

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 seeks to support literacy and community engagement opportunities. Specific programming provided by the Library includes: maintaining book collections and reference services, access to technology and training, online branch services, and literacy programming.

2018 Budget Highlights

The 2018 Adopted Budget:

- Decreases in projected revenue from Library fines and collection fees based on prior year trends (\$42,000).
- Increases funding for the custodial contract allowing for weekend cleaning (\$19,000).
- Increases funding for payments to the Dane County Library Service resulting from an increase in Madison residents using other Dane County libraries (\$44,000).
- Increases funding for hourly staffing, premium pay, and overtime based on prior year trends (\$225,000).
- Increases funding to replace private revenue that funded the first four years of Bubbler programming (\$125,000). The Library will continue to seek grants to supplement the program. Major components of the programming include: Artist-in-Residence Program, Bubbler Programming, Making Justice, Media Academy, Google Making Spaces: Expanding Maker Education Across the Nation, Makers Corps: Making Programs in At-Risk Communities, Yahara Music Library, Beyond the Bubbler, and the Media Lab.

Library

Function: Library

Budget Overview

Budget by Service (All Funds)

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue						
Community Engagement	(304,607)	(34,100)	(433,773)	(34,100)	(34,100)	(34,100)
Facilities	(158,273)	(75,000)	(53,036)	(53,900)	(53,900)	(53,900)
Public Service	(424,800)	(587,557)	(448,336)	(608,157)	(608,157)	(608,157)
Collection Resources & Access	(949,005)	(989,242)	(963,032)	(946,957)	(946,957)	(946,957)
Total Revenue	\$ (1,836,686)	\$ (1,685,899)	\$ (1,898,178)	\$ (1,643,114)	\$ (1,643,114)	\$ (1,643,114)
Expense						
Community Engagement	264,424	183,125	425,031	336,892	486,975	486,975
Facilities	1,916,591	2,038,404	2,029,406	2,029,936	2,030,639	2,030,639
Public Service	13,446,905	13,191,336	13,269,231	13,472,720	13,688,605	13,688,605
Collection Resources & Access	2,497,602	3,188,599	3,058,150	3,215,177	3,215,926	3,215,926
Total Expense	\$ 18,125,521	\$ 18,601,463	\$ 18,781,818	\$ 19,054,724	\$ 19,422,144	\$ 19,422,144
Net General Fund	\$ 16,288,835	\$ 16,915,564	\$ 16,883,640	\$ 17,411,610	\$ 17,779,030	\$ 17,779,030

Budget by Fund & Major

Fund: Library

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue						
Intergovernmental Revenues	(112,122)	(92,560)	(161,659)	(92,425)	(92,425)	(92,425)
Charges for Services	(935,387)	(945,939)	(920,675)	(906,439)	(906,439)	(906,439)
Fine Forfeiture Assessments	(288,326)	(300,000)	(283,800)	(280,000)	(280,000)	(280,000)
Investments & Contributions	(370,254)	(323,400)	(500,543)	(334,000)	(334,000)	(334,000)
Misc Revenue	(3,550)	(4,000)	(11,500)	(10,250)	(10,250)	(10,250)
Other Finance Source	(107,047)	-	-	-	-	-
Transfer In	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Total Revenue	\$ (1,836,686)	\$ (1,685,899)	\$ (1,898,178)	\$ (1,643,114)	\$ (1,643,114)	\$ (1,643,114)
Expense						
Salaries	8,719,730	9,149,560	9,076,483	9,409,168	9,731,658	9,731,658
Benefits	2,754,491	2,787,995	2,944,376	2,925,082	2,931,333	2,931,333
Supplies	801,249	1,421,994	1,446,324	1,425,456	1,471,456	1,471,456
Purchased Services	2,301,176	2,368,350	2,440,649	2,423,518	2,506,218	2,506,218
Inter Departmental Charges	99,487	128,101	128,522	126,037	133,367	133,367
Transfer Out	3,449,388	2,745,463	2,745,463	2,745,463	2,648,112	2,648,112
Total Expense	\$ 18,125,521	\$ 18,601,463	\$ 18,781,818	\$ 19,054,724	\$ 19,422,144	\$ 19,422,144
Net General Fund	\$ 16,288,835	\$ 16,915,564	\$ 16,883,640	\$ 17,411,610	\$ 17,779,030	\$ 17,779,030

Library

Function: Library

Service Overview

Service: Collection Resources & Access

Service Description

This service manages the library materials collection in all formats and the acquisition, cataloging, and processing of these materials. The goals of this service are to offer customers the opportunity to explore a wide variety of topics and find informational and entertaining materials by maintaining a current, well curated collection. The service also seeks to provide a diverse collection of resources with a specific focus on non-English language materials.

