Public Hearing
2013-14 Budget
First and foremost, the Gloversville Public Library is a customer service organization whose mission is to support patrons’ information needs.
Patron Needs & Solutions

Social Connections
• Bibliomaniacs: teen group
  • StoryTime
  • Parent & children gatherings
  • Book discussions
• Do homework with friends

Technology
• Public Computers with Internet
  • 24/7 Wi-Fi
• eBooks and downloadable audios
  • Technology classes

Community Hub
• Public meeting rooms
  • Community bulletin board
  • Local newspapers

Gather, organize and store info
• Historical Reference
  • LH on microfilm
• Reference collections
  • Databases

Education
• GED classes
  • Tutoring
  • StoryTime
• Literacy programs
  • Workshops and lectures

Serving Gloversville since 1880
Goal

The Library’s goal is to meet patrons’ needs within the framework of a responsible budget.
The Process

The mission, the Library’s Plan of Service, and feedback from the community are the guides used to develop each annual budget.
The Process cont.

The Library operates on a July-June fiscal year. Each fall the Finance Committee begins developing the next year’s budget.

• The committee reviews the current year’s budget and develops estimates about expenditures for the next fiscal year, up to 18 months in the future.

• These estimates are based upon information provided by the Mohawk Valley Library System, NYS Retirement System, the Library’s insurance companies, and trends, such as natural gas usage, and price estimates.

• The Board’s various committees also provide requests based upon their committee’s portion of the Plan of Service.
At the December Board of Trustees’ meeting, the Finance Committee presents the draft expenses.

With the approval of the draft expenses, the Finance Committee moves forward by reviewing the anticipated income.

• This income includes investment income, fines, donations and State Aid, which is determined months after the budget is finalized.
• The Library also makes a presentation to its support organizations; The Gloversville Library Foundation, Inc. and the Friends of the Gloversville Public Library. Those organizations then let us know what they can reasonably offer as budget support.
The Process

The Finance Committee completes the NYS Comptroller’s process of calculating the tax cap.

In January & February, the Board reviews the budget and reviews the need for a tax levy increase. It then passes the final budget.

A public hearing on the budget is presented at the April Board meeting. Then voters of the GESD vote on the proposed tax levy increase the first Tuesday in May.
The Balance

Everyone is vying for the same dollars, be it several groups in a community or interest groups within one organization.

The Library’s budget is no different. It needs to reach the right balance of each line item to meet the wants and needs of all of the Library patrons:

- Children vs. teens vs. adults
- Books vs. periodicals vs. A/V
- Programs vs. technology
- Services to the public vs. the building to provide those services
2013-14 Expenses

- Staff: 5 Full-time & 10 part-time library staff, 1 Full-time Custodial Worker, health insurance & retirement (full-time employees only)
- Collection: Books, magazines, newspapers, books-on-CD, eFormats, & DVDs
- Programming & PR
- Technology: Computer equipment, supplies & network access
- Facility: Utilities, insurance, maintenance & repairs
- Misc: supplies, professional fees, election expenses, other
Staff salaries, benefits and related expenses are 71% of the budget

85% of the staff’s work is direct customer service including tech support, reference assistance, program execution, outreach, and circulation.

That’s 6 days a week, 45 hours per week to over 100,000 patrons each year.

Activities that support patron requests, such as collection and program development are also staff responsibilities.

The Challenge:
• More patrons with less than adequate computer skills are seeking help to apply for jobs, file taxes, & research information.
Collection development accounts for 10%

- Over 90,000 books, magazines, newspapers, books-on-CD, eBooks, eAudios & DVDs circulated in 2012.
- The Library added over 7,000 eBooks and eAudios in 2012.
- Approximately 25,000 items are used in the building (magazines, newspapers, microfilm, reference and local history items).
- Over 10,000 InterLibrary loans supplemented the Library’s own collection.

The Challenge:

This budget will increase funding for the collection for the first time in 10 years.
It will increase by a mere $900, or 2%.
To be inline with inflation, the collection line item should be $55,891. At $45,900, we are able to add and update fewer titles now than in 2004.
The Library must also adapt to new demands, like eBooks. They further reduce the number of print titles the Library can add.
3.5% of the budget is used to maintain, upgrade and provide access to technology

- 13 computers are available to adults and children, including new touch screen, curriculum-based computers for kids.
- Free Wi-Fi 24/7
- Over 13,000 computer users
- Nearly 40,000 visits to our website & over 650 Facebook Friends
- Wireless printing
- Microfilm reader/printer
- Pre-loaded Nook Simple for circulation
- Free technology classes

The Challenge:
- 1.5% less funding for technology.
- In April 2014, Microsoft will no longer support Windows XP with updates, security and tech support. This means the Library will need to replace any computer running XP.
Programming receives less than 1% of the funding

The Challenge:
Meeting the diverse needs and interests of over 8,000 patrons with a limited budget for staff and program development: Book discussions, storytimes, technology classes, music and art, science, crafts and gardening, literacy, health, finances, nutrition, & more.
Building operations account for 8.75%

This includes heat, electricity, insurance, maintenance and repairs.

