# LIBRARY FUND
## 15-511

**PROGRAM:** Public Library

**DEPARTMENT:** Library

**PROGRAM MANAGER:** Library Director

**PROGRAM DESCRIPTION:**

The Public Library is operated through a Special Revenue Fund of the City under the administration of a Library Board that has exclusive control of the expenditure of all monies collected, donated, or appropriated for the Library's use. The Library Board is comprised of 9 members: 1 representative of the Franklin Public School District, 1 Alderman, and 7 citizens of the City of Franklin, appointed by the Mayor and approved by the Common Council. The library is a member of the Milwaukee County Federated Library System. The Library Board appoints the Library Director who is the administrator of the library and executive officer for the Library Board. The Director appoints all library personnel, prescribing their duties and compensation.

Primary funding for the library comes from municipal property taxes in amounts determined by the Common Council. That amount has been $1,150,000 in 2010, $1,175,000 in 2011, $1,222,000 in 2012, and $1,240,000 in 2013, 2014, and 2015. The library's other funding source is a reciprocal borrowing payment from Milwaukee County Federated Library System. Payments from this source have allowed the Library to meet its budget during the 2009 to 2015 period. The amount of revenue from this source is projected to decline moderately in 2015 and decline significantly in 2016 due to the building of a new library in Oak Creek. Reductions from this source will bring additional need for increased property tax levy support.

The Franklin Public Library is established to provide all members of the community with free and open access to library services to meet their informational, educational, and leisure needs. All library services are provided at no additional charge to residents of the City and County (in accordance with the agreement with the Milwaukee County Federated Library System).

Use of the Franklin Public Library continues to climb. In 2002, the Library moved into a new facility. The 40,000 sq. ft. facility was supported by a referendum of almost two-thirds of Franklin voters. Patrons have access to materials in a variety of formats: hardcover, large print, paperback, audiobooks, music CDs, DVDs, magazines, newspapers, puppets, puzzles, and more, in addition to downloadable audio books, ebooks, magazines, and movies. Patrons can check out nearly 250,000 items at the Franklin Public Library, and have access to more than 3,000,000 additional items from public libraries throughout Milwaukee County.

The Franklin Public Library provides a variety of welcoming spaces and services:
- Fadrow Community Meeting Room(s) for large groups of up to 250 people
- Sievert Meeting Room (board style) for up to 18 people
- Young Adult Area with study booths
- Children's Tree and Program Room donated by the Northwestern Mutual Foundation

- Fireplace donated by the Sullivan Family Foundation
- Separate Children's and Adult Internet Stations and 15 minute Internet Express Stations
- WI-FI Accessibility provided by the Harley Davidson Foundation
- Technology Lab
- Two small Study Rooms for up to 2 people each.
- Two large Study/Meeting Rooms for up to 12 people each.
- Reading Garden Area
- Veterans Memorial featuring our nation's flag, and those of all branches of the armed services

In January of 2014, the Franklin Public Library expanded its Friday hours and is now open until 6 p.m. This additional hour has been well received by patrons, who enjoy the extra time to select books and movies to enjoy over the weekend.

The library initiated an Express Collection which features new, high demand, DVDs and books. While patrons are still welcome to place items on hold, they may have to wait weeks or even months before they can watch newly released films. If they visit the library, they may just find it's their Lucky Day, and the item they've been anxiously awaiting is now on the Express Cart waiting to be checked out! Seldom is any item on the cart for more than a few hours, and certainly very, very little is ever left at 6 p.m. Friday afternoon.

The Franklin Public Library Foundation encouraged the library to find a way to reach out to senior living facilities in Franklin. After some brainstorming, the Traveling Collection was born. Our librarians select material from our collection and these items are delivered to the apartment complex for check out by their residents. This Traveling Collection program provides access to Franklin residents who may have trouble getting to the library. We have launched this program with Clare Meadows and we hope to expand this service to other facilities in the upcoming year.

The Library introduced a new website during the fourth quarter of 2014. It is accessible at the same url, www.franklinpubliclibrary.org. The new site feature easy access to the library catalog and databases, as well as a colorful calendar of all library events. The site features more information about the library itself than did the former site, including agendas and minutes, library policies, contact information for library personnel, and access to the catalog from all pages.

