

## **CY21 LIBRARY BUDGET SUMMARY**

### **Staffing Changes:**

We lost an additional staff member due to a resignation during the staffing freeze. We are down to 34 staff members at 25.49 FTE.

### **Special Projects & Service Contracts:**

See spreadsheet.

### **Revenue changes:**

The Board of Trustees submitted a request for a 4.9% tax increase on the library's portion of the tax levy. This would increase our budget by a little more than \$100,000, which would help with the inflation of personnel costs, service contracts, and the HVAC replacement. I was advised to not put in a tax levy increase for CY 2021. The State of Illinois has approved an increase in Per Capita Aid funding, but an increase is contingent on level/increased census numbers. Other areas of revenues have decreased because of COVID.

### **Changes in Level of Services to customers/citizens:**

Although we are limiting in-person patron transactions and lingering at the library, the level of service we provide is terrific. We have adjusted to the COVID-19 normal and are still able to offer WiFi, computer access, printing/scanning, educational and entertainment materials, and reference help. These services may be provided a little differently, with curbside delivery and an emphasis of online help being the biggest differences.

### **Operational Changes**

There have been incredible operational changes this past year, due to COVID-19. All materials are currently quarantined for 7 days. Staff are expected to carry out their regular duties, as well as increased custodial services to ensure that spaces are continually disinfected throughout the day. We are offering homebound delivery and curbside delivery in addition to our regular in-house delivery. The mobile library has been a roving hotspot since summer. Our processes from yesterday are continually being evaluated so that we can provide the safest experience possible for patrons, and also keep a safe working space for staff. It has been extremely stressful for everyone involved.

### **Grants - new grants or changes to existing grants**

Our grants remain the same:

- State Per Capita for City Library
- State Per Capita for District Library
- Foundation Contributions

All other grants will be applied for on our behalf by the Library Foundation.

**Professional Development:**

Professional development has been nearly eliminated from the budget as a cost-saving measure.

**CIP - budgeted projects funded from gaming/GF Carryover**

As in previous years, we have requested help for our Capital Campaign, and for new windows for the Downtown Library.

