**FY 2025 Plan of Service and Operating Budget**

Prepared by Library Director, Ryan Reitmeier

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**MEMO:** To be presented for approval at the April 16, 2024 Board Meeting.

RESOLUTION OF THE BOARD OF TRUSTEES OF THE TAYLORVILLE PUBLIC LIBRARY, CHRISTIAN COUNTY, ILLINOIS, PROVIDING APPROPRIATION FOR THE FISCAL YEAR BEGINNING MAY 1, 2024 AND ENDING APRIL 30, 2025.

BE IT RESOLVED by the Board of Trustees of the Taylorville Public Library,

in Taylorville, Christian County, Illinois as follows:

That the following sums of money or as much as may be authorized by the law be and the same as may be authorized by law appropriated for the purpose of the Board of Trustees of Taylorville Public Library, as hereinafter specified for said fiscal year:

|  |  |  |
| --- | --- | --- |
|  | **Budget 2025** | **Appropriation 2025** |
| Salaries-Full Time | $210,500.00 | $230,000.00 |
| Reimb. City Payroll Expense | $1,750.00 | $2,000.00 |
| Employee Insurance | $35,655.00 | $37,000.00 |
| HRA | $0.00 | $300.00 |
| Maint. Services - Building | $20,324.00 | $65,000.00 |
| Maint. Services - Equipment | $3,200.00 | $4,500.00 |
| Janitorial Service | $0.00 | $1,000.00 |
| Computer Costs/Maintenance | $14,800.00 | $20,000.00 |
| Prof Services | $500.00 | $2,000.00 |
| Programming | $12,000.00 | $15,000.00 |
| Marketing  | $1,000.00 | $2,000.00 |
| Continuing Ed/Travel | $2,820.00 | $3,500.00 |
| Utilities | $18,500.00 | $28,000.00 |
| Membership/License Fees | $12,965.00 | $13,500.00 |
| Supplies | $5,300.00 | $7,000.00 |
| Loan Payments | $0.00 | $0.00 |
| Library Equipment | $3,000.00 | $6,000.00 |
| Library Materials | $40,250.00 | $55,000.00 |
| Miscellaneous Charges/Expenses | $500.00 | $1,000.00 |
|  |  |
| **TOTAL** | **$383,064.00** | **$492,800.00** |

**TOTAL AMOUNT TO BE APPROPRIATED $492,800.00**

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Secretary, Board of Trustees President, Board of Trustees

# Executive Summary

## **Abstract**

The FY25 budget is designed to start the beginning of a major technology update throughout the library. These updates will occur throughout the year and focus on the replacement of all patron computers and peripherals, introducing a makerspace into the existing library community room, adding new cameras to the existing security system, updating circulation book/item scanners, and the continuing introduction of new materials to the library collection (games, hotspots, electronics, Hoopla). Along with this, the library is focusing on smaller projects related to the library building and infrastructure, which includes the replacement or repair of the current flag pole, updating outside lighting, continued work on landscaping and greenery, and the repair/replacement of brickwork outside of library entrances.

Other areas of improvement include continued increases to the programming budget as the library continues to offer new programs, services, and events throughout the year. New systems have been adopted to secure funding for summer reading program, with the hopes of acquiring outside funding to bolster these programs specifically. Staff have shown an interest in increased training, and new avenues for this training are being invested in, along with attendance at Illinois and American Library Association events. The libraries online presence has been bolstered significantly in the last few years, and continued improvements to the library website and SHARE collection are being made (with SHARE fees increasing dramatically), including a new face-lift to the collection website, called Aspen.

 The library has continually examined employee salaries, and is currently a fiscal year ahead of the mandated Illinois minimum wage. Going forward, the library will be looking to adopt a salary schedule that ensures employees remaining at the library long-term are compensated accordingly.

## **Tax Levy**

Total local property tax money (estimated, not including PPRT) to be collected in FY 2024 is **$322,657.39** (up from $307,888.01). Our levy is projected to grow at an average rate of 2.89% annually. When including PPRT, the estimated total is **$338,498.00** (accounting for a 28% decrease in PPRT funds from last year).

