

Library Budget Project
Proposed budget for Enid Public Library 2020-2021

Theri Ray
LIS 5023 Management of Information and Knowledge Organizations
Dr. Betsy Martens
University of Oklahoma
Fall 2019

For the purposes of the budget project, I chose the Enid Public Library because it is the library I am most familiar with. I hope that living in Enid and being a patron of the library will help in the decision process about what budget changes I would make with a 5% budget increase.

Having an understanding of both the library and the community it serves is important in the process of making decisions about what services, programs, and facilities changes to make whenever changes are being made.

When faced with adding about \$47,000 to the library budget I struggle with, as Holt & Holt (2016) note, simply making it a mathematical equation. To combat my predisposition to emotionally detach from large sums of money I would use not only the library's mission statement as a guide but also incorporate input from a variety of sources to guide the decision-making process. These sources would include input from the community the library serves, the library staff, and the Library Board.

As a library director, I would want to have an ongoing suggestion box system where the community could provide feedback about what additions they would like to see at the library. I would have suggestion cards that patrons could fill out in the library in addition to online submissions available on the website and via social media. Collecting feedback from patrons in an ongoing system allows for the data to be compiled and analyzed on a regular basis, which I think is important for the development and growth of the library. Before making any changes beyond necessitated or emergency situations I would refer to the data collected from the patrons of the library. In addition to suggestions from the library patrons I would also review data from programs, services, and circulation. Before making changes, I want to know what is working well and what isn't working well. If we can quantitatively see that our youth programs are

bringing young people into the library, we want to make sure we are continuing to grow those programs. If a program is not thriving, we can look into making changes to help that program or possibly cut the program if there isn't enough interest to warrant the program.

When faced with budget changes I would also have conversations with all the library staff. The library staff are the staff members that are on the floor, working with patrons, shelving and weeding books, and more. Library directors have responsibilities that pull them away from many of the daily library tasks and hearing from the rest of the staff is the best way to make sure you have a good understanding of where there may be needs you, as the library director, are not aware of.

Another group I would discuss budget changes with is the Library Board. The Library Board not only advises the City on library issues, including the budget, but as members of the community they have valuable input on what services may benefit the community. A quick glance at Enid's current Library Board indicates there are members of our Marshallese community on the board, which is one community in particular I would like to involve more in our public library. In Enid, I would like to reach out to both the Latino and Marshallese populations to find ways the Library can specifically provide services to their communities.

In looking at the previous two budgets, the budget for new books and for programs for adults and children has not increased. I would increase both of these budgets. A 16.67% increase for books, manuals and materials, \$10,000, will allow for growth in a non-English collection while maintaining growth in other collections. Even while learning English, speakers of other languages are interested in maintaining and celebrating their culture. Having materials in multiple languages increases the library's cultural inclusivity.

Programs that invite both children and adults into the library are foundational to building community relations with the library. It is evident from the calendar of events (Enid Public Library, n.d.) and from the Public Library of Enid & Garfield County's Facebook page (n.d.) that programs are a successful way to bring people into the library. Increasing this budget by 33%, an addition \$5,000 will allow for more programs. Having spoken with the library's director (J. Regier, personal communication, September 13, 2019) being able to fund the library staff's programming ideas is an important part of fostering a fun, interactive library atmosphere. Recently, the non-profit art studio, Creative Arts Enid, closed. Library programs that include creating art are helping to fill the community's desire to participate in creating art. One of the art teachers from Creative Arts Enid now teaches art at the library to children and adults. Purchasing supplies to allow for more and larger classes would be part of the programming budget. The above proposed increases account for \$15,000 of the \$47,000 budget increase. After speaking with the Enid Public Library's current director (J. Regier, personal communication, October 20, 2019) I would add a new line to the budget for a major upgrade to the library's security system, including video surveillance both inside the library and around the library grounds. The Enid Public Schools are in the process of updating their security systems. After speaking with the Enid Public Schools System Administrator (T. Pearson, personal communication, October 20, 2019), Enid Public Library should be able to have a complete install of new cameras and software that would amply cover their security needs for around \$30,000. This would include some facial recognition, tracking abilities, and the ability connect to databases like the national sex offender registry to help ensure safety at the library. The camera system's tracking ability is extremely helpful if a child were to wander away from parents and become lost. The camera system proposed is able to track a face and find it. The proposed

system also records allowing for review of incidents either while the library is open, or in the event of an incident, either inside or out, when the library is not open.

To finish off the 5% increase I would add \$500 to of the buildings/grounds upkeep line item and the landscaping line item, a 7.69% increase to building and facilities maintenance. An additional \$500 would also be added to the office supplies line item, a 7.67% increase. Increasing the tools, parts, and supplies by \$500, a 20% increase, would allow more minor repairs to be done inhouse. I would also increase the advertising budget by \$500, a 6.67% increase. This would allow for more advertisement of the library's programs and services. The total proposed budget would be \$1,003,840, a 4.97% increase from the 2019-2020 fiscal year.

The complete budget comparison for the FY 19-20 and the proposed FY 20-21 budget follows. Changes are highlighted with the dollar amounts of the change and percentage of the increase noted to the right.

