## Requested operating department expenditures, revenues and operating transfers

|  | FY 2016/17 (Adopted) | FY 2017/18 (Proposed) |
|---|---|---|
| Operating Expenditures | 42,166,526 | 42,235,325 |
| Operating Revenues | 42,165,971 | 42,826,881 |
| Operating Transfers Out | 2,548,916 | 4,329,459 |

## Significant changes in the requested FY 2017/18 budget versus the FY 2016/17 adopted budget

- Technology – infrastructure (switches, firewall, bandwidth)
- CIP – Flowing Wells Expansion, South Tucson Refresh, South East Library Design

The requested Library District property tax rate for Fiscal Year 2017/18 is $0.5153 per $100 of assessed value which remains the same as Fiscal Year 2016/17.  This tax rate is projected to provide $41,165,381 in revenues that will be supplemented in part by a projected $1,661,500 from fines, interest, grants and miscellaneous revenue and $4,329,459 from the Library District fund balance in order to meet the recommended overall budget of $47,156,340.   This will reduce the projected ending fund balance of $8,308,851 at the end of Fiscal Year 2016/17 to a projected $3,979,392 at the end of Fiscal Year 2017/18.

## Major programs and related services provided by the department

- 26 libraries across Pima County

- Outlying areas of the county are served by libraries in Ajo, Arivaca, Catalina, Green Valley and the Towns of Marana, Oro Valley and Sahuarita
  - ➢ 5.4 million visitors annually
  - ➢ 6.2 million items borrowed (Books, DVDs, Music, and more)
  - ➢ 104 million library catalog searches
  - ➢ 1.2 million computer sessions
  - ➢ 386,000 library cardholders

- Library branches connect with the community
  - ➢ School visits, neighborhood associations, community groups
  - ➢ Outreach events, partnerships with local agencies

- Programs and Services
  - ➢ Physical collections, Books, Magazines, Newspapers, CDs and DVDs (over a million items!)
  - ➢ Ask a Librarian and Infoline
  - ➢ Digital Media: eBooks, eMagazines, eAudiobooks and Streaming Content
  - ➢ Homework Assistance (online and in person tutors)
  - ➢ Career Online High School
  - ➢ Award Winning Library Nurse Program
  - ➢ Job Help & Career Exploration for Adults and Teens
  - ➢ Online Research Databases and Educational Software
  - ➢ Seed Library
  - ➢ Bookmobile, Books By Mail, Books on Wheels, Book Bike and Deposit Collections throughout the county

## Major programs and related services provided by the department

- **Literacy and Early Childhood Education Activities**
  - Storytimes
    - 83,330  participants
  - Summer Reading
    - 33,000 participants of all ages
  - ReadStrong
    - 2,898 Students
  - Homework Help Online
    - 33,494 students
  - English Language Acquisition
    - 17,682 adults
  - GED Preparation
    - 3,770 teens and adults

- **Job Help**
  - Drop-in sessions at over 15 branches
  - Dedicated Job Help Computers with 2-hour sessions
  - One-on-one appointments
    - Career exploration
    - Resume review
  - Instructors available during all drop-in sessions
  - Interviewing preparation
    - Videotaping available
    - Tie program
  - Computer Classes for Work: MS Word, Excel, Google
  - Community information
    - *Arizona@Work* (Pima County) case manager at 5 libraries
    - *Arizona@Work* (State of Arizona) veteran services case managers at 4 libraries

- **Business and Non-Profit Support**
  - Research and assistance for all business sizes
  - Drop-in sessions for self-employment assistance
  - Online Databases designed for business support
    - ReferenceUSA
    - Business Plans Handbook
    - Gale Business Insights/Essentials
  - Drop-in grants & non-profit assistance
  - Partnerships with SCORE, Women's Business Center, IRS, and Tucson Hispanic Chamber of Commerce to provide robust support to new and existing businesses

- **Entrepreneurial/Innovation**
  - Idea + Space
  - Library presenter programming-Community subject matter experts