## **Expenses vs. Standards**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fiscal Year | Operating Budget (est. Revenue) | \*Salaries (Total Compensation) | Salaries % of Budget | Materials | Materials % of Budget |
| 2024(spent) | $369,000.00 | $203,000.00 | 55.01% | $38,000.00 | 10.3% |
| 2025(budgeted) | $383,064.00 | $210,500.00 | 54.94% | $40,250.00 | 10.51% |

The standard for salaries and benefits (employee insurance + HRA) is “up to 70%” of the operating budget (found in Serving Our Public 4.0).

The standard for material expenditures is between 8-12% of the operating budget (found in Serving Our Public 4.0).

# The working budget is intended to serve as a guiding document for the day-to-day functioning of the library.FY 2025 Income Detail

|  |  |
| --- | --- |
| Taxes--Property | **$338,498.00** |
|  - Corporate | $291,205.00 |
| * Building and Maintenance
 | $31,453.00 |
| * PPRT (Personal Property Replacement Tax)
 | $15,840.00 |
| Per Capita Grant  | $15,496.00 |
| Other Grants | $3,000.00 |
| Library – Item Replacement | $2,670.00 |
| Library - Printing | $2,000.00 |
| Library - Copying | $1,300.00 |
| Library - Faxing | $1,000.00 |
| Non-Resident Fees | $2,750.00 |
| Donations/Gifts/Memorials | $2,000.00 |
| Interest Income | $10,200.00 |
| Used Books | $1,650.00 |
| Summer Reading Program | $2,000.00 |
| Library - IHLS Reimb | $500.00 |
| **TOTAL** | **$383,064.00** |

#

# 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.

Because the FY2025 budget was prepared prior to the end of current fiscal year, many expenditure totals will be as of 3/13/24, with additional monies left to be expended before the end of the fiscal year.

**Salaries – Full Time**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-420 | Director | $59,045.00  |
| 5-530-420 | Assistant Director | $38,673.00 |
| 5-530-420 | Programming Outreach Manager | $24,128.00 |
| 5-530-420 | Youth Services Aide | $22,620.00 |
| 5-530-420 | Circulation Aide | $22,620.00 |
| 5-530-420 | Circulation Aide | $22,620.00 |
| 5-530-420 | Custodian | $11,700.00 |
| 5-530-420 | Reference Aide | $8,970.00 |
| **Total** |  | **$210,376.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$203,000.00** | **\*$190,587.91** | **$210,500.00** |

**\*Estimated, fiscal year not completed.**

**Reimbursement City Payroll Expense**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-430 | Reimb. City Payroll Expense | $1,750.00  |
| **Total** |   | **$1,750.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$1,750.00** | **$1,750.00** | **$1,750.00** |

**Employee Insurance**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-451 | Employee Insurance | $35,655.00  |
| **Total** |   | **$35,655.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$22,000.00** | **\*$20,167.68** | **$35,655.00** |

**\*Estimated, fiscal year not completed.**

**HRA**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-4510 | HRA | $0.00 |
| **Total** |   | **$0.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$0.00** | **$0.00** | **$0.00** |

**\***Insurance change, no longer using HRA.

**Maint. Service-Building**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-511  | Annual Fire & Burglar Alarm Testing – Wareham’s | $400.00 |
| 5-530-511  | Daily Monitoring – Wareham’s | $500.00 |
| 5-530-511  | Rare Pest Control | $500.00 |
| 5-530-511 | Trash Service | $1,000.00 |
| 5-530-511 | Plumbing & Heating Service | (c)$1,500.00 |
| 5-530-511 | Brick Work and Landscaping | (c)$1,265.00 |
| 5-530-511 | Sodium lighting conversion to LED, and track lighting upgrade | (c)$4,500.00 |
| 5-530-511 | Flag Pole Replacement | (c)$3,500.00 |
| 5-530-511 | Security Camera Additions | (c)$2,000.00 |
| 5-530-511 | Library Building Misc. | $5,159.00 |
|  |  |  |
| **Total** |  | **$20,324.00** |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$52,374.36** | **$39,247.27** | **$20,324.00** |

 (c) = Capital Fund

**Maint. Service-Equipment**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-512 | Copy Machine | $3,200.00  |
| **Total** |  | **$3,200.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$2,200.00** | **$2,211.39** | **$3,200.00** |

