utilities							
4230	Telephone	5,541.10	4,450.29	5,982.17	6,000.00	6,000.00	0%
4260	Utilities	30,664.95	27,549.55	28,936.42	35,000.00	35,000.00	0%
<b>Account Classification Total: EX30 - Utilities</b>		<b>\$36,206.05</b>	<b>\$31,999.84</b>	<b>\$34,918.59</b>	<b>\$41,000.00</b>	<b>\$41,000.00</b>	0%
EX40 - Travel/Training							
4290	Travel Expense	(721.33)	2,676.03	2,488.39	4,000.00	4,000.00	0%
4320	Training	1,519.00	1,111.05	1,301.69	3,000.00	3,000.00	0%
4416	Dues	755.00	685.00	999.00	1,000.00	1,000.00	0%
<b>Account Classification Total: EX40 - Travel/Training</b>		<b>\$1,552.67</b>	<b>\$4,472.08</b>	<b>\$4,789.08</b>	<b>\$8,000.00</b>	<b>\$8,000.00</b>	0%
EX50 - Maintenance & Equipment							
4100	Maintenance Bldgs	53,260.09	63,331.82	71,452.70	70,000.00	82,316.00	18%
4120	Maintenance Equipment	7,077.79	9,243.16	9,693.45	12,000.00	12,000.00	0%
4150	Maintenance Grounds	4,080.45	3,135.00	5,026.25	7,000.00	7,000.00	0%
4655	Equipment- Non-capital	1,052.11	1,654.87	1,918.62	2,000.00	2,000.00	0%
4670	Maintenance Supplies	3,110.59	3,201.52	2,644.03	4,000.00	4,000.00	0%
<b>Account Classification Total: EX50 - Maintenance &amp; Equipment</b>		<b>\$68,581.03</b>	<b>\$80,566.37</b>	<b>\$90,735.05</b>	<b>\$95,000.00</b>	<b>\$107,316.00</b>	13%
EX60 - Operating Expenses							
4220	General Insurance	15,650.79	15,728.74	17,777.32	20,000.00	22,250.00	11%
4330	Postage	3,642.64	3,387.91	3,843.15	4,000.00	4,000.00	0%
4340	Computer Services	33,800.99	26,665.74	10,735.90	36,500.00	29,859.00	-18%
4345	IT Support/Services	15,000.97	38,274.40	14,042.81	29,500.00	6,220.00	-79%
4350	Printing & Publishing	1,059.73	3,427.99	820.84	3,000.00	3,000.00	0%
4360	Accounting Services	4,240.69	4,384.50	4,384.50	5,000.00	5,000.00	0%
4380	Legal Services	0.00	26.00	0.00	2,000.00	1,000.00	-50%
4390	Professional Service	32,767.41	5,615.00	4,615.83	6,000.00	8,000.00	33%
4412	Furnishings	1,678.79	21,909.62	21,513.62	4,000.00	20,000.00	400%
4460	Special Event Program/sup	9,235.24	14,831.44	17,672.44	20,000.00	20,000.00	0%
4640	Computer Supplies	2,421.61	1,644.32	974.19	2,000.00	2,000.00	0%

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Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Adopted Budget	% Change FY15B vs FY14B
4650	Office Supplies	12,961.73	16,715.53	19,038.12	15,000.00	15,000.00	0%
4680	Operating Supplies	6,760.07	3,705.19	1,716.24	4,000.00	3,000.00	-25%
4710	Publications	117,450.76	150,461.78	122,299.53	160,000.00	170,000.00	6%
4881	Special Programs	53.54	0.00	0.00	0.00	0.00	0%
<b>Account Classification Total: EX60 - Operating Expenses</b>		<b>\$256,724.96</b>	<b>\$306,778.16</b>	<b>\$239,434.49</b>	<b>\$311,000.00</b>	<b>\$309,329.00</b>	<b>-1%</b>
EX70 - Miscellaneous							
4421	Returned Checks	18.20	0.00	0.00	0.00	0.00	0%
4580	Contingencies	0.00	0.00	0.00	1,000.00	1,000.00	0%
4809	Miscellaneous Expense	6,072.02	0.00	0.00	0.00	0.00	0%
<b>Account Classification Total: EX70 - Miscellaneous</b>		<b>\$6,090.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>0%</b>
EX71 - Capital Expenditures							
4840	Equipment	31,250.00	19,489.95	10,405.00	0.00	0.00	0%
<b>Account Classification Total: EX71 - Capital Expenditures</b>		<b>\$31,250.00</b>	<b>\$19,489.95</b>	<b>\$10,405.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
EX73 - Transfer to Reserves							
4821	Reserve	0.00	0.00	0.00	0.00	15,210.00	100%
<b>Account Classification Total: EX71 - Capital Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,210.00</b>	<b>100%</b>
EX83 - Loan Payable - principal							
4955	Loan payment-principal	0.00	0.00	0.00	12,000.00	16,000.00	33%
<b>Account Classification Total: EX83 - Loan Payable - principal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>\$16,000.00</b>	<b>33%</b>
<b>Department Total: 01 - Expenses</b>		<b>\$888,759.86</b>	<b>\$969,733.90</b>	<b>\$921,199.94</b>	<b>\$1,149,450.00</b>	<b>\$1,161,157.00</b>	<b>1%</b>
<b>Expenditures Total</b>		<b>\$888,759.86</b>	<b>\$969,733.90</b>	<b>\$921,199.94</b>	<b>\$1,149,450.00</b>	<b>\$1,161,157.00</b>	<b>1%</b>
<b>Fund Revenue Total: 04 - Library Fund</b>		<b>\$1,086,756.68</b>	<b>\$1,041,713.29</b>	<b>\$1,073,046.52</b>	<b>\$1,149,450.00</b>	<b>\$1,161,157.00</b>	<b>1%</b>
<b>Fund Expenditure Total: 04 - Library Fund</b>		<b>\$888,759.86</b>	<b>\$969,733.90</b>	<b>\$921,199.94</b>	<b>\$1,149,450.00</b>	<b>\$1,161,157.00</b>	<b>1%</b>
<b>Fund Net Total: 04 - Library Fund</b>		<b>\$197,996.82</b>	<b>\$71,979.39</b>	<b>\$151,846.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>