2018 Planned Activities

- Study neighborhood demographics and library proximity to Dual Language Immersion (DLI) schools to better focus and grow collections of non-English language materials.
- Market the collection to nontraditional library users.
- Provide collection support to community engagement programs such as early literacy and RESJI initiatives, book discussion groups, and the Wisconsin Book Festival.
- Continue using collection reports to ensure that an equitable delivery of resources is provided to the community.

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue	(949,005)	(989,242)	(963,032)	(946,957)	(946,957)	(946,957)
Expense	2,497,602	3,188,599	3,058,150	3,215,177	3,215,926	3,215,926
Net Service Budget	\$ 1,548,597	\$ 2,199,357	\$ 2,095,118	\$ 2,268,220	\$ 2,268,969	\$ 2,268,969

Service: Community Engagement

Service Description

This service oversees community engagement activities and collaborative projects for all ages. The goal of this service is to address community needs by offering educational and creative opportunities using an equity lens.

2018 Planned Activities

- Work with the Northside Early Childhood Zone to provide early literacy consultation services and supports.
- Expand the "Read Up" summer reading program from 6 to 8 schools.
- Use the Library Takeover community engagement model to determine library programs and apply it to Media Lab programming.
- Work with the new Community Engagement Coordinator to identify populations not being well served by the library and develop new programs, services, and methods of service delivery to address the needs of those communities.
- Expand teen programs including Making Justice, Hip Hop Architecture and other Bubbler initiatives.

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue	(304,607)	(34,100)	(433,773)	(34,100)	(34,100)	(34,100)
Expense	264,424	183,125	425,031	336,892	486,975	486,975
Net Service Budget	\$ (40,183)	\$ 149,025	\$ (8,742)	\$ 302,792	\$ 452,875	\$ 452,875

Library

Function: Library

Service Overview

Service: Facilities

Service Description

This service manages the operations of nine facilities including: rent, utilities, maintenance, custodial tasks, supplies, and the staff of the Facilities service. The goals of the service are to support the delivery of all operational and programming library services to the community through well maintained, safe, clean, and welcoming physical building infrastructure and facilities.

2018 Planned Activities

- Seek opportunities to increase space for technology literacy and access, accommodate a larger and more comprehensive materials collection, and maximize community space through existing library major capital improvements or new capital projects to support the expansion of the Madison Public Library's outreach and program service delivery.
- Investigate evolving green initiatives and new technology to improve facility operational efficiencies and reduce costs.
- Expand custodial services to include weekend cleaning.

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue	(158,273)	(75,000)	(53,036)	(53,900)	(53,900)	(53,900)
Expense	1,916,591	2,038,404	2,029,406	2,029,936	2,030,639	2,030,639
Net Service Budget	\$ 1,758,317	\$ 1,963,404	\$ 1,976,370	\$ 1,976,036	\$ 1,976,739	\$ 1,976,739

Service: Public Service

Service Description

This service oversees the delivery of services to the Library's patrons and members of the community both in and outside of the library facilities. The service provides reference and research assistance, reader's advisory, literacy support, technology training, and participatory learning. The goal of this service is to improve community engagement by increasing residents' exposure to literacy programs.

2018 Planned Activities

- Use the Results Madison framework to better utilize staff time and allocate library resources.
- Collaborate with local organizations like DaneNet and 5Nines to improve digital access to Madison's citizens.
- Work with local experts to develop evaluation tools for library programs.
- Using a strategic lens, develop partnership guidelines to determine which partnership programs have the potential for the most impact.

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue	(424,800)	(587,557)	(448,336)	(608,157)	(608,157)	(608,157)
Expense	13,446,905	13,191,336	13,269,231	13,472,720	13,688,605	13,688,605
Net Service Budget	\$ 13,022,105	\$ 12,603,779	\$ 12,820,895	\$ 12,864,563	\$ 13,080,448	\$ 13,080,448

LibraryFunction: **Library***Line Item Detail***Agency Primary Fund: Library****Intergovernmental Revenues**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Federal Revenues Operating	(26,071)	(27,973)	(33,973)	(27,973)	(27,973)	(27,973)
Other Unit of Gov Rev Op	(86,052)	(64,587)	(127,686)	(64,452)	(64,452)	(64,452)
TOTAL	\$ (112,122)	\$ (92,560)	\$ (161,659)	\$ (92,425)	\$ (92,425)	\$ (92,425)