**Janitorial Service**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-536 | Maintenance-person Salary | $0.00 |
| **Total** |  | **$0.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$0.00** | **$0.00** | **$0.00** |

**Computer Costs/Maintenance**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-538 | Software  | $1,000.00  |
| 5-530-538 | Website Hosting | $600.00 |
| 5-530-538 | Website Development | $400.00 |
| 5-530-538 | IT Services and Labor | $1,000.00 |
| 5-530-538 | Hot Spot Data | $1,800.00 |
| 5-530-538 | Computer Upgrades | $10,000.00 |
| **Total** |  | **$14,800.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$8,600.00** | **\*$4,527.60** | **$14,800.00** |

**\*More to be expended before end of FY24**

**Professional Services**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-549 | Professional Services  | $500.00  |
| **Total** |  | **$500.00**  |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$500.00** | **$0.00** | **$500.00** |

**Programming**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-552 | Food & Drink  | $3,500.00  |
| 5-530-552 | Summer Reading Program | $2,500.00 |
| 5-530-552 | Supplies  | $4,500.00 |
| 5-530-552 | Speaker Fees | $1,500.00 |
| **Total** |  | **$12,000.00**  |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$9,200.00** | **\*$6,361.86** | **$12,000.00** |

**\*More to be expended before end of FY24**

**Marketing**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-557 | Postage | $250.00  |
| 5-530-557 | Ads | $750.00 |
| **Total** |  | **$1,000.00**  |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$1,000.00** | **$202.50** | **$1,000.00** |

**Continuing Ed/Travel**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-56301 | Travel | $820.00  |
| 5-530-56301 | Conference and Membership Fees | $2,000.00 |
| **Total** |  | **$2,820.00**  |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$1,760.00** | **$285.00** | **$2,820.00** |

**Utilities**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-571 | Telephone/Internet | $8,000.00  |
| 5-530-571 | Electricity | $8,000.00 |
| 5-530-571 | Gas | $2,500.00 |
| **Total** |  | **$18,500.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$18,500.00** | **$16,336.49** | **$18,500.00** |

**Membership/License Fees**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-591 | IHLS - OCLC Services  | $500.00  |
| 5-530-591 | IHLS - Membership (SHARE) | $9,535.00 |
| 5-530-591 | Library Reimbursement | $400.00 |
| 5-530-591 | Movie Licensing | $630.00 |
| 5-530-591 | ALA - Membership | $300.00 |
| 5-530-591 | Aspen | $1,000.00 |
| 5-530-591 | Web Dewey | $400.00 |
| 5-530-591 | Amazon Prime | $200.00 |
| **Total** |  | **$12,965.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$7,000.00** | **$6,961.02** | **$12,965.00** |

**Supplies**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-65101 | Supplies | $5,300.00  |
| **Total** |  | **$5,300.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$5,300.00** | **$4,553.35** | **$5,300.00** |

**Loan Payments**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-730 | Loan Payments | $0.00  |
| **Total** |  | **$0.00** |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$0.00** | **$0.00** | **$0.00** |

**Library Equipment**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-830 | Library Equipment | $3,000.00 |
| **Total** |  | **$3,000.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$3,000.00** | **$2,476.45** | **$3,000.00** |

**Library Materials**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-880 | Books | $13,500.00  |
| 5-530-880 | eBooks (Overdrive and Cloud Library) | $12,000.00 |
| 5-530-880 | AV, DVD, and Gaming | $8,500.00 |
| 5-530-880 | Digital Resources | $4,000.00 |
| 5-530-880 | Periodicals | $2,250.00 |
| **Total** |  | **$40,250.00** |
|  |  |  |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$38,000.00** | **\*$23,359.20** | **$40,250.00** |

**\*More to be expended before end of FY24**

**Miscellaneous Charges/Expenses**

|  |  |  |
| --- | --- | --- |
| **Acct. No.** | **Library Fund** | **FY 2025 Budget** |
| 5-530-929 | Miscellaneous Charges/Expenses | $500.00  |
| **Total** |  | **$500.00** |
| **FY 2024 Budget** | **FY 2024 Total Spent** | **FY 2025 Budget** |
| **$500.00** | **$63.01** | **$500.00** |

#

# 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.