

Fiscal Year 2021 Budget



St. Charles City-County
Library

myLibrary.org

FY21 Executive Summary

This has been a year of unparalleled change in our world, in our homes, and in our library. During these uncertain times the commitment of our Library staff and Board of Trustees, to serve you, our customer, has never wavered. The response to COVID-19 challenged our community in unprecedented ways and I'm proud of how the Library staff responded so swiftly by replacing in-person services with innovative digital services. These services provided educational and entertainment solutions as well as a sense of community while we all sheltered in place.

While Fiscal Year 2020 was a time of implementation, Fiscal Year 21 will be a year of innovation. How do we increase the services available to a community asked to stay in their homes? How do we help our neighbors recover from loss of work? How do we keep our staff and customers safe? How do we help our neighbors feel connected?

Our dedicated staff educated customers so they could continue to use library materials and services digitally. We provided one on one consultation for small business owners and those who are out of work. We addressed the digital divide by providing password free WiFi in our parking lots, hotspots with extended checkout periods for those in need, and technology so people can improve professional skills, creatively express themselves, or support a new business. We brought thousands together digitally with our inaugural St. Charles County Reads campaign featuring Facebook live events, contests, and prizes.

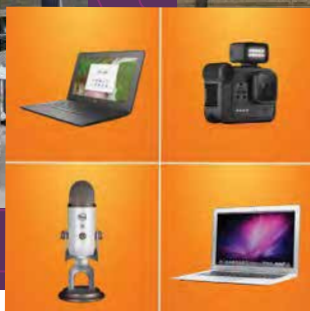
St. Charles County remains one of the fast growing counties in Missouri and we recognize the need to expand our reach. There are several FY21 initiatives that will enable us to inspire, inform, and enhance connections. These projects include a new bookmobile, the Cliff View Branch serving the northwest portion of our county, and the Orchard Farm Branch serving the northeast part of the county.

The Fiscal Year 2021 Budget anticipates needs for the new normal while responding to the challenges that face our community and our organization. We've navigated the challenge of building the FY21 budget by prioritizing the services and materials that will be a catalyst for our customers to build successful lives, family, and communities.

Sincerely,



Jason Kuhl
Director & Chief Executive Officer



St. Charles City-County Library

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June 30, 2020

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Executive Staff

Jason Kuhl	Director and Chief Executive Officer
Laurie St. Laurent	Deputy Director and Chief Customer Experience Officer
Julie Wolfe	Chief Financial Officer
Tiffany Barke	Chief Talent Officer
Lori Beth Crawford	Chief Communication & Engagement Officer

BRANCHES

Virtual: myLibrary.org

Administrative Office

P.O. Box 529
77 Boone Hills Drive
St. Peters, MO 63376
Phone: 636-441-2300

Kathryn Linnemann Branch

2323 Elm Street
St. Charles, MO 63301
Phone: 636-723-0232

Augusta Branch

P.O. Box 128
198 Jackson Street
Augusta, MO 63332
Phone: 636-228-4855

Kisker Road Branch

1000 Kisker Road
St. Charles, MO 63304
Phone: 636-447-7323

Boone's Trail Branch

10 Fiddlecreek Ridge Road
Wentzville, MO 63385
Phone: 636-398-6200

McClay Branch

2760 McClay Road
St. Charles, MO 63303
Phone: 636-441-7577

Cliff View Branch

(FY2021 Renovation)
10 Cliffview Drive
Wentzville, MO 63385

Middendorf-Kredell Branch

2750 Highway K
O'Fallon, MO 63368
Phone: 636-978-7926

Corporate Parkway Branch

1200 Corporate Parkway
Wentzville, MO 63385
Phone: 636-327-4010

Orchard Farm Branch

(Partner: Orchard Farm Elementary School)
2135 Hwy V
St. Charles, MO 63301
Phone: 636-250-5200

Deer Run Branch

1300 North Main Street
O'Fallon, MO 63366
Phone: 636-978-3251

Spencer Road Branch

427 Spencer Road
St. Peters, MO 63376
Phone: 636-447-2320

Discovery Village Branch

378 Shadow Pines Drive
Wentzville, MO 63385
Phone: 636-332-6476

Winghaven Branch

7435 Village Center Drive
O'Fallon, MO 63368
Phone: 636-561-3385

ST. CHARLES CITY-COUNTY LIBRARY

Annual Budget - Fiscal Year 2021

As we enter the second year of the *2019-2023 Strategic Plan* approved by the Board of Trustees, we celebrate the milestones reached in Fiscal Year 2020 and plan for Fiscal Year 2021 by responding to the COVID-19 pandemic challenges that face our community and organization.

