



**Library Board Agenda – Special Meeting
GREENDALE PUBLIC LIBRARY
Wednesday September 5, 5:30PM**

**Community Meeting Room
5647 Broad Street
Greendale, WI 53129**

- 1) Call to Order
- 2) Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Board of Trustees action will be taken at these meetings.
- 3) Public Comments
- 4) New Business:
 - a) Presentation of Library's draft 2019 budget and 2019-2022 financial projections DISCUSSION
- 5) Adjournment

cc: Library Board
Village Manager
Assistant Village Manager
GreendaleNow (jane.ford@jrn.com)
GD Police posting (szuber@greendalepolice.org)

PUBLIC NOTICE

In an effort to make public meetings accessible to everyone, upon reasonable notice, the Village will attempt to accommodate the needs of persons with disabilities through sign language interpretation or other auxiliary aids. For additional assistance, please contact the Greendale Public Library at 423-2136.

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 9/4/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: *Agenda item # 4-a: Presentation of Library's draft 2019 budget and 2019-2022 financial projections*

Attachments:

- 2019-2022 Library Budget Projection
- Statistical charts and graphs

Discussion:

The Library Board seeks an increase in Village Tax Levy to the Library Special Revenue Fund for 2019 and forward.

The increase will compensate for declining revenues in State Aid/MCFLS Reciprocal Payments and Donations, as well as maintain wage parity with other library professionals in the region. It will also ensure that a sufficient number of FTEs are on staff to return Sunday library service during the school year and maintain the current level of programming, which is substantially higher than in years past.

Fiscal implication:

See attachments

Library Director's recommendation:

Discuss value of programming and Sunday hours to community, discuss necessity and amount of Fund Balance for future years, seek Village Trustees' and Village Manager's input on the Budget and projections.

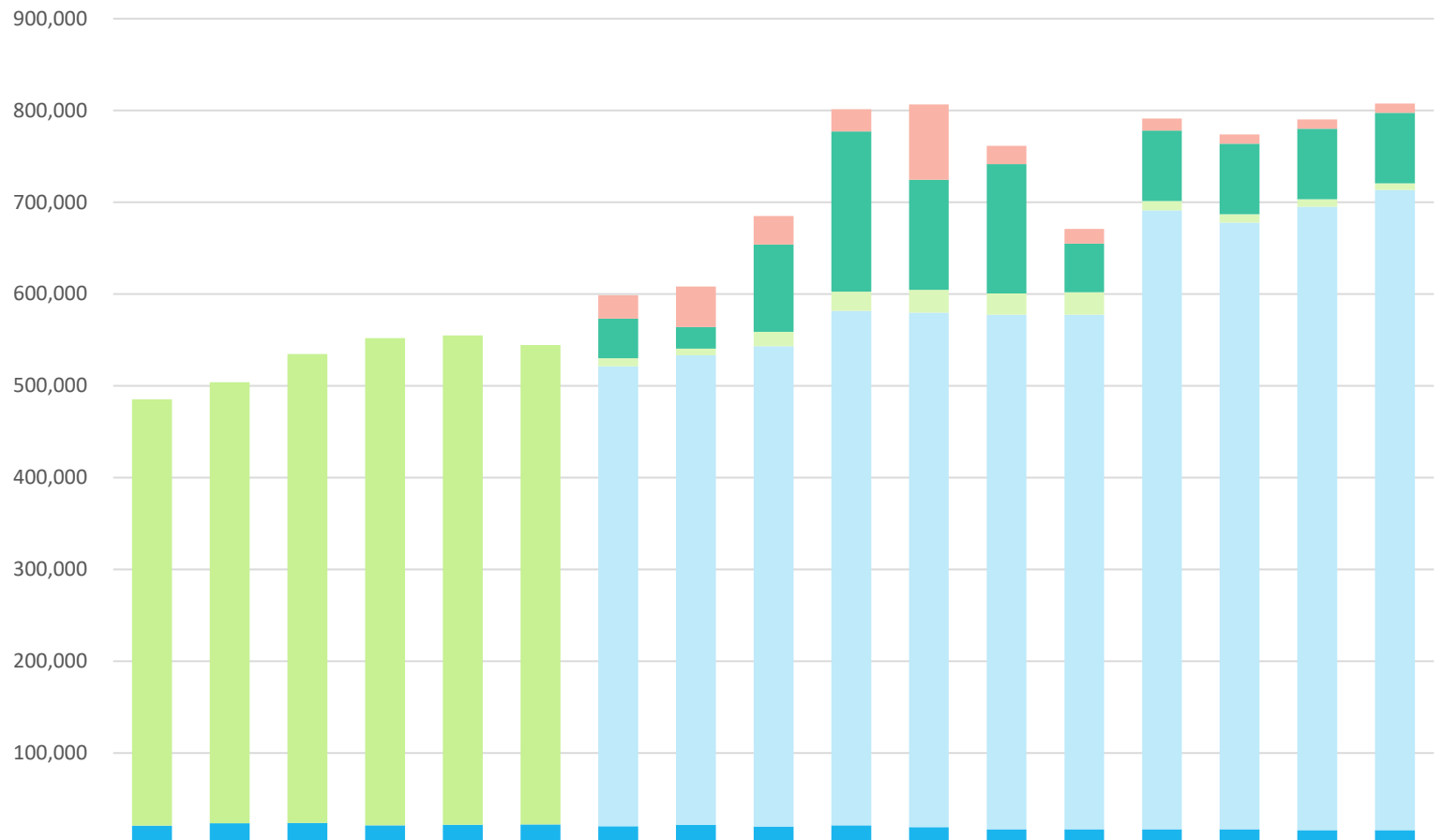
2019-2022 LIBRARY BUDGET PROJECTION September 2018

