

# Loveland Public Library

The coming year, 2012, will be a year of transition for the Library as construction/renovation work is completed, collections, offices, and public spaces are relocated and staff settles into the almost doubled space. Staffing additions made in 2011 (2.5 FTE among 4 part-time positions) and three non-benefitted page/shelvers to be added early in 2012 will be integrated to meet what will be a much greater public usage of the Library's collection, building and services. Library staff will continue the very high level of professional service during this transition year and the Library Board will join with staff in revising the Library's section of the Comprehensive Plan and in preparing to do a total revision of the Library's Master Plan in 2013 and 2014.

Outcome	Performance Measure	2010 Actual	2011 Revised	2012 Projected
<b>Provide free access to the world of information through up-to-date technology. (GP 15)</b>				
Quality technology services.	< 5% mechanical downtime.	2.0%	2.0%	1.5%
Financially accountable.	% variance from tech budget.	5.0%	5.0%	5.0%
Expanding technology driven patron interaction.	External web access into catalog.	400,000	350,000	437,500
<b>Provide children age 0-6 with opportunities to be exposed to quality literacy activities. (GP 15 &amp; 18)</b>				
Maintain number of story times provided outside the Library.	# of story times outside Library/attendance.	300/ 25,000	300/ 20,000	325/ 25,000
Increase attendance at in-house story times by varying themes and crafts.	# of sessions/participants.	450/ 15,000	400/ 12,000	425/ 15,000
Continue to work with City and community to offer quality programming.	# of programs/attendees.	1,000/ 30,000	1,000/ 30,000	1,100/ 35,000
<b>Provide a separate, safe, and inviting place for tweens and teens to read, listen to music, and to gather for fun and homework assistance. (GP 15 &amp; 18)</b>				
Design attractive and functional space for tweens/teens to congregate.	# of teens/tweens using age specific computers.	2,500	2,500	3,000
Develop collection of materials attractive to tweens and teens.	# of circulation of Young Adult materials.	10,000	10,000	15,000
Develop Library as a gathering spot for tweens and teens.	# of teen/tween programs & attendance.	90/1,600	90/1,600	100/2,000
<b>Provide resources to support life-long learning. (GP 14)</b>				
Provide non-fiction collections on wide variety of topics.	Turnover of inventory – Adult Non-Fiction.	1.70	1.80	2.00
Present variety of free programs on topics of interest. (gardening, finance, health, etc.)	# of adult programs/attendance.	100/ 10,000	100/ 7,000	100/ 10,000
Increase number of databases covering important topics available in the Library and online.	# of databases.	51	51	55
Continue and expand outreach to homebound.	# of people reached.	1,080	1,080	1,000
	# of items delivered.	6,000	6,000	6,000

## Library Department Structure

### General Fund Activities

<i>Dept</i>	<i>Description</i>	<i>Division</i>	<i>Description</i>	<i>Program(s)</i>	<i>Description</i>
53	Department	750	Library Administration	0000	General Operations

### Special Revenue Fund Activities

<i>Dept</i>	<i>Description</i>	<i>Division</i>	<i>Description</i>	<i>Program(s)</i>	<i>Description</i>
53	Department	751	Broadcast Equipment	0000	General Operations

## Library Department Summary

	<b>'10 Actual</b>	<b>'11 Adopted Budget</b>	<b>'11 Revised Budget as of June</b>	<b>'12 Budget</b>	<b>'12 Budget / '11 Adopted % Change</b>	<b>'11 FTE</b>	<b>'12 FTE</b>
<b>General Fund</b>							
LIBRARY	\$2,394,183	\$2,295,880	\$2,383,120	\$2,337,460	1.8%	29.93	30.04
<b>Special Revenue Fund</b>							
PEG FEE	29,256	65,700	65,700	57,000	(13.2%)	-	-
<b>Total Expense</b>	<b>\$2,423,439</b>	<b>\$2,361,580</b>	<b>\$2,448,820</b>	<b>\$2,394,460</b>	<b>1.4%</b>	<b>29.93</b>	<b>30.04</b>
<b>REVENUE</b>							
<b>General Fund</b>							
LIBRARY	155,502	126,400	126,400	133,600	5.7%		
GENERAL FUND SUBSIDY	2,238,681	2,169,480	2,256,720	2,203,860	1.6%		
<b>Total General Fund</b>	<b>\$2,394,183</b>	<b>\$2,295,880</b>	<b>\$2,383,120</b>	<b>\$2,337,460</b>	<b>1.8%</b>		
<b>Special Revenue Fund</b>							
PEG FEE	74,768	77,000	77,000	71,000	(7.8%)		
<b>Total Revenue</b>	<b>\$2,468,951</b>	<b>\$2,372,880</b>	<b>\$2,460,120</b>	<b>\$2,408,460</b>	<b>1.5%</b>		
<b>EXPENSE BY CATEGORY</b>							
PERSONNEL SERVICES	1,812,309	1,919,300	1,958,390	1,951,940	1.7%		
SUPPLIES	217,670	199,170	224,870	219,020	10.0%		
PURCHASED SERVICES	159,594	165,410	181,060	173,500	4.9%		
DEBT SERVICE	38,247	-	-	-	-		
CAPITAL	195,619	77,700	12,000	50,000	(35.6%)		
<b>Total Expense</b>	<b>\$2,423,439</b>	<b>\$2,361,580</b>	<b>\$2,448,820</b>	<b>\$2,394,460</b>	<b>1.4%</b>		

## Library

The Library offers a wide array of materials, programs and services to the residents of Loveland and the area through its new 59,000 square foot building and outreach services minivan.