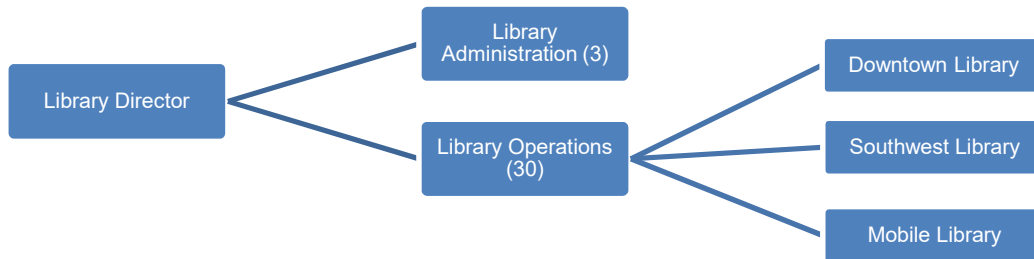
**Library Service Contracts for 2021**

<u>VENDOR</u>	<u>GL</u>	<u>ANNUAL AMT</u>	<u>COMMENTS</u>
CRAWFORD CO DBA ART O LITE	251-711401-53801-0000000	10,000.00	ELEC VENDOR - ALL LOC
CRAWFORD CO DBA ART O LITE	251-711401-53801-0000000	2,000.00	LT SPLS VENDOR - ALL LOC
	251-714403-53801-0000000	500.00	
CRAWFORD CO DBA ART O LITE	251-714403-53801-0000000	1,300.00	
BISTATE REGIONAL COMMISSION	251-711401-52206-0000000	850.00	FOOD SERV, JANITORIAL, CLEANING SUPPLIES - ALL LOC
	251-714403-52206-0000000	100.00	CONTINGENT UPON BID PROCESS
	251-711401-52207-0000000	2,500.00	
	251-714403-52207-0000000	300.00	
AMAZON BUSINESS	251-711401-52206-0000000	20,000.00	SUPPLIES VENDOR - ALL LOC
	251-714403-52206-0000000		CITY BUSINESS ACCT
	251-711401-52207-0000000		VARIOUS GLS - BASED ON RESTOCK/NEEDS
	251-714403-52207-0000000		COVID-19 VENDOR
AUTO DOOR GROUP	251-711401-53801-0000000	1,000.00	DOOR VENDOR - ALL LOC
GENESEO COMMUNICATIONS	251-711041-53204-0000000	4,800.00	FIBER OPTIC VENDOR - DT ONLY 10/19/20 4740.00
ECONOMY ROOFING	251-711401-53801-0000000	5,000.00	ROOF MAINT & REPAIR - DT & SW 10/19/20 N/C
INTEGRITY WINDOW CLEANING	251-711401-53801-0000000	4,000.00	ANNUAL WIND CLNG SERV - ALL LOC
INTEGRITY WINDOW CLEANING	251-714403-53801-0000000	600.00	10/19/20 4248.97
GLOBAL SECURITY SERVICES	251-711401-53822-0000000	1,500.00	FIRE BURG ACCESS SYS - ALL LOC
GLOBAL SECURITY SERVICES	251-714403-53822-0000000	1,200.00	
GLOBAL SECURITY SERVICES	251-711401-53801-0000000	48,000.00	SEC GUARD SERV - DT ONLY
J.F. AHERN	251-711401-53822-0000000	900.00	HALON SYS - DT ONLY

KALE	251-711401-53801-0000000	37,000.00	HVAC VENDOR - ALL LOC
	251-714403-53801-0000000	1,300.00	
KENNEY'S PEST CONTROL	251-711401-53822-0000000	500.00	PEST CONTROL VENDOR - ALL LOC
	251-714403-53822-0000000	250.00	
KONE	251-711401-53822-0000000	8,000.00	ELEVATOR MAINT - DT ONLY
KYMBYL COMPLETE KARE	251-711401-53805-0000000	5,000.00	STREET/LOT VENDOR - ALL LOC
	251-714403-53805-0000000	5,000.00	
	251-711401-53802-0000000	1,800.00	HORT S/C - ALL LOC
	251-714403-53802-0000000	1,700.00	
MIDLAND DAVIS CORP	251-711401-53703-0000000	2,000.00	WASTE/RECYCLING SERV - DT & 30/31
FBG CORP	251-711401-53801-0000000	24,000.00	CLEANING SERVIC VENDOR - ALL LOC
	251-714403-53801-0000000	9,700.00	ED SPRAY VENDOR- ALL LOC
OFFICE DEPOT	251-711041-52101-0000000	9,000.00	SUPPLIES VENDOR - ALL LOC
	251-711041-52102-0000000		CITY BUSINESS ACCT
	251-711401-52405-0000000		VARIOUS GLS - BASED ON RESTOCK/NEEDS
	251-711401-52301-0000000		COVID-19 VENDOR
	251-714402-52301-0000000		
	251-714403-52301-0000000		
	251-714403-52103-0000000		
	251-711401-52409-0000000		
	251-711401-52207-0000000		
	251-714402-52207-0000000		
	251-711401-52406-0000000		
	251-713471-52211-0000000		
ONGUARD SECURITY	251-711401-53801-0000000	300.00	SECURITY CAMERA MAINT VENDOR - DT ONLY