Charges for Service

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Reproduction Services	(93,999)	(105,000)	(95,000)	(90,000)	(90,000)	(90,000)
Appliance Collection	(11,878)	(7,500)	(10,900)	(9,000)	(9,000)	(9,000)
Catering Concessions	(16,588)	(25,000)	(15,000)	(15,000)	(15,000)	(15,000)
Facility Rental	(33,431)	(50,000)	(38,000)	(38,900)	(38,900)	(38,900)
Southcentral Library Services	(270,284)	(270,284)	(270,284)	(270,284)	(270,284)	(270,284)
Library Collection Fees	(22,074)	(30,400)	(20,500)	(19,000)	(19,000)	(19,000)
Cataloging Services	(454,255)	(454,255)	(454,255)	(454,255)	(454,255)	(454,255)
Reimbursement Of Expense	(32,878)	(3,500)	(16,736)	(10,000)	(10,000)	(10,000)
TOTAL	\$ (935,387)	\$ (945,939)	\$ (920,675)	\$ (906,439)	\$ (906,439)	\$ (906,439)

Fine Forefeiture & Assessments

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Library Fines	(288,326)	(300,000)	(283,800)	(280,000)	(280,000)	(280,000)
TOTAL	\$ (288,326)	\$ (300,000)	\$ (283,800)	\$ (280,000)	\$ (280,000)	\$ (280,000)

Investments & Contributions

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Contributions & Donations	(370,254)	(323,400)	(500,543)	(334,000)	(334,000)	(334,000)
TOTAL	\$ (370,254)	\$ (323,400)	\$ (500,543)	\$ (334,000)	\$ (334,000)	\$ (334,000)

Misc Revenue

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Miscellaneous Revenue	(3,550)	(4,000)	(11,500)	(10,250)	(10,250)	(10,250)
TOTAL	\$ (3,550)	\$ (4,000)	\$ (11,500)	\$ (10,250)	\$ (10,250)	\$ (10,250)

Other Finance Sources

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Fund Balance Applied	(107,047)	-	-	-	-	-
TOTAL	\$ (107,047)	\$ -	\$ -	\$ -	\$ -	\$ -

Transfer In

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Transfer In From Other Restric	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
TOTAL	\$ (20,000)					

Salaries

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Permanent Wages	6,927,286	7,788,375	7,406,491	8,181,907	8,181,907	8,181,907
Salary Savings	-	(210,582)	-	(210,582)	(210,582)	(210,582)
Pending Personnel	-	-	-	-	113,006	113,006
Premium Pay	43,665	28,483	46,846	28,483	28,483	28,483
Workers Compensation Wages	1,068	-	-	-	-	-
Compensated Absence	69,143	-	52,125	-	70,000	70,000
Hourly Wages	1,590,928	1,477,200	1,486,200	1,409,360	1,498,500	1,498,500
Overtime Wages Permanent	87,390	66,084	84,821	-	50,344	50,344
Overtime Wages Hourly	250	-	-	-	-	-
TOTAL	\$ 8,719,730	\$ 9,149,560	\$ 9,076,483	\$ 9,409,168	\$ 9,731,658	\$ 9,731,658

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

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Comp Absence Escrow	176,906	101,338	120,573	101,338	101,338	101,338
Unemployment Benefits	5,013	-	5,000	-	-	-
Health Insurance Benefit	1,382,448	1,484,015	1,463,285	1,533,799	1,550,789	1,550,789
Wage Insurance Benefit	19,522	19,549	19,704	19,578	19,578	19,578
Health Insurance Retiree	-	7,330	-	7,330	7,330	7,330
WRS	518,910	513,547	561,885	550,574	542,482	542,482
FICA Medicare Benefits	646,330	587,666	684,166	621,354	618,707	618,707
Post Employment Health Plans	5,361	74,550	89,763	91,109	91,109	91,109
TOTAL	\$ 2,754,491	\$ 2,787,995	\$ 2,944,376	\$ 2,925,082	\$ 2,931,333	\$ 2,931,333