We have navigated the demand of building the Fiscal Year 2021 budget with the anticipation of reduced revenue while prioritizing the services and materials that will support the long-term vision for our customers to build successful lives, family, and communities.

Facilities for the Future

Revitalize existing spaces, and plan for expansion to serve a growing population.

In FY21 we plan on completing three major projects that will allow us to grow our services across St. Charles County:

1. Cliff View Branch, located in Wentzville, that will offer materials, programming, event space, and drive up access in the northwest portion of the county.
2. Orchard Farm Branch, a school district partnership, that will offer materials and programming opportunities to the northeast portion of the county.
3. A new mobile services vehicle that will be built to provide materials, resource consultation, Wi-Fi access, and much more throughout the county.

Experiences and Outreach

Enhance events, classes, and outreach to the community and reevaluate the collections, to attract new customers and expand audiences.

With the current COVID-19 situation, we have seen how important it is to have a strong virtual footprint to reach our customers. At least through September, all classes and events will be held virtually, and virtual class offerings will remain strong through the year, even as in-person classes are reintroduced. Staff will focus on creating quality virtual programs and appropriately physically-distant in-person classes that create community, offer lifelong learning, and increase literacy.

Service Model

Strengthen the customer-centered, supported self-service model to increase access and use, overall customer satisfaction, and workflow efficiencies, and by reinvesting in our superior staff.

In FY21 we will implement a consolidated service model at many of our locations allowing us to increase efficiency and purposefully position our talented staff. Notably, there will be no additional staff positions. Self-service measures will be implemented to deliver customer convenience. We will also launch a community resources initiative providing pandemic recovery resources, as well as virtual help services allowing customers to book a Librarian in person, over the phone, or online.

Digital Leadership

Improve digital and technology services to enhance ease of use for both customers and staff, and to raise the Library's profile as a technology leader in the community.

The recent pandemic has altered the way many of our customers use our materials. More and more of our book readers have converted to our digital resources. Our most popular product, *Overdrive*, continues to experience steady growth while physical materials like CDs, print magazines, and audiobooks on CD are declining in circulation.

In FY21 we have dedicated funds for databases that support recovery services as well as a continued focus on digital learning. As a complement, we offer valuable support services to customers seeking employment, starting a new business, learning a new skill, and much more.

Public Relations and Marketing

Advance public relations and marketing to expand use and awareness of the Library, and support efforts to increase private and public funding.

The Chief Communications & Engagement Officer is now in place, leading the strategic direction of our communications, public relations, and community engagement initiatives. We aim to raise awareness of the Library, build strategic partnerships, and gather direct feedback to shape Library services.

The Library has three new assets coming in FY21:

1. A social media archiving system for improved public record maintenance.
2. A website with a clean, modern look that integrates in real time with a mobile app.
3. A fresh event calendar program that will provide ease of use for the customer.

While we are immediately focused on a challenging environment, we are also keeping our eye on the mission of the Library as we inspire, inform, and enhance connections across St. Charles County.

GENERAL FUND

The General Fund represents the Library's operating budget. The new fiscal year will start with a projected beginning fund balance of \$21,217,677. Prior to the majority of tax revenues for Fiscal Year 2021 being received in January 2021, the Library uses this fund balance to operate.

REVENUE HIGHLIGHTS

- **Library District Taxes**

Library tax revenue in FY21 is budgeted at \$19.3 million, a 1.3% decrease from the FY20 budget of \$19.5 million. This is a conservative tax projection until the Library sets the tax rate in September and there is more information regarding actual revenues.

Tax revenue is projected to generate 97.9% of the Library's total revenue. Tax revenue includes real and personal property taxes as well as Tax Increment Financing (TIF) payments, Surtax payments, and so on. The tax rate, certified by the Missouri State Auditor in September, is projected to remain the same as prior year. State law requires the Assessor to revalue all real property in St. Charles County as of January 1 of every odd-numbered year, which does not apply to 2020.

- **State Aid for Public Libraries**

The State of Missouri is facing significant revenue shortfalls due to current economic conditions. As a result, the Library was advised to not budget State Aid for FY21. The Library has budgeted \$0 in FY21 compared to \$184,000 in FY20.

- **Grants**

Grant funding normally includes support from our Friends of the Library organization, which enhances our Summer Reading Program and supports the Library team throughout the year. Current conditions do not allow Friends of the Library to hold their annual book sale in August, so no grant funding has been included in the FY21 budget.

The Library anticipates limited grant funding pursuant to the CARES Act. The State of Missouri administers Library Services and Technology Act (LSTA) funding. An amount of up to \$50,000 is to be used to address critical community need as to Internet access, and so on.

- **Investment Earnings**

The investment interest budget for FY21 is projected to decrease \$15,003, or -12.0% from FY20 budget. This is due to a sharp decline in interest rates negatively impacting the Library's Certificate of Deposit (CD) investment return.