PHELPS	251-711401-53801-0000000	1,300.00	MAT SERVICE VENDOR - DT ONLY
RAGAN MECHANICAL	251-711401-53801-0000000	4,000.00	PLUMBING VENDOR - ALL LOC
	251-714403-53801-0000000	1,100.00	
TERMINIX	251-711401-53822-0000000	700.00	TERMITE CONTROL VENDOR - DT ONLY
TRI STATE FIRE CONTROL	251-711401-53822-0000000	120.00	FIRE EXTING VENDOR - ALL LOC
	251-714403-53822-0000000	70.00	COOP W/CITY
UNIQUE MANAGEMENT SERVICES INC.	251-711041-53106-0000000	4,000.00	COLLECTION AGENCY LIB SYS
THE WORKS	251-711401-53801-6201000	5,000.00	PM - ACCUs/DUCTWORK/MOLD REMOVAL
HYMES	251-711401-53801-0000000	2,900.00	BIANNUAL TREE INSPECT & TRIMS 10-19-20
	251-714403-53801-0000000		DT SW
		<b>229,290.00</b>	

# LIBRARY DEPARTMENT



## DEPARTMENT OVERVIEW

The Rock Island Public Library (RIPL) system is governed by a 9 member, semi-autonomous, Board of Trustees appointed by the Mayor and approved by City Council. The library system includes the Downtown and Southwest Libraries, and a Mobile Library. All locations are focused on providing materials to patrons where and when they need them. In addition, the library offers its online branch, which has a multitude of material formats, including electronic books, audiobooks, magazines, and music; and streaming movies, music, and television, that are available 24/7. RIPL also partners with numerous area agencies for outreach initiatives that benefit the citizens of Rock Island, expanding its reach into the community.

## ORGANIZATIONAL STRUCTURE

The library has a Director, 3 administrative staff, and 30 staff to handle library operations, down from 36 staff one year ago. Operational staff is further broken down by location and department. The library has the following departments: Administration, Downtown (which encompasses Reference, Children's, Circulation, and Technical Services), and Extension Services (which encompasses the Southwest Library and Mobile Library).

*Please note: All changes listed below are contingent upon Library Board approval.*

## USE OF GAMING FUNDS

Gaming funds were requested for the collaboration project with the YMCA for central library services. Additionally, funds were requested to replace the HVAC, windows, and wiring at the Downtown Library.

## GRANTS

- State Per Capita grant for City Library
- State Per Capita grant for District Library (Milan-Blackhawk Area Public Library District contracts with Rock Island Public Library).
- Rock Island Public Library Foundation
- Milan-Blackhawk Area Public Library District

Any other grants aligned with the Grants Policy may be applied for throughout the year. Traditionally, the Rock Island Public Library Foundation applies for grants on behalf of the library.

## MISSION STATEMENT

The Rock Island Public Library makes our community stronger by connecting people to resources, services, events, and each other.

## ACCOMPLISHMENTS

- Launching the new mobile library, Library2Go.
- Participating in numerous Census 2020 activities, partnerships, and promotions.
- Increasing programming attendance with Facebook Live and Zoom productions, as well as launching our own branded YouTube Channel.
- Keeping staff and patrons safe by implementing the COVID-19 Reopening Plan in phases.
- Refreshing the strategic plan by gathering community and stakeholder input.
- Providing study bundles to parents who find themselves homeschooling.
- Implementing Curbside and Homebound Delivery.
- Working with the Library Foundation, have raised \$1.7M during the quiet phase of the capital campaign.
- Sold the 30/31 Library building to the American Doll and Toy Museum.
- Created new material handling processes for quarantining items.
- Participating in the performance engineering project with Johnson Controls, for upgrades to the Downtown Library's HVAC.

## LIBRARY GOALS AND OBJECTIVES

*The following goals are taken directly from the library's strategic plan, which was approved in October 2018. Many items were achieved in 2019, but 2020 has been a challenge, due to the COVID-19 outbreak.*

GOAL: Community Connections – “Our community will value the library as a hub to connect with diverse interests, resources, and cultures.”

### OBJECTIVES:

1. Acquire a mobile library by 2020. **(achieved)**
2. Increase outreach program attendance by 10% each year. **(in-progress for 2020)**
3. Enhance current partnerships by evaluating efforts at least every six months. **(achieved/ongoing)**
4. Designated staff serves on at least one arts/cultural or community-based committee in the library service area. **(achieved/ongoing)**

GOAL: Education & Lifelong Learning – “Our community will have equal access to resources to explore topics of personal interest to meet lifelong learning goals.”

