

Budget Fiscal Year 2019-2020

Presented to Library Commission - 4/22/19

Wendy L. Harrison, Financial Manager II

Austin Public Library, Financial Services Division

Jan 18	Budget Manual & Revenue worksheets
Feb 5	Council Briefing: Budget Process
Feb 8	Expenditure worksheets to departments
Feb 15/Mar 1	Revenue/Expenditure forecasts due
Mar 1	5-Year CIP Plan Due
Mar 5	Council Briefing: Priorities and Metrics
Mar 31	Cost allocations finalize/forecasts updated
Apr 9	Council Briefing: Forecast Presentation
May 3	Boards & Commissions recommendations due
May 10	Personnel changes due
May 17/May 31	Revenue/Expenditure & CIP budgets due
Jun 28	CMO decisions on budget requests
Aug 5	Proposed Budget Presentation
Aug 20, 29, Sep 4	Council Budget Work Sessions
Aug 22 & 28	Budget and tax hearings
Sep 10	Budget Readings

Focus on “continuous improvement, effectiveness, and efficiency” by seeking out “opportunities to streamline work and identify cost savings without sacrificing our dedication to high levels of customer service”

Spencer Cronk, City Manager
September 13, 2018 memo to Council

- **Hold the line on budget increases** other than base increases
- Continue to shift operations toward greater **alignment with Council priorities**
- Examine **equity** of City services
- Focus on improving **operational efficiency and effectiveness**
- Need to capture and share **success stories**
 - Improvements in operational efficiency (e.g. cost savings)
 - Programmatic changes resulting in improvements to priority metrics
 - Ideas that bring citizens more value for their tax dollars, a bigger bang for the buck

Corporate Cost
Assumptions
(City-wide Base
Increases)

- **Wage increase, 2.5%**
- Health insurance contribution increase, 0%
- **Fuel, 4%**
- **Fleet Maintenance, 5%**
- **Administrative Services, 5%**
- **CTM¹, 10%**
- **CTECC² & Wireless, 5%**
- **Accrued Payroll, 0%**

¹CTM – Communications and Technology Management

²CTECC – Combined Transportation, Emergency, and Communications Center

Top Ten Strategic Indicators

Economic Opportunity & Affordability

Housing

Homelessness

Skills and capability of our community workforce (including education)

Health & Environment

Accessibility to quality health care services, both physical and mental

Climate change and resilience

Accessibility to quality parks, trails, and recreational opportunities

Mobility

Accessibility to and equity of multi-modal transportation choices

Safety

Fair administration of justice

Government that Works

Condition/quality of City facilities & infrastructure and effective adoption of technology

Culture & Lifelong Learning

Vibrancy and sustainability of creative industry ecosystem



- **General Fund – Operating Budget**
- Special Revenue Funds
 - Special Library Fund
 - Friends of APL (Bookstore & Gift Shop)
 - Austin History Center
- Permanent Fund
 - Trustee-Ellis Library Fund
- CIP Funds

General Fund: Revenue Projection

Lower revenues are a result of changes to Library Fees implemented to remove financial barriers and improve equity, diversity and inclusion among users.

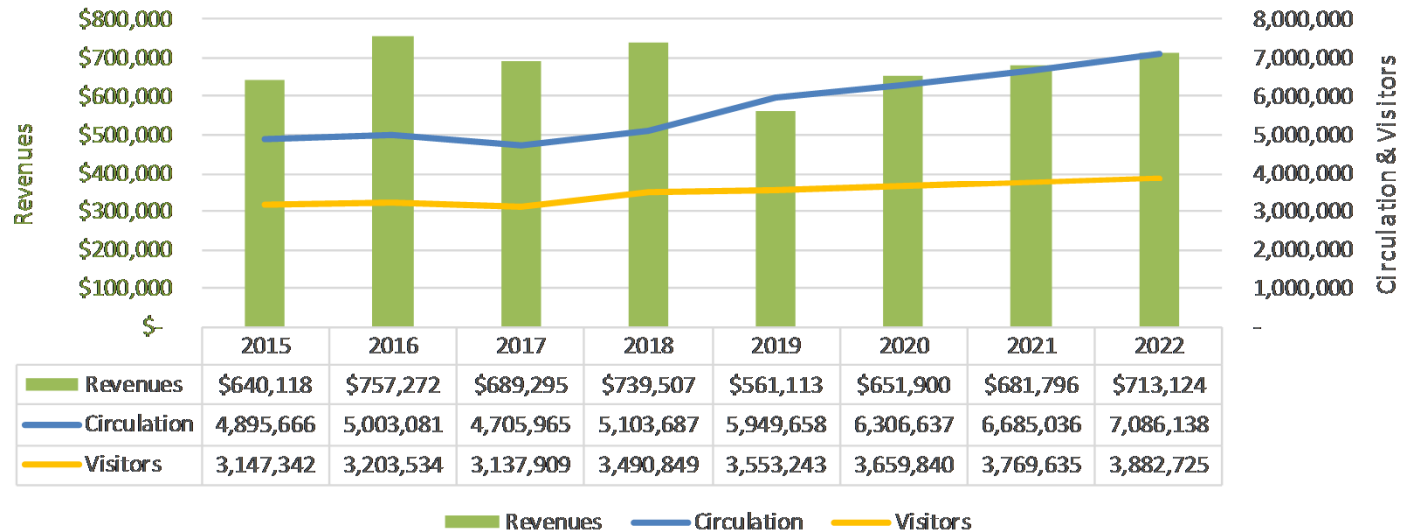
Revenue	Actual	Budget	Estimate	Projection	Projection	Projection
By Category	2017-18	2018-19	2018-19	2019-20	2020-21	2021-22
<u>Fines, Forfeitures, Penalties</u>						
Library Fines	\$562,580	\$618,000	\$423,053	\$441,465	\$467,953	\$496,030
<u>Charges For Services</u>						
Non-Resident Card Fee	135,991	100,600	96,719	98,382	99,976	101,496
Photocopies	16,355	14,300	17,769	18,075	18,367	18,647
<u>Interest and Other</u>						
Miscellaneous						
Austin History Center	24,577	29,700	23,572	23,978	24,366	24,737
Passport Services	-	14,245	-	70,000	71,134	72,215
Over/Short	4	-	-	-	-	-
Total Revenue	\$739,507	\$776,845	\$561,113	\$651,900	\$681,796	\$713,124
% Change			-27.77%	16.18%	4.59%	4.59%



Revenue Forecast



Comparison of Revenues to Circulation & Visitors



General Fund: Expenditure Forecast

	FY 2018 Budget	FY 2019 Budget	FY 2020 Forecast
Requirements:	\$50,445,772	\$52,168,472	\$53,806,884
Full-Time Equivalents (FTEs):	442.3	443.55	443.55
Materials Budget:	\$4,320,747	\$4,477,635	\$4,640,297

- FY20 *forecasted* increase: **\$1,638,412 or 3.1%**
 - No increase in FTEs
 - Materials budget, including books and subscriptions, base increase of \$162,662 or 3.6%
 - Requirements include City-wide base increases (e.g. wages, admin, CTM) and Department base increases for materials, cataloging/processing, custodial services, and IT software contracts