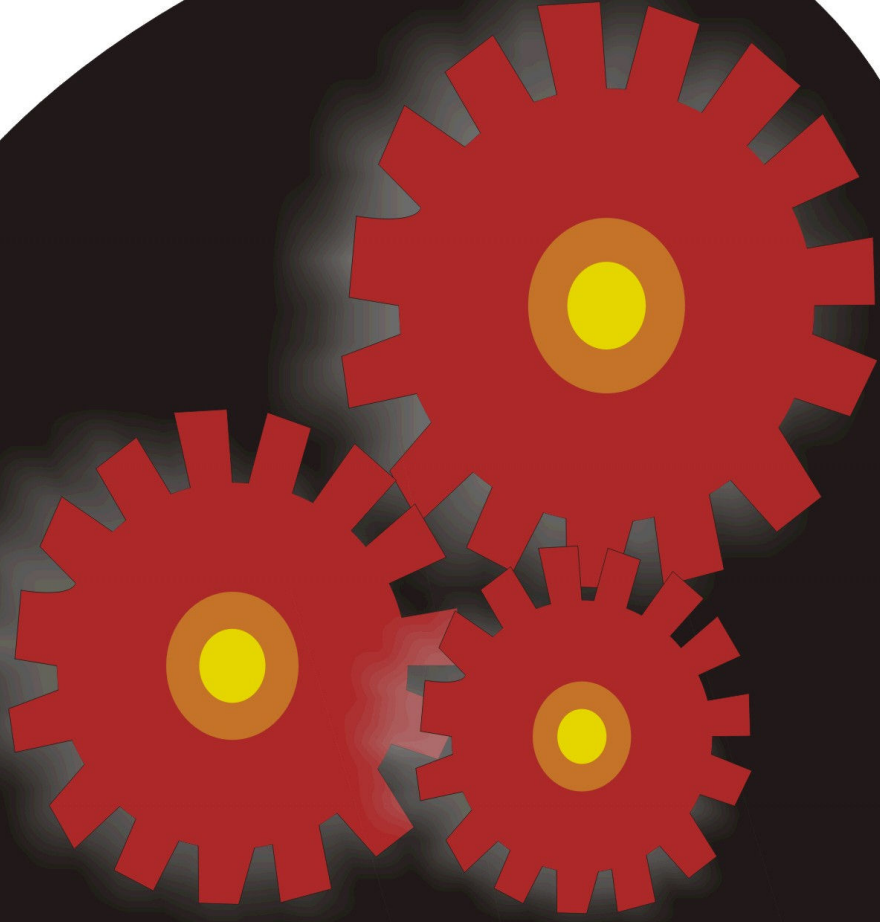
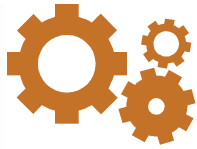


SHIFTING GEARS

*rethinking resources
in tough times*





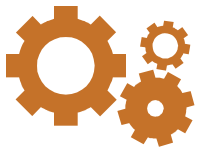
BUDGET RULES OF THUMB

- Expenses should not exceed income.
- Money should be saved for major repairs and replacements (furnace, roof, water heater).
- All loans for operating expenses should be paid back within the same fiscal year.
- Endowment principle should not be used for operating expenses.
- Additional taxes can be used to raise funds for tort and liability insurance, Illinois Municipal Retirement Fund, working cash, F.I.C.A. and Medicare, building and maintenance, and the audit.
- A successful referendum will raise income.
- Monthly monitoring of income and expenses is critical so budget adjustments can be made as soon as problems are suspected.
- Comparison of annual income and expenses from year to year identifies negative trends.



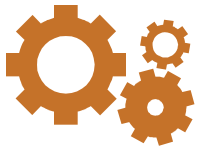
WAYS TO SAVE MONEY

- Set thermostats to 68° in winter and to 72° in summer.
- Insulate.
- Winterize windows and door frames.
- Turn off lights and computers in non-public areas when not in use.
- Recycle.
- Print duplex (two-sided) copies on your printer/photocopier.
- Print, copy, or file only if necessary.
- Buy used books in “new” condition.
- Use group purchase discounts negotiated by ALS.
- Buy in bulk.
- Ask the public for donations of office and craft supplies and new books.
- Utilize WebJunction, Wimba, and ALS for free training.



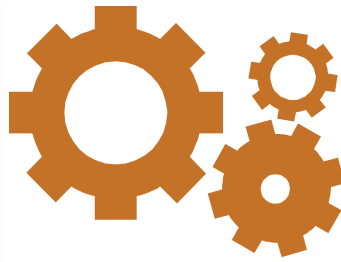
HOW TO MAKE CUTS

- Study the library's mission statement and long range plan to identify priorities.
- Do surveys or hold public hearings to identify the needs and desires of the community. Also, ask the public what the library does well and not so well.
- Identify what people are cutting in their own budgets. Example: If entertainment funds are cut, a movie license and showing films the library already possesses might become priorities. If they are cutting the Internet from home budgets, maintaining the library's Internet access is critical.
- Be open about budget realities and the cost of services.
- Cut non-priority services and expenses, and encourage self-service when practical.



REALITY CHECKS

- If the library cuts staff, services and hours should also be cut. It is unrealistic, even cruel, to expect fewer people to do even more work. They will be busier with the higher demand without adding more responsibilities.
- Volunteers should not replace paid staff. This tells the funders that they can get the service for free, so they are unlikely to increase funding later. Instead, volunteers should be used to complement and supplement staff. Use them for programming, publicity, fundraising, delivery to the homebound, and Friends groups.
- Grants take time and money to write, implement, and report. Only grants that help the library meet long range plans and community priorities should be sought.
- If the library stops adding new materials to its collection, use of the library will diminish.
- The library must be involved in its community to make itself known and valued.



SURVIVING & THRIVING IN TOUGH TIMES

BE EFFICIENT

Save steps, time, and money to make the best of your resources.

- Example: E-mailing overdue and hold notices and newsletters, rather than post office mailing, saves many physical steps, supplies, and postage.

BE EFFECTIVE

Do the right things.

- Example: Be open the hours users need the library to be open, rather than just the ones people want to work. A bedroom community needs more evening and weekend hours when people are available to come to the library.

BUILD PARTNERSHIPS

Collaborate with other businesses, libraries, and people to further common goals and serve common needs.

- Examples: Work with local economic development team to offer materials, services, and classes to citizens on how to start businesses. Partner with workforce development offices to offer resume and online job application training. Work with genealogical or historical societies to offer programs and displays that benefit all.

For more information or advice, contact the Library Development Team at Alliance Library System.