



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES

DATE: AUGUST 24, 2020

FROM: RIVERSIDE PUBLIC LIBRARY

SUBJECT: FISCAL YEAR 2020/2021 BUDGET UPDATE

ISSUE:

Receive and file the Fiscal Year 2020/2021 budget update.

RECOMMENDATION:

That the Board of Library Trustees receive and file this report on the City Council approved Fiscal Year 2020/2021 budget.

BACKGROUND:

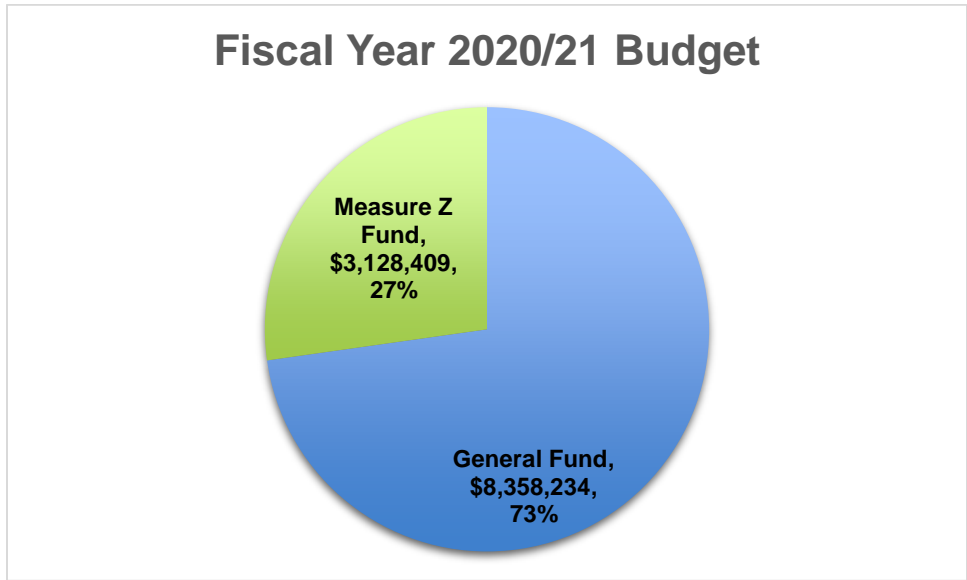
The City adopted a biennial budget and five-year planning process in 2016 to provide a long-term outlook on the City finances. Due to the current economic environment prompted by COVID-19 and the ongoing shelter in place order, a one-year emergency budget was proposed and adopted by the City Council on June 16, 2020.

DISCUSSION:

In a normal budget cycle, the City staff seeks feedback from advisory boards and commissions, and committees; community groups; and City Council on departmental budgets and General Fund balancing measures to incorporate into the proposed budget. Due the impact of COVID-19 on public and community meetings, the City streamlined the current budget process to adopt an emergency fiscal year 2020/21 budget, which consists of a Fiscal Year 2019/20 rollover budget.

Fiscal Year 2020/21 Budget:

The Library Department's authorized operating budget for Fiscal Year 2020/21 for the General Fund is \$8.4 million and \$3.1 million in the Measure Z Fund. An estimated amount of \$372,829 of Measure Z funds are allocated for Security Guard Services. The remainder of Measure Z funds are allocated to pay the debt service for the new Main Library.



Revenue:

The primary revenue sources include Library fines from late fees, lost books; charges for services for miscellaneous receipts for printing; and Measure I which is a \$19 annual parcel tax designated to supplement the Library General Fund budget. Measure I is anticipated to bring in approximately \$1.4 million in FY 2020/21. Measure I sunsets on June 20, 2022.

Personnel:

Staffing levels remained the same at 60 Full Time Equivalent positions or FTE. There were two (2) FTE’s reclassified. Position reclassifications occur during the fiscal year due to a review of incumbent duties, or due to the reallocation of vacant positions to areas of greater operational needs. In the Administrative Division the Senior Office Specialist 1.00 FTE was reclassified to Senior Administrative Assistant 1.00 FTE and in the Neighborhoods Division a Library Technician 1.00 FTE was reclassified to a Library Associate 1.00 FTE.

Division	FTE
Library Administration	7
Library Neighborhood Services	53
Total FTE	60

There are eight (8) vacancies for a total of 13.3% of all personnel that remain unfunded and provide a budget reduction or salary saving of \$757,995. The Department will need to achieve this savings during the fiscal year. City Management and the Library Leadership team will monitor these vacancies and personnel needs throughout the fiscal year to limit the impact to Library programs and to ensure that library operations continue in an effective and efficient manner.

FISCAL IMPACT:

There is no fiscal impact associated with the approval of the Fiscal Year 2020/2021 budget update. The Library's adopted Fiscal Year 2020/21 budget for the General Fund is \$8.4 million and \$3.1 million in the Measure Z Fund.

Prepared by: Erin Christmas, Library Director

Certified as to

availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer

Approved by: Moises Lopez, Deputy City Manager