



City of Arts & Innovation

# Board of Library Trustees

**TO: BOARD OF LIBRARY TRUSTEES**

**DATE: MAY 8, 2023**

**FROM: RIVERSIDE PUBLIC LIBRARY**

**WARDS: ALL**

**SUBJECT: MID-CYCLE BUDGET REVIEW**

**ISSUE:**

Review and discuss the mid-cycle budget review for Fiscal Year 2023/2024.

**RECOMMENDATION:**

That the Board of Library Trustees review and discuss the mid-cycle budget for Fiscal Year 2023/24 and make recommendations as necessary for Budget Engagement Commission and City Council consideration.

**BACKGROUND:**

The budget review will be performed in compliance with Charter requirements. The requirements include certain Boards and Commissions review the annual budget; provide a presentation to the City Council at least 35 days prior to each fiscal year end; with budget adoption prior to the end of the fiscal year.

Pursuant to the City Charter Section 808(c) “the Board of Library Trustees shall consider the annual budget for library purposes during the process of its preparation and make recommendations with respect thereto to the City Council and City Manager.”

**DISCUSSION:**

On June 21, 2022, the City Council adopted the Fiscal Year 2022-2024 budget and fees and charges. The mid-cycle budget review kick-off began on February 6, 2023, in preparation for the Budget Engagement Commission on May 11, 2023, and the final budget adoption to the City Council on June 20, 2023.

The Library Department has identified the following supplemental appropriations and submitted budget change requests for City council consideration.

*Expenditures:*

1. Operating Supplemental Appropriation for Security Guard Services in the amount of \$466,099 to maintain existing security guard services and annually going forward.
2. CIP Supplemental Appropriation for Eastside Library Design Phase II in the amount of \$2,000,000 for architectural design services from CannonParkin Inc., dba CannonDesign. CannonDesign completed Phase I at the end of 2021 under RFP 1934.
3. Addition of 16 half-time benefitted Library Assistants positions to increase operating hours in a net total amount of \$602,752.
4. Various miscellaneous items including personnel budget refresh, adjustments to administrative charges to/from departments, cost allocation plan adjustments, and other non-substantive adjustments. \$73,706.

*Revenue:*

1. Operating Budget Adjustment of Library Fines Revenue elimination of late or overdue materials approved by the City Council on January 17, 2023, resulting in a decrease of revenue in the amount of \$4,000 that will be absorbed by the general fund.

For the period of July 1, 2019 through June 30, 2022, approximately \$904,427 of Measure Z supplemental appropriations were used to fund security guard services for eight library locations with no additional funding identified for future years. Costs to continue the same service level for the library for Fiscal Year 2023/2024 is estimated at \$636,942. The library operating budget currently includes a budget allocation of \$170,843 for security services creating a funding shortfall of \$466,099.

A supplemental appropriation in the amount of \$466,099 is being requested to fund Security Guard Services for Fiscal Year 2023/2024 with annual increases going forward per the negotiated contract. This request benefits City stakeholders by allowing the City to maintain hours of operation, successfully run its facilities, maintain an appropriate library environment, and ensures customers enjoy their library visits.

Without security guards, it is likely that library location hours and days will be severely cut as many locations must have security guards while open to the public. Additionally, the Main Library would lose the 24-hour exterior security guard services that protects the site. Incidents would not only increase in quantity but also in severity of infractions creating an unsafe environment for customers and staff. In 2022, there were a total of 383 incidents systemwide with most of the incidents, approximately 184 incidents, at the Main Library (Attached).

**STRATEGIC PLAN ALIGNMENT:**

The item contributes to **Strategic Priority No. 1 Arts, Culture & Recreation** and **Goal No. 1.1** - Strengthen Riverside's portfolio of arts, culture, recreation, senior and lifelong learning programs and amenities through expanded community partnerships, shared use opportunities and fund development.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** - This item aligns with Community Trust by involving the Board of Library Trustees per City Charter Section 808 (f).
2. **Equity** – The review and discussion of the proposed budget aligns with equity by ensuring safety to all that use the library.
3. **Fiscal Responsibility** – Pursuant to the City Charter Section 808 (c), “the Board of Library Trustees shall consider the annual budget for library purposes during the process of its preparation and make recommendations with respect thereto to the City Council and City Manager.”
4. **Innovation** - This item aligns with Innovation through the establishment of current and future partnerships.
5. **Sustainability & Resiliency** – The review and discussion allow the Library to provide a safe environment.

**FISCAL IMPACT:**

The fiscal impact associated with this report, upon approval of the City Council, is the approval of the mid-cycle budget.

Prepared by: Erin Christmas, Library Director

Attachment:

1. Incident Reports 2022
2. Presentation