



*City of Arts & Innovation*

# Board of Library Trustees

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**TO: BOARD OF LIBRARY TRUSTEES** **DATE: JANUARY 22, 2018**

**FROM: RIVERSIDE PUBLIC LIBRARY**

**SUBJECT: UPDATE ON THE PROPOSED TWO-YEAR BUDGET FOR FISCAL YEARS 2018/19 AND 2019/20**

## **ISSUE:**

Receive an update on the Riverside Public Library's proposed two-year budget for Fiscal Years 2018/19 and 2019/20.

## **RECOMMENDATION:**

That the Board of Library Trustees receive and file the update on the proposed two-year budget for Fiscal Years 2018/19 and 2019/20.

## **BACKGROUND:**

On December 8, 2015, the City implemented a two-year budget process commencing Fiscal Year (FY) 2016/17 in the context of five-year financial planning. The City is currently planning the two-year budget for FY 2018/20. The City's fiscal years begin in July and end in June.

## **DISCUSSION:**

At the direction of the City Manager, all City departments are identifying potential balancing measures to address General Fund shortfalls projected for Fiscal Years 2018/19 and 2019/20. The balancing measures must equal 4% of each department's General Fund budget, for each fiscal year. The measures may include expenditure reductions, focusing first on discretionary spending without position impacts (such as contractual services, travel, etc.), as well as revenue generation opportunities.

The Riverside Public Library proposes keeping existing vacant positions unfilled to meet its reduction targets for FY 2018/19 and FY 2019/20. These positions include: Library Page (0.25 FTE), Library Assistant (1.00 FTE), Library Assistant (0.50 FTE), Library Associate (0.50 FTE), and Library Technical Intern (0.50 FTE).

The impact of keeping these vacant positions unfilled include challenges in staffing at eight library locations. These challenges consist of closing desk services such as the Makerspace. Library staff are at minimal levels and when staff call in sick or schedule vacation, staffing challenges occur in providing services to library users. For example, during the current fiscal

year, desk services such as the Makerspace were closed for 144 hours and library users could not receive services simply because there was not enough staff to fill the void.

Proposed Budget excluding charges and transfer to/from:

Category	FY2018/19	% of Budget	FY2019/20	% of Budget
Personnel	5,412,399	67.46%	5,824,316	69.44%
Non-Personnel	1,615,772	20.14%	1,633,855	19.48%
Debt Service	994,660	12.40%	929,649	11.08%
<b>Grand Total</b>	<b>8,022,831</b>	<b>100%</b>	<b>8,387,820</b>	<b>100%</b>

FY2018/19 Budget Target

	FY2018/19 Budget Target	FY2019/20 Budget Target
Baseline (not including debt)	7,028,171	7,458,171
Exclude Measure I	(334,917)	(344,219)
<i>Subtotal</i>	6,693,254	7,113,952
4% Reduction	(267,730)	(284,558)
<b>Target</b>	<b>6,425,524</b>	<b>6,829,394</b>

Capital Improvement Project

The General Services Department provided cost estimates with collaboration from Library staff on projects ranked in order of priority as provided in the table below. Actual costs are subject to changes in the economy, contractor costs, and conditions at the time of bid.

Priority	Project Description	Location	Cost Estimate	Fiscal Year
High	New Design and Construction	Main	\$40,000,000	17/18-20
High	City Archive (subset of the Main Library Project)	New Main Library	\$3,300,000	
High	Air Handler/Heater	La Sierra	\$50,000	18/19
High	Carpet Repair/Replacement	Arlanza	\$25,000	17/18
High	New Roof	La Sierra	\$120,000	17/18
High	HVAC Repairs	SPC. Jesus S. Duran Eastside	\$5,000	18/19
Medium	LED Retrofit Parking Lot	La Sierra and Arlington	\$10,000	17/18
Medium	Installation of Panic Buttons	Various	\$37,000	18/19
Medium	Garden Area Renovation	Arlington	\$20,000	18/19
Medium	HVAC Replacement	Marcy	\$125,000	20/21
Medium	Interior Frame Removal	La Sierra	-	18/19
Low	Window Replacement	La Sierra	\$25,000	18/19

Low	Water Infiltration Repairs	Arlington	\$4,500	TBD
Low	Main Entry Door Replacement	La Sierra	\$25,000	20/21
Low	Miscellaneous Improvements	Various	\$100,000	TBD

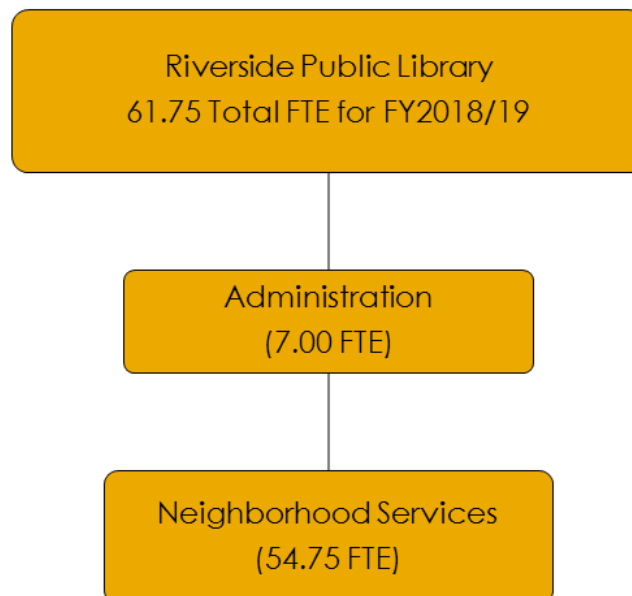
### Divisions

The Library Department divisions include Administration and Neighborhood Services. Administration consists of the Director, Assistant Director, Senior Management Analyst, Digital Systems Specialist, Senior Account Clerk, and Senior Office Specialist. Neighborhood Services consisting of Librarians, Library Associates, Library Technicians, and Library Assistants.

Administration provides planning, organizing, expense managing, recruiting, coordinating and directing department operations, and developing staff.

Neighborhood Services is responsible for the direct delivery of library services to the community, including collection acquisition and maintenance, access to information and emerging technologies, and programs for all ages and interests.

Organizational Chart below.



The Riverside Public Library Department will provide a budget presentation to the Budget Engagement Commission on January 30, 2018.

### **FISCAL IMPACT:**

The fiscal impact of the proposed budget will be determined with the adoption of the FY12018/19 and FY2019/20 budget.

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