

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 5,000 parents and children and 700 adults and teens have already attended a library program this year.
- ❖ Total number of library visits has reached over 150,000 people a year. This is a 5% increase over last year and a 33% over the last five years.
- ❖ Total number of checkouts for library materials has reached over 350,000 items per year. This is a 3.5% increase over last year and a 42% increase over the last five years.
- ❖ Staff trained and prepared for transition to a circulation system and online catalog as part of Illinois Heartland Library System's "SHARE" consolidation of automation systems. Use of new system will begin on April 1, 2013. Four separate consortiums representing 427 libraries and encompassing the southern half of Illinois have merged to form the largest automation system in the country. This will provide significant long term cost savings while also providing patrons with access to more materials and an updated platform for checking out and searching for materials.
- ❖ Library Board attended a strategic planning session. Mayor Graham and Walter Denton attended morning session and provided input. List of priorities gained from session are in the process of being made into a formal document.
- ❖ Painted the Library interior.
- ❖ Scheduled the maintenance of broken and leaking skylights.
- ❖ Joint project with OTHS 9th grade art classes, geometry classes and Bond Wolf Architects: OTHS 2012 Vision Project. Students created models of their library vision, designed and painted a mural and other signs for library. An open house was held at the library to showcase their designs.
- ❖ Renamed the Reference / Technology Manager position to Adult Services Manager. This change will provide a better distribution of manager workload and provide the patrons with more access to classes and assistance with technology.

Goals and Objectives

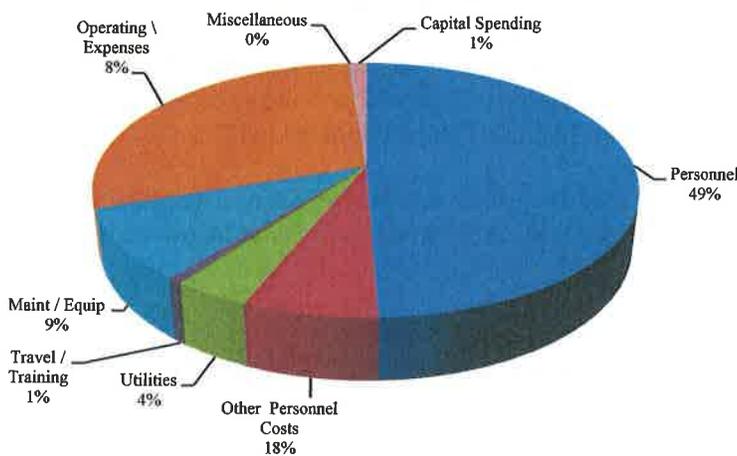
- ❖ Provide quality library service
 - Provide and maintain a relevant high quality collection of materials
 - Follow technology plan to update equipment and access to technology
 - Expand web presence to utilize innovative technologies and web accessible resources
 - Provide a user-friendly welcoming environment
 - Respond to growth and changing demographics of community
 - Provide 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
 - Continue to provide public meeting rooms.

Library
Fund 04

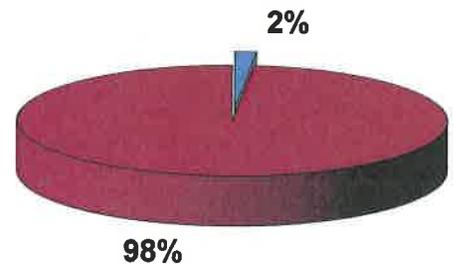
Category	FY14 Budget	FY13 Budget	% Change
Personnel Costs	\$526	\$494	7%
Other Personnel Costs	\$72	\$71	1%
Utilities	\$41	\$46	(11)%
Travel/Training	\$8	\$7	7%
Maintenance/Equip	\$95	\$161	(41)%
Operating Expenses	\$311	\$323	(4)%
Miscellaneous	\$1	\$7	(85)%
Loan Payments	\$12	\$6	100%
TOTAL	\$1,066	\$1,115	(4)%