- **Charges for Services**

Overall, charges for services is projected to decrease \$349,488, or -62.2% from FY20 budget.

Fines and Fees

The Library has traditionally received income from customers for fines, lost and damaged materials, rental of meeting rooms and fees for various types of copies. Customer overdue material fines have been eliminated in the FY21 budget. The goal is to encourage customers to return to the Library and take advantage of our important resources. It is increasingly important during this time of change and uncertainty.

The Library estimates a 15% decline in nonresident services revenue from FY20 to FY21. This is largely due to an increased number of Reciprocal Lending Agreements entered into by the Library with other libraries. These agreements enable the granting of reciprocal library services to residents served by other libraries if certain criteria are met. It benefits residents of both library districts by offering convenient services close to where they work and/or live.

Passport Acceptance Facility Fees (Passport Services Fees)

Four of the Library's twelve (12) branches currently serve as Passport Application Acceptance facilities: Middendorf-Kredell Branch, Spencer Road Branch, Corporate Parkway Branch, and Kisker Road Branch. Three (3) branches are to be added during FY21: Deer Run Branch, McClay Branch, and Kathryn Linnemann Branch. The Library is able to recoup the cost of the program by collecting a \$35 processing execution fee. Estimated Passport Services fee income for FY21 is \$120,000, a decrease of 45.5% from FY20 budget. This popular service has been negatively impacted by the COVID-19 related closure and overall reduced travel.

- **Intergovernmental Exchange**

The FY21 budget includes the provision of Tumblebooks, which is children's ebooks access at Wentzville and Ft. Zumwalt schools.

EXPENSE HIGHLIGHTS

- **Salaries and Benefits**

The FY21 budget for salaries and benefits represents 65.67% of the overall operating expenditure budget.

FY21 budgeted expenditure for salaries and benefits is \$12,917,882, an increase of \$104,028 or .8% from FY20 budget. The FY21 budget excludes annual salary step increases for eligible employees.

Medical, dental, disability, and life insurance, plus the defined pension and deferred compensation plans are the core components of the benefit package for full time employees. Importantly, the Library estimates a \$201,360, or 22.6%, increase in health care costs in FY21 from FY20 budget.

The budgeted staffing level for the Library will decrease from 217.85 full time equivalents (FTEs) in FY20 to 213.87 in FY21. Due to economic uncertainty and until we have

further information, open positions will be filled by internal transfer. Staff assignment to key areas will also be a consideration.

- **Library Materials**

The Library's FY21 Materials Budget of \$3,355,850 is a decrease of \$94,550 or -2.7%, from FY20 budget.

This is a nearly flat budget that is designed to be flexible as we learn how customers will respond to the Library's collection in a year impacted by COVID-19.

Before physical lending of materials had ceased, the use of our popular streaming service *Hoopla* had plateaued compared to prior year. Our most popular digital product *Overdrive* had steady growth. However, in March, April, and May there was unprecedented growth of these services and it is difficult to predict if they will need to be supported at their current levels once physical books are again loaned.

Physical materials that were already seeing a decline in circulation have related budget reductions in FY21. This includes music CDs, print magazines, and audiobooks on CD. We are anticipating a higher than usual cost increase for physical books, so no significant reductions were made to this category. If necessary, hold ratios will be increased to save costs if more support for digital resources is required.

The future focus for Reference and eResources (7223) will be databases that support recovery services as well as continued focus on digital learning. There is a slight decrease in this line item from FY20.

- **Adult and Youth Programming**

The FY21 budget for classes and events remains the same from FY20 at \$172,000. With the current pandemic situation, the Library recognizes the importance of having a strong virtual footprint to reach our customers. This includes converting our popular *Summer Reading Challenge* to an online platform called *Beanstack*.

Beanstack allows readers to register in seconds and for them to earn badges and prizes by keeping track of their reading.

The Library will continue to focus on early literacy, teen services and recovery services for adults. Recovery services include assistance with job search, skill development, budgeting and so on.

Through September, all classes and events will be held virtually. Virtual class offerings will remain robust throughout the year, even as in-person classes are reintroduced. Staff will focus on creating quality virtual programs and suitable physically-distant in-person classes that create community, offer lifelong learning, and increase literacy.

- **Community Outreach Services**

The FY21 budget for Outreach Services supports both the continued provision of new and high interest titles with regard to materials and meeting other needs of customers we serve. Our valued community partnership with *Operation Food Search* continues that

supports our *Lunch @ the Library* program. *Lunch @ the Library* provides children and teens with free summer meals and summer reading programs that support learning, health, and wellness.

