



APPLETON PUBLIC LIBRARY
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TO: Members of the Appleton Public Library Board of Trustees

FROM: Colleen Rortvedt, Library Director

DATE: September 14, 2018

RE: 2019 budget request amendments to fund security services

As part of the annual budget preparation process, statute requires the Library Board to approve the budget request prior to submitting it to the Mayor. As you know, in July, the Library Board approved a budget with a .48% increase from the 2018 adopted budget and requested one addition of \$69,345 to provide contracted security services for all the library's operating hours allowing staff to focus on helping patrons, increasing staff and patrons' sense of safety and directly decreasing the number of restrictions and calls for service to APD.

To update you on the current situation, in preparation for the Mayor's review of the budget we worked with the Finance Department and agreed to recommend the following reductions:

- Operations PT -\$1,000
- Building Repair and Maintenance -\$1,000
- Removed Flipside -\$4400
- SIP connections covered in Network Services budget -\$4260

This reflects a reduction of \$10,660 from the approved 2019 budget proposal with a .11% total budget increase from the 2018 adopted budget. These changes are reflected in the copy of the budget that has been included in the September Library Board packet.

Asst. Director Saecker and myself met with the Mayor, Finance Director and Deputy Director on Monday, September 10 to review the budget. We have been asked to find the funding for the security guard within the existing library budget. This memo describes some potential options to continue funding that position.

To review, in spring of 2018 the contracted security guard was added on a trial basis with the intention that we would use materials funds on a one-time-basis to cover the expenses while we evaluated if it was effective in improving the library's restrictions, calls for service from APD and general sense of safety from the staff and the public. Future funding would be contingent on the funds being approved for 2019.

The initial 2019 request was to cover all the library's operating hours. As a contracted service, this position has more flexibility to be scalable than it would if it was to hire a guard as a library employee. This modified request is to continue to fund the security guard at a minimum of nights and weekends.

Original 2019 request	\$69,345
Funding equivalent to 2018 coverage in 2019	\$56,000
Funding for nights and weekends in 2019	\$29,000

Our largest budget lines are staff, materials, utilities and Facilities Department charges and options are limited that will have no impact on the public. Option 1 below is the only one that has no consequences.

The majority of the library's budget is composed of staff. Our 2017 personnel budget was expended at 101.58% demonstrating little capacity within staffing hours for savings. The remaining large budget lines are based on formulas provided to us by the City during budget preparations which the library cannot adjust. Finally, our overall 2017 budget came in at 98.37% demonstrating little in the area of an overall surplus based on recent workload and historical record.

This leaves us with few options that do not impact service. Because the materials budget took such a substantial decrease in 2018, additional reductions will result in continued reduced materials purchasing ability. In addition, the 2019 budget proposal requested flat funding for the materials budget at the rate that was originally adopted for 2018 prior to adjusting the budget for the security guard so the proposal was already conservative.

We have worked with the library supervisors to understand the impact to service and we have made great attempts to recommend options that will have the least impact to the public and still provide the minimum of security coverage that has proven successful. The security guard is a contracted position and coverage can be scalable to the funding available.

Please see chart on the following page for the potential options and recommendation.

- Options 1-4 are the least visible to the public
- Options 5-6 would reduce public service hours with the least disruption to overall service.
 - Option 5 is the least impact to the public
- Options 7-8 are scalable based on funding

	Reduction	Explanation	Impact	Potential Savings
1	Eliminate FOCOL Funding in the Community Partnership Part Time staff budget	This service has been discontinued by the library since budget adoption and all transition work will be completed by 2019.	None	\$4,802.00
2	Reduce Materials Management Office Supplies	This budget line is for materials security tags, labels, etc...	Will be able to purchase fewer processing supplies for materials	\$8,000.00
3	Eliminate Ops Clerk Part Time Prep Time Saturday Mornings	Reduce Saturday morning prep hours for Operations PT staff	Staff will have less prep time prior to opening for cleaning and set up.	\$1,000.00
4	Reduce Admin Part Time Staff Support	Reduce support on special projects and less fill in when reception staff are on lunch, vacation, etc..	Administration will have less support for projects and may need to close over lunch, vacations, etc.. rather than staff the reception desk.	\$3,000.00
	Total reductions (options 1-4)			\$16,802.00
5	Institute Holiday Weekend Hours	Reduce operating hours on traditionally lower-traffic weekends around holidays (Saturday 9-1; closed Sunday)	Reduced hours on three holiday weekends. Thanksgiving, Christmas, New Year. Resulting in a small reduction of several sections PT staff budgets. Also reduces the number of hours required for security guard (reduction of 32-36 hours per holiday weekend)	\$2,400*
	Total reductions (options 1-5)			\$19,202
6	Return to Pre-2014 Sunday Hours	Currently Sunday hours are 12-5; prior to 2014 they were 1-5	Reduced Sunday service. This will result in a small reduction of several sections part time staff budget. Also reduces the number of hours required for security guard (-39 hours)	\$6,300.00*
7	Use Carryover if available	Utilize carryover funds from unexpended library budget dollars to provide security guard	Contingent upon the funds being available and approval from Common Council	Potential to fill the gap
8	Reduce Materials Budget	Utilize some materials funds to fund security guard	Continued reduced purchasing ability for a second year	Potential to fill the gap

I recommend approving options 1-5 so we can provide the minimum of coverage nights and weekends for a total reduction of \$19,202 with the remaining \$9,798 coming from the materials budget totaling \$29,000. If additional funds become available via carryover, I recommend adding more security guard hours to return to providing coverage in the afternoons as well as replenishing the Materials Management materials and supplies losses.