

**MEETING DATE:** May 14, 2020  
**TO:** Library Board of Trustees  
**FROM:** Judy Booth, Library Director  
**SUBJECT:** LIBRARY 2020-21 BUDGET

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SUMMARY

As part of the annual library budget preparation the Trustees consider the Proposed 2020-21 Library Budget.

RECOMMENDATION

Approve the proposed 2020-21 Library Budget.

FISCAL IMPACT

Some budget items increased and other items decreased. Overall the 2019-20 Approved Budget was \$4,248,375.00 and 2020-21 Proposed Budget is \$4,309,354.00, an increase of \$60,979. (See Attachment 1)

DISCUSSION

The Library Director accompanied by the Adult Services Division Manager met with the City Manager, the Administrative Services Director, and the City Budget Analyst on Thursday, March 12 to review preparation of the 2020-21 Library Budget and Fees Schedule. That date turned out to be five days before the library was closed to the public due to the COVID-19 pandemic. This was simply a first meeting,

Adult Services Division Manager Ken Homsley sent in three requests for library budget enhancements:

Non-Regular Position Enhancement Request – Administrative Assistant	\$16,714
Non-Regular Position Enhancement Request – Library Technical Asst. I	\$34,716
Non-Reg. Wages – Minimum Wage Increase for Hourly Pages	<u>\$14,728</u>
Total Requested	\$66,158

All three requests were denied with Minimum Wage Increases being offset by a reduction in Non-Regular Hours worked.

On Thursday, April 16, 34 Non-Regular Library employees were separated from their employment with the City. The library will have reduced revenue in many areas including passport services, room rentals, and fines/fees. At their April 23 meeting, the Board scheduled a Special meeting for May 14 to consider the library budget after the City Council's anticipated City budget review in early May.

At the City Council meeting of May 5 the council considered their agenda Item 15: FINANCIAL BUDGET REVIEW REPORT FOR FISCAL YEAR 2020-21 PROPOSED OPERATING BUDGET which includes the library budget. (See Attachments 2-5) Unfortunately with falling revenues to the City and also the Library, the Council will consider at its June 2 meeting whether to use City reserves to cover the approximately \$9M City Budget deficit. Some actions have been taken and other actions suggested to help this difficult financial situation. These were part of the presentation given by Ellis Chang, Administrative Services Department Director and Steven Avalos, Budget Analyst. The Budget Presentation slides (attached) contain 3 slides of suggestions. Notes regarding the possible effect on the Library are bracketed below.

**“Enacted/Additional Budget Balancing Options”:**

**SEPARATION OF THE MAJORITY OF NON-REGULAR EMPLOYEES (ENACTED)**

[The City/Library separated 34 part-time (Non-Regular) library employees and 119 in other departments. Most employees were in Parks and Recreation and a few were in Public Works.]

**REDUCING LIBRARY’S OPERATING HOURS FROM 61 TO 34 HOURS OPEN TO PUBLIC (OPTION)**

[As part of adjusting to the separation of 34 part-time (Non-Regular) library employees library open hours are to be decreased from a 7-day schedule of 61 hours to a 5-day 34 open hours schedule, for example:

LIBRARY STAFFING SCHEDULE (EXAMPLE)						
SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:00 AM - 5:00 PM	CLOSED TO PUBLIC	CLOSED TO PUBLIC	12:00 PM-7:00 PM	12:00 PM - 6:00 PM	12:00 PM-7:00 PM	10:00 AM - 5:00 PM
		Administration and Technical Services WORK		STAFF MEETINGS IN MORNING BEFORE OPENING		

Full-time (Regular) Library Staff would work a 40-hour work week. The six hours of off-public desk time would be used for collection development, program development, and other duties.]

**EXECUTIVE TEAM SALARY REDUCTION OF 10% (OPTION)**

[This would include the library director.]

**TEMPORARY CLOSURE OF THE MUSEUM (OPTION)**

[This would not affect the Library’s budget.]

**HOLDING ADDITIONAL POSITIONS VACANT (OPTION)**

[In the proposed budget the Library has two vacant positions:  
1.0 FTE Library Technical Assistant and 0.50 FTE Library Clerical Assistant totaling a savings of \$103,119.]

**EMPLOYEE FURLONGHS – TWO FRIDAY CLOSURES PER MONTH (OPTION)**

[This is subject to discussions with bargaining groups.]

**DEPARTMENT PROGRAMS AND/OR SERVICES REDUCTIONS (OPTION)**

**CONTINUED USE OF VACANCY SAVINGS (HIRING FREEZE) (OPTION)**

**USE OF AVAILABLE CONTINGENCY RESERVES (OPTION)**

During the discussion of this serious financial situation by the Council, one of the suggestions made was to outsource the Library to the County of Orange, which operates county libraries as Orange County Public Libraries (OCPL).

Attachments:

- Item No. 1 - Attachment 1 - Expenditure Summary by Dept for Month Ending May 31 2020
- Item No. 1 - Attachment 2 – May 5 2020 City Council Meeting Item 15 presentation “COVID-19 Budget Impacts – General Fund – Preliminary Financial Forecast. Full presentation of City Council Budget Review can be viewed here: <https://fullerton.legistar.com/LegislationDetail.aspx?ID=4431025&GUID=1CC20312-5991-42EA-BC9F-5E696487C652>
- Item No. 1 - Attachment 3 - Revenue Detail by Fund Proposed FY 2020-21
- Item No. 1 - Attachment 4 - Expenditure Summary Proposed FY 2020-21
- Item No. 1 - Attachment 5 - To Fund Balances FY 2020-21
- Item No. 1 - Attachment 6 - COF Schedule of Changes