The Library continues to grow Outreach Services with the goal of reaching the entire community. This is especially important in an environment of increased isolation, resulting in our vulnerable population feeling disengaged from the community.

St. Charles County residents that are homebound or disabled and not able to travel to a branch can take advantage of *Library to You* services. *Library to You* volunteers deliver library materials directly to homes or customers may be eligible to receive materials through the U.S. mail service.

- **Marketing**

The overall Marketing/Advertising budget of \$118,700 for FY21 reflects a decrease of 17.3% from FY20 budget.

Digital Leadership - Website

We are continuing development of a new website using *Stacks*, a product made available by Ebsco. This is a turnkey web platform that will allow us to create a clean modern look, intuitive navigation, and real time integration with a mobile app.

Public Record Maintenance

The Library is streamlining compliance with public records laws by subscribing to *Social Archive*. This platform provides a backup and makes all Library social media accounts and our website easily searchable so that we can quickly accommodate any records requests. This system backs up our platforms from the beginning of their existence and also backs up any edits or deleted social media posts made by the Library and our users.

Social Media

As customers' usage of our social media continues to grow, we will dedicate additional production support to these channels. Customer engagement has proven the value of increasing the number of videos and live events involving authors, entertainers, and much more.

Customer Engagement and Retention

The Library continues an established relationship with Orange Boy Inc., the library-focused organization with software used to track customer behavior and manage customer messaging. Orange Boy will assist the Library in FY21 with measuring and

evaluating results as we carry out strategic initiatives.

Overall Orange Boy strategy aims to accomplish the following:

- Create a welcome campaign for new Library customers.
- Develop an overall messaging strategy to target the right content to the right customer.
- Focus on driving usage and re-engaging lapsed customers, or those that have not used our resources recently.

Other FY21 Marketing Objectives:

- Educate the public about eResources, including virtual programming events and the physical collection by increasing digital advertising efforts to target current and potential customers.
- Assist the Foundation and Friends of the Library as they work toward increasing private and public support for the Library.
- Support the Adult and Youth Services team as to the *Summer Reading Challenge* and other programs.

- **Delivery Fleet Operations, Maintenance and Repairs**

Delivery fleet vehicle operations, maintenance and repairs are budgeted to increase in FY21 by \$9,000, or 31%, from FY20. The Library is incurring additional maintenance expense due to vehicle age and improved routine maintenance.

Due to high mileage, the Library anticipates having to replace two (2) fleet vehicles (delivery vans) in FY21. The replacement purchases have been accounted for under special fund/capital rather than the regular operating budget.

- **Buildings and Grounds**

Buildings and grounds expenditures are projected to increase by approximately \$31,000 in FY21 from FY20, or 4.0%. This reflects increased investment in building cleaning services for the coming year. It also includes expenditure for contractor assistance with ice, snow and other weather related issues.

Conservatively, only renovations originating in FY20 are scheduled to continue in FY21 due to uncertainty related to COVID-19. Facilities Management will continue to focus on customer health, safety, accessibility, continuous improvement, and preventive maintenance to extend the life of Library assets.

- **Equipment/Furnishings, Maintenance and Repair**

The equipment, maintenance and repair budget will decrease \$270,097 in FY21 from FY20, or -62.7%. Various types of furnishings will be replaced or added to enhance staff areas, teen, computer and study areas, customer spaces and meeting rooms. There will also be additional storage and signage expenditures.

Equipment service contract review and ongoing management has resulted in a minimal increase of \$1,100 from FY20 to the FY21 budget.

- **Travel, Training and Dues**

Travel, training and dues is budgeted in FY21 to decrease \$92,197, or -55.9%, from FY20. Until the impact of COVID-19 is known, off-site participation in Public Library Association (PLA), American Library Association (ALA) and Missouri Library Association (MLA) conferences and training for staff will be minimal. The Library will offer free or low cost in-house training for staff.

The Library continues to be a member of the above organizations and Urban Libraries Council (ULC), an innovative organization, advocating the value of libraries. ULC focuses on: Education, Digital Inclusion (access and equity in communities), and Partnerships (for creating healthy, sustainable communities).

The FY21 budget includes mileage reimbursement for staff travel between branches and for local meetings. The Library reimburses mileage at the established U.S. Government General Services Administration (GSA) rate in effect at the time of travel. Reimbursement for meals is to be the lesser of the actual cost incurred and the established GSA per diem rate at the time of travel.

- **Professional Services and Data**

Professional services and data is projected to decrease \$151,805, or -41.0% in FY21 from FY20. This is largely due to reduced consultant fees related to facilities planning and building renovation.

The Library has budgeted \$30,000 in FY21 for legal fees for continued assistance in various areas including compliance review of policies and needed revision (many remain outdated), Board and staff education, employment issues, contract review, and so on.