- Staff Personnel hours are increasing from 35 to 40 hours per week in FY14
- FY13 Maintenance/Equipment included painting & repairs to sky lights
- New laptops are included in FY14 Loan Payments

FY14 Budget by Category

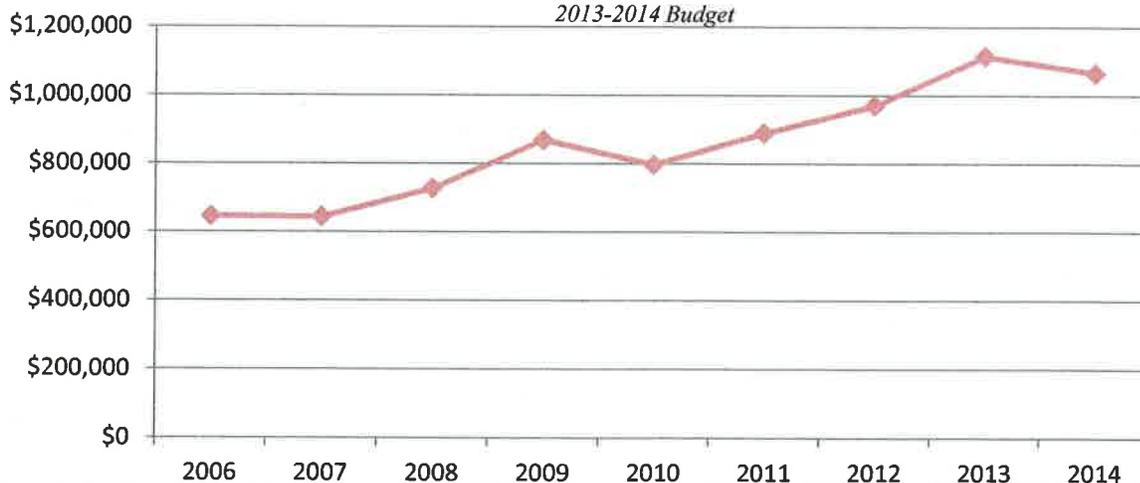


Library as a Percentage of the Total Budget

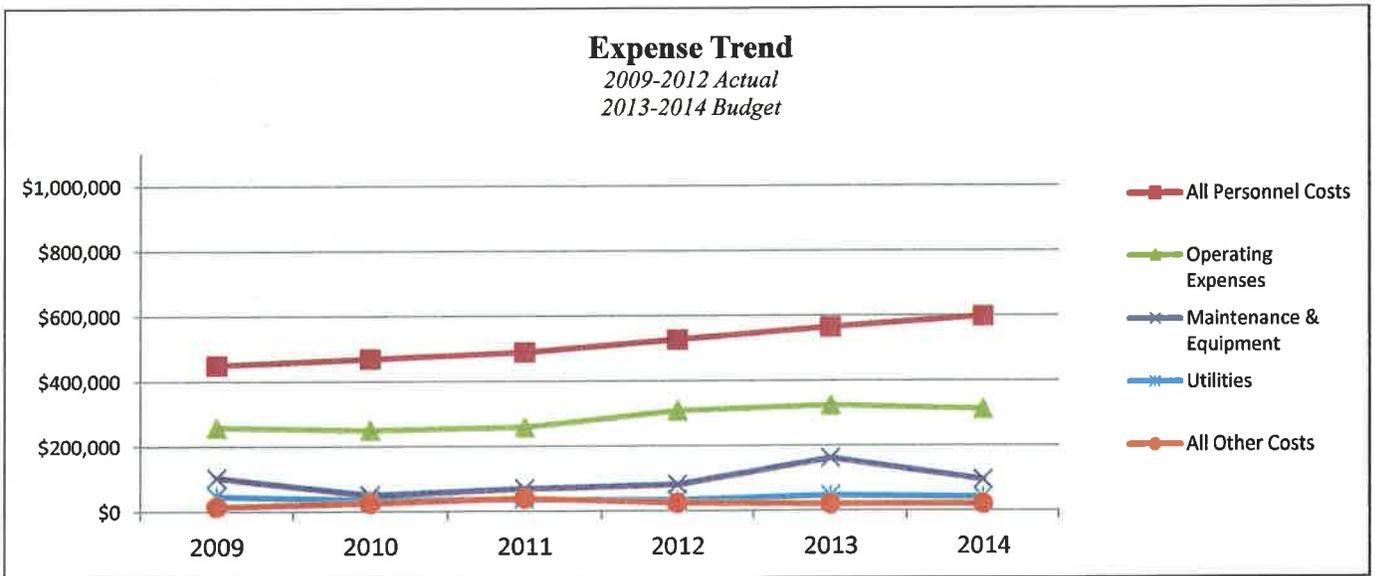
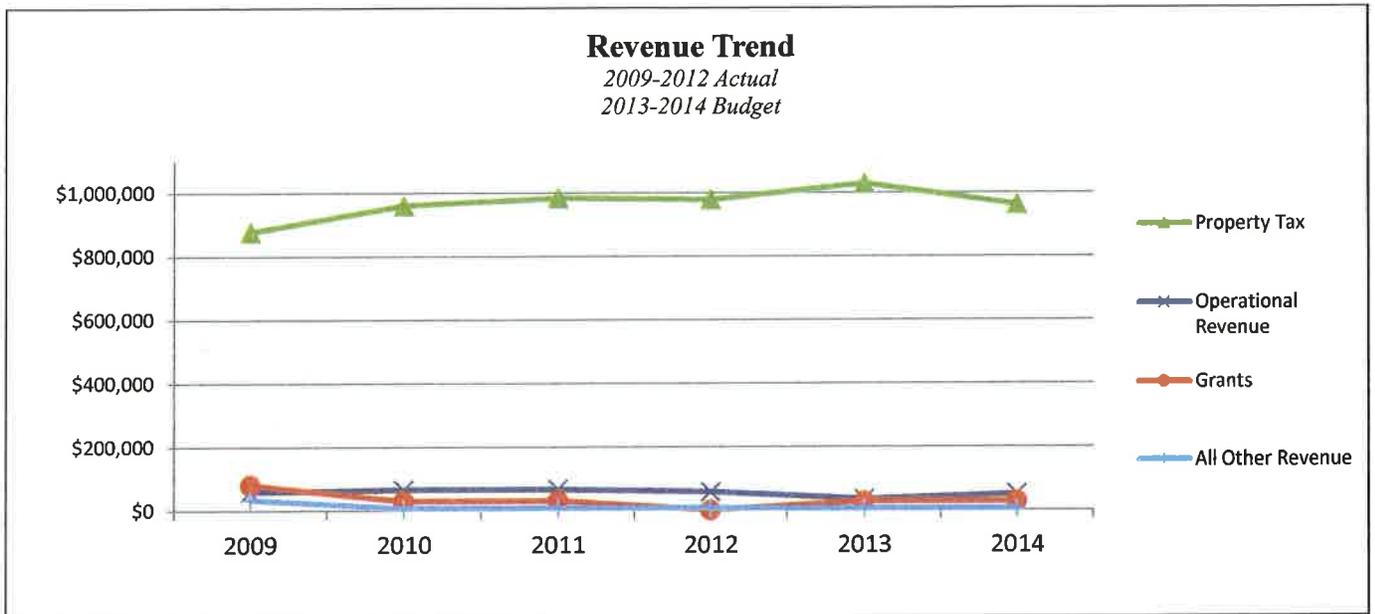