ACCOUNT NUMBER AND TITLE	2018 ADOPTED BUDGET	2018 Estimated year end	2019 BUDGET	2020	2021	2022	
REVENUES							
07-21102 PROPERTY TAX LEVY	560,386	560,386	674,147	660,670	678,970	697,470	
07-21123 LIBRARY - MCFLS RECIPROC,	23,421	24,750	10,100	9,000	8,000	7,000	
07-22515 LIBRARY - DONATIONS	20,000	16,000	13,000	10,000	10,000	10,000	
07-22958 LIBRARY COPIER SALES	5,000	5,000	5,000	5,000	5,000	5,000	
07-22959 LIBRARY FINES	11,000	11,000	11,000	11,000	10,000	10,000	
07-22960 LIBRARY BOOK CHARGES	1,000	1,000	1,000	1,200	1,200	1,100	
07-22965 CLC REVENUES	-	-	-	-	-	-	
07-22968 LIBRARY OTHER REVENUES	1,000	1,200	1,000	1,000	1,000	1,000	
07-00-29900 OPER TRANS IN/OUT	-	-	-	-	-	-	
TOTAL	621,807	619,336	715,247	697,870	714,170	731,570	
EXPENDITURES							
07-51-42100 SALARIES - REGULAR	220,065	218,000	231,700	237,500	243,400	249,500	2.57% estimated avg per employee
07-51-42200 SALARIES - TEMPORARY	145,826	143,000	161,900	166,000	170,200	174,500	2.57% estimated avg per employee
07-51-45100 HEALTH INSURANCE	46,500	46,500	51,100	56,200	61,800	68,000	10% increase per Village Manager
07-51-45200 LIFE INSURANCE	500	350	500	500	500	500	
07-51-46100 SOCIAL SECURITY	22,686	17,500	18,600	19,800	21,000	22,300	6.2% same as 2018
07-51-46200 RETIREMENT CONTRIBUTIC	24,515	19,000	20,177	20,000	20,000	20,000	Same increase as 2018
07-51-46300 MEDICARE	5,306	5,100	5,100	5,200	5,300	5,400	1.45% same as 2018
07-51-51200 MAINTENANCE-EQUIPMEI	20,000	29,500	21,320	21,020	21,320	21,720	
07-51-53920 MCFLS AUTOMATION	20,657	20,600	20,900	20,900	20,900	20,900	
07-51-55000 COMMUNICATIONS	-	-	5,850	850	850	850	2019: Strategic planning
07-51-55100 OFFICE SUPPLIES	12,000	12,000	9,500	9,500	9,500	9,500	
07-51-56100 DUES AND PUBLICATIONS	6,310	4,500	3,700	3,700	3,700	3,700	
07-51-56300 TRAINING	1,000	1,000	1,300	1,300	1,300	1,300	
07-51-56500 ADULT BOOKS	25,000	25,000	25,000	25,000	25,000	25,000	
07-51-56501 YOUNG ADULT BOOKS	1,500	1,500	1,500	1,500	1,500	1,500	
07-51-56502 ADULT AUDIO BOOKS	600	700	600	600	600	600	
07-51-56503 ADULT LARGE PRINT	1,000	1,000	1,000	1,000	1,000	1,000	
07-51-56504 YOUTH BOOKS	21,000	21,000	21,000	21,000	21,000	21,000	
07-51-56505 YOUTH MEDIA	-	-	-	-	-	-	
07-51-56506 SERIALS	4,000	3,500	4,000	4,000	4,000	4,000	
07-51-56508 MCFLS DATABASES	8,400	8,500	8,400	8,400	8,400	8,400	
07-51-56510 OVERDRIVE	-	-	-	-	-	-	
07-51-57100 UTILITIES	26,250	26,250	26,250	26,250	26,250	26,250	