### OBJECTIVES:

1. Increase the number of programs/events offered by 10% each year. **(achieved/ongoing)**
2. Increase in-house program attendance by 10% each year. **(achieved/ongoing)**
3. Create a “Library of Things” in a specified zone of each building by 2022. **(on-hold during pandemic)**
4. Schedule all staff for continuing education time each week, beginning in 2019. **(achieved/ongoing)**

GOAL: Infrastructure & Facilities – “Our community will have a vibrant and safe library for positive personal and virtual engagement.”

### OBJECTIVES:

1. Create an interim plan for cosmetic improvements for all locations by early 2019, complementing the long-range facilities plan. **(the plan exists; long-range plan is evolving)**
2. Close the 30/31 Library by the end of 2019 to phase in the Mobile Library, and prepare for a capital campaign for the long-range facilities plan. **(achieved)**
3. Implement the Art Committee recommendations by the end of 2019. **(achieved)**

GOAL: Marketing – “Our community will feel more connected and aware of library services and resources.”

**OBJECTIVES:**

1. Work with the Library Foundation to create a volunteer advocacy group by the end of 2019. **(in-progress, halted due to pandemic)**
2. Create a “My Library Rewards” campaign by mid-2019. **(achieved)**
3. Purchase the Savannah marketing software by early 2019. **(achieved)**
4. Use marketing software and survey methods to create a targeted advertising plan by 2020. **(on-pause, due to pandemic)**

**ACTION TAKEN TO MEET CITY’S GOALS**

There is great opportunity for the Library to help the City meet its current goals in the following areas:

**Community Engagement Strategy and Actions -**

- Implementing the strategic plan will ensure great community engagement by having a mobile library out in the community.
- Enhancing current partnerships and increasing outreach efforts ensures that the Library will be out in the community more often than ever before.
- Staff serving on local arts/cultural/community-based boards and committees guarantees that the community will engage more with the library and its representatives.

**Create a Vibrant Downtown: A Destination for Residents and the Region –**

- Plans for upgrading the Downtown Library to include modern library services, such as small meeting rooms and current conference technology, will encourage residents to come visit and use our resources.
- Upgrading HVAC for better temperature control at the Downtown Library.

**Increase Population through Livable Neighborhoods –**

- Launched the Mobile Library about 2 months before pandemic struck.
- Mobile Library became a roving hotspot for neighborhoods needing WiFi access.
- Continued work on the capital campaign to open a library branch at the Tri-City Jewish Center to replace the 30/31 Library.

**PERFORMANCE MEASURES**

Performance Measures – Library				
Indicator	Actual CY 2018	Actual CY 2019	Estimated CY2020	Proposed CY2021
Library Visitors - Downtown	98,281	100,000	60,000	100,000
Library Visitors - 30/31	50,964	65,000	0	0
Library Visitors - Southwest	30,438	32,000	20,000	32,000
Library Visitors – Mobile	0	0	1,000	10,000
Library Visitors – Website & Electronic	298,942	200,000	450,000	500,000



### Performance Measures – Library

Indicator	Actual CY 2018	Actual CY 2019	Estimated CY2020	Proposed CY2021
<b>TOTAL LIBRARY VISITORS</b>	478,625	415,000	540,000	642,000
Patron Contacts	396,745	420,000	200,000	200,000
Registered Library Cardholders	17,160	17,400	14,502	16,000
Library physical collection	202,468	200,000	180,000	175,000
Circulation - Downtown	199,041	225,000	200,000	80,000
Circulation - 30/31	67,204	85,000	0	0
Circulation - Southwest	60,008	70,000	70,000	60,000
Circulation – Mobile	0	0	5,000	7,500
Circulation - Online	53,990	55,000	60,000	90,000
<b>TOTAL CIRCULATION</b>	<b>380,243</b>	<b>400,000</b>	<b>365,000</b>	<b>237,500</b>
Reference requests	39,625	40,000	30,000	30,000
Program Offerings - In House	604	730	750	400
Program Offerings - Offsite	148	150	155	25
<b>TOTAL PROGRAM OFFERINGS</b>	<b>752</b>	<b>880</b>	<b>905</b>	<b>425</b>
Program Attendance - In House	10,901	8,800	12,000	25,000
Program Attendance - Offsite	8,092	8,800	100	500
<b>TOTAL PROGRAM ATTENDANCE</b>	<b>18,993</b>	<b>17,600</b>	<b>20,000</b>	<b>25,500</b>
Computer Sessions	<b>18,655</b>	<b>20,000</b>	<b>5,000</b>	<b>5,000</b>