- **Information Technology**

Technology and telecommunication expenditures are budgeted in FY21 to decrease \$159,744, or -15.4%, from FY20.

Software expenditures are shifting from the buying of licenses to the purchase of subscriptions in FY21. The Library changed to an annual subscription plan for Microsoft products, including Server, Windows and Office. Polaris, our integrated library system (ILS), is also a subscription service that is central to providing Library services.

Other software and system subscriptions include:

- *SolarWinds*, IT Customer Service Management platform.
- *CheqRoom*, a device and materials reservation system.
- *VoicePro*, a hosted voice system used by the Outreach Services and Virtual Help Services teams.
- *Zoom* conferencing for virtual meetings, training and webinars.

In FY21, the Library will replace *E-vents* with *Communico*, a hosted system. *Communico*'s Reserve and Attend modules will be implemented, which are intuitive and easy to use for room reservation and event calendar/registration.

Telecom Data includes an increase in funding for the T-Mobile Hotspot lending program. This enables customers to check out a hotspot from an inventory of one hundred seventy-five (175) portable Internet access devices with unlimited data plans.

Equipment spending includes both staff computing needs and Public Service technology requests. Expenditures are projected to decrease since the majority of public and lab computers were upgraded in FY20 and will not need replacement.

Outlays are also reduced for server and data storage equipment as the Library moves from in-house systems to hosted applications. FY21 budget includes planned purchases of eighty (80) desktop computers to replace aging staff computers.

CAPITAL / SPECIAL PROJECTS

A new mobile library vehicle will be built during FY21. This modern bookmobile and mobile outreach service will provide one-on-one assistance, access to technology and many other resources offered in brick and mortar locations.

Two delivery vans are projected to need replacement in FY21 due to high mileage and physical condition. They are essential to transport materials and supplies amongst locations throughout St. Charles County.

Given the uncertainty surrounding the pandemic, a conservative approach to capital investment is being taken for FY21. Three renovation projects are carrying over from FY20, so they remain scheduled for completion. These include Administration office space, Kathryn Linnemann teen room buildout and the Cliff View Branch renovation.

Other projects will be prioritized based on necessity.

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT
FY21 Budget Summary - FINAL

District Total Revenues	19,699,426	
Salaries and Benefits	12,917,882	65.67%
Materials	3,355,850	17.06%
Operations	2,523,332	12.83%
Technology and Telecommunications	875,129	4.45%
General Fund Total Expenditures	19,672,193	100.00%
General Fund Net Surplus / (Deficit)	27,233	
Capital Projects / Special Fund	2,720,000	
District Total Expenditures	22,392,193	
Net Surplus / (Deficit) with Capital Projects	(2,692,767)	

General Fund Balance		
Projected Beginning Fund Balance at 06/30/20	21,217,677	
Add: Projected Revenues	19,699,426	
Less: Projected Expenditures	(19,672,193)	
Projected Ending Fund Balance at 06/30/21	21,244,910	
Capital Projects / Special Fund	2,720,000	
Projected Ending Fund Balance after Capital Projects	18,524,910	

