

Library

Agency Overview

Agency Mission

The mission of the Madison Public Library is to provide free and equitable access to cultural and educational experiences.

Agency Overview

The Agency is responsible for the operation of Madison's nine library branches and the Maintenance Support Center. The Agency's goal is to support literacy and community engagement opportunities. To achieve this goal, specific programming provided by the Library includes: maintaining book collections and reference services, access to technology and training, online branch services, and literacy programming.

2019 Budget Highlights

The 2019 Executive Budget includes funding for:

- A reduction in projected revenue from Cataloging Services (how library materials are recorded and accessed in the LINKcat Catalog) based on services that have been shifted to South Central Library System staff (\$50,000).
- A reduction in projected revenue from Library fines based on prior year trends (\$30,000).
- The transfer of the purchase of Library Materials that are capitalized from the Operating Budget to the Capital Budget (\$700,000).
- An increase in the payment to the Dane County Library Service due to an increase in Madison library card holders using other Dane County libraries (\$136,000).

Library

Function: Library

Budget by Service (All Funds)

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue					
Public Service	(1,675,157)	(608,157)	(931,154)	(608,157)	(608,157)
Community Engagement	(611,109)	(34,100)	(37,767)	(4,100)	(4,100)
Collection Resources & Access	(977,772)	(946,957)	(1,011,602)	(866,263)	(866,263)
Facilities	(74,873)	(53,900)	(92,112)	(53,900)	(53,900)
Total Revenue	\$ (3,338,910)	\$ (1,643,114)	\$ (2,072,636)	\$ (1,532,420)	\$ (1,532,420)
Expense					
Public Service	14,278,936	13,688,605	14,011,602	13,851,038	14,167,842
Community Engagement	760,134	486,975	490,642	355,825	355,825
Collection Resources & Access	3,177,129	3,215,926	3,280,571	3,321,377	2,641,970
Facilities	2,038,277	2,030,639	2,068,851	2,060,389	2,070,618
Total Expense	\$ 20,254,475	\$ 19,422,144	\$ 19,851,667	\$ 19,588,628	\$ 19,236,255
Net General Fund	\$ 16,915,565	\$ 17,779,030	\$ 17,779,031	\$ 18,056,208	\$ 17,703,835

Budget by Fund & Major

Fund: Library

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue					
Intergovernmental Revenues	(189,968)	(92,425)	(108,221)	(95,681)	(95,681)
Charges for Services	(930,886)	(906,439)	(907,053)	(852,739)	(852,739)
Fine Forfeiture Assessments	(284,218)	(280,000)	(274,000)	(250,000)	(250,000)
Investments & Contributions	(887,499)	(334,000)	(665,000)	(304,000)	(304,000)
Misc Revenue	(9,487)	(10,250)	(14,619)	(10,000)	(10,000)
Other Finance Source	(996,660)	-	(83,742)	-	-
Transfer In	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Total Revenue	\$ (3,318,718)	\$ (1,643,114)	\$ (2,072,636)	\$ (1,532,420)	\$ (1,532,420)
Expense					
Salaries	9,311,666	9,731,658	9,640,158	9,719,135	9,988,908
Benefits	3,041,186	2,931,333	3,016,453	2,939,639	2,868,445
Supplies	818,874	1,471,456	1,610,332	1,501,106	801,106
Purchased Services	2,345,819	2,506,218	2,608,348	2,623,526	2,623,526
Debt & Other Financing	1,097,935	-	174,897	-	-
Inter Departmental Charges	122,326	133,367	133,367	157,110	136,158
Transfer Out	3,496,477	2,648,112	2,668,112	2,648,112	2,818,112
Total Expense	\$ 20,234,283	\$ 19,422,144	\$ 19,851,667	\$ 19,588,628	\$ 19,236,255
Net General Fund	\$ 16,915,565	\$ 17,779,030	\$ 17,779,031	\$ 18,056,208	\$ 17,703,835

Library

Function: Library

Service Overview

Service: Collection Resources & Access

Service Description

This service is responsible 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 goal of the of the service is continued heavy per-capita use of materials by Madisonians, including the number of holds placed and the number of new borrowers added annually.

