

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

- ❖ The Public Library is the only taxing district in Illinois that is supported solely by property taxes (a \$92 annual average per household) and without other funding sources
- ❖ The Library offers equal access from cradle to grave, regardless of economic status, to educational and recreational materials and programs
- ❖ Continued growth for Library usage (7th year), including patron count, the number of checkouts, and number of programs attended by all ages
- ❖ Physical checkout of library materials is anticipated to reach the 400,000 mark by the end of this fiscal year
- ❖ Joined a 2nd eBook consortium due to the volume of eBook checkouts from our website (over 1,000 per month and still growing)
- ❖ Due to limited sources of other revenue, the insurance benefit policy was changed so that full time employees hired after 2/9/15 will be entitled to health, dental, and vision insurance at no expense; while coverage for additional family members will be incurred at the employee's expense
- ❖ Continued to automate as much as possible so staff is free to assist patrons
- ❖ Installed new computer manager and print manager to allow patrons to pay for print jobs before printing at a kiosk
 - Accepts credit cards or cash to pay for print jobs or overdue fines
 - Login using library card to any available computer
 - Currently installing Wi-Fi network for patrons to utilize wireless laptop printing
- ❖ Completed the planning phase of remodeling the interior of the Library
- ❖ Replaced the skylights with a metal roof on the outside and ceiling tiles in the interior of the building
- ❖ Purchased both print and electronic materials based on patron requests
- ❖ Increased the number of large print materials and audiobooks purchased and decreased the purchase of some print magazines due to patron trends of use
- ❖ Launched new website which adapts to phone or tablet use

Goals and Objectives

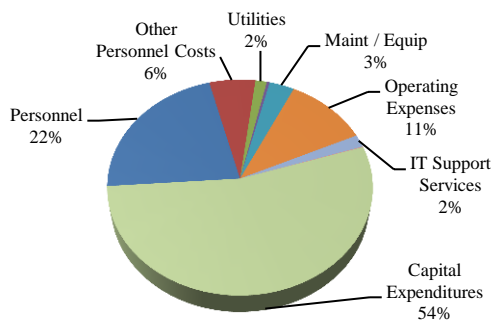
- ❖ Provide quality library service
 - Provide and maintain a relevant high quality collection of materials
 - Follow technology plan to update equipment and access to technology
 - Provide a user-friendly welcoming environment
 - Respond to growth and changing demographics of community
 - Offer programming for all age groups
 - Remodel the interior of the Library to adapt to changing needs
- ❖ Provide a quality facility
 - FY16 includes major renovations and proactive maintenance of the interior Library to make best use of the limited space in order to provide a modern environment that will meet current and future needs of our patrons over the next 5-10 years – to be paid from reserve funds and not the Ohlendorf bequest
- ❖ Maintain fiscal responsibility
 - Invest special reserve funds in interest bearing accounts
 - Second year of decreased staffing during non-peak hours
 - Charge fees to visitors (not O'Fallon taxpayers) for more expensive Library services such as use of computers and program participation that are paid for by City of O'Fallon tax dollars
 - Charge for extra services such as proctoring tests
 - Continue to track the prime usage time of the Library to provide adequate staffing
 - Increase cataloger position to full-time for completing task work in order to make better use of management time

Library Fund 04

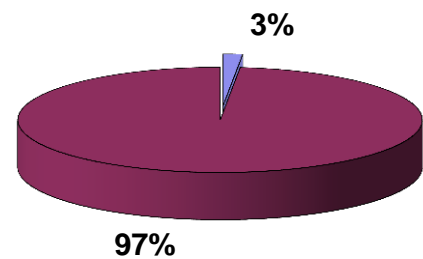
Category	FY16 Budget	FY15 Budget	% Change
Personnel Costs	\$528	\$522	1%
Other Personnel Costs	\$145	\$156	(7)%
Utilities	\$36	\$41	(12)%
Travel/Training	\$9	\$8	13%
Maintenance/Equip	\$79	\$108	(27)%
Operating Expenses	\$263	\$273	(4)%
IT Support Services	\$45	\$36	23%
Miscellaneous	\$2	\$1	117%
Capital Expenditures	\$1,286	\$0	100%
Loan Payments	\$0	\$16	(100)%
TOTAL	\$2,393	\$1,161	106%