2019-2022 LIBRARY BUDGET PROJECTION
September 2018

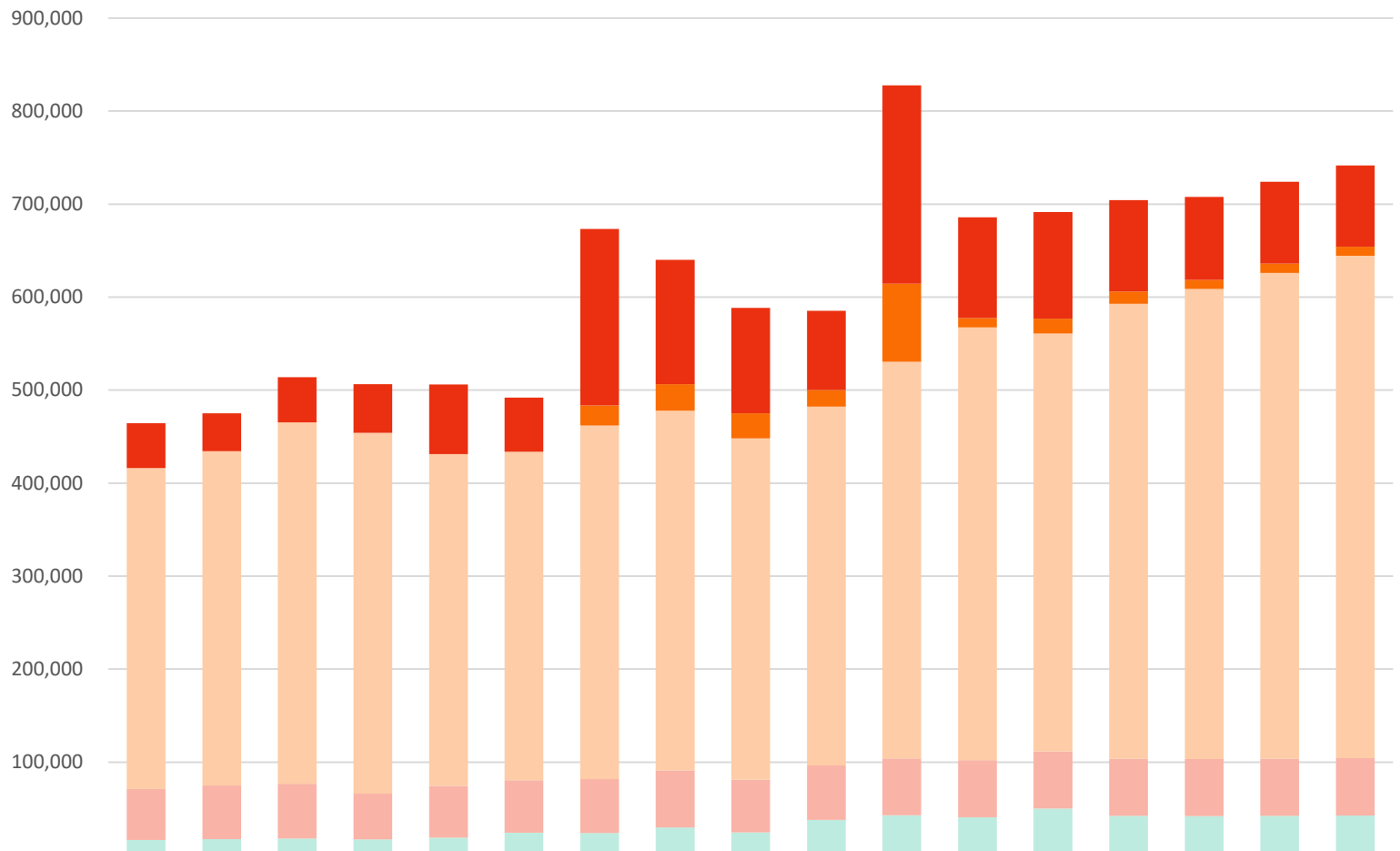
ACCOUNT NUMBER AND TITLE	2018 ADOPTED BUDGET	2018 Estimated year end	2019 BUDGET	2020	2021	2022
07-51-61100 MAINT SUPPLIES-BUILDING	8,150	8,150	8,150	8,150	8,150	8,150
07-51-75023 MCFLS RECIPROCATATE EXP	23,421	24,750	10,100	9,000	8,000	7,000
07-51-75028 LIBRARY DONATION EXPE	10,000	16,000	13,000	10,000	10,000	10,000
07-51-75031 LIBRARY PROGRAM EXPE	10,000	10,000	10,000	10,000	10,000	10,000
07-51-83000 CAPITAL OUTLAY-EQUIPM	10,000	11,000	9,500	9,500	9,500	9,500
07-51-83100 LIBRARY RFID LOAN	-	-	-	-	-	-
07-51-83200 CLC JOINT EXPENSE	-	-	-	-	-	-
07-51-83300 LB TO CLC CONTRIBUTIOI	-	-	-	-	-	-
07-51-83400 LIBRARY LIGHTING	-	-	-	-	-	-
07-51-83500 SERVICE AGREEMENT	-	-	-	-	-	-
07-51-92900 MISCELLANEOUS	1,000	1,100	1,000	1,000	1,000	1,000
TOTAL	675,686	675,500	691,147	697,870	714,170	731,570
REVENUES EXCEEDING/(UNDER) EXPENDITURES	(53,879)	(56,164)	24,100	-	-	-
FUND BALANCE - END OF YEAR	54,121	51,836	75,936	77,000	77,000	77,000

