



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES **DATE: MARCH 27, 2018**

FROM: RIVERSIDE PUBLIC LIBRARY

SUBJECT: UPDATE ON THE PROPOSED TWO-YEAR BUDGET FOR FISCAL YEAR 2018-2020

ISSUE:

Receive an update on the Riverside Public Library proposed two-year budget for Fiscal Year 2018-2020.

RECOMMENDATION:

That the Board of Library Trustees receive and file the update on the proposed two-year budget for Fiscal Year 2018-2020.

BACKGROUND:

On December 8, 2015, the City implemented a two-year budget process commencing Fiscal Year 2016-17 in the context of a five-year financial plan. The City is currently planning the two-year budget for Fiscal Year 2018-2020. The City's fiscal years begin in July and end in June.

On January 22, 2018, staff presented the Board of Library Trustees with the initial proposed budget for Fiscal Year 2018-2020. This included a 4% reduction from the General Fund. For the Library, the 4% reduction was achieved by keeping certain positions unfilled, reducing security services at two locations, and reducing the budget for Library Materials and general office supplies.

On January 31, 2018, Library staff presented the initial proposed budget for Fiscal Year 2018-2020 to the Budget Engagement Commission (BEC).

DISCUSSION:

Following the public budget meetings in January and February, City departments incorporated input from all sources, including the City Council members, BEC, Riverside community members, and the City's Executive Leadership team, to develop recommended balancing measures and the priority of certain critical unfunded needs. The BEC met on February 22, 2018 to discuss and develop recommendations for the City Council on the revised balancing

measures and unfunded priorities that impacted any of the following critical areas: public safety, infrastructure, or customer service. During this meeting, staff and the BEC determined that the Library's proposed balancing measures to reduce security guard service, reduce the budget for Library Materials and hold vacant the Library Assistant positions would impact public safety and/or customer service.

To maintain the 4% balancing measure target, the Library updated the proposed balancing measures (attachment 1) to include reducing the allocation for general office supplies and keeping three positions vacant: 1) Library Page (0.25 Full Time Equivalent), 2) Library Associate (0.50 Full Time Equivalent), and 3) Library Technical Intern (0.50 Full Time Equivalent). Additionally, the Library will maintain a 2.5% vacancy factor and calculate in revenue enhancements from an increase in public printing.

Finance staff identified alternative funding options for some of the critical unfunded needs (attachment 2) for each City department. Measure Z was a possible option for Fiscal Year 2018-2020 to fund public computer replacement, firewall subscription costs, and web filtering subscription costs for the Library. If approved, this would provide an additional \$53,500 per year.

On March 14, 2018, the Finance Committee will receive an update and provide feedback on the development of the Fiscal Year 2018-2020 Budget and Five-Year Financial Plan, including proposed balancing measures and funding for unfunded critical needs. The final budget will be presented to the City Council in May for final approval.

FISCAL IMPACT:

The fiscal impact of the proposed budget will be determined with the adoption of the Fiscal Year 2018-2020 budget.

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Attachments: 1. Balancing Measures
 2. Unfunded Need