➤ FY16 includes costs to remodel the Library

FY16 Budget by Category

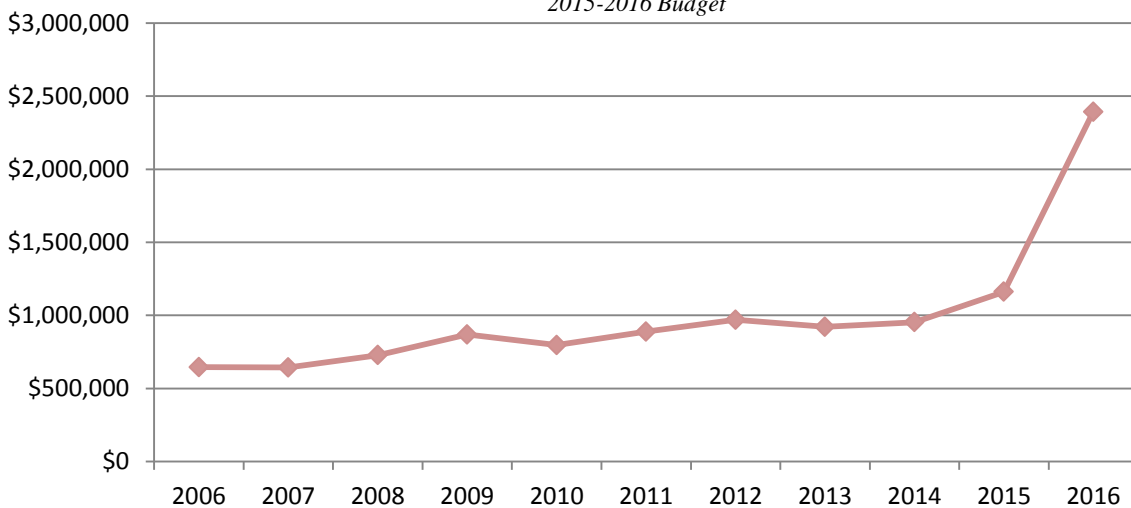


