

Long Range Financial Plan

Information Gathering Worksheet

November 28, 2016

Instructions: For the purposes of preparing the Long Range Financial Plan, we are requesting your input on major issues that have the potential to impact your department. Please provide as much information as possible.

Personnel

Position #1: **Librarian II Hire MLS librarian II (with Master of Library Science degree) when Denise Reilly (Librarian I-Part time 30 hrs per week) retires. She hasn't decided when as of 12-7-16, but will likely be within the next 3 years.**

	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
FTE	1				
Increase to existing position (Y/N)	30 hr (138-11) to full time (145 -1)				
Permanent or Temp position	Permanent				
Justification	A library of our size needs 4-5 MLS librarians to manage the activities and provide appropriate levels of service. This position would put us at 3.				
How position funded	General Fund				
Any offsetting revenue for position	None				

Position #2: Librarian II Librarian II Hire MLS librarian II (with Master of Library Science degree) when Mary Lynn Thomas (Librarian I-Part time 30 hrs per week) retires. She hasn't decided when as of 12-7-16, but will likely be within the next 3-5 years.

	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
FTE			1 FTE		
Increase to existing position (Y/N)			30 hr per week (138-11) to full time (145-1)		
Permanent or Temp position			Permanent		
Justification			A library of our size needs 4-5 MLS librarians to manage the activities and provide appropriate levels of service. This position would put us at 4		
How position funded			General Fund		
Any offsetting revenue for position					

Position #3:

	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
FTE					
Increase to existing position (Y/N)					
Permanent or Temp position					
Justification					
How position funded					
Any offsetting revenue for position					

Operations 1

Describe the change in operations? **CCRLS Reimbursement and Expense**

Is this a 1) new program or 2) a change (increase or decrease) to an existing program: **Existing Program**

Please identify the key factors that will affect the financial impact of the program. Be as specific as possible. :

CCRLS Charge and reimbursement: The charge/expense 01-3120-542001 is based upon the city's AV at .0818 per thousand and will go up each year accordingly.

The income 01-0000-346004 is a dynamic formula that varies widely from year to year as it is based on checkout numbers for all 17 libraries and can vary greatly depending not just on the checkouts at Newberg, but at Monmouth, Salem and all the other member libraries. I would anticipate about \$70,000 as average.

This is a fee that is determined by CCRLS. It is critical to operations to remain a member of CCRLS and the cost for Newberg to provide even a lower level version of the services would be greater than the net cost of membership in CCRLS.

How will these changes be funded? **General Fund**

Operations 1

Describe the change in operations? **Increase materials budget**

Is this a 1) new program or 2) a change (increase or decrease) to an existing program: **Existing Program**

Please identify the key factors that will affect the financial impact of the program. Be as specific as possible. :

Newberg Library is underfunded for materials including books, AV, ebooks, audio, etc. Average for libraries our size is \$88,079 with a number over \$100,000. I would recommend increasing the materials budget by 5,000 each year to reach a minimum \$100,000.

How will these changes be funded? **General Fund**

Operations 3

Describe the change in operations? **Add open hours**

Is this a 1) new program or 2) a change (increase or decrease) to an existing program: **Existing Program**

Please identify the key factors that will affect the financial impact of the program. Be as specific as possible. :

Newberg Library is open considerably fewer hours than other libraries serving communities our size. Average in Oregon is 53 hrs per week and open 6 to 7 days each week.

In 2017-18, I would like to see library hours/days expanded to include 4 hours on Sunday (1 pm to 5 pm) . This would be 1,180 staff hours and would be a cost of \$35,000 (staff hours and utilities) for 47 hrs total

In 2018-19, I would like to see 7 day a week service with the addition of Mondays 10 am to 8 pm and some slight revision in other hours for 53 hrs per week total, which would be 1,560 staff hours at a cost of approx. \$46,000 annually. (this is in addition to the \$35,000 above.)

The actual cost would need more calculation than I have done. I would staff this added staff in the Library Assistant II and Library Assistant III range as well as the addition of the hours from taking the two 30 hr per week paraprofessional librarian I's (60 hrs per week of staffing) and turning those into two 40 hr per week professional/degreed librarian II's (80 hrs per week of staffing) described in the personnel sections above.

How will these changes be funded? **General Fund**

Capital Outlay

Please describe any equipment, vehicles, land, buildings, capital projects, or any other capital items that are not already detailed in another strategic plan.

2017-18: Reorganization of upstairs workroom. Buildout of director's office within current space (one wall and door). Rewiring for computers in new locations, desks and panels systems. Looking at what estimated costs would be now.

2017-18: Replace one set of doors in amphitheater for windows

2017-18: Maintain computer expenditures at \$10,000 a year based upon new technology needs with adopting RFID system as well as more self check and other technology upgrades

2017-18: The outside of the 105 year old Carnegie building is in need of significant repair. Facility maintenance has been looking at this. The trim needs repair, the windows need replacement and the brick needs repair.

2019-20: Revise doors locks for security and to bring access into alignment with the rest of city using key cards.

Carpet for 14,000 sq feet, will likely need to be replaced in the 2020's. This will also include rearrangement of shelving and reorganization of public areas. The new director will outline this project and it will depend if the existing carpet fails earlier. At this point, the carpet is still holding up well at 32 years and is likely good for 5-10 more years. I do not have an estimate for this project.

Front Entrance: Library's front entrance and amphitheater will need to be redone when Howard Street is modified as part of the Cultural District. We don't have a timeline on this, but I would put it out at the 5-10 year cycle.

Opportunities and Threats

Please describe potential opportunities or threats in the next five years that you think may be an issue, even if you don't know the financial impact. Items could include potential legislation, judicial action, economic changes, sunseting programs,

Long term library staff will see a number of retirements. Two are listed above in the personnel area with their 30 hr per week part time positions needing to be replaced with two full time degreed librarians. In addition, the library director will be retiring in 3-5 years after serving 28-30 years. This will mean a considerable change in management.

There are three to four other staff that will likely be retiring within 5 years. Through attrition, there could be five part-time positions transitioning to PERS retirement as their replacements are hired.

Technology is a constant moving target for libraries as we work to keep up with what our communities are demanding and needing. We need to keep abreast both with training and with equipment to meet this need.