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT

FY2021 BUDGET SUMMARY - FINAL

Revenues, Expenditures and Changes in Fund Balance

<u>DESCRIPTION</u>	FY2019	FY2020	FY2020	FY20 Forecast	FY2021	FY21 v FY20	%
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>	<u>v Budget</u> <u>Variance</u>	<u>Budget</u>	<u>Budget</u> <u>Variance</u>	
Revenue							
Tax Revenue	18,901,130	19,457,491	19,545,750	(88,259)	19,300,000	(245,750)	-1.3%
State Aid	183,984	227,243	184,000	43,243	-	(184,000)	-100.0%
Grants	221,683	61,573	119,583	(58,010)	50,000	(69,583)	-58.2%
Investment Earnings	131,549	185,996	125,028	60,968	110,025	(15,003)	-12.0%
Charges for Services	634,763	393,387	561,438	(168,051)	211,950	(349,488)	-62.2%
Donations	1,625	558	350	208	380	30	8.6%
Intergovernment Exchange	6,650	5,600	6,980	(1,380)	5,600	(1,380)	-19.8%
Rent	111,855	34,286	43,270	(8,984)	20,270	(23,000)	-53.2%
Other	2,840	82,156	2,448	79,708	1,201	(1,247)	-50.9%
Total Revenue	20,196,079	20,448,290	20,588,847	(140,557)	19,699,426	(889,421)	-4.3%
Expenses							
Salaries and Benefits							
Salaries	9,530,605	10,046,311	10,182,985	(136,674)	10,159,046	(23,939)	-0.2%
Taxes	718,086	754,993	772,614	(17,621)	742,537	(30,077)	-3.9%
Lagers and P.E.D.C.	672,576	756,760	876,046	(119,286)	801,378	(74,668)	-8.5%
Healthcare	748,165	970,916	892,127	78,789	1,093,487	201,360	22.6%
Other	81,639	86,895	90,082	(3,187)	121,434	31,352	34.8%
Salaries and Benefits	11,751,071	12,615,875	12,813,854	(197,979)	12,917,882	104,028	0.8%
Materials							
Books and Periodicals	1,403,483	1,382,743	1,544,000	(161,257)	1,580,600	36,600	2.4%
Reference and Electronic Resources	1,127,739	1,196,701	1,147,000	49,701	1,021,600	(125,400)	-10.9%
Audio/Video Media	453,804	506,452	637,000	(130,548)	621,500	(15,500)	-2.4%
Other	104,686	103,288	122,400	(19,112)	132,150	9,750	8.0%
Materials	3,089,712	3,189,184	3,450,400	(261,216)	3,355,850	(94,550)	-2.7%
Operations and Technology							
Supplies	320,969	325,497	314,087	11,410	332,326	18,239	5.8%
Insurance and Utilities	421,493	365,544	449,648	(84,104)	445,563	(4,085)	-0.9%
Adult & Youth Programming	258,039	138,898	172,091	(33,193)	172,000	(91)	-0.1%
Marketing	138,570	101,401	143,500	(42,099)	118,700	(24,800)	-17.3%
Delivery Fleet Ops, Maint and Repair	29,003	31,382	29,000	2,382	38,000	9,000	31.0%
Rent/Lease Branch & Warehouse	142,420	164,120	158,704	5,416	129,624	(29,080)	-18.3%
Buildings and Grounds	773,940	686,646	783,544	(96,898)	814,496	30,952	4.0%
Equipment Maint and Repair	314,926	308,956	430,910	(121,954)	160,813	(270,097)	-62.7%
Travel, Training and Dues	147,469	157,514	165,058	(7,544)	72,861	(92,197)	-55.9%
Professional Services and Data	305,134	277,507	370,580	(93,073)	218,775	(151,805)	-41.0%
Technology and Telecommunications	595,606	789,259	1,034,873	(245,614)	875,129	(159,744)	-15.4%
Other (includes Postage/UPS)	25,873	16,568	28,050	(11,482)	20,174	(7,876)	-28.1%
Operations and Technology	3,473,442	3,363,292	4,080,045	(716,753)	3,398,461	(681,584)	-16.7%
Total Expenses	18,314,225	19,168,351	20,344,299	(1,175,948)	19,672,193	(672,106)	-3.3%
General Fund Net Surplus/(Deficit)	1,881,854	1,279,939	244,548	1,035,391	27,233	(217,315)	-88.9%

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT

FY2021 BUDGET SUMMARY - FINAL

Revenues, Expenditures and Changes in Fund Balance

<u>DESCRIPTION</u>	FY2019	FY2020	FY2020	FY20 Forecast	FY2021	FY21 v FY20	<u>% Change</u>
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>	<u>v Budget Variance</u>	<u>Budget</u>	<u>Budget Variance</u>	
Projected Fund Balance - Beginning		21,724,797	21,724,797		21,217,677		
Projected Fund Balance - Ending	21,724,797	23,004,736	21,969,345		21,244,910		
Capital Projects							
Administration	223,639	243,087	600,000	(356,913)	760,000	160,000	26.7%
Kisker Road Branch	83,767	2,275	10,000	(7,725)	50,000	40,000	400.0%
Deer Run Branch	5,781	6,459	23,000	(16,541)	65,000	42,000	182.6%
Spencer Road Branch	67,801	1,600	72,000	(70,400)	60,000	(12,000)	-16.7%
Corporate Parkway	22,876	16,210	20,000	(3,790)	125,000	105,000	525.0%
Kathryn Linneman Branch	8,342	106,233	165,000	(58,767)	125,000	(40,000)	-24.2%
Portage Des Sioux Branch	2,675	-	-	-	-	-	-
Middendorf-Kredell Branch	-	4,250	65,000	(60,750)	30,000	(35,000)	-53.8%
McClay Branch	2,400	-	25,000	(25,000)	25,000	-	0.0%
Boone's Trail	3,275	-	5,000	(5,000)	5,000	-	0.0%
Winghaven Branch	99,812	6,945	10,000	(3,055)	30,000	20,000	200.0%
Cliff View Branch	-	1,400,000	2,845,000	(1,445,000)	1,445,000	(1,400,000)	-49.2%
Total Capital Projects	520,368	1,787,059	3,840,000	(2,052,941)	2,720,000	(1,120,000)	
Net with Capital Projects	1,361,486	(507,120)	(3,595,452)	3,088,332	(2,692,767)	902,685	
Projected Fund Balance - Ending (After Capital Projects)	21,724,797	21,217,677	18,129,345		18,524,910		

