

2020 Operating Budget Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Library

SELECT YOUR AGENCY'S SERVICE:

Col Res and Access

SERVICE NUMBER:

503

SERVICE DESCRIPTION:

This service includes costs for the library materials collection in all formats. It also includes staffing and supply costs for the acquisition, cataloging, and processing of these materials. The Madison Public Library is the resource library and largest member of the South Central Library System. SCLS libraries share their collection resources through an integrated library system that provides access to the public through the LINKcat online library catalog. Costs associated with this system are also covered in this budget area.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2017 Actual	2018 Adopted	2018 Actual	2019 Adopted	2020 C2C	2020 Request
<i>Budget by Fund</i>						
General-Net	\$2,199,357	\$2,288,969	\$2,345,223	\$1,775,707	\$1,985,557	\$1,910,207
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	
Total	\$2,199,357	\$2,288,969	\$2,345,223	\$1,775,707	\$1,985,557	\$1,910,207
<i>Budget by Major</i>						
Revenue	(\$3,156,937)	\$0	(\$3,226,903)	(\$2,641,970)	(\$866,263)	(\$938,671)
Personnel	\$1,276,691	\$1,262,940	\$1,239,319	\$1,218,720	\$1,276,325	\$1,326,815
Non-Personnel	\$1,229,984	\$1,952,986	\$2,043,838	\$1,423,250	\$1,575,495	\$1,522,063
Agency Billings	\$0	\$0	\$0	\$0	\$0	
Total	(\$650,262)	\$3,215,926	\$56,255	\$0	\$1,985,557	\$1,910,207
FTEs		13.45		13.25	13.45	

PRIORITY

Citywide Element

Culture and Character

Describe how this service advances the Citywide Element:

The collection contributes to the Library's role as an affirming community space where books, DVDs, music, and other materials are available for everyone. Collection management staff are responsive to the needs of the community in providing access to materials that meet public demand, interest, or need. The collection offers opportunities to learn, create, collaborate and be entertained. The Library provides materials to assist and support small businesses, entrepreneurs, and the self-employed, helping to close the educational opportunity gap. In addition, the Library's collection offers materials for lifelong learning creating opportunities for everyone to explore their interests.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Collections Ordering	40	This activity includes the selection of materials (using data from a variety of sources) and the actual placing of order with vendors.
Collection Cataloging	35	This activity provides access to the collection through cataloging and classification according to national and local standards.
Collection Processing	25	This activity involves the online receipt, "linking" and invoicing of all items as well as the processing of the physical items (jackets, cases, labels, etc.)

 Insert item

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

We have payroll reallocations that have reduced payroll amounts to this service.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	1200	\$37,173	Librarian Supervisor previously recorded in Public Services. Business Operations Manager was 100% Collections.
Benefits	1200	\$13,318	
Total		\$51,055	

Explain the assumptions behind the allocation change.

Budget payroll projection.

What is the justification behind the allocation change?

The Librarian Supervisor in charge of collections was previously recorded in Public Services. The Business Operations Manager position was divided between Collections and Administration & Marketing.

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime			
Premium Pay			
Hourly			
Total		\$0	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
1200	42	(\$292)	Adjacent County reimbursement is trending up annually
1200	43	(\$48,786)	Revenue for materials in demand billing to SCLS was previously recorded in service 501 has been reallocated to the more appropriate service of 503
1200	46	(\$42,330)	Contributions and Donations specifically for collections is now being recorded in the proper service of 503, instead of service 501.
1200	49	\$14,000	Annual draw from Library Trust account was intended to draw only earnings, but has been set at \$20,000 for the past several years, and had not been updated to reflect lower earnings in the market. Current earnings estimate is \$6,000.

Insert item

Explain the assumptions behind the change to budgeted revenue.

For Majors 42 and 43: An analysis of revenue trends 2016 through 2019, coupled with reclassification of revenue.

For Major 46: Reclassification of revenue to align with Library Services.

For Major 49: Reduction of Library Trust Fund annual draw.

What is the justification behind the proposed change?

Revenues for collections had previously been recorded in service 501.

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Yes ▾

Fund	Major	Amount	Description
1200	53	\$16,620	Increase in purchased goods budget based upon historical review of actual expenses.
1200	54	(\$70,052)	Decrease in purchased services budget based upon historical review of actual expenses.

Insert item

Explain the assumptions behind the requested funding.

Historical review of actual expenditures and forecasting of appropriate Collection expenses.

What is the justification behind the proposed change?

These changes are being requested based upon historical review of expenses for Library Collections Service.

Part 2: Scaling Service Delivery

What amount is 2.5% of the service expenditure budget?

Increase

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding increase to this service:

A 2.5% increase in this service would be put into the materials budget. MPL lags behind other Dane County libraries and the State average for per capita spending on materials and this would help us be competitive. In 2017, the most recent year for which information is available, Dane County libraries' per capita spending ranged from Madison at \$3.79 to a high of \$13.67. The state average was \$5.84. As a percentage of total expenditures, MPL spent 5% on collection; Dane County libraries had a high of 14%; the state average was 10.2%.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding increase to this service:

This increase would be reflected in expenditure category 53.

Would the changes include an increase to permanent staffing levels for this service? ▾ If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% increase in funding?

There would be more items to fill holds which would reduce the wait time for materials. In addition, more items would be available for browsing. Specifically, this increase could be used to purchase more titles and copies of downloadable e-books and audiobooks from Overdrive, the provider of these materials to the Wisconsin Public Library Consortium. Recent usage data shows that Madison has the highest Overdrive use in the state and Wisconsin has the highest usage in the country. Meanwhile, this statewide collection has the fewest number of copies to meet demand (holds). WPLC costs are assessed based on usage, therefore MPL's share continues to rise.

Decrease

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding decrease to this service:

Per WI Statute 43.64(2m), MPL must adhere to the minimum Dane County Library Standards (including several relating to collections) to retain Madison's exemption from the County Library Tax. In addition, per agreement with the South Central Library System, MPL follows the Member Purchasing Responsibility which sets the hold/copy ratio for purchasing and sharing materials. A reduction in the collection budget would make it difficult, if not impossible, to meet these requirements. MPL would be barely above the minimum required per the Dane County Library Standards.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding decrease to this service:

We will institute an equity-based furlough system to save \$7,000 from permanent salaries. A scale that ranges from one day per month (at the Director level) to two days per year (at the Library Assistant level) would help us to save money while also keeping library operations open to the public. Because the system is equity-based, no positions under the Library Assistant level would be furloughed. The additional reduction would come from major expenditure category 53.

Would the changes include a decrease to permanent staffing levels for this service? ▾ If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% decrease in funding?

Fewer materials would be available to City residents and visitors, and the capacity of staff to get materials purchased and catalogued in a timely fashion would be reduced. There would be a longer wait time for materials on hold and fewer items on site for browsing or in-house use. MPL has already seen an increase in use of other Dane County libraries by Madisonians, and a decreasing use of Madison libraries by County residents and residents of other Dane County municipalities. This has a direct impact on budget as reflected in the Dane County reimbursement agreement. (WI Statute 42.12) This decrease would bring Library materials spending to the minimum requirement.

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