2019 Planned Activities

- Market the nontraditional library collection, including electronic resources, downloadable, and streaming materials.
- Provide collection support for at-risk populations, such as those who are homebound or in assisted living, nursing home, healthcare, and adult care facilities.
- Use collection analysis reports and tools to ensure that resources are equitably delivered to the community.

Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	(977,772)	(946,957)	(1,011,602)	(866,263)	(866,263)
Expense	3,177,129	3,215,926	3,280,571	3,321,377	2,641,970
Net Service Budget	\$ 2,199,357	\$ 2,268,969	\$ 2,268,969	\$ 2,455,114	\$ 1,775,707

Service: Community Engagement

Service Description

This service is responsible for program providers and performers associated with community engagement activities and collaborative projects for all ages. The goal of the service is a diverse patron and partner base and programs and services that are based directly on residents' needs and wants.

2019 Planned Activities

- Reach out to a diverse audience with library programs and services. Create strategic community engagement plans focused on specific communities beginning with the Latinx community. The importance of equity will be featured through numerous displays, programs, and celebrations highlighting the history and achievements of communities of color in Madison.
- Expand the Making Spaces program to reach more Madison Metropolitan School District (MMSD) schools, supporting the importance of a making culture in the classroom.
- Expand literacy offerings for all ages. As part of the participation with the Northside Early Childhood Zone, the service will continue to provide training for the home visiting partners and home daycare providers. The service will also work with the Literacy Network to expand on existing partnership projects and seek additional ways to address literacy needs in neighborhoods.

Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	(611,109)	(34,100)	(37,767)	(4,100)	(4,100)
Expense	760,134	486,975	490,642	355,825	355,825
Net Service Budget	\$ 149,025	\$ 452,875	\$ 452,875	\$ 351,725	\$ 351,725

Library

Function: Library

Service Overview

Service: Facilities

Service Description

This service is responsible for all activities and services associated with the operation of Madison Public Library's nine public libraries and the Library Maintenance Support Center. The goal of this service is to provide a safe, pleasant, and welcoming environment at the Central and neighborhood libraries.

2019 Planned Activities

- Continue planning for the Reindahl Park Library project and complete construction of the relocated Pinney Library.
- Implement energy efficient and sustainable approaches, particularly in regards to HVAC controls and operation, achieving a balance of efficiency and reliability of equipment operation.

Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	(74,873)	(53,900)	(92,112)	(53,900)	(53,900)
Expense	2,038,277	2,030,639	2,068,851	2,060,389	2,070,618
Net Service Budget	\$ 1,963,404	\$ 1,976,739	\$ 1,976,739	\$ 2,006,489	\$ 2,016,718

Service: Public Service

Service Description

This service is responsible for the delivery of services to the Library's patrons and members of the community both in and outside of library facilities. Public Service focuses on direct provision of reference and research assistance, reader's advisory, literacy support, programming, technology training, collection management, and participatory learning and creation. The goal of the service is to provide individualized library services to meet patrons' needs.

2019 Planned Activities

- Expand access to library programs and services by providing outreach and mobile services to community centers and apartment complexes. Dane County Library Service has been contracted to provide mobile library services to four underserved neighborhoods within the City of Madison. Additionally, a comprehensive database will be completed to track the number and depth of partnerships the Library has, which will also facilitate better communication for staff who may be working with multiple partners.
- Develop service metrics to evaluate current programs and services. New program evaluation metrics will be put in place and strategic outreach plans for specific communities will be created.
- Focus on educating parents, caregivers, teachers, and the general public about the importance of early literacy.
- Work with other out-of-school-time providers including Madison School and Community Recreation (MSCR) and the Boys and Girls Club to enhance the experience of teens and tweens in libraries. Collaborations with MSCR are underway to increase the out-of-school-time offerings within the Meadowridge Library.

Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	(1,675,157)	(608,157)	(931,154)	(608,157)	(608,157)
Expense	14,278,936	13,688,605	14,011,602	13,851,038	14,167,842
Net Service Budget	\$ 12,603,779	\$ 13,080,448	\$ 13,080,448	\$ 13,242,881	\$ 13,559,685

Library

Function: Library

Line Item Detail

Agency Primary Fund: Library

Intergovernmental Revenues

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Federal Revenues Operating	(32,118)	(27,973)	(31,473)	(27,973)	(27,973)
Other Unit of Gov Rev Op	(157,850)	(64,452)	(76,748)	(67,708)	(67,708)
TOTAL	\$ (189,968)	\$ (92,425)	\$ (108,221)	\$ (95,681)	\$ (95,681)

Charges for Service

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Reproduction Services	(92,631)	(90,000)	(90,000)	(90,000)	(90,000)
Appliance Collection	(13,205)	(9,000)	(9,000)	(9,000)	(9,000)
Catering Concessions	(16,143)	(15,000)	(15,000)	(15,000)	(15,000)
Facility Rental	(43,663)	(38,900)	(38,900)	(38,900)	(38,900)
Southcentral Library Services	(270,284)	(270,284)	(270,284)	(270,284)	(270,284)
Library Collection Fees	(18,572)	(19,000)	(16,000)	(15,300)	(15,300)
Cataloging Services	(454,255)	(454,255)	(454,255)	(404,255)	(404,255)
Reimbursement Of Expense	(22,134)	(10,000)	(13,614)	(10,000)	(10,000)
TOTAL	\$ (930,886)	\$ (906,439)	\$ (907,053)	\$ (852,739)	\$ (852,739)

Fine Forfeiture & Assessments

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Library Fines	(284,218)	(280,000)	(274,000)	(250,000)	(250,000)
TOTAL	\$ (284,218)	\$ (280,000)	\$ (274,000)	\$ (250,000)	\$ (250,000)

Investments & Contributions

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Contributions & Donations	(887,499)	(334,000)	(656,000)	(304,000)	(304,000)
TOTAL	\$ (887,499)	\$ (334,000)	\$ (665,000)	\$ (304,000)	\$ (304,000)

Misc Revenue

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Miscellaneous Revenue	(9,487)	(10,250)	(14,619)	(10,000)	(10,000)
TOTAL	\$ (9,487)	\$ (10,250)	\$ (14,619)	\$ (10,000)	\$ (10,000)

Other Finance Sources

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Fund Balance Applied	(996,660)	-	(83,742)	-	-
TOTAL	\$ (996,660)	\$ -	\$ (83,742)	\$ -	\$ -

Transfer In

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Transfer In From Other Restric	-	(20,000)	(20,000)	(20,000)	(20,000)
Transfer In From Permanent	(20,000)	-	-	-	-
TOTAL	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)

Salaries

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Permanent Wages	7,523,855	8,181,907	7,824,519	8,286,252	8,555,625
Salary Savings	-	(210,582)	-	(210,582)	(249,582)
Pending Personnel	-	113,006	-	113,006	113,006
Premium Pay	45,672	28,483	54,767	26,583	26,583
Compensated Absence	43,659	70,000	50,000	70,000	70,000
Hourly Wages	1,617,569	1,498,500	1,612,587	1,437,932	1,477,332
Overtime Wages Permanent	80,502	50,344	98,213	(4,056)	(4,056)
Overtime Wages Hourly	208	-	72	-	-
Election Officials Wages	201	-	-	-	-
TOTAL	\$ 9,311,666	\$ 9,731,658	\$ 9,640,158	\$ 9,719,135	\$ 9,988,908

LibraryFunction: **Library***Line Item Detail*Agency Primary Fund: **Library****Benefits**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Comp Absence Escrow	175,751	101,338	129,000	101,338	101,338
Unemployment Benefits	6,866	-	7,372	-	-
Health Insurance Benefit	1,482,580	1,550,789	1,473,450	1,536,414	1,443,684
Wage Insurance Benefit	19,623	19,578	20,141	19,958	19,958
Health Insurance Retiree	-	7,330	-	7,330	7,330
WRS	569,044	542,482	582,688	555,311	560,518
FICA Medicare Benefits	695,764	618,707	713,012	628,179	641,547
Post Employment Health Plans	91,558	91,109	90,788	91,109	94,070
TOTAL	\$ 3,041,186	\$ 2,931,333	\$ 3,016,453	\$ 2,939,639	\$ 2,868,445