Programming is a very important function of library service. The Children's Department introduced all new programs to help focus on early literacy. The programs use creative play, music and fun to introduce concepts of reading. The Young Adult (YA) Department has an active Teen Advisory Board (TAB) which gives teens an opportunity to help develop their area and programs.

For adults, there are book clubs, speakers, and programs throughout the year. In the summer of 2013, the adult librarians started a Monday afternoon Movie Matinee on the third Monday of each month. New releases are showcased, although classics are sometimes shown. Building on the popularity of the both the two library book discussion groups and the film series, the librarians hope to start a movie discussion group for those cinephiles in our community.

Computer use continues to be steady. In addition to PCs, the library also circulates laptops and iPads for in-library use. The library has classes for both beginning and advanced computer users sponsored

by the Friends of the Franklin Public Library. Library staff is opening the Tech Lab one evening each week for personalized tech aid, and offering classes to help patrons use many of the library databases or, as I like to call them, the hidden web, because the subscription databases make information available that cannot be accessed via Google.

The library is fortunate to have fabulous volunteers who provide valuable service to the library and its patrons, including help in processing and shelving books, preparing materials for various programs, and performing a host of other tasks. Some volunteers are retirees nurturing their love of books; others are high school students filling National Honor Society volunteer requirements; and still others are young people who need to perform community service in recompense for misdeeds. Over the past 12 months, these volunteers have contributed nearly 1,300 hours to the library.

## STAFFING:
Staffing is anticipated to remain steady in 2015 at 17.02 FTEs, down from the 2013 level of 17.70 FTEs.

| Authorized Positions (FTE) | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
|---|---|---|---|---|---|---|---|
| Library Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Asst. Dir./Adult Serv. Librarian | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Youth Services Librarian | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 |
| Reference Librarian | 3.25 | 3.25 | 3.25 | 3.25 | 2.25 | 2.91 | 2.91 |
| Youth Ref. Librarian | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| Circulation Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Aide | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.25 | 0.25 |
| Program/Outreach Coordinator | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.50 | 0.50 |
| Library Assistant | 7.59 | 7.59 | 7.59 | 7.29 | 9.22 | 6.61 | 6.61 |
| Shelver | 2.23 | 2.23 | 2.23 | 2.23 | 2.23 | 1.75 | 1.75 |
| Summer Help | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 | 0.00 | 0.00 |
| Total | 17.12 | 17.12 | 17.12 | 16.82 | 17.70 | 17.02 | 17.02 |

## ACTIVITY MEASURES:

| Activity | 2010 | 2011 | 2012 | 2013 | 2014* | 2015* |
|---|---|---|---|---|---|---|
| Hours of Service | 59 | 59 | 59 | 59 | 60 | 60 |
| Hours of Service-Summer | 56 | 56 | 56 | 56 | 57 | 57 |
| Circulation | 519,580 | 514,163 | 502,989 | 477,991 | 494,000 | 494,000 |
| Circulation of ebooks | 1,511 | 2,837 | 7,966 | 12,653 | 17,650 | 21,975 |
| Registered Borrowers | 26,517 | 23,618 | 24,800 | 25,152 | 26,400 | 26,600 |
| Collection Size | 140,000 | 142,000 | 144,000 | 140,000 | 140,000 | 150,000 |
| Computer Internet Sessions | 50,369 | 49,638 | 39,976 | 33,507 | 31,200** | 31,600** |
| Children Programs-Attend | 13,900 | 14,002 | 14,000 | 10,568 | 14,200 | 15,600 |

*Forecast

**In late 2013, computer sessions increased from 1 hour each to 2 hours each session, decreasing the number of sessions, but increasing overall use.

**BUDGET SUMMARY:**

We recently compared Franklin Public Library's collection and services to the Public Library Standards for the State of Wisconsin. Unfortunately we find ourselves lacking in most areas, using either the Municipal Population Standards, or the somewhat more forgiving Service Population Standards. All standards are based on population and are measured in four levels: Basic, Moderate, Enhanced, and Excellent.