Library as a Percentage of the Total Budget

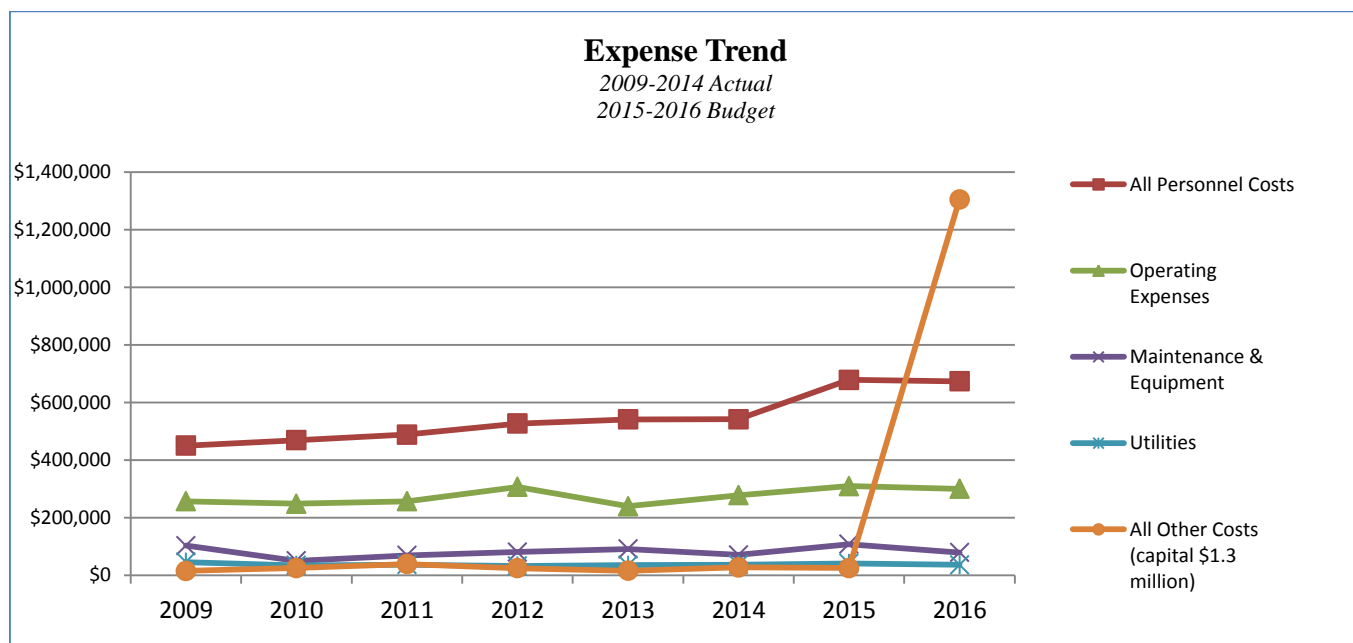
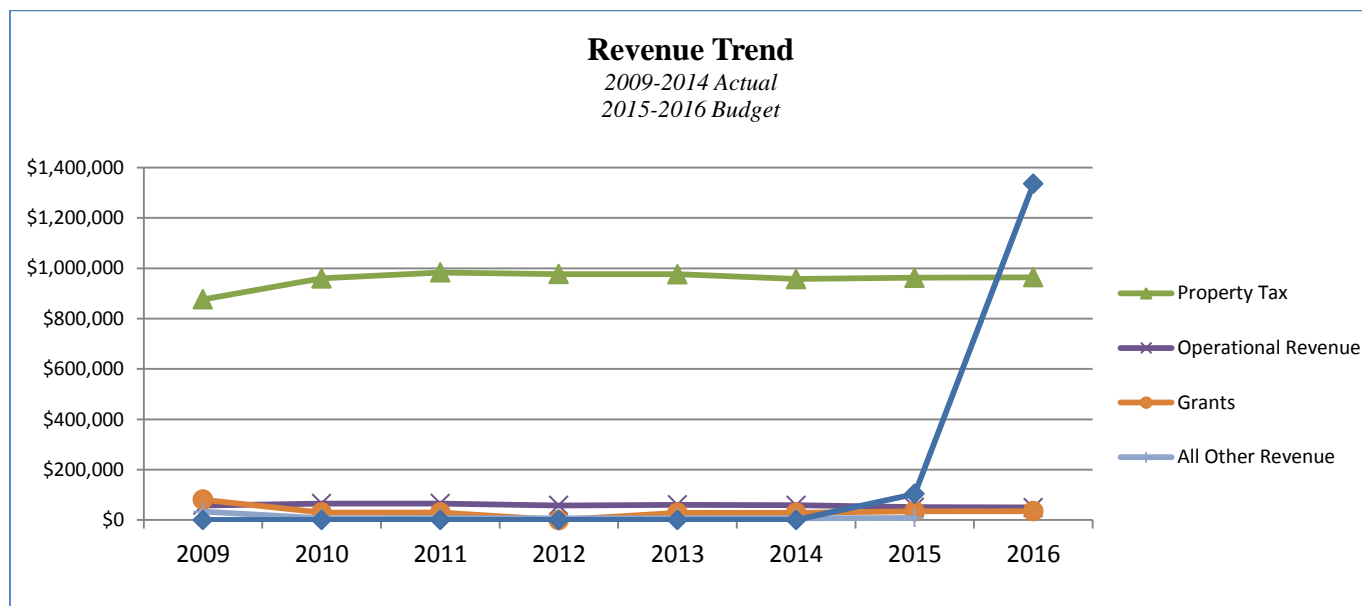