Supplies

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Office Supplies	93,887	86,500	86,500	86,500	86,500
Copy Printing Supplies	8,560	8,000	25,000	10,000	10,000
Furniture	19,771	40,000	40,000	40,000	40,000
Hardware Supplies	99,868	115,000	98,524	115,000	115,000
Software Lic & Supplies	23,003	5,000	5,000	5,000	5,000
Postage	39,322	38,000	38,000	38,000	38,000
Program Supplies	99,488	118,500	161,500	118,500	118,500
Work Supplies	8,421	2,700	12,700	10,000	10,000
Janitorial Supplies	44,753	40,000	45,000	45,000	45,000
Library Materials	249,802	951,036	1,016,036	951,036	251,036
Safety Supplies	1,299	550	1,000	1,000	1,000
Uniform Clothing Supplies	53	120	120	120	120
Food And Beverage	3,600	3,500	3,000	3,000	3,000
Building	15,403	1,000	1,000	1,000	1,000
Building Supplies	8,055	2,450	5,000	5,000	5,000
Electrical Supplies	14,690	4,250	8,000	8,000	8,000
HVAC Supplies	66,182	51,450	51,450	51,450	51,450
Plumbing Supplies	9,378	1,300	5,000	5,000	5,000
Machinery And Equipment	581	-	2,000	2,000	2,000
Equipment Supplies	11,628	2,100	5,000	5,000	5,000
Inventory	1,131	-	500	500	500
TOTAL	\$ 818,874	\$ 1,471,456	\$ 1,610,332	\$ 1,501,106	\$ 801,106

LibraryFunction: **Library***Line Item Detail*Agency Primary Fund: **Library****Purchased Services**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Natural Gas	43,829	47,300	49,100	46,100	46,100
Electricity	284,649	313,700	306,000	293,700	293,700
Water	9,977	9,350	12,342	12,342	12,342
Sewer	8,525	8,150	8,150	8,150	8,150
Stormwater	4,600	4,200	4,200	4,200	4,200
Telephone	17,981	20,470	11,779	20,470	20,470
Cellular Telephone	11,810	10,542	10,542	10,542	10,542
Systems Comm Internet	611,925	594,502	598,032	627,624	627,624
Building Improv Repair Maint	170,933	177,200	185,200	190,160	190,160
Waste Disposal	4,593	4,920	4,920	4,920	4,920
Fire Protection	390	410	410	410	410
Pest Control	3,092	2,892	2,892	3,740	3,740
Elevator Repair	3,610	4,000	4,000	4,000	4,000
Facility Rental	316,515	336,200	320,985	328,601	328,601
Custodial Bldg Use Charges	158,630	162,592	168,347	139,318	139,318
Process Fees Recyclables	6,616	5,160	5,814	7,100	7,100
Office Equipment Repair	6,138	12,000	9,800	10,100	10,100
Comm Device Mntc	10,698	17,450	17,450	10,850	10,850
Equipment Mntc	42,728	37,000	63,301	45,000	45,000
System & Software Mntc	-	-	5,878	5,900	5,900
Rental Of Equipment	832	400	400	400	400
Recruitment	475	500	620	500	500
Mileage	11,465	8,500	8,500	11,690	11,690
Conferences & Training	48,391	45,200	52,198	45,000	45,000
Memberships	13,603	11,000	11,000	11,000	11,000
Uniform Laundry	5,138	4,200	4,200	5,000	5,000
Credit Card Services	3,905	3,000	4,000	4,000	4,000
Collection Services	9,040	10,000	9,000	9,000	9,000
Armored Car Services	16,366	15,100	16,800	16,450	16,450
Consulting Services	200	2,000	1,000	2,000	2,000
Advertising Services	45,562	58,250	40,750	40,750	40,750
Printing Services	20,989	20,000	20,000	20,000	20,000
Investigative Services	52	200	200	200	200
Security Services	12,260	11,122	12,322	13,500	13,500
Interpreters Signing Services	-	1,000	1,000	1,000	1,000
Transportation Services	587	600	-	-	-
Program Services	163,839	134,500	199,183	131,500	131,500
Other Services & Expenses	638	96,600	90,900	91,200	91,200
Grants	10,110	-	34,800	-	-
Comm Agency Contracts	221,099	264,208	264,208	400,000	400,000
Taxes & Special Assessments	43,412	51,300	47,423	46,609	46,609
Permits & Licenses	620	500	500	500	500
TOTAL	\$ 2,345,819	\$ 2,506,218	\$ 2,608,348	\$ 2,623,526	\$ 2,623,526