| Standard | Municipal Population | Service Population | Franklin Public Library |
|---|---|---|---|
| FTE Staff/1,000 | Basic: 0.5 | Basic: 0.5 | Below Basic: .48 FTE |
| Volumes/Capita (Print) | Basic: 3.4 | Basic: 2.8 | Basic: 2.92 Volumes |
| Periodical Titles/1,000 | Basic: 6.1 | Basic: 5.4 | Below Basic: 4.2 Titles |
| Audio Recordings/1,000 | Basic: 0.23 | Basic: 0.19 | Basic: 2.8 Recordings |
| Video Recordings/1,000 | Basic: 0.23 | Basic: 0.21 | Enhanced: 0.4 Recordings |
| Public Internet PC/1,000 | Basic: 0.53 | Basic: 0.53 | Enhanced: 1.01 PCs |
| Hours Open | Basic: 62 | Basic: 59 | Basic: 59.25 Hrs (Average) |
| Materials Expenditure/Capita | Basic: $5.40 | Basic: $3.30 | Below Basic: $2.95 |
| Collection Size/Capita | Basic: 6.6 | Basic: 4.9 | Below Basic: 3.95 |

A larger materials budget which will bring us closer to the standards for Volumes per Capita, Materials Expenditure per Capita, and Collection Size per Capita. After all, a first class community deserves a first class library!

However, as the Franklin Public Library building ages, maintenance costs rise. In 2014, we experienced trouble with the library's HVAC system. One boiler was replaced and the other repaired. Several doors and locks have required extensive repairs. In 2015, we will need to replace the motor and blade on the Condensing Unit #1, and perform other internal and external maintenance.

The library streamlined staffing, eliminated all overtime, and staggered hours to better serve the public. Work teams have been implemented to improve productivity and reduce errors. The library's two self-checkout stations were upgraded in 2014, and now more than one half of all items checked out from Franklin Public Library are checked out directly by the patrons.

The Franklin Public Library continues to move library services towards the digital age. There is a continued increase in the number of Franklin residents downloading digital materials available via our library website. These popular ebooks and downloadable audio books are oftentimes more expensive than physical books, which does strain the library budget. In 2013, the library introduced downloadable magazines from Zinio, making available 100 magazine titles that patrons can download to their own computers or mobile devices. Some of these titles include *The Economist*, *Forbes*, *Bloomberg Business Week*, *Eating Well*, and *Smithsonian*. Use of this service continues to increase.

Even as the library moves to the digital age, there is still a great demand for the library as a physical presence in our community. In a recent survey of the public by the Pew Internet and American Life Project on *Library Services in the Digital Age*, 76% of Americans think it is "very important" to the community for public libraries to provide quiet study spaces for adults and children.