- **Youth Career Development**
  - Employment of summer youth workers
  - College Information
    - Regional College Access Center/MEC
    - SAT/ACT Prep workshops
  - "101" Media Spaces
    - Technology classes
    - Work experience
    - Mentorship

■ **Connections**

Pima County Onestop/*Arizona@Work*
Pima County Health Department
Literacy Connects
Make Way for Books
Pima Community College
SCORE
Tucson Hispanic Chamber of Commerce
AARP
Metropolitan Education Commission/RCAC

University of Arizona
YWCA & Women's Business Center
United Way of Tucson and Southern Arizona
TUSD and SUSD-White House ConnectED Library Challenge
City of Tucson-Community Schools Initiative
Cox Communications/Public Library Association Digital Learn

## Major costs of providing programs and related services by the department

| | FY 2016/17 | FY2017/18 |
|---|---|---|
| ■ Personnel | 20,389,382 | 20,575,257 |
| ■ Materials | 5,133,523 | 5,676,000 |
| ■ Programs and Services | 3,239,445 | 3,761,023 |
| ■ Utilities | 2,206,300 | 2,201,570 |
| ■ Building R & M | 2,315,300 | 1,984,580 |
| ■ IT | 4,132,541 | 4,222,490 |
| ■ County Overhead | 4,113,535 | 3,121,405 |
| ■ Security | 636,500 | 693,000 |
| **Total** | **42,166,526** | **42,235,325** |
| **CIP** | **2,450,000** | **4,822,000** |

## Major Challenges

- Increased cost of providing library materials in multiple formats
- Cost of technology
- Moving forward with building projects without bond funding
- Aging library facilities disproportionately impacts maintenance and operations costs

## Major departmental budget issues the department is facing in FY 2017/18

- Technology:  hardware, software upgrade and addition bandwidth and infrastructure = $4,222,490

- Maintaining facilities = $1,984,580

- Maintaining collections of books, e-resources and online subscriptions = $5,676,000

- Staffing 26 libraries open 5-7 days per week = $20,575,257

- Funding CIP from fund balance = $4,822,000

## Discussion of any requests for supplemental funding over and above the base budget amount

- No supplemental funding requested

**Discussion of various issues related to FY 2017/18 budgets administered by the department including Main Operating Budget, Special Program Budgets, Grants Program Budgets, Capital Improvement Program Budgets and Internal Service Funds Budgets.**

- **eRate Reimbursement Helps Defray Costs**
  The Library District continues to work with County IT to take advantage of Federal eRate reimbursements for as long as they are available to offset costs of technology infrastructure expenditures.

- **Funding for CIP projects**
  Three CIP project will reduce the ending fund balance to $3,979,292. The Flowing Wells Library expansion is critical for an area that is serving 85,000 people from a 5,000 sq ft facility. The South Tucson facility was recently obtained as a County Library District property and requires some improvements and the South East Library project at Esmond Station will serve the ever growing community of the greater Vail.

- **Significant Overhead and Technology Charges**
  The Library District serves as a community resource for Internet access for many residents seeking jobs, growing businesses, exploring new careers and homework help. Nearly 15% of the Library's collections are available exclusively online. Demand for reliable Internet and WiFi in the last few years has outpaced our ability to provide. The ITD Technology Lease program establishes a solid solution to hardware and software replacement as well as much needed online storage. Library District network infrastructure must be redesigned so that public computers and WiFi users no longer compete with critical staff functions such as circulation, reference and cataloging. Adding bandwidth is critical to providing uninterrupted connections to customers.

- **Staffing Challenges**
  It is not unusual for the Library District to have approximately 20 vacant positions at any one time due to attrition. This year the numbers of retiring and relocating staff members was substantial and has required a concerted effort to fill positions particularly in more remote locations such as Arivaca, Ajo and even the Green Valley Sahuarita area.

- **Grants**
  Federal funding for Institute of Museums and Library Services and the Library Services and Technology Act is uncertain at this time.