LibraryFunction: **Library***Line Item Detail*Agency Primary Fund: **Library****Debt & Other Financing**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Fund Balance Generated	1,097,935	-	174,897	-	-
TOTAL	\$ 1,097,935	\$ -	\$ 174,897	\$ -	\$ -

Inter-Departmental Charges

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
ID Charge From Information Tec	23,028	23,028	23,028	23,028	-
ID Charge From Engineering	3,537	3,537	3,537	3,537	3,537
ID Charge From Fleet Services	7,879	12,011	12,011	30,123	30,123
ID Charge From Traffic Eng	1,659	1,238	1,238	1,238	3,314
ID Charge From Insurance	73,287	78,150	78,150	84,335	84,335
ID Charge From Workers Comp	12,936	15,403	15,403	14,849	14,849
TOTAL	\$ 122,326	\$ 133,367	\$ 133,367	\$ 157,110	\$ 136,158

Transfer Out

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Transfer Out To Debt Service	2,745,463	2,648,112	2,648,112	2,648,112	2,818,112
Transfer Out To Capital	751,014	-	-	-	-
TOTAL	\$ 3,496,477	\$ 2,648,112	\$ 2,668,112	\$ 2,648,112	\$ 2,818,112

Library

Function: Library

Position Summary

	CG	2018 Budget		2019 Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNTANT	18	1.00	60,793	1.00	63,366	1.00	65,425
ACCT TECH	32	1.00	62,111	1.00	62,350	1.00	64,377
ADMIN CLERK	32	6.70	351,334	6.70	358,012	6.70	369,648
CLERK	32	20.35	964,832	20.35	954,842	20.35	985,874
CUSTODIAL WKR	15	4.00	209,127	4.00	212,826	4.00	219,743
FACILITY MAINT WKR	15	1.00	57,074	1.00	57,464	1.00	59,332
LIB BUS OPER MGR	18	1.00	108,880	1.00	109,299	1.00	112,851
LIB COMP TECH	32	2.00	53,884	2.00	99,195	2.00	102,419
LIB COMPT SPEC	33	2.00	133,220	2.00	137,504	2.00	141,973
LIB FAC MGR	18	1.00	95,772	1.00	96,437	1.00	99,572
LIB MAINT COORD	15	1.00	72,087	1.00	72,361	1.00	74,713
LIB MEDIA COORD	18	1.00	88,828	1.00	89,716	1.00	92,632
LIB PROG SUPV	18	2.00	124,901	2.00	148,767	2.00	153,602
LIBRARIAN	33	36.00	2,345,286	36.00	2,387,529	36.00	2,465,123
LIBRARIAN	18	6.00	463,898	6.00	476,344	6.00	491,825
LIBRARIAN SUPV	18	3.00	253,507	3.00	259,966	3.00	268,415
LIBRARY ASSOCIATE DIRECTOR	18	1.00	103,935	1.00	110,524	1.00	114,116
LIBRARY ASST	32	35.20	1,803,183	35.20	1,821,112	35.20	1,880,298
LIBRARY ASST	33	1.00	53,884	1.00	53,848	1.00	55,598
LIBRARY DIRECTOR	21	1.00	128,249	1.00	140,583	1.00	145,152
LIBRARY PRESS OPR	32	1.00	54,832	1.00	55,209	1.00	57,003
MAINT MECH	15	2.00	119,925	2.00	122,055	2.00	126,022
MKTG/COMMUN SPEC	18	1.00	53,677	1.00	59,702	1.00	61,642
PLANNER	18	1.00	61,900	1.00	62,138	1.00	64,157
PROG ASST	17	1.00	58,926	1.00	59,153	1.00	61,075
PROG ASST	32	4.00	212,693	4.00	217,952	4.00	225,036
TOTAL		137.25	\$ 8,096,739	137.25	\$ 8,288,255	137.25	\$ 8,557,623

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.