

Budget Work Session

Agenda Item #	1
Meeting Date	April 18, 2013
Prepared By	Ellen Arnold-Robbins Library Director
Approved By	Suzanne Ludlow Acting City Manager

Discussion Item	Proposed Library Department Budget for Fiscal Year 2014
Background	<p>The City’s new fiscal year begins July 1, 2013. In accordance with Article VIII of the City Charter, the Acting City Manager prepared a proposed budget for consideration by the City Council.</p> <p>On April 18, 2013, the City Council is scheduled to discuss the proposed operating budget for the Library Department.</p> <p>FY 2014 Departmental Budget Highlights</p> <ul style="list-style-type: none"> • Meet community demand for Sunday Library and Computer Center hours by providing informed and professional service from 12 to 5. • Plan and implement new programs on Sundays with professional support – to include “passive” and “make-and-take” programs. • Respond to community demand for downloadable e-books. • Continue collaborations with Politics and Prose bookstore, Historic Takoma and the New Hampshire Avenue Recreation Center – to further community engagement, outreach and cost-effective author programs. • Pursue our “Closing the Distance” pilot project to bring free “EdX” on-line college courses to the Computer Center. • Plan for the Library’s future. <p>FY 2014 Departmental Operating Budget Summary :</p> <p>The Library Department has two budget divisions: The Library Division and the Computer Learning Center Division.</p> <p>The recommended operating budget for the Library Department is \$1,166,877. This represents an increase of \$116,879 (11.1 %) compared to budgeted expenditures for FY 2013. The variance is primarily attributable to increased operating hours of the Computer Center (\$20,888) and Library, with added support for children’s services and programming in the Library, and their related staffing costs (\$72,984) and other personnel costs.</p> <p>Approximately 83% of departmental expenditures for FY 14 are personnel-related. Departmental full-time equivalents increase by 1.16 due to increased operating hours in both divisions and added support for children’s services and programming. Personnel costs are up by \$111,036 compared to budgeted expenditures for FY 2013.</p>

	<p>Supplies account for about 13% of proposed department expenditures. This category includes the cost of books (\$66,813) periodicals (\$10,610), digital and print reference materials (\$30,100), media (\$2,750), furniture (\$7,000) and computer and office supplies, including all materials needed for processing and circulation (\$28,434).</p> <p>Services and charges represent approximately 4 % percent of proposed expenditures for FY 2014. Expenditures accounted for in this category include the contractual costs of support for circulation and cataloging records and functions (\$13,432), computer center printing (\$656), copying (\$5,000), rebinding (\$1,000), postage and delivery (\$2,000), programming and outreach (\$4,000), and planning (\$3,000) (\$29,088 total). Telephone and cell phone charges total \$11,000.</p> <p>Miscellaneous expenditures total approximately one percent of departmental expenditures. The most significant expenditure in this category is for staff training (\$5,500.)</p>
Policy	In accordance with Article VIII of the Charter of the City of Takoma Park, the City Manager is charged with submission of a proposed budget for consideration by the City Council. Before adoption of the budget, the City Council shall hold at least one public hearing.
Fiscal Impact	<p>The proposed operating budget for the Library Department is \$1,166,877.</p> <p>Approximately 13% of the City’s cost for Library services is funded by sources other than property tax revenues. These sources include Library aid from Montgomery County, and revenues generated through departmental activities (Library fines and fees).</p> <p>Funds from sources other than property tax revenues total \$148,810, requiring an additional \$ 1,018,067 to pay for Library-related services.</p>
Attachments	Please refer to the binder containing the Proposed FY 2014 Budget or refer to the online document at http://takomaparkmd.gov/finance/budget.html
Recommendation	Staff recommends that the City Council discuss the proposed budget for the Library Department.
Special Consideration	