## DIVISION OVERVIEW

### LIBRARY ADMINISTRATION

Library administration includes – Library Director, Business Office & Facilities Director, PR/Outreach Liaison, and Delivery Driver. This work group is responsible for buildings/grounds, finance, human resources, security/safety, policy/procedures, grant writing, state reporting, library communications, technology, and preparing for all board meetings, including the Library Board of Trustees, Milan-Blackhawk Area Library District Board, and the Rock Island Public Library Foundation Board.

### DOWNTOWN LIBRARY

The Downtown Library houses the department directors – Director of Reference Services, Director of Children’s Services, Director of Technical Services, and Director of Circulation Services. In addition, we have our frontline workers – Public Service Coordinators (Supervisory), Reference Librarians, Young Adult Librarian, Circulation Representatives, Children’s/Branch Aides, and Pages; and our material processors – Tech Services Assistant and Aides, and a Page. The Downtown Library, due to its size, is the hub for our other facilities and fleet, handling all material acquisitions, processing, and behind-the-scenes work. The frontline workers provide circulation assistance, reference, readers’ advisory services, computer help, programming opportunities, and genealogy/local history help. The meeting room holds library programs and community events.

### 30/31 LIBRARY

The 30/31 Library permanently closed on December 14, 2019.

## SOUTHWEST LIBRARY

The Southwest Library serves southwest Rock Island, and those within the Milan-Blackhawk Area Public Library District, with a fine collection of leisure reading material, public access computers, and a thriving children's section. This library is staffed by a Public Service Coordinator (Supervisory) and Children's/Branch Aides. The meeting room holds library programs and community events.

## MOBILE LIBRARY

Thanks to a grant from the Rock Island Public Library Foundation, the library was able to purchase a mobile library in late 2019. Staff includes a Mobile Library Driver and a Public Service Coordinator who will supervise this facility, schedule a rotation of other library workers, and schedule pop-up stops throughout the community. The mobile library will have a set schedule, but with built in flexibility to be able to go to special events.

## DEPARTMENT STAFFING

Department Staffing / Library						
Staffing:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Actual CY 2020	Proposed CY 2021	Diff. (fte)
Library Director (1)	1.00	1.00	1.00	1.00	1.00	0.00
Dir Ofc Facs (1)	1.00	1.00	1.00	1.00	1.00	0.00
Dir of Tech Svcs (1)	1.00	1.00	1.00	1.00	1.00	0.00
Dir of Ref Svcs (1)	1.00	1.00	1.00	1.00	1.00	0.00
Dir Chldrn Svcs (1)	1.00	1.00	1.00	1.00	1.00	0.00
Dir Circulation (1)	1.00	1.00	1.00	1.00	1.00	0.00
Reference Librarian (3)	3.00	3.00	3.00	3.00	3.00	0.00
Young Adult Librarian (1)	1.00	1.00	1.00	1.00	1.00	0.00
Library Maintenance (0)	1.00	1.00	0.63	0.63	0.00	(-0.63)
Children's Librarian (1)	1.00	1.00	1.00	1.00	1.00	0.00
Technical Assistant (1)	0.00	0.00	0.55	0.55	0.55	0.00
Technical Aide (2)	1.10	1.10	1.10	1.10	1.04	(-0.06)
Circulation Rep.(3)	3.00	3.00	3.00	3.00	3.00	0.00
Page (2)	2.60	2.69	2.60	0.92	0.92	0.00
Mobile Lib Driver/Aide(1)	0.00	0.00	0.00	1.00	1.00	0.00
Public Services Coord (2)	2.00	2.00	2.00	2.00	2.00	0.00
Pub/Outrch Liaison (1)	1.00	1.00	1.00	1.00	1.00	0.00
Computer System Admin	0.23	0.00	0.00	0.00	0.00	0.00
Delivery Driver (1)	0.00	0.00	0.00	0.38	0.38	0.00
CR/Branch Aide (10)	5.07	5.09	5.09	5.09	4.60	(-0.49)
<b>Total Staffing (34)</b>	<b>27.00</b>	<b>26.88</b>	<b>26.79</b>	<b>26.67</b>	<b>25.49</b>	<b>(-1.18)</b>