| CITY OF FRANKLIN 2015 BUDGET | New Acct # | 2012 Actual | 2013 Actual | 2014 Adopted | 2014 Amended | 2014 Estimate | 2015 Proposed | 2015 Adopted | Change Pr Yr Adopted |
|---|---|---|---|---|---|---|---|---|---|
| **LIBRARY FUND** | | | | | | | | | |
| **REVENUE** | | | | | | | | | |
| General Property Taxes | 15-0000-4011 | 1,222,000 | 1,240,000 | 1,240,000 | 1,240,000 | 1,240,000 | 1,240,000 | 1,240,000 | 0.0% |
| Reciprocal Borrowing | 15-0000-4458 | 113,352 | 119,179 | 50,000 | 50,000 | 115,000 | 100,000 | 100,000 | |
| Interest on investments | 15-0000-4711 | 9,876 | 8,435 | 5,000 | 5,000 | 5,000 | | 0 | |
| Investment Gains/Losses | 15-0000-4713 | 327 | -16,754 | 0 | | 5,000 | | 0 | |
| Miscellaneous Revenue | 15-0000-4799 | 0 | | 0 | | | | 0 | |
| Total Revenue | | $1,345,555 | $1,350,860 | $1,295,000 | $1,295,000 | $1,365,000 | $1,340,000 | $1,340,000 | 3.5% |
| **EXPENDITURES** | | | | | | | | | |
| **Personal Services** | | | | | | | | | |
| Salaries-FT | 15-0511-5111 | 327,511 | 295,237 | 332,976 | 332,976 | 302,880 | 319,423 | 319,423 | |
| Salaries-PT | 15-0511-5113 | 264,692 | 309,896 | 288,222 | 288,222 | 269,269 | 306,363 | 306,363 | |
| Overtime | 15-0511-5117 | 6,503 | 6,777 | 6,600 | 6,600 | 1,500 | | 0 | |
| Longevity | 15-0511-5133 | 1,150 | 1,549 | 1,304 | 1,304 | 1,257 | 960 | 960 | |
| Holiday Pay | 15-0511-5134 | 27,007 | 27,891 | 25,461 | 25,461 | 34,687 | 34,094 | 34,094 | |
| Vacation Pay | 15-0511-5135 | 31,201 | 34,344 | 29,247 | 29,247 | 38,126 | 37,374 | 37,374 | |
| FICA | 15-0511-5151 | 47,189 | 48,608 | 51,807 | 51,807 | 51,081 | 53,413 | 53,413 | |
| Retirement | 15-0511-5152 | 29,898 | 23,397 | 25,883 | 25,883 | 22,398 | 23,854 | 23,854 | |
| Retiree Group Health | 15-0511-5153 | 5,465 | 3,167 | 4,536 | 4,536 | 3,531 | 2,969 | 2,969 | |
| Group Health & Dental | 15-0511-5154 | 132,894 | 119,878 | 136,476 | 136,476 | 109,931 | 96,915 | 96,915 | |
| Life Insurance | 15-0511-5155 | 1,745 | 1,677 | 2,555 | 2,555 | 2,053 | 2,245 | 2,245 | |
| Workers Compensation Ins | 15-0511-5156 | 1,621 | 1,477 | 1,500 | 1,500 | 1,469 | 1,955 | 1,955 | |
| Personal Services Sub-total | | 876,875 | 873,898 | 906,567 | 906,567 | 858,182 | 879,565 | 879,565 | -3.0% |
| Percent of Department Total | | 66.6% | 65.4% | 66.3% | 65.8% | 65.0% | 62.3% | 62.3% | |
| **Contractual Services** | | | | | | | | | |
| Equipment Maintenance | 15-0511-5242 | 15,897 | 13,849 | 13,792 | 13,792 | 13,800 | 15,000 | 15,000 | |
| Equipment Maintenance - Restricted | 15-0512-5242 | 0 | 0 | 0 | 0 | 100 | 500 | 500 | |
| Data & Telephone Cabling | 15-0511-5247 | 0 | 98 | 103 | 103 | 0 | | 0 | |
| Software Maintenance | 15-0511-5257 | | | | | | 6,000 | 6,000 | |
| Sundry Contractors | 15-0511-5299 | 2,795 | 3,664 | 2,884 | 2,884 | 2,900 | 5,000 | 5,000 | |
| Contracted Services Sub-total | | 18,692 | 17,610 | 16,779 | 16,779 | 16,800 | 26,500 | 26,500 | 57.9% |
| **Supplies** | | | | | | | | | |
| Postage | 15-0511-5311 | 1,215 | 1,344 | 2,300 | 2,300 | 2,300 | 1,400 | 1,400 | |
| Office Supplies | 15-0511-5312 | 7,159 | 9,253 | 9,000 | 9,000 | 7,500 | 7,500 | 7,500 | |
| Printing | 15-0511-5313 | 450 | 0 | 100 | 100 | 100 | 2,500 | 2,500 | |
| Education Supplies | 15-0511-5328 | 371 | 0 | 600 | 600 | 600 | | 0 | |
| Operating Supplies-Other | 15-0511-5329 | 24,514 | 24,998 | 24,037 | 24,037 | 24,000 | 20,100 | 20,100 | |