References

- City of Enid. (2018). Enid Annual Budget Report 2018-2019, pg 74-76. Retrieved October 10, 2019, from <http://www.enid.org/home/showdocument?id=14587>
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- Enid Public Library Year in Review. (n.d.). Retrieved October 10, 2019. Retrieved from <https://enid.okpls.org/year-in-review/>.
- Holt, G. E., & Holt, L. E. (2016). Budget Planning. In *Crash course in library budgeting and finance*. Santa Barbara, CA: Libraries Unlimited. Retrieved October 10, 2019, from https://canvas.ou.edu/courses/143951/files/16380838?module_item_id=2149571
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	2019-2020	PROPOSED 20-21	Change	
Total Budget	\$450,585	\$498,085	\$47,500	10.54%
PERSONNEL SERVICES	177935	177935	\$0	0.00%
CONTRACTUAL SERVICES	\$192,500	\$207,500	\$15,000	7.79%
MAINTENANCE & OPERATIONS	\$80,150	\$112,650	\$32,500	40.55%

PERSONNEL SERVICES	177935	177935
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PERSONNEL SERVICES

Regular	\$394,675	\$394,675
Overtime	\$2,000	\$2,000
Part Time/seasonal	\$91,950	\$91,950
Holiday pay	\$17,130	\$17,130

CONTRACTUAL SERVICES	\$192,500	\$207,500	\$15,000
			7.79%

CONF/SEM/TRAINING

PLA	\$5,000	\$5,000
State Conference/Training	\$2,500	\$2,500
Totals	\$7,500	\$7,500

ORGANIZATIONAL DUES

OLA dues, PLA, MPLA, ALA	\$3,000	\$3,000
Totals	\$3,000	\$3,000

BOOKS, MANUALS & MATERIALS

Books, audios	\$60,000	\$70,000	\$10,000
Totals	\$60,000	\$70,000	16.67%

INSURANCE

FINANCE AVERAGES	\$6,000	\$6,000
Totals	\$6,000	\$6,000

BLDG & EQUIP RENTAL

Postage meter	\$1,500	\$1,500
Totals	\$1,500	\$1,500

MISCELLANEOUS

	\$0	\$0
Totals	\$0	\$0

MAINTENANCE & OPERATIONS	\$80,150	\$112,650	\$32,500
			40.55%

BLDG/FAC MAINT

Building/grounds upkeep	\$7,500	\$8,000	
LED Lights	\$3,000	\$3,000	
Landscaping	\$2,000	\$2,500	
Pest Control	\$500	\$500	
Totals	\$13,000	\$14,000	\$1,000
			7.69%

	2019-2020	PROPOSED 20-21	Change
Payroll Taxes	\$38,690	\$38,690	
Health ins trsf	\$87,760	\$87,760	
Pension	\$51,485	\$51,485	
Totals	177935	177935	

TRAVEL

PLA	\$4,000	\$4,000
Transportation/Lodging	\$2,000	\$2,000
Totals	\$6,000	\$6,000

PUB PERIODICALS

Online databases: Chilton, Testing Ed resource, Ancestry.com	\$22,500	\$22,500
Totals	\$22,500	\$22,500

Utilities

FINANCE AVERAGES	\$18,500	\$18,500
Totals	\$18,500	\$18,500

EQP MAINTENANCE

Copier Maintenance	\$4,500	\$4,500
Totals	\$4,500	\$4,500

PROF SERVICES

OCLC Fees	\$25,000	\$25,000
Totals	\$25,000	\$25,000

PROGRAM FUNDING

Youth and Adult Programs	\$15,000	\$20,000	\$5,000
Totals	\$15,000	\$20,000	33.33%

GRANT EXPENSE

State Aid (Hoopla \$8,000)	\$23,000	\$23,000
Totals	\$23,000	\$23,000

OFFICE SUPPLIES

Paper, pens, folders	\$6,500	\$7,000	
Totals	\$6,500	\$7,000	\$500.00
			7.69%

POSTAGE

FINANCE AVERAGES	\$9,000	\$9,000
Totals	\$9,000	\$9,000

PRINT & DUP

Letterhead, postcards, business cards	\$8,000	\$8,000
Totals	\$8,000	\$8,000

UNIFORMS

Logo Clothing	\$2,000	\$2,000
Totals	\$2,000	\$2,000

COMPUTER EQP/SUPPLIES

Computers (9)	\$10,000	\$10,000
Software updates (14)	\$4,500	\$4,500
E-rate match (90/10)	\$5,000	\$5,000
Totals	\$19,500	\$19,500

SUNDRY & SUPPLIES

Library Board Mtg	\$1,000	\$1,000
Cleaning supplies, break room	\$4,500	\$4,500
Totals	\$5,500	\$5,500

DONATION EXPENDITURES

Donation expenses	\$7,500	\$7,500
Totals	\$7,500	\$7,500

OIL & GREASE

FINANCE AVERAGES	\$50	\$50
Totals	\$50	\$50

TOOLS, PARTS, SUPPLIES

Tools, small equipment, book supports, bulbs, batteries	\$2,500	\$3,000	
Totals	\$2,500	\$3,000	\$500 20.00%

SAFETY EQUIPMENT

Fire extinguishers	\$500	\$500	
Stair treads	\$2,500	\$2,500	
Security System Update	\$0	\$30,000	\$30,000
Totals	\$3,000	\$33,000	\$30,000 1000.00%

ADVERTISING

Ads, Logo, Promo	\$3,000	\$3,500	\$500
Totals	\$3,000	\$3,500	\$500 16.67%

GASOLINE

FINANCE AVERAGES	\$200	\$200
Totals	\$200	\$200

TIRES & BATTERIES

FINANCE AVERAGES	\$200	\$200
Totals	\$200	\$200

VEH. MAIN, PARTS & LABOR

FINANCE AVERAGES	\$200	\$200
Totals	\$200	\$200