# TOTAL DEPARTMENT EXPENDITURES

Total Department Expenditures by Object / Library							
Expense by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Personnel	1,626,224	1,559,002	1,632,375	1,816,687		1,820,999	0%
Supplies	67,332	64,600	108,808	129,705		69,485	-46%
Services	486,526	544,673	508,405	503,063		488,780	-3%
Other	257,973	233,829	212,203	170,424		168,150	-1%
Debt Service	-	-	-	-		86,201	NEW
Transfers	130,000	108,435	269,917	65,612		148,306	126%
Contingency	-	-	10	126,516		137,037	8%
<b>Total Department</b>	<b>2,568,055</b>	<b>2,510,539</b>	<b>2,731,718</b>	<b>2,812,007</b>	<b>-</b>	<b>2,918,958</b>	<b>4%</b>

Total Department Expenditures by Fund / Library							
Expense by Fund:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Gaming	50,000	40,000	40,000	-		-	---
Library Fund	2,518,055	2,470,539	2,691,718	2,812,007		2,832,757	1%
Debt Service	-	-	-	-		86,201	NEW
<b>Total Department</b>	<b>2,568,055</b>	<b>2,510,539</b>	<b>2,731,718</b>	<b>2,812,007</b>	<b>-</b>	<b>2,918,958</b>	<b>4%</b>

## LIBRARY FUND

The bulk of Library funding is from property taxes. The Library also receives state funding in the form of grants, other contributions, and donations throughout the year. The Library Fund supports the operations of the Downtown Library, Southwest Library, and Mobile Library. The Milan-Blackhawk Area Public Library District service contract specifically states that funding will be used to support operations at the Southwest Library.

### LIBRARY FUND REVENUES

Public Library Fund (251) Revenue							
Revenue by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Property Taxes	2,041,790	2,116,137	2,117,069	2,173,694		2,174,157	0%
Grants	40	98,970	61,348	61,100		72,037	18%
Charges for Services	262,518	268,741	268,830	280,402		290,099	3%
Concessions	4,328	4,254	5,091	3,300		2,600	-21%
Rents & Royalties	7,855	7,875	7,770	7,950		7,500	-6%
Transfers	50,000	40,000	40,001	-		-	---
Investments & Loans	8,910	12,908	18,586	6,000		12,000	100%
Contributions & Donations	64,187	61,451	158,262	94,750		70,500	-26%
Reimbursements	13	22	-	-		-	0%
Other	167	-	-	-		-	0%
<b>Total Fund</b>	<b>2,439,808</b>	<b>2,610,358</b>	<b>2,676,957</b>	<b>2,627,196</b>	<b>-</b>	<b>2,628,893</b>	<b>0%</b>

### REVENUE ANALYSIS

Overall, revenue is projected to be flat. Property taxes are not expected to go up, but the Per Capita Aid (state grant funding) is projected to go up in 2021. Due to the capital campaign for the new central branch library, the Library Foundation is diverting their annual contribution to the capital project, donating only the restricted funds for 2021.