TAX ASSESSMENT INCOME BASED ON ASSESSMENT VALUATION COMPARISON - FY 2021 - March 2020 Estimate - No Change in Tax Rate

	FY2019 Assessed Value	FY2019 Tax Dollars	FY2020 Assessed Value *	FY2020 Tax Dollars	FY2021 Assessed Value	FY2021 Tax Dollars
Real Estate/Pers. Prop.:						
Real Estate	7,016,959,260.00	14,777,716.20	7,879,008,984.00	15,726,501.93	7,993,174,925.00	15,954,377.15
Personal Property	1,368,603,555.00	2,882,279.09	1,448,414,980.00	2,891,036.30	1,448,414,980.00	2,891,036.30
Railroad & Utilities:						
Local Real	23,096,768.00	48,641.79	25,432,510.00	50,763.29	25,432,510.00	50,763.29
Local Personal	14,572,151.00	30,688.95	11,331,680.00	22,618.03	11,331,680.00	22,618.03
Sub Total - Locally assessed	8,423,231,734.00	17,739,326.03	9,364,188,154.00	18,690,919.56	9,478,354,095.00	18,918,794.77
State Real	172,507,361.00	363,300.50	185,684,430.00	370,626.12	185,684,430.00	370,626.12
State Personal	24,474,898.00	51,544.14	24,484,139.00	48,870.34	24,484,139.00	48,870.34
State Assessed Total	196,982,259.00	414,844.64	210,168,569.00	419,496.46	210,168,569.00	419,496.46
Total	8,620,213,993.00	18,154,170.67	9,574,356,723.00	19,110,416.02	9,688,522,664.00	19,338,291.24

Net Increase/(Loss) in Tax Revenues **956,245.35** **227,875.22**

Gain/(Loss) from tax rate or inflation: **227,875.22**

New Construction: **161,897,632.00**

	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>
Calculation is per \$100 valuation at tax rate of:	0.2106	0.1996	0.1996

For budgeting purposes, tax revenue will be reduced up to 1.5% for fees **\$19,048,216.87** *** 2019 Value Report - End of Year 01.30.20**

St Charles City-County Library District**FY21 Personnel Budget - Full time Equivalents (FTE)**

Branch or Department	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Director, Deputy Director, Executive Assistant, Reception	34.10	3.00	3.00	3.00	4.16
Business Office		6.20	6.20	6.16	5.00
Development Office		3.00	3.00	3.00	2.00
Human Resources	2.90	3.90	3.90	4.00	4.00
Information Technology	9.20	8.00	8.00	9.00	9.00
Marketing	5.30	5.30	5.30	6.40	6.40
Adult & Youth Services		5.00	5.00	8.00	8.00
Technical Services	13.40	12.50			
Collection Services & Technical Services		6.00	19.50	15.10	15.10
Facilities, Delivery and Warehouse		8.07	7.76	8.41	8.47
Outreach Services		2.30	2.80	5.29	5.30
Corporate Parkway Branch	13.20	14.26	15.95	14.66	15.00
Deer Run Branch	12.40	11.70	11.70	12.79	12.65
Kathryn Linnemann Branch	23.75	24.41	22.42	24.22	24.08
Kisker Road Branch	14.18	12.97	12.98	12.59	11.90
McClay Branch	13.25	13.38	13.38	13.38	12.88
Middendorf-Kredell Branch	28.20	28.67	29.12	28.92	27.54
Spencer Road Branch	31.20	30.98	30.41	29.93	31.09
Library Express at Discovery Village	3.90	3.70	3.75	3.80	2.80
Library Express at Winghaven	3.90	4.10	4.80	4.80	4.80
Augusta	1.50	1.80	2.00	1.70	1.70
Boone's Trail	2.20	2.20	2.20	2.20	2.00
Portage Des Sioux	0.95	1.00	1.10	0.50	0.00
	213.53	212.44	214.27	217.85	213.87

<u>FY21 Personnel Additions</u>	<u>FTE</u>
Hiring Freeze in Effect	0.00

St. Charles City-County Library District
2021 Annual Budget
(July 1, 2020 through June 30, 2021)