Expense Trend - Library

2006-2012 Actual
2013-2014 Budget



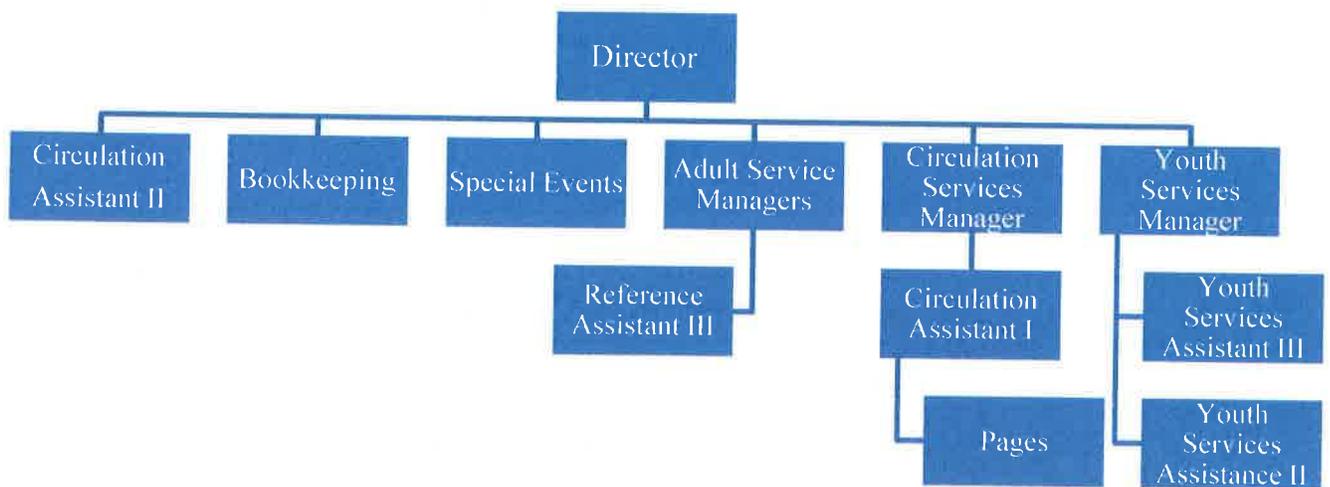
Dashboard Metrics – Trend by Classification



Personnel

Position	FY08	FY09	FY10	FY11	FY12	FY13	FY14
Director	1	1	1	1	1	1	1
Circulation Assistant II	1 PT						
Bookkeeping	1 PT						
Special Events	2 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						
TOTAL	4 21 PT						