LIBRARY REVENUE SOURCES as reported in Village Annual Budget Books



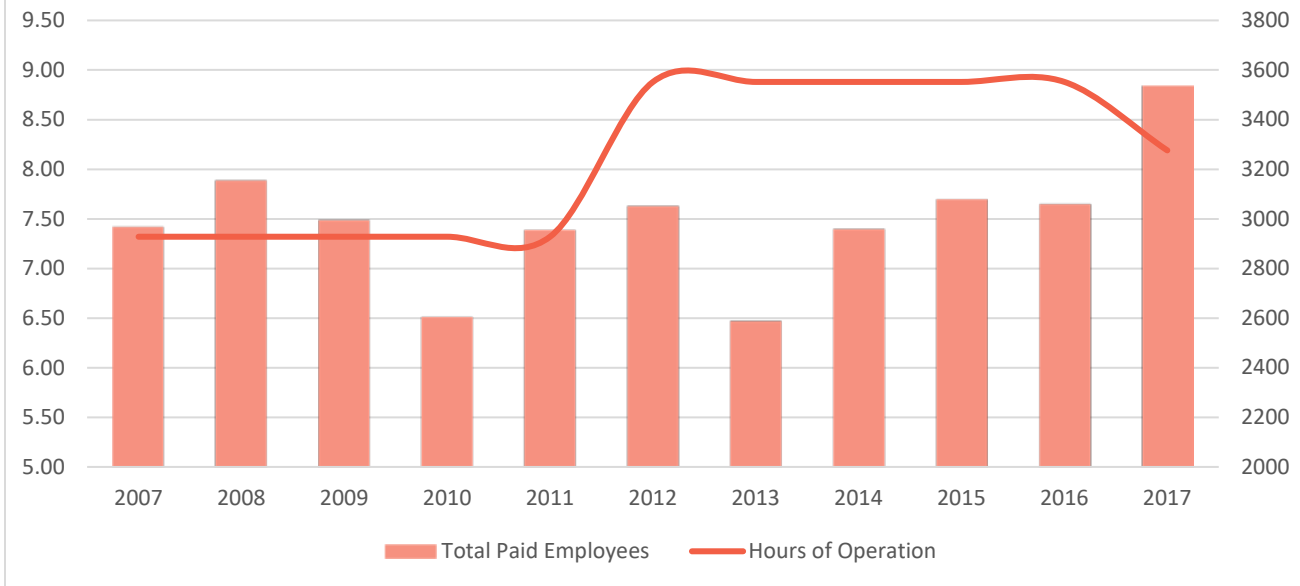
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018 ADOPT ED	2018 ESTIMA TED	2019 PROPO SED	2020	2021	2022
General Fund Adopted Budget	464304	480459	510830	530577	532958	522287											
DONATIONS							25666	44142	31165	23990	81796	20000	16000	13000	10000	10000	10000
FUND BALANCE - END OF YEAR							43,066	23,489	94,856	174,657	120,142	140,618	52,830	76,930	77000	77000	77000
STATE AID/MCFLS RECIPROCAL							8713	7143	15765	20897	24630	23421	24750	10100	9000	8000	7000
PROPERTY TAX LEVY							500922	511464	523380	560386	560386	560386	560386	674147	660670	678970	697470
Fines, Fees, Sales	20,902	23,504	23,786	21,414	21,985	22,126	20406	21965	19861	21277	19449	17000	17000	17000	17200	16200	16100