### LIBRARY ADMINISTRATION EXPENDITURES

Public Library Fund Expenditure / Library - Administration							
Expenditure by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Personnel	261,996	273,674	284,771	311,958		312,821	0%
Supplies	3,576	2,698	1,945	2,953		3,850	30%
Services	107,878	76,631	62,324	100,468		100,013	0%
Other	4,302	4,018	11,475	8,100		8,000	-1%
Debt Service	-	-	-	-		80,398	NEW
Transfers	60,000	61,800	229,917	65,612		67,908	3%
Contingency	-	-	10	-		-	---
<b>Total Department</b>	<b>437,752</b>	<b>418,821</b>	<b>590,442</b>	<b>489,091</b>	<b>-</b>	<b>572,990</b>	<b>17%</b>

## EXPENDITURE ANALYSIS

Administration expenditures are contingent upon service contract pricing, and via cost-savings by ordering in bulk. COVID has put a strain on the "Supplies" budget, as well as a need for an increased "Services" budget for special deep cleaning. New for 2021 is "Debt Service," which is the Library's portion of the performance contract with Johnson Controls.

## MAIN LIBRARY EXPENDITURES

Public Library Fund Expenditure / Library - Main Library							
Expenditure by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Personnel	1,133,459	1,083,520	1,119,943	1,373,371		1,413,289	3%
Supplies	56,037	51,426	93,824	109,542		57,425	-48%
Services	317,297	371,908	383,342	356,236		360,855	1%
Other	187,940	168,081	161,379	144,824		145,150	0%
Contingency	-	-	-	126,516		137,037	8%
<b>Total Department</b>	<b>1,694,733</b>	<b>1,674,935</b>	<b>1,758,488</b>	<b>2,110,489</b>	-	<b>2,113,756</b>	<b>0%</b>

## EXPENDITURE ANALYSIS

Personnel costs at the Downtown Library are up because personnel were moved from the 30/31 Library to the Main Library cost-center. Supplies are purchased through bulk ordering and have been under-budget, due to the cost-savings. The largest increase is the contingency fund, which represents an increase in grants and donations. Contingency funds are only spent if they are received.

## 30/31 BRANCH LIBRARY EXPENDITURES

Public Library Fund Expenditure / Library - 30/31 Branch Library							
Expenditure by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Personnel	115,228	101,957	107,245	-		-	---
Supplies	4,055	2,219	3,119	1,027		-	-100%
Services	30,406	41,025	33,563	9,522		-	-100%
Other	35,194	27,595	12,049	-		-	---
<b>Total Department</b>	<b>184,883</b>	<b>172,796</b>	<b>155,976</b>	<b>10,549</b>	-	-	<b>-100%</b>

## EXPENDITURE ANALYSIS

This library building was sold in 2020 and has no more costs associated with it.

## SOUTHWEST LIBRARY EXPENDITURES

### Public Library Fund Expenditure / Library - Southwest Branch Library

Expenditure by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Personnel	115,541	99,851	120,416	131,358		94,889	-28%
Supplies	3,664	8,257	9,920	16,183		8,210	-49%
Services	30,945	55,109	29,176	36,837		27,912	-24%
Other	30,537	34,135	27,300	17,500		15,000	-14%
Transfers	20,000	6,635	-	-		-	0%
<b>Total Department</b>	<b>200,687</b>	<b>203,987</b>	<b>186,812</b>	<b>201,878</b>	<b>-</b>	<b>146,011</b>	<b>-28%</b>

### EXPENDITURE ANALYSIS

The Southwest Library is completely funded by the Milan-Blackhawk Area Public Library District. In addition to their tax levy, they also provide monetary support for large purchases and projects, such as a new outdoor bench, new seating, and an overall new aesthetic look. In addition to the actual costs, there are administrative costs that come from the Library Administration cost-center. The proposed 2021 budget is significantly lower for 2021 because of a new staff rotation schedule, and because of supplies being purchased in bulk from the Administration cost center.