The Challenges:
• 16,000 square feet, original boiler and plumbing, leaking windows, lack of handicap accessibility, over 100,000 patrons each year.
• Securing grants and raising funds for larger projects.

Masonry restoration project

Before

After
2013-14 Income

- GESD Tax Levy, $264,579
- Friends, $10,000
- Fines & Misc. Income, $22,333
- Affiliations & Grants, $6,060
- Gloversville Library Foundation Income & donations, $147,200
- Fund Balance, $33,222
Tax Cap Calculation

Current Levy = $259,106

+ Reserve from 2012 = 0

X Tax Base Growth Factor = 1.0011

+ PILOTS = 0

+ Court orders or judgments = 0

X Allowable levy growth factor = 1.02

+ Carry over = 0

+ NYS & Local Retirement adjustment = $0

+ Transfers of local govt functions = 0

2.07% Increase to stay within cap = $5,473

Proposed Levy = $264,579

2012 allowed increase was 2.3%, or $5,906
## 2013-14 Budget

### Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff salaries &amp; benefits</td>
<td>$341,408</td>
</tr>
<tr>
<td>Utilities</td>
<td>18,323</td>
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<tr>
<td>Insurance</td>
<td>10,000</td>
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<tr>
<td>Books, periodicals, A/V</td>
<td>45,900</td>
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<tr>
<td>Technology</td>
<td>17,680</td>
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<tr>
<td>Supplies</td>
<td>11,279</td>
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<tr>
<td>Maintenance &amp; repairs</td>
<td>13,974</td>
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<tr>
<td>Financial Secretary</td>
<td>8,000</td>
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<tr>
<td>Professional fees &amp; mileage</td>
<td>9,180</td>
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<tr>
<td>Election</td>
<td>1,020</td>
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<tr>
<td>Events and Programs</td>
<td>4,590</td>
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<tr>
<td>PR</td>
<td>2,040</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$483,394</strong></td>
</tr>
</tbody>
</table>

### Income

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Levy</td>
<td>$264,579</td>
</tr>
<tr>
<td>Investment Income</td>
<td>200</td>
</tr>
<tr>
<td>Foundation Interest &amp; Dividends</td>
<td>142,000</td>
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<tr>
<td>Government Affiliations</td>
<td>5,000</td>
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<tr>
<td>Fines and Misc Income</td>
<td>6,060</td>
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<tr>
<td>Friends of the Library</td>
<td>22,333</td>
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<tr>
<td>Fund Balance</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$483,394</strong></td>
</tr>
</tbody>
</table>

$$\text{Total Expenses} = \text{Total Income}$$
Summary

Current Levy = $259,106
Proposed Levy = $264,579
Increase = $5,473
As you can see from the charts below, the Library’s tax levy remained flat for 5 years, from 2005-06 through 2009-10.

Yet, the amount paid by property owners in the City of Gloversville fluctuated. There were two factors at play.

1. The total assessment of the City changes each year.
2. 100% valuation did not begin until 2008-09.
The Library **does not** have the data or calculations to predict the change in the tax rates.

The school district is informed by NYS of the equalization rates in August and then sets the tax rates based on the total amount to be levied.

Our **ESTIMATE** is that the tax rate for the City of Gloversville will increase by $.003 per $1,000.

That would raise the Library tax for a house valued at $100,000 from $40.41 to $40.77. A difference of $.36.
A Valuable Institution
Though methods of accessing information have changed over the last 100 years, the Library remains a vital community service.
Library Use Statistics

* Projected on 9 months of data

* No longer hosted GED, PRE-GED & Adult Basic Ed which accounted for approximately 3,000 visitors per year.
Tax Levy Amount vs. Expenses

- 2005-06
- 2006-07
- 2007-08
- 2008-09
- 2009-10
- 2010-11
- 2011-12
- 2012-13
- 2013-14

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Value Added

An average Senior Citizen who visits once a week saves $100 per week by:

- Checking out 4 hardcover Large Print books, 1 book-on-cd, 2 magazines and using the computers for 1 hour.

An average parent with 2 children saves $373 a month by:

- Borrowing 7 books per child plus 2 books for themselves and 4 DVDs and attending 1 family program

An average teen who visits once every two weeks saves their parents $90 by:

- Checking out 4 paperbacks, 10 DVDs and attending 2 teen programs.
The Future

How information is gathered and shared will change, but libraries will ALWAYS be information centers.

Libraries must keep pace and continue to educate patrons on the new methods of gathering information.

They will always be vital community resources.
Please vote

May 7, 2013

12 noon – 9 pm

@ the Gloversville Public Library