LIBRARY EXPENDITURES as reported in Village Annual Budget books (w/ Projections)



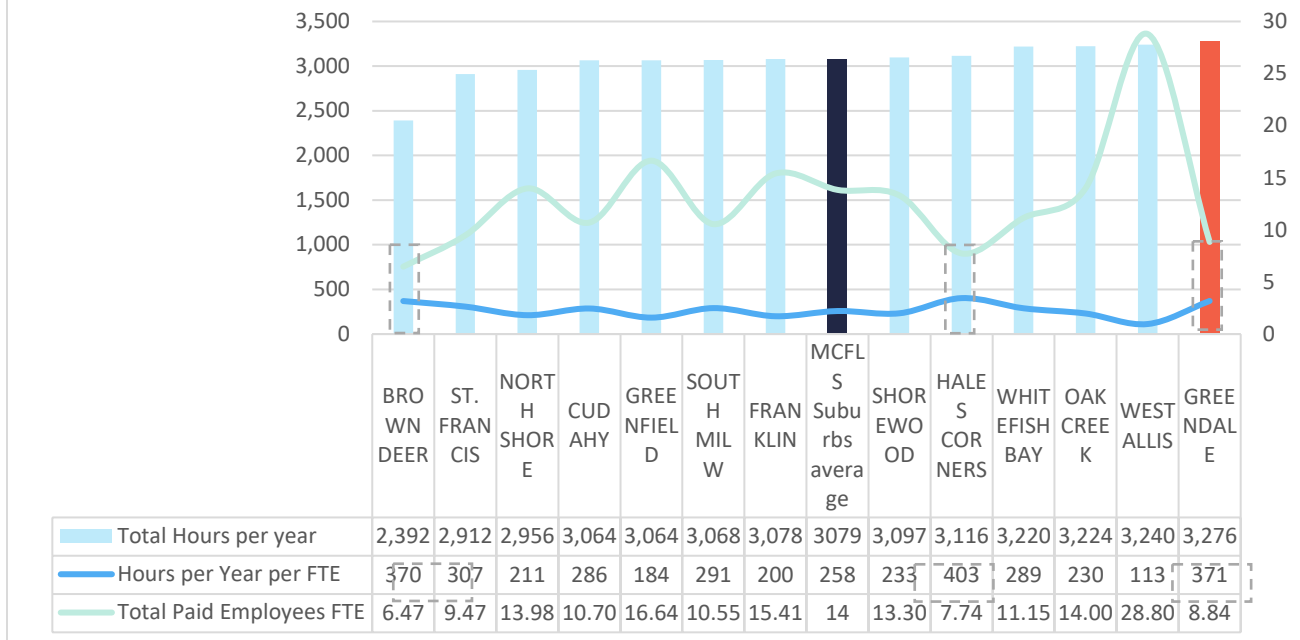
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018 ADOPTED	2018 ESTIMATED	2019 PROPOSED	2020	2021	2022
Other operating Expenditures	48,181	40,670	48,483	52,489	74,580	58,343	189,934	133,522	113,400	85,418	213,213	108,131	114,750	98,350	89,250	88,250	87,250
LIBRARY DONATION EXPENSES							21,592	28,434	26,804	17,694	83,881	10,000	16,000	13000	10000	10000	10000
Salaries and Benefits	345,240	359,595	388,717	387,838	356,932	353,156	380,127	386,974	367,060	385,819	426,715	465,398	449,450	489,077	505,200	522,200	540,200
Materials and Databases	54,603	57,614	58,928	49,441	55,564	56,480	58,116	61,390	56,639	58,671	60,877	61,500	61,200	61,500	61,500	61,500	61,500
RFID & MCFLS Contracts	16,280	17,269	17,707	16,728	18,832	24,087	23,626	29,634	24,381	37,755	42,960	40,657	50,100	42,220	41,920	42,220	42,620