Supplies

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Purchasing Card Unallocated	(7)	-	-	-	-	-
Office Supplies	8,773	6,500	86,933	86,500	86,500	86,500
Copy Printing Supplies	7,007	10,000	5,000	8,000	8,000	8,000
Furniture	7,665	46,000	48,098	40,000	40,000	40,000
Hardware Supplies	158,378	121,000	121,524	115,000	115,000	115,000
Software Lic & Supplies	5,721	5,000	5,000	5,000	5,000	5,000
Postage	38,944	38,000	38,000	38,000	38,000	38,000
Program Supplies	93,189	53,000	65,490	72,500	118,500	118,500
Work Supplies	5,408	2,700	5,656	2,700	2,700	2,700
Janitorial Supplies	50,914	40,000	40,000	40,000	40,000	40,000
Library Materials	317,801	1,028,024	942,586	951,036	951,036	951,036
Safety Supplies	181	550	872	550	550	550
Uniform Clothing Supplies	351	120	120	120	120	120
Food And Beverage	9,228	3,500	500	3,500	3,500	3,500
Building	44,043	6,400	10,435	1,000	1,000	1,000
Building Supplies	22,658	2,450	3,653	2,450	2,450	2,450
Electrical Supplies	5,751	4,250	6,613	4,250	4,250	4,250
HVAC Supplies	17,889	51,450	56,871	51,450	51,450	51,450
Plumbing Supplies	3,960	400	6,465	1,300	1,300	1,300
Machinery And Equipment	2,140	-	409	-	-	-
Equipment Supplies	1,255	2,100	2,100	2,100	2,100	2,100
Inventory	-	550	-	-	-	-
TOTAL	\$ 801,249	\$ 1,421,994	\$ 1,446,324	\$ 1,425,456	\$ 1,471,456	\$ 1,471,456

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

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Natural Gas	41,507	58,800	58,150	47,300	47,300	47,300
Electricity	308,929	322,500	309,200	313,700	313,700	313,700
Water	10,443	9,350	8,750	9,350	9,350	9,350
Sewer	9,619	9,700	8,400	8,150	8,150	8,150
Stormwater	5,369	5,200	5,200	4,200	4,200	4,200
Telephone	18,136	20,470	19,820	20,470	20,470	20,470
Cellular Telephone	10,410	10,542	10,542	10,542	10,542	10,542
Systems Comm Internet	592,600	594,502	598,135	594,502	594,502	594,502
Building Improv Repair Maint	151,796	177,010	161,500	177,200	177,200	177,200
Waste Disposal	3,972	4,920	4,920	4,920	4,920	4,920
Fire Protection	388	410	410	410	410	410
Pest Control	2,488	2,892	2,892	2,892	2,892	2,892
Elevator Repair	3,574	4,000	4,000	4,000	4,000	4,000
Facility Rental	311,233	317,000	326,389	336,200	336,200	336,200
Custodial Bldg Use Charges	152,591	155,792	154,781	162,592	162,592	162,592
Process Fees Recyclables	6,104	5,160	5,160	5,160	5,160	5,160
Office Equipment Repair	9,572	12,000	6,300	12,000	12,000	12,000
Comm Device Mntc	18,517	17,450	17,450	17,450	17,450	17,450
Equipment Mntc	5,092	37,000	37,000	37,000	37,000	37,000
Rental Of Equipment	632	400	820	400	400	400
Recruitment	-	500	500	500	500	500
Mileage	6,854	8,500	8,500	8,500	8,500	8,500
Conferences & Training	53,299	46,000	40,000	45,200	45,200	45,200
Memberships	11,142	11,000	11,000	11,000	11,000	11,000
Uniform Laundry	5,013	4,200	4,200	4,200	4,200	4,200
Work Study Services	500	-	-	-	-	-
Credit Card Services	2,939	3,000	3,000	3,000	3,000	3,000
Collection Services	9,371	10,000	10,000	10,000	10,000	10,000
Armored Car Services	18,211	15,100	15,100	15,100	15,100	15,100
Consulting Services	-	2,000	2,000	2,000	2,000	2,000
Advertising Services	66,585	58,850	62,258	58,250	58,250	58,250
Printing Services	21,128	20,000	20,000	20,000	20,000	20,000
Investigative Services	7	200	200	200	200	200
Security Services	7,638	11,122	7,622	11,122	11,122	11,122
Interpreters Signing Services	733	1,000	1,000	1,000	1,000	1,000
Transportation Services	994	600	1,000	600	600	600
Program Services	130,323	124,400	233,971	134,500	134,500	134,500
Other Services & Expenses	21	13,900	-	13,900	96,600	96,600
Grants	-	-	7,500	-	-	-
Comm Agency Contracts	260,453	221,080	221,099	264,208	264,208	264,208
Taxes & Special Assessments	42,792	51,300	51,300	51,300	51,300	51,300
Permits & Licenses	202	500	580	500	500	500
TOTAL	\$ 2,301,176	\$ 2,368,350	\$ 2,440,649	\$ 2,423,518	\$ 2,506,218	\$ 2,506,218