Expense Trend - Library

2006-2014 Actual
2015-2016 Budget



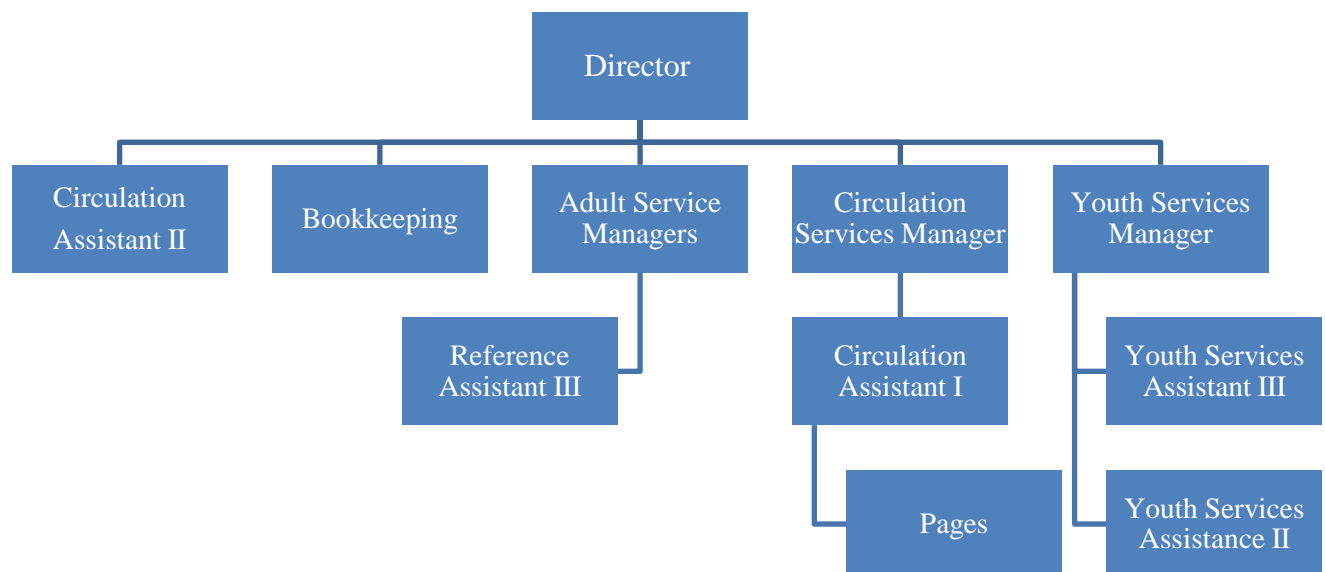
Dashboard Metrics – Trend by Classification



Personnel

Position	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Full Time Staff								
Director	1	1	1	1	1	1	1	1
Adult Svc Mgr	1	1	1	1	1	1	1	1
Circulation Svc Mgr	1	1	1	1	1	1	1	1
Youth Svc Mgr	1	1	1	1	1	1	1	1
Part Time Staff								
Circulation Assistant II	1 PT	1 PT	1 PT	1 PT	1 PT	1 PT	1 PT	1 PT
Bookkeeping	1 PT	1 PT	1 PT	1 PT	1 PT	1 PT	1 PT	1 PT
Special Events	2 PT	2 PT	2 PT	2 PT	2 PT	2 PT	2 PT	0 PT
Reference Assistant III	3 PT	3 PT	3 PT	3 PT	3 PT	3 PT	3 PT	3 PT
Circulation Assistant I	9 PT	9 PT	9 PT	9 PT	9 PT	9 PT	9 PT	9 PT
Youth Svc Assistant II	2 PT	2 PT	2 PT	2 PT	2 PT	2 PT	2 PT	2 PT
Youth Svc Assistant III	1 PT	1 PT	1 PT	1 PT	1 PT	1 PT	1 PT	1 PT
Pages	2 PT	2 PT	2 PT	2 PT	2 PT	2 PT	2 PT	3 PT
TOTAL	4 FT 21 PT	4 FT 21 PT	4 FT 21 PT	4 FT 21 PT	4 FT 21 PT	4 FT 21 PT	4 FT 21 PT	4 FT 20 PT