CLC opens in 2012: more hours, same staff for 5 years



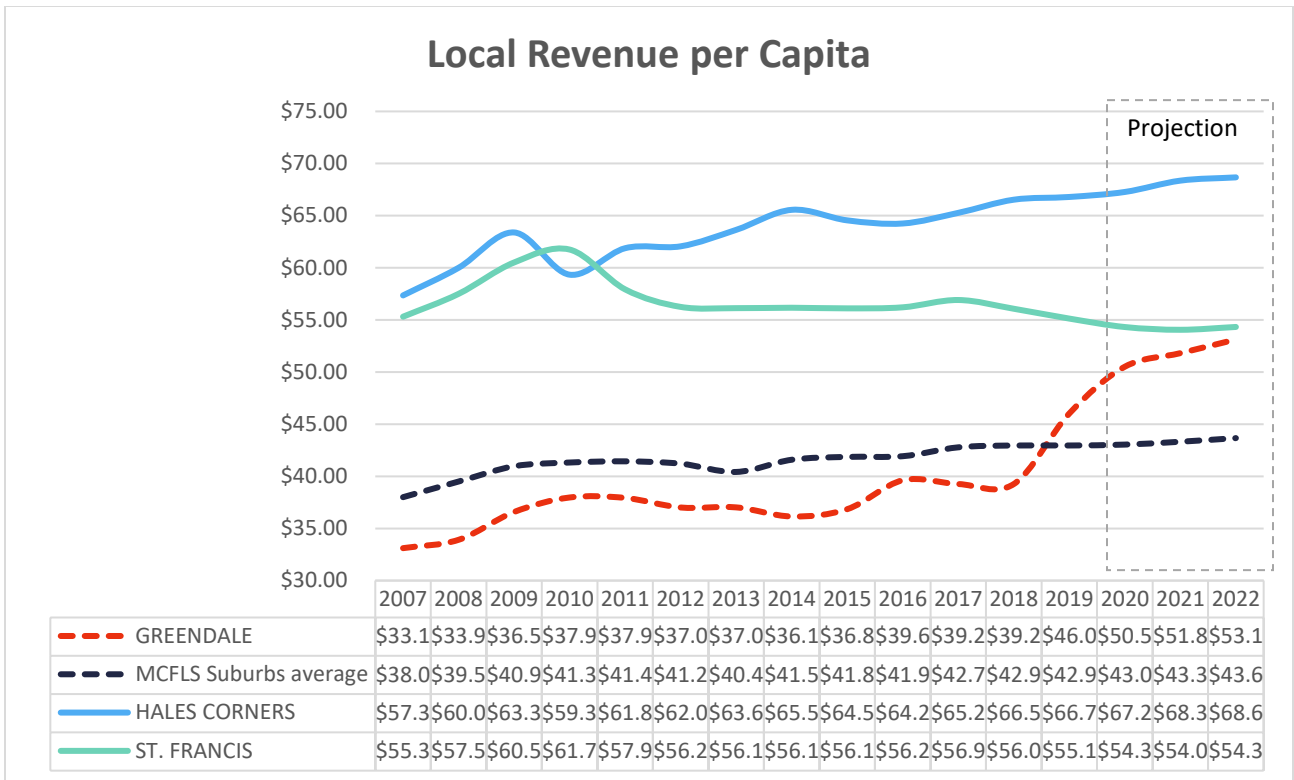
Greendale increased service by 12 hours per week when the CLC opened in 2012. But FTEs did not increase. Critical questions to answer include: What was different from 2012-2016 that made it possible to cover more hours without increasing staff? How is service different in 2017 and forward that necessitates more staff? What does the public receive in exchange for more staff covering fewer open hours than the previous 5 years? Is this what the public wants?