Organizational Chart



Annual Budget by Classification - Library Revenue

	Detail						
	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Council - Level 3	% Change
Fund: 04 Library Fund							
Revenue							
RE10 - Property Tax							
3010 - Property Taxes	\$876,457.87	\$959,911.06	\$983,181.59	\$977,299.86	\$1,027,992.00	\$962,250.00	94%
RE10 - Property Tax Totals	\$876,457.87	\$959,911.06	\$983,181.59	\$977,299.86	\$1,027,992.00	\$962,250.00	94%
RE30 - Other Tax							
3100 - Pers Prop Replace Tax	\$6,445.96	\$5,352.19	\$6,602.48	\$5,823.19	\$3,475.00	\$3,475.00	100%
RE30 - Other Tax Totals	\$6,445.96	\$5,352.19	\$6,602.48	\$5,823.19	\$3,475.00	\$3,475.00	100%
RE60 - Grants							
3830 - Federal Grants	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3841 - Per Capita Grant	\$31,201.95	\$30,091.78	\$30,107.39	\$0.00	\$28,000.00	\$29,000.00	104%
RE60 - Grants Totals	\$81,201.95	\$30,091.78	\$30,107.39	\$0.00	\$28,000.00	\$29,000.00	104%
RE66 - INTEREST EARNED-IL FUNDS/INV./CHECKING ACCTS.							
3000 - Interest Earned-CD/other	\$0.00	\$1.55	\$4.48	\$0.00	\$0.00	\$0.00	
3072 - Illinois Funds Interest	\$27,088.15	\$995.37	\$1,000.09	\$456.91	\$1,000.00	\$500.00	50%
RE66 - INTEREST EARNED-IL FUNDS/INV./CHECKING ACCTS. Totals	\$27,088.15	\$996.92	\$1,004.57	\$456.91	\$1,000.00	\$500.00	50%
RE70 - Miscellaneous							
3823 - Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$389.13	\$0.00	\$0.00	
RE70 - Miscellaneous Totals	\$0.00	\$0.00	\$0.00	\$389.13	\$0.00	\$0.00	+++
RE80 - Operational Revenue							
3821 - Special Gifts	\$21,235.56	\$19,643.94	\$21,920.47	\$15,321.55	\$7,000.00	\$12,000.00	171%
3843 - Material Receipts	\$260.29	\$1,030.45	\$688.74	\$342.60	\$0.00	\$0.00	
3858 - Lost Materials	\$2,985.51	\$3,376.29	\$3,222.74	\$3,008.61	\$1,500.00	\$2,500.00	167%
3860 - Fax	\$2,086.85	\$2,473.76	\$2,890.25	\$3,172.47	\$1,000.00	\$3,000.00	300%
3871 - Fines	\$17,643.96	\$24,207.31	\$19,768.22	\$16,800.46	\$12,000.00	\$16,000.00	133%
3880 - Non-Resident Cards	\$6,226.00	\$6,308.00	\$7,439.90	\$8,758.50	\$6,500.00	\$8,000.00	123%
3890 - Lost Cards	\$363.00	\$295.00	\$384.99	\$491.00	\$300.00	\$300.00	100%
3891 - Research Fee	\$31.25	\$41.25	\$86.25	\$41.00	\$0.00	\$0.00	
3892 - Photocopier	\$7,422.59	\$7,969.43	\$9,094.91	\$9,581.64	\$6,000.00	\$9,000.00	150%
3893 - Building Fund	\$109.80	\$178.99	\$364.18	\$187.97	\$0.00	\$0.00	
3897 - Electronics Rental	\$0.00	\$0.00	\$0.00	\$38.40	\$0.00	\$0.00	
RE80 - Operational Revenue Totals	\$58,364.81	\$65,524.42	\$65,860.65	\$57,744.20	\$34,300.00	\$50,800.00	148%
RE81 - Transfer from Reserves							
3948 - Transfer from Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	100%
RE81 - Transfer from Reserves Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	100%
Revenue Totals	\$1,049,558.74	\$1,061,876.37	\$1,086,756.68	\$1,041,713.29	\$1,114,767.00	\$1,066,025.00	96%
Revenue Totals:	\$1,049,558.74	\$1,061,876.37	\$1,086,756.68	\$1,041,713.29	\$1,114,767.00	\$1,066,025.00	96%
Fund Total: Library Fund	\$1,049,558.74	\$1,061,876.37	\$1,086,756.68	\$1,041,713.29	\$1,114,767.00	\$1,066,025.00	96%
Revenue Grand Totals:	\$1,049,558.74	\$1,061,876.37	\$1,086,756.68	\$1,041,713.29	\$1,114,767.00	\$1,066,025.00	96%
Expenditure Grand Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Net Grand Totals:	\$1,049,558.74	\$1,061,876.37	\$1,086,756.68	\$1,041,713.29	\$1,114,767.00	\$1,066,025.00	96%