Organizational Chart



City of O Fallon
Annual Budget by Classification - Library Revenue & Expense

Fiscal Year 2016

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2015 Amended Budget	2016 Council- Level 3	FY16B vs FY15B %
Fund: 04 - Library Fund								
<u>Revenues</u>								
Department: 00 - Revenues								
RE10 - Property Tax								
3010	Property Taxes	977,299.86	976,611.02	957,203.25	958,512.84	962,675.00	964,270.00	0%
Account Classification Total: RE10 - Property Tax		\$977,299.86	\$976,611.02	\$957,203.25	\$958,512.84	\$962,675.00	\$964,270.00	0%
RE30 - Other Tax								
3100	Pers Prop Replace Tax	5,823.19	6,163.22	6,459.23	4,432.02	5,000.00	5,000.00	0%
Account Classification Total: RE30 - Other Tax		\$5,823.19	\$6,163.22	\$6,459.23	\$4,432.02	\$5,000.00	\$5,000.00	0%
RE50 - Fines/Fees								
3873	Fees	0.00	0.00	907.44	2,369.40	3,500.00	3,500.00	0%
Account Classification Total: RE50 - Fines/Fees		\$0.00	\$0.00	\$907.44	\$2,369.40	\$3,500.00	\$3,500.00	0%
RE60 - Grants								
3841	Per Capita Grant	0.00	29,002.17	29,062.97	35,351.25	35,000.00	35,000.00	0%
Account Classification Total: RE60 - Grants		\$0.00	\$29,002.17	\$29,062.97	\$35,351.25	\$35,000.00	\$35,000.00	0%
RE66 - INTEREST EARNED-IL FUNDS/INV./CHECKING								
3072	Illinois Funds Interest	456.91	742.83	131.56	11.52	250.00	100.00	-60%
RE66 - INTEREST EARNED-IL FUNDS/INV./CHECKING ACCTS.		\$456.91	\$742.83	\$131.56	\$11.52	\$250.00	\$100.00	-60%
RE70 - Miscellaneous								
3823	Miscellaneous Income	389.13	0.00	0.00	0.00	0.00	0.00	N/A
Account Classification Total: RE70 - Miscellaneous		\$389.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
RE80 - Operational Revenue								
3731	Copy Improvement Receipts	0.00	102.30	0.00	0.00	0.00	0.00	N/A
3821	Special Gifts	15,321.55	15,658.91	15,226.71	12,352.45	12,000.00	12,000.00	0%
3843	Material Receipts	342.60	395.64	236.80	0.00	0.00	0.00	N/A
3858	Lost Materials	3,008.61	3,616.37	3,091.10	2,986.06	2,500.00	2,500.00	0%
3860	Fax	3,172.47	3,553.68	3,785.85	3,283.46	3,000.00	3,000.00	0%
3871	Fines	16,800.46	16,127.38	15,044.89	11,244.56	16,000.00	15,000.00	-6%
3880	Non-Resident Cards	8,758.50	10,241.80	9,224.50	10,071.80	8,000.00	8,000.00	0%
3890	Lost Cards	491.00	494.00	267.00	278.00	300.00	300.00	0%
3891	Research Fee	41.00	43.85	257.56	251.45	0.00	0.00	N/A
3892	Photocopier	9,581.64	10,150.70	11,050.76	9,709.06	9,000.00	9,000.00	0%
3893	Building Fund	187.97	104.80	134.45	6.00	0.00	0.00	N/A
3897	Electronics Rental	38.40	37.85	81.85	182.36	0.00	0.00	N/A
Account Classification Total: RE80 - Operational Revenue		\$57,744.20	\$60,527.28	\$58,401.47	\$50,365.20	\$50,800.00	\$49,800.00	-2%
RE81 - Transfer from Reserves								
3921	Transfer from other funds	0.00	0.00	0.00	38,007.86	83,932.00	85,400.00	2%
3948	Transfer from Reserves	0.00	0.00	0.00	0.00	20,000.00	1,250,000.00	6150%
Account Classification Total: RE81 - Transfer from Reserves		\$0.00	\$0.00	\$0.00	\$38,007.86	\$103,932.00	\$1,335,400.00	1185%