2017 MCFLS Libraries open hours c/w Staffing

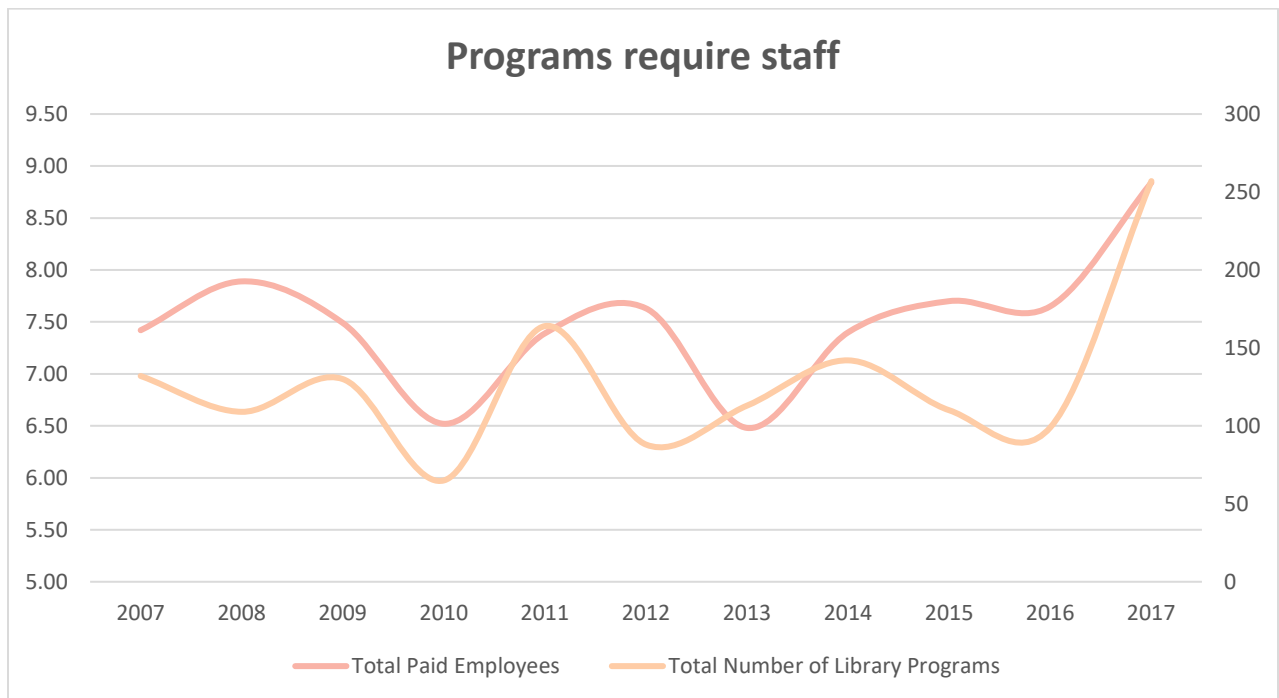


Greendale provides the highest number of service hours of any MCFLS library, with the third lowest quantity of paid employees. Each Greendale FTE covers 371 hours of service per year. Compare that to Oak Creek, which has nearly as many service hours but with each FTE covering many fewer of those hours. Conversely, Hales Corners offers slightly fewer service hours, but with fewer staff working more service hours than Greendale.

Brown Deer has fewer employees covering many fewer service hours.