Annual Budget by Classification - Library Expense

Detail

	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Council - Level 3	% Change
Fund: 04 Library Fund							
Expenditures							
<u>EX10 - Personnel</u>							
4000 - Salaries	\$398,826.06	\$418,346.09	\$434,258.19	\$464,509.24	\$493,643.00	\$526,000.00	107%
4001 - Part Time Salaries	\$0.00	\$127.49	\$672.57	\$0.00	\$0.00	\$0.00	
EX10 - Personnel Totals	\$398,826.06	\$418,473.58	\$434,930.76	\$464,509.24	\$493,643.00	\$526,000.00	107%
<u>EX15 - Other Personnel</u>							
4030 - Hospitalization Insurance	\$42,685.32	\$42,655.44	\$44,619.43	\$49,486.46	\$59,000.00	\$60,000.00	102%
4031 - Dental Insurance	\$2,664.54	\$2,757.66	\$3,068.29	\$2,922.86	\$3,000.00	\$3,340.00	111%
4032 - Life Insurance	\$242.28	\$245.52	\$228.39	\$249.96	\$500.00	\$500.00	100%
4060 - Unemployment Compensation	\$950.34	\$1,017.12	\$1,383.13	\$1,801.74	\$1,500.00	\$1,500.00	100%
4210 - Workmens Comp Insurance	\$4,485.40	\$3,571.61	\$4,124.93	\$7,457.24	\$7,000.00	\$6,685.00	96%
EX15 - Other Personnel Totals	\$51,027.88	\$50,247.35	\$53,424.17	\$61,918.26	\$71,000.00	\$72,025.00	101%
<u>EX30 - Utilities</u>							
4230 - Telephone	\$4,394.34	\$6,887.84	\$5,541.10	\$4,450.29	\$6,000.00	\$6,000.00	100%
4260 - Utilities	\$40,719.88	\$27,489.42	\$30,664.95	\$27,549.55	\$40,000.00	\$35,000.00	88%
EX30 - Utilities Totals	\$45,114.22	\$34,377.26	\$36,206.05	\$31,999.84	\$46,000.00	\$41,000.00	89%
<u>EX40 - Travel/Training</u>							
4290 - Travel Expense	\$1,435.32	\$1,776.25	(\$721.33)	\$2,676.03	\$3,500.00	\$4,000.00	114%
4320 - Training	\$1,695.00	\$1,167.14	\$1,519.00	\$1,111.05	\$3,000.00	\$3,000.00	100%
4416 - Dues	\$946.00	\$780.00	\$755.00	\$685.00	\$1,000.00	\$1,000.00	100%
EX40 - Travel/Training Totals	\$4,076.32	\$3,723.39	\$1,552.67	\$4,472.08	\$7,500.00	\$8,000.00	107%
<u>EX50 - Maintenance & Equipment</u>							
4100 - Maintenance Bldgs	\$59,892.16	\$37,967.04	\$53,260.09	\$63,331.82	\$130,000.00	\$70,000.00	54%
4120 - Maintenance Equipment	\$37,907.65	\$3,716.40	\$7,077.79	\$9,243.16	\$15,000.00	\$12,000.00	80%
4150 - Maintenance Grounds	\$3,984.85	\$3,675.00	\$4,080.45	\$3,135.00	\$10,000.00	\$7,000.00	70%
4655 - Equipment- Non-capital	\$0.00	\$1,908.93	\$1,052.11	\$1,654.87	\$2,000.00	\$2,000.00	100%
4670 - Maintenance Supplies	\$626.73	\$2,284.76	\$3,110.59	\$3,201.52	\$4,000.00	\$4,000.00	100%
EX50 - Maintenance & Equipment Totals	\$102,411.39	\$49,552.13	\$68,581.03	\$80,566.37	\$161,000.00	\$95,000.00	59%
<u>EX60 - Operating Expenses</u>							
4220 - General Insurance	\$23,192.91	\$16,011.39	\$15,650.79	\$15,728.74	\$17,000.00	\$20,000.00	118%
4330 - Postage	\$2,950.22	\$2,883.69	\$3,642.64	\$3,387.91	\$5,000.00	\$4,000.00	80%
4340 - Computer Services	\$24,032.94	\$23,787.03	\$33,800.99	\$26,665.74	\$34,000.00	\$36,500.00	107%
4345 - IT Support/Services	\$0.00	\$13,486.49	\$15,000.97	\$38,274.40	\$24,000.00	\$29,500.00	123%
4350 - Printing & Publishing	\$1,312.71	\$887.32	\$1,059.73	\$3,427.99	\$3,000.00	\$3,000.00	100%
4360 - Accounting Services	\$4,176.49	\$4,662.00	\$4,240.69	\$4,384.50	\$5,000.00	\$5,000.00	100%
4380 - Legal Services	\$326.25	\$0.00	\$0.00	\$26.00	\$2,000.00	\$2,000.00	100%
4390 - Professional Service	\$8,776.06	\$23,923.81	\$32,767.41	\$5,615.00	\$7,000.00	\$6,000.00	86%
4412 - Furnishings	\$4,189.78	\$3,985.20	\$1,678.79	\$21,909.62	\$25,000.00	\$4,000.00	16%