City of O Fallon
Annual Budget by Classification - Library Revenue & Expense

Fiscal Year 2016

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2015 Amended Budget	2016 Council- Level 3	FY16B vs FY15B %
Department Total: 00 - Revenues		\$1,041,713.29	\$1,073,046.52	\$1,052,165.92	\$1,089,050.09	\$1,161,157.00	\$2,393,070.00	106%
Revenues Total		\$1,041,713.29	\$1,073,046.52	\$1,052,165.92	\$1,089,050.09	\$1,161,157.00	\$2,393,070.00	106%
<u>Expenditures</u>								
Department: 01 - Expenses								
EX10 - Personnel								
4000	Salaries	464,509.24	479,140.38	492,850.56	180,976.73	235,240.00	275,210.00	6%
4001	Part Time Salaries	0.00	0.00	317.57	211,603.04	287,000.00	252,880.00	-3%
Account Classification Total: EX10 - Personnel		\$464,509.24	\$479,140.38	\$493,168.13	\$392,579.77	\$522,240.00	\$528,090.00	1%
EX15 - Other Personnel								
4012	Social Security	0.00	0.00	0.00	17,474.38	38,932.00	40,400.00	4%
4030	Hospitalization Insurance	49,486.46	52,750.08	42,219.64	30,418.85	62,000.00	51,000.00	-31%
4031	Dental Insurance	2,922.86	2,841.97	2,158.31	1,761.21	3,340.00	3,120.00	-24%
4032	Life Insurance	249.96	229.13	258.40	187.47	500.00	310.00	-50%
4060	Unemployment Compensation	1,801.74	1,932.32	0.00	1,030.87	1,500.00	1,295.00	-14%
4210	Workmens Comp Insurance	7,457.24	4,023.85	3,948.17	3,716.30	5,000.00	4,090.00	-18%
4020	Pension	0.00	0.00	0.00	20,533.48	45,000.00	45,000.00	0%
Account Classification Total: EX15 - Other Personnel		\$61,918.26	\$61,777.35	\$48,584.52	\$75,122.56	\$156,272.00	\$145,215.00	-13%
EX30 - Utilities								
4230	Telephone	4,450.29	5,982.17	7,759.52	5,067.97	6,000.00	6,080.00	1%
4260	Utilities	27,549.55	28,936.42	28,430.98	18,736.58	35,000.00	30,000.00	-14%
Account Classification Total: EX30 - Utilities		\$31,999.84	\$34,918.59	\$36,190.50	\$23,804.55	\$41,000.00	\$36,080.00	-12%
EX40 - Travel/Training								
4290	Travel Expense	2,676.03	2,488.39	4,503.37	2,993.98	4,000.00	3,000.00	-25%
4320	Training	1,111.05	1,301.69	2,143.90	2,563.33	3,000.00	5,000.00	67%
4416	Dues	685.00	999.00	613.00	540.00	1,000.00	1,000.00	0%
Account Classification Total: EX40 - Travel/Training		\$4,472.08	\$4,789.08	\$7,260.27	\$6,097.31	\$8,000.00	\$9,000.00	13%
EX50 - Maintenance & Equipment								
4100	Maintenance Bldgs	63,331.82	71,452.70	52,156.44	78,641.92	82,316.00	54,610.00	-34%
4120	Maintenance Equipment	9,243.16	9,693.45	10,695.22	7,559.63	12,000.00	12,000.00	0%
4150	Maintenance Grounds	3,135.00	5,026.25	3,021.00	5,700.60	7,000.00	7,000.00	0%
4655	Equipment- Non-capital	1,654.87	1,918.62	2,109.19	1,493.00	2,000.00	2,000.00	0%
4670	Maintenance Supplies	3,201.52	2,644.03	2,571.12	2,897.89	4,000.00	3,000.00	-25%
Account Classification Total: EX50 - Maintenance & Equipment		\$80,566.37	\$90,735.05	\$70,552.97	\$96,293.04	\$107,316.00	\$78,610.00	-27%
EX60 - Operating Expenses								
4220	General Insurance	15,728.74	17,777.32	19,986.72	21,664.26	22,250.00	22,000.00	-1%
4330	Postage	3,387.91	3,843.15	3,139.67	2,258.45	4,000.00	4,000.00	0%
4340	Computer Services	26,665.74	10,735.90	14,646.75	28,200.08	29,859.00	37,895.00	27%
4345	IT Support/Services	38,274.40	14,042.81	38,534.27	(2,054.35)	6,220.00	6,600.00	6%
4350	Printing & Publishing	3,427.99	820.84	1,580.45	98.73	3,000.00	3,000.00	0%
4360	Accounting Services	4,384.50	4,384.50	4,473.30	4,773.00	5,000.00	5,000.00	0%