Library

Function: Library

Line Item Detail

Agency Primary Fund: Library

Inter-Departmental Charges

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
ID Charge From Information Tec	23,028	23,028	23,028	23,028	23,028	23,028
ID Charge From Engineering	3,537	3,537	3,537	3,537	3,537	3,537
ID Charge From Fleet Services	9,080	14,075	14,075	12,011	12,011	12,011
ID Charge From Traffic Eng	1,550	1,238	1,659	1,238	1,238	1,238
ID Charge From Insurance	47,968	73,287	73,287	73,287	78,150	78,150
ID Charge From Workers Comp	14,324	12,936	12,936	12,936	15,403	15,403
TOTAL	\$ 99,487	\$ 128,101	\$ 128,522	\$ 126,037	\$ 133,367	\$ 133,367

Transfer Out

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Transfer Out To Debt Service	2,720,545	2,745,463	2,745,463	2,745,463	2,648,112	2,648,112
Transfer Out To Capital	728,843	-	-	-	-	-
TOTAL	\$ 3,449,388	\$ 2,745,463	\$ 2,745,463	\$ 2,745,463	\$ 2,648,112	\$ 2,648,112

Library

Function: Library

Position Summary

	2017			Request		2018		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNTANT	18	1.00	66,848	1.00	60,793	1.00	60,793	1.00	60,793
ACCT TECH	32	1.00	51,840	1.00	62,111	1.00	62,111	1.00	62,111
ADMIN ASST	32	6.70	362,757	6.70	351,334	6.70	351,334	6.70	351,334
CLERK	32	20.35	1,002,781	20.35	1,005,481	20.35	1,005,481	20.35	1,005,481
CUSTODIAL WKR	15	4.00	202,787	4.00	209,127	4.00	209,127	4.00	209,127
FACILITY MAINT WKR	15	1.00	55,613	1.00	57,074	1.00	57,074	1.00	57,074
LIB BUS OPER MGR	18	1.00	106,748	1.00	108,880	1.00	108,880	1.00	108,880
LIB COMP TECH	32	1.00	52,087	1.00	53,884	1.00	53,884	1.00	53,884
LIB COMPT SPEC	33	2.00	128,091	2.00	133,220	2.00	133,220	2.00	133,220
LIB FAC MGR	18	1.00	92,733	1.00	95,772	1.00	95,772	1.00	95,772
LIB MAINT COORD	15	1.00	70,024	1.00	72,087	1.00	72,087	1.00	72,087
LIB MEDIA COORD	18	1.00	87,088	1.00	88,828	1.00	88,828	1.00	88,828
LIB PROG SUPV	18	2.00	109,936	2.00	124,901	2.00	124,901	2.00	124,901
LIBRARIAN	33	34.70	2,361,074	34.70	2,425,129	34.70	2,425,129	34.70	2,425,129
LIBRARIAN	18	6.00	449,204	6.00	463,898	6.00	463,898	6.00	463,898
LIBRARIAN SUPV	18	3.00	241,062	3.00	253,507	3.00	253,507	3.00	253,507
LIBRARY ASSOCIATE DIRECTOR	18	1.00	96,845	1.00	103,935	1.00	103,935	1.00	103,935
LIBRARY ASST	32	36.10	1,779,127	36.10	1,857,067	36.10	1,857,067	36.10	1,857,067
LIBRARY DIRECTOR	21	1.00	128,062	1.00	128,249	1.00	128,249	1.00	128,249
LIBRARY PRESS OPR	32	1.00	53,765	1.00	54,832	1.00	54,832	1.00	54,832
MAINT MECH	15	2.00	129,796	2.00	119,925	2.00	119,925	2.00	119,925
MKTG/COMMUN SPEC	18	1.00	79,171	1.00	53,677	1.00	53,677	1.00	53,677
PLANNER	18	1.00	68,291	1.00	61,900	1.00	61,900	1.00	61,900
PROG ASST	17	1.00	57,772	1.00	58,926	1.00	58,926	1.00	58,926
PROG ASST	32	4.00	205,396	4.00	212,693	4.00	212,693	4.00	212,693
TOTAL		134.85	\$ 8,038,898	134.85	\$ 8,217,231	134.85	\$ 8,217,231	134.85	\$ 8,217,231

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.