<b>ACTIVITY</b>	<b>DEPARTMENT</b>			
Library	Library			
<b>EXPENSE BY DIVISION/Program</b>	<b>'10 Actual</b>	<b>'11 Adopted Budget</b>	<b>'11 Revised Budget as of June</b>	<b>'12 Budget</b>
LIBRARY	\$2,394,183	\$2,295,880	\$2,383,120	\$2,337,460
<b>REVENUE</b>				
CHARGES FOR SERVICE	10,974	10,000	10,000	11,000
FINES	74,677	71,400	71,400	71,400
DONATIONS	48,875	45,000	45,000	50,000
OTHER	20,976	-	-	1,200
GENERAL FUND SUBSIDY	2,238,681	2,169,480	2,256,720	2,203,860
<b>Total Revenue</b>	<b>\$2,394,183</b>	<b>\$2,295,880</b>	<b>\$2,383,120</b>	<b>\$2,337,460</b>
<b>EXPENSE BY CATEGORY</b>				
PERSONNEL SERVICES	1,812,309	1,919,300	1,958,390	1,951,940
SUPPLIES	209,944	199,170	224,870	212,020
PURCHASED SERVICES	159,594	165,410	187,860	173,500
DEBT SERVICE	38,247	-	-	-
CAPITAL	174,089	12,000	12,000	-
<b>Total Expense</b>	<b>\$2,394,183</b>	<b>\$2,295,880</b>	<b>\$2,383,120</b>	<b>\$2,337,460</b>
<b>FTE</b>	<b>27.54</b>	<b>29.93</b>	<b>29.93</b>	<b>29.54</b>

## CHANGES COMPARED TO PRIOR YEAR ADOPTED

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(11,320) Decrease in personnel services for insurance benefits based on employee plan selection.  
4,160 Increase in personnel services for the allocated costs of unemployment insurance.  
(7,380) Decrease in personnel services for workers' compensation due to the allocation of the City's cost based on the Division's experience rating and forecasted liability costs.  
17,400 Increase in personnel services to annualize the cost for new positions for Library expansion.  
1,780 Increase in personnel services based on FICA calculation from employee suggestions for financial sustainability.  
7,090 Increase in purchased services for subscriptions.  
1,000 Increase in supplies for unforeseen supplies for Library renovation.  
(4,650) Decrease in supplies due to equipment replacement program.  
2,190 Increase in purchased services for other services including courier services and cataloging utilities.  
(12,000) Decrease in capital due to spending on equipment replacement schedule.

**26,710 Core Changes**  
28,000 Personnel Services.  
(100) Supplies  
(1,190) Purchased Services

**28,000 Funded Supplements**  
28,000 Increase in supplies for library materials.

**(11,400) Financial Sustainability Reductions**  
(100) Reduction in food expense as part of the employee suggestion program.  
(10,000) Reduction in supplies in books and periodical as part of the financial sustainability strategy.  
(1,300) Reduction in supplies as part of the financial sustainability strategy.

**41,580 Total Change**

## OTHER INFORMATION

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**50,800 Unfunded Supplements**

50,800 Increase in personnel services to provide a total of 1.00 FTE for planning coordination and teen programs.

- Equipment Replacement
  - No equipment is scheduled for replacement in this division.
- Capital Projects
  - There are no capital projects associated with this division.

## Broadcast Equipment

The City Council approved a new franchise agreement with Comcast in 2007. The franchise agreement indicates that Comcast will pass on to their customers a fifty cent per account monthly fee to contribute to capital equipment necessary to broadcast public, education and governmental programming, referred to as a PEG fee. The fee is expected to generate \$77,000 annually, based on the current number of subscribers.

ACTIVITY	DEPARTMENT
Broadcast Equipment	Library

EXPENSE BY DIVISION/Program	'10 Actual	'11 Adopted Budget	'11 Revised Budget as of June	'12 Budget
<b>Special Revenue Fund</b>				
PEG FEE	\$29,256	\$65,700	\$65,700	\$57,000
<b>REVENUE</b>				
PEG FEE	74,768	77,000	77,000	71,000
<b>Total Revenue</b>	<b>\$29,256</b>	<b>\$65,700</b>	<b>\$65,700</b>	<b>\$71,000</b>
<b>EXPENSE BY CATEGORY</b>				
SUPPLIES	7,726	-	-	7,000
CAPITAL	21,530	65,700	65,700	50,000
<b>Total Expense</b>	<b>\$29,256</b>	<b>\$65,700</b>	<b>\$65,700</b>	<b>\$57,000</b>
<b>FTE</b>	-	-	-	-

### CHANGES COMPARED TO PRIOR YEAR ADOPTED

- 7,000 Increase in supplies due to the replacement of non-capital equipment.
- (15,700) Decrease in capital for broadcasting based on projected projects.

- Core Changes
  - There are no core changes in this division.
- Funded Supplements
  - There are no funded supplements in this division.

### (8,700) Total Change

### OTHER INFORMATION

- Unfunded Supplements
  - There are no unfunded supplements in this division.
- Equipment Replacement
  - No equipment is scheduled for replacement in this division.
- Capital Projects
  - There are no capital projects associated with this division.