City of O Fallon
Annual Budget by Classification - Library Revenue & Expense

Fiscal Year 2016

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2015 Amended Budget	2016 Council-Level 3	FY16B vs FY15B %
4380	Legal Services	26.00	0.00	165.00	207.00	1,000.00	2,585.00	159%
4390	Professional Service	5,615.00	4,615.83	8,300.92	14,095.15	8,000.00	8,000.00	0%
4412	Furnishings	21,909.62	21,513.62	3,938.50	0.00	20,000.00	0.00	-100%
4460	Special Event Program/sup	14,831.44	17,672.44	19,182.39	12,135.03	20,000.00	20,000.00	0%
4640	Computer Supplies	1,644.32	974.19	1,139.21	502.00	2,000.00	2,000.00	0%
4650	Office Supplies	16,715.53	19,038.12	20,868.15	11,956.52	15,000.00	15,000.00	0%
4680	Operating Supplies	3,705.19	1,716.24	2,721.09	3,854.79	3,000.00	4,000.00	33%
4710	Publications	150,461.78	122,299.53	139,041.97	115,118.17	170,000.00	170,000.00	0%
4954	Equipment Lease Payment	0.00	0.00	0.00	0.00	0.00	7,440.00	N/A
Account Classification Total: EX60 - Operating Expenses		\$306,778.16	\$239,434.49	\$277,718.39	\$212,808.83	\$309,329.00	\$307,520.00	-1%
EX70 - Miscellaneous								
4580	Contingencies	0.00	0.00	0.00	0.00	1,000.00	2,165.00	975%
4809	Miscellaneous Expense	0.00	0.00	22.00	0.00	0.00	0.00	N/A
Account Classification Total: EX70 - Miscellaneous		\$0.00	\$0.00	\$22.00	\$0.00	\$1,000.00	\$2,165.00	975%
EX71 - Capital Expenditures								
4810	Buildings	0.00	0.00	0.00	0.00	0.00	1,286,390.00	N/A
4840	Equipment	19,489.95	10,405.00	19,710.00	0.00	0.00	0.00	N/A
Account Classification Total: EX71 - Capital Expenditures		\$19,489.95	\$10,405.00	\$19,710.00	\$0.00	\$0.00	\$1,286,390.00	
EX83 - Loan Payable - principal								
4955	Loan payment-principal	0.00	0.00	0.00	5,125.49	16,000.00	0.00	-100%
Account Classification Total: EX83 - Loan Payable - principal		\$0.00	\$0.00	\$0.00	\$5,125.49	\$16,000.00	\$0.00	-100%
Department Total: 01 - Expenses		\$969,733.90	\$921,199.94	\$953,206.78	\$811,831.55	\$1,161,157.00	\$2,393,070.00	106%
Expenditures Total		\$969,733.90	\$921,199.94	\$953,206.78	\$811,831.55	\$1,161,157.00	\$2,393,070.00	106%
Fund Revenue	Total: 04 - Library Fund	\$1,041,713.29	\$1,073,046.52	\$1,052,165.92	\$1,089,050.09	\$1,161,157.00	\$2,393,070.00	106%
Fund Expenditure	Total: 04 - Library Fund	\$969,733.90	\$921,199.94	\$953,206.78	\$811,831.55	\$1,161,157.00	\$2,393,070.00	106%
Fund Net	Total: 04 - Library Fund	\$71,979.39	\$151,846.58	\$98,959.14	\$277,218.54	\$0.00	\$0.00	106%