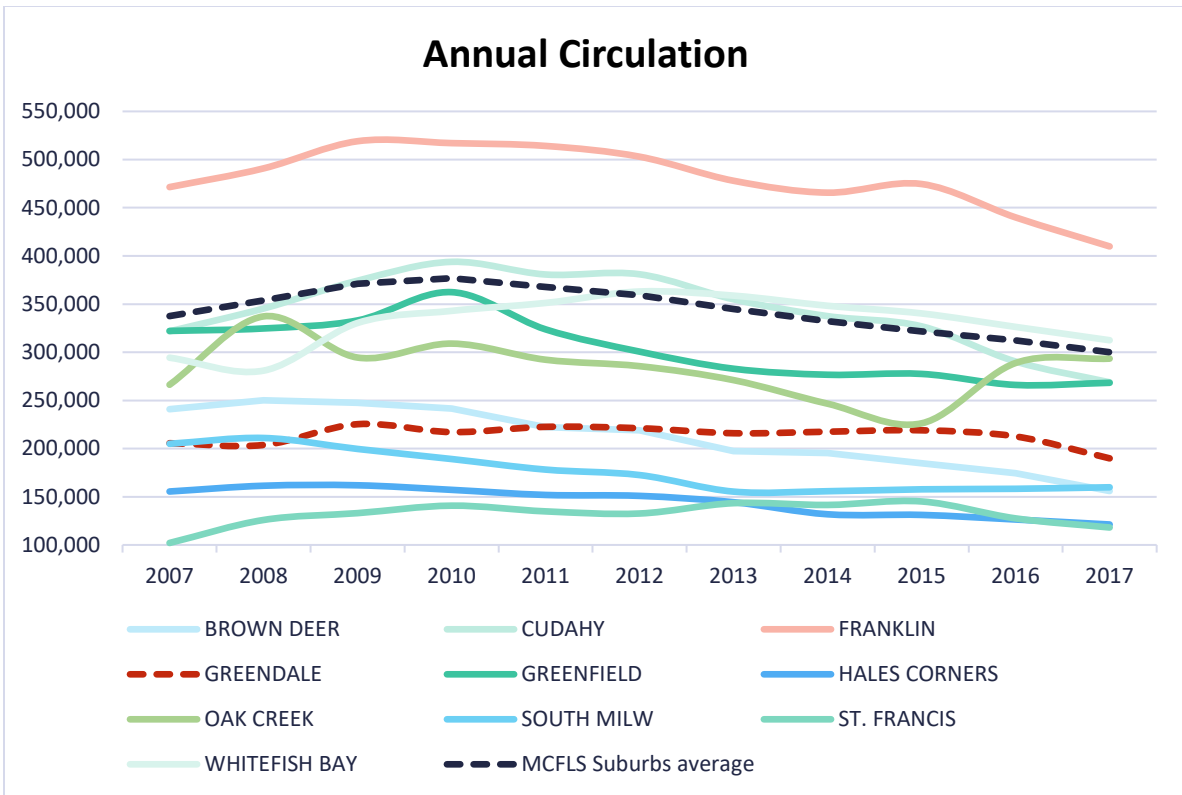


Small suburban libraries with higher numbers of service hours per employee tend to cost more than average.

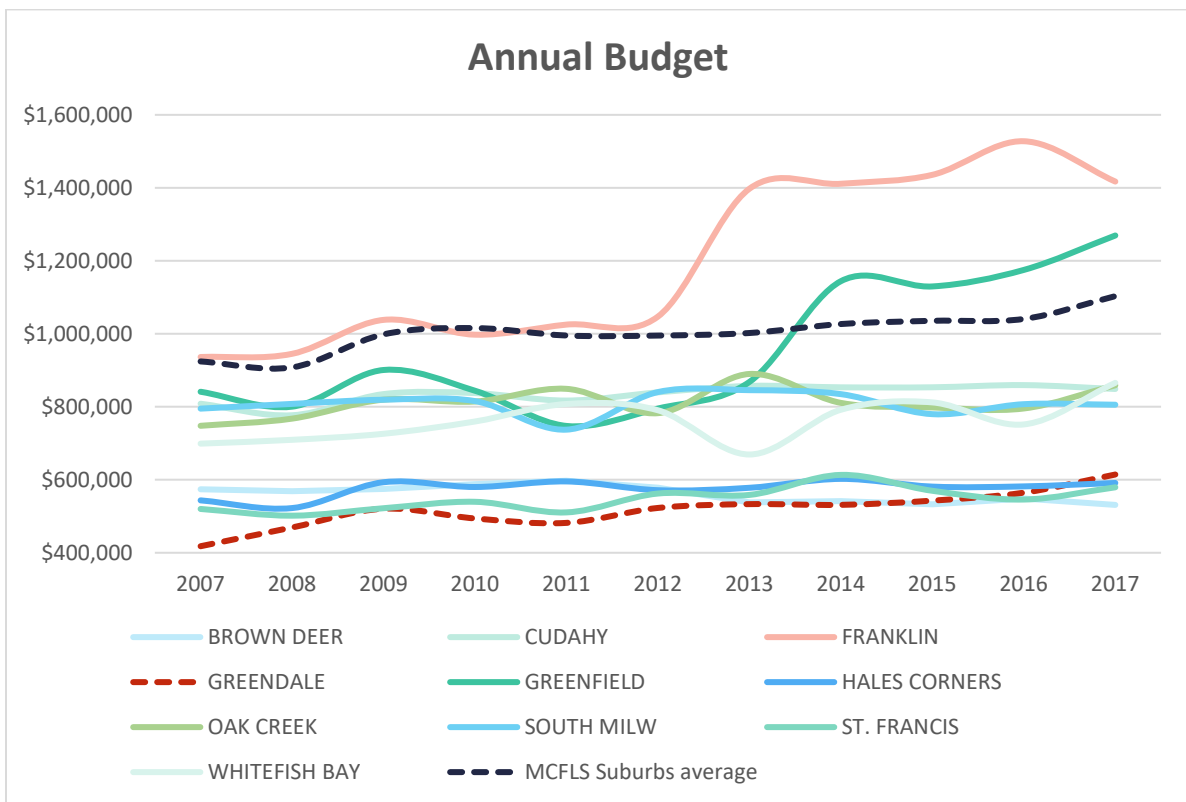


Programs require sufficient staff, but basic public service in the form of long hours can be run lean.

So, what are our priorities?



Traditional use of library materials (circulation/checkout, including ebooks) is in decline for public libraries around the country. A snapshot of our most similar libraries and the County average shows this. Oak Creek saw a spike in use in 2016 when they built a new library.



Budgets fluctuate slightly but generally stay stable. Increases at Franklin and Greenfield are difficult to explain.