| Supplies Sub-total | | 33,708 | 35,594 | 36,037 | 36,037 | 34,500 | 31,500 | 31,500 | -12.6% |
| **Services and Charges** | | | | | | | | | |
| Subscriptions | 15-0511-5422 | 9,418 | 7,940 | 14,400 | 14,400 | 14,400 | 19,600 | 19,600 | |
| Memberships | 15-0511-5424 | 1,260 | 1,107 | 1,210 | 1,210 | 1,200 | 1,400 | 1,400 | |
| Conferences and Schools | 15-0511-5425 | 204 | 366 | 600 | 600 | 600 | 500 | 500 | |
| Mileage | 15-0511-5432 | 37 | 262 | 500 | 500 | 500 | 500 | 500 | |
| Equipment Rental | 15-0511-5433 | 0 | 2,830 | 2,000 | 2,000 | 2,000 | 2,100 | 2,100 | |
| Milw Co Library Computer | 15-0511-5451 | 32,506 | 32,692 | 30,600 | 30,600 | 30,600 | 32,500 | 32,500 | |
| Services and Charges Sub-total | | 43,426 | 45,196 | 49,310 | 49,310 | 49,300 | 56,600 | 56,600 | 14.8% |
| **Facility Charges** | | | | | | | | | |
| Allocated insurance Cost | 15-0511-5528 | 26,457 | 28,100 | 29,224 | 29,224 | 29,200 | 30,400 | 30,400 | |
| Water | 15-0511-5551 | 1,386 | 1,388 | 1,456 | 1,456 | 1,500 | 1,500 | 1,500 | |
| Electricity | 15-0511-5552 | 74,501 | 70,973 | 74,880 | 74,880 | 74,900 | 77,900 | 77,900 | |
| Sewer | 15-0511-5553 | 384 | 346 | 338 | 338 | 300 | 400 | 400 | |
| Natural Gas | 15-0511-5554 | 21,559 | 26,524 | 34,320 | 34,320 | 45,000 | 40,000 | 40,000 | |
| Janitorial Supplies | 15-0511-5556 | 6,432 | 4,505 | 5,712 | 5,712 | 5,700 | 5,500 | 5,500 | |
| Building Maintenance - Systems | 15-0511-5557 | 9,145 | 11,160 | 17,340 | 17,340 | 17,300 | 15,000 | 15,000 | |
| Building Maintenance - Flooring | 15-0511-5558 | 0 | 1,784 | 689 | 689 | 700 | 700 | 700 | |
| Building Maintenance - Other | 15-0511-5559 | 9,492 | 5,242 | 5,610 | 5,610 | 5,600 | 7,000 | 7,000 | |
| Allocated payroll cost | 15-0511-5560 | 79,900 | 77,200 | 78,744 | 78,744 | 78,700 | 75,720 | 75,720 | |
| Facility Charges Sub-total | | 229,256 | 227,221 | 248,313 | 248,313 | 258,900 | 254,120 | 254,120 | 2.3% |
| **Capital Outlay** | | | | | | | | | |
| Furniture/Fixtures | 15-0511-5812 | 1,615 | 2,978 | 500 | 500 | 500 | 5,500 | 5,500 | |
| Office Equipment | 15-0511-5813 | 0 | 0 | 0 | | | | 0 | |
| Library Materials | 15-0511-5816 | 100,234 | 94,920 | 91,000 | 101,000 | 101,000 | 147,600 | 147,600 | |
| Building Improvements - Restricted | 15-0512-5822 | 0 | 23,346 | 0 | | | | 0 | |
| Computer Equipment | 15-0511-5841 | 945 | 2,056 | 2,000 | 2,000 | 2,000 | 9,100 | 9,100 | |
| Computer Equipment - Restricted | 15-0512-5841 | 12,216 | 13,124 | 17,000 | 17,000 | 0 | | 0 | |
| Software | 15-0511-5843 | | | 0 | | | 2,000 | 2,000 | |
| Capital Outlay Sub-total | | 115,010 | 136,424 | 110,500 | 120,500 | 103,500 | 164,200 | 164,200 | 48.6% |
| Non Personal Sevices Sub-total | | 440,092 | 462,044 | 460,939 | 470,939 | 463,000 | 532,920 | 532,920 | 15.6% |
| Total Library | | 1,316,968 | 1,335,943 | 1,367,506 | 1,377,506 | 1,321,182 | 1,412,485 | 1,412,485 | 3.3% |
| Total Library Reciprocal Borrowing | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Total Library Fund Expenditures | | 1,316,968 | 1,335,943 | 1,367,506 | 1,377,506 | 1,321,182 | 1,412,485 | 1,412,485 | 3.3% |
| Excess of revenue over expenditures | | 28,588 | 14,917 | -72,506 | -82,506 | 43,818 | -72,485 | -72,485 | |
| Fund Balance, Beginning of Period | | 396,166 | 424,754 | 439,671 | 439,671 | 439,671 | 483,489 | 483,489 | |
| Fund Balance, End of Period | | 424,754 | 439,671 | 367,165 | 357,165 | 483,489 | 411,004 | 411,004 | |