LIBRARY MATERIALS

<i>Statement of Budgeted Expenditures</i>	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget	% Change 2020-21
Books - Adult and Teen	787,944	864,103	833,871	857,437	999,000	1,030,900	3.19%
Books - Children's	335,807	339,814	440,558	409,049	413,000	421,500	2.06%
Data Base Services	134,182	222,664	181,794	194,567	181,000	187,800	3.76%
Periodicals	127,618	126,183	142,955	136,996	132,000	128,200	-2.88%
Reference - Print & Electronic Resources	832,300	707,179	688,498	553,604	516,000	483,800	-6.24%
Audio Media - Adult, Teen, & Children's	303,977	296,718	270,508	199,973	265,000	256,500	-3.21%
Video Media & Streaming	284,935	404,584	475,169	635,163	822,000	715,000	-13.02%
Binding, Supplies, Circulating Equipment & Kits	103,244	106,862	104,037	102,243	117,300	125,950	7.37%
Consortia	25,881	16,233	19,182	2,499	5,100	6,200	21.57%
Total Library Materials	2,935,888	3,084,340	3,156,572	3,091,531	3,450,400	3,355,850	-2.74%
Increase (Decrease) from Prior Year		148,452	72,232	(65,041)	358,869	(94,550)	
		5.06%	2.34%	-2.06%	11.61%	-2.74%	

LOC #	LOCATION	CAPITAL / SPECIAL PROJECT DESCRIPTION	FY21 BUDGET	
<u>Capital Projects / Special Fund:</u>				
0100	GA	Mobile Library Vehicle	325,000	
0100	GA	Cargo Van Replacement (2) - Aging Vehicles	75,000	
Total Special Projects			400,000	
<u>BUILDINGS, FURNISHINGS & EQUIPMENT:</u>				
0100	GA	Dance Connection Lease Space/Other Renovation (District Use) - FY2020 Carryover	300,000	
0100	GA	Reconfigure Processor Work Area - Collection Services	10,000	
0100	GA	HVAC (Multiple Units at Administration)	50,000	360,000
1500	BT	Parking Lot Repair	5,000	
0800	SP	Heating & Cooling - System Analysis and Solution Implementation	60,000	
1600	WH	Create Adminstrative Office	30,000	
1000	KL	Teen Area Buildout - FY2020 Carryover	75,000	
1000	KL	Teen Area Furnishings	25,000	
1000	KL	Enclosure of Lobby Area (Includes Doors)	25,000	125,000
900	CP	Replace Public Area Flooring	75,000	
900	CP	Reconfigure Service Desk	50,000	125,000
1400	MY	Paint Interior Walls (Public Space)	25,000	
0600	KR	Reconfigure Service Desk	50,000	
1300	MK	Replace Children's Area Flooring	30,000	
0700	DR	Reconfigure Service Desk	50,000	
		Building Exterior Repairs Including Lintel Refurbishing	15,000	65,000
1800	CV	Cliff View Branch Renovation - FY2020 Carryover	1,445,000	
Total Buildings, Furnishings & Equipment			\$ 2,320,000	
Grand Total Buildings, Furn, Equip and Special Projects			\$ 2,720,000	

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT
FY2021 Budget
Five Year Facilities Maintenance Forecast by Branch

Type	Location	2021	2022	2023	2024	2025	Total
Admin	Administration (GA)	\$ 350,000	\$ 259,042	\$ 108,555	\$ 14,396	\$ -	\$ 731,993
Regional	Spencer Road Branch	\$ -	\$ 43,556	\$ -	\$ -	\$ -	\$ 43,556
Regional	Middendorf-Kredell Branch	\$ 117,339	\$ 624,808	\$ 26,667	\$ -	\$ 70,276	\$ 839,090
Regional	Kathryn Linnemann Branch	\$ 234,358	\$ 315,081	\$ 72,010	\$ 14,396	\$ 23,957	\$ 659,802
GP	Corporate Parkway Branch	\$ 23,066	\$ 182,213	\$ 15,813	\$ -	\$ 14,231	\$ 235,323
GP	Deer Run Branch	\$ 93,155	\$ 319,304	\$ -	\$ -	\$ 20,162	\$ 432,621
GP	Kisker Road Branch	\$ -	\$ 204,250	\$ -	\$ -	\$ 8,334	\$ 212,584
GP	McClay Branch	\$ 80,293	\$ 53,426	\$ 33,108	\$ -	\$ 50,560	\$ 217,387
Express	Winghaven Branch	\$ -	\$ 18,276	\$ 81,392	\$ -	\$ 45,489	\$ 145,157
Express	Cliff View Branch	\$ 1,445,000	\$ -	\$ -	\$ -	\$ -	\$ 1,445,000
Community	Boone's Trail Branch	\$ -	\$ 25,027	\$ -	\$ 8,928	\$ 5,114	\$ 39,069
Community	Augusta Branch	\$ 4,842	\$ 20,931	\$ -	\$ 19,595	\$ -	\$ 45,368
	Grand Total	\$ 2,348,053	\$ 2,065,914	\$ 337,545	\$ 57,315	\$ 238,123	\$ 5,046,950