Annual Budget by Classification - Library Expense

	Detail						
4460 - Special Event Program/sup	\$0.00	\$9,250.92	\$9,235.24	\$14,831.44	\$20,000.00	\$20,000.00	100%
4640 - Computer Supplies	\$2,643.93	\$3,241.53	\$2,421.61	\$1,644.32	\$2,000.00	\$2,000.00	100%
4650 - Office Supplies	\$7,796.72	\$9,414.14	\$12,961.73	\$16,715.53	\$15,000.00	\$15,000.00	100%
4680 - Operating Supplies	\$3,273.45	\$2,066.03	\$6,760.07	\$3,705.19	\$4,000.00	\$4,000.00	100%
4710 - Publications	\$115,915.65	\$133,434.72	\$117,450.76	\$150,461.78	\$160,000.00	\$160,000.00	100%
4881 - Special Programs	\$58,171.42	\$1,325.00	\$53.54	\$0.00	\$0.00	\$0.00	
EX60 - Operating Expenses Totals	\$256,758.53	\$248,359.27	\$256,724.96	\$306,778.16	\$323,000.00	\$311,000.00	96%
<u>EX70 - Miscellaneous</u>							
4421 - Returned Checks	\$65.85	\$0.00	\$18.20	\$0.00	\$0.00	\$0.00	
4580 - Contingencies	\$3,663.94	\$8,037.70	\$0.00	\$0.00	\$6,624.00	\$1,000.00	15%
4809 - Miscellaneous Expense	\$523.01	\$482.06	\$6,072.02	\$0.00	\$0.00	\$0.00	
EX70 - Miscellaneous Totals	\$4,252.80	\$8,519.76	\$6,090.22	\$0.00	\$6,624.00	\$1,000.00	15%
<u>EX71 - Capital Expenditures</u>							
4840 - Equipment	\$6,309.50	\$12,581.49	\$31,250.00	\$19,489.95	\$0.00	\$0.00	
EX71 - Capital Expenditures Totals	\$6,309.50	\$12,581.49	\$31,250.00	\$19,489.95	\$0.00	\$0.00	+++
<u>EX83 - Loan Payable - principal</u>							
4955 - Loan payment-principal	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$12,000.00	200%
EX83 - Loan Payable - principal Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$12,000.00	200%
Expenditure Totals	\$868,776.70	\$825,834.23	\$888,759.86	\$969,733.90	\$1,114,767.00	\$1,066,025.00	96%
Fund Total: Library Fund	(\$868,776.70)	(\$825,834.23)	(\$888,759.86)	(\$969,733.90)	(\$1,114,767.00)	(\$1,066,025.00)	96%
Revenue Grand Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Expenditure Grand Totals:	\$868,776.70	\$825,834.23	\$888,759.86	\$969,733.90	\$1,114,767.00	\$1,066,025.00	96%
Net Grand Totals:	(\$868,776.70)	(\$825,834.23)	(\$888,759.86)	(\$969,733.90)	(\$1,114,767.00)	(\$1,066,025.00)	96%