

DEPARTMENT: HEDBERG PUBLIC LIBRARY

GOAL:

To provide efficient, high-quality, convenient library service to all residents of the City of Janesville.

OBJECTIVES:

- To instill a love of reading and learning in all residents, especially children.
- To provide a space for the community to gather, collaborate, innovate and cultivate ideas.
- To inform people of the materials and services Hedberg Public Library offers to library patrons, to instruct patrons in how to use these resources, and to actively encourage the use of these materials and services.
- To provide access to tools and technology that facilitate learning and exploration.
- To assist elementary and secondary students with information, materials and services that support their formal education assignments and interests.
- To provide prompt and accurate information to individuals, groups, businesses and government.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The library provides books, periodicals, audiovisual materials and other items on a broad range of subjects to loan to the public. In addition to materials that circulate, the library owns and has access to a great deal of information that patrons can utilize directly or with assistance from library in-house staff. Much of this information is available in electronic format. The Hedberg Public Library Strategic Plan emphasizes our services, the need to create effective partnerships, and the need to communicate the mission and value of the library. In addition, we are meeting our strategic goals in the following ways:

- Assisting individuals and local businesses by answering a wide variety of questions.
- Offering a variety of children's and adult programs that provide information and promote reading at all levels.
- Providing community engagement, such as cooperating with other agencies to meet their information needs, and the delivery of materials to nursing homes and homebound individuals.
- Working with local businesses and non-profit groups to provide programs and services that benefit the community.
- A commitment to being a place in which the public can stay informed not only about library services but about city/local services.
- Offering electronic resources for patrons, including titles through Overdrive, Hoopla and Kanopy.
- Public Service Librarians are embedded in the community, visiting with health-related organizations, businesses, non-profits, government and educational institutions and informing those organizations about our resources and how we can help.

The library operates the HPL Express Branch at Uptown Janesville, hours of operation are 10 am to 4pm, Monday through Saturday. The space is rent free while the library covers the cost of utilities. The library continues to operate a bookmobile that will be used throughout the year, attending events or providing library services to the neighborhoods. The library has an active Friends of the Library 501(c)(3) organization which operates The Ground Floor coffee-shop and provides monetary support to the library.

The Hedberg Public Library is frequently visited by people who live in townships surrounding the Janesville community. Revenue received from Rock County is formula-driven based on this circulation from township residents and in 2022, 18.6% of the circulation of materials was to Rock County residents not living in Janesville.

	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
ACTIVITIES:				
Circulation of Materials	465,754	460,000	466,250	469,300
Electronic Circulation, Database Usage	121,849	125,000	130,486	135,000
Total Physical Attendance	177,166	165,000	175,150	175,000
Volunteer Hours	3,923	4,100	4,090	4,100
Programs, Group Visits, Classes, Etc.	628	650	660	660
Participants in All Group Contacts	16,537	18,000	21,250	21,500
ELEMENT COST:				
Administration	\$739,434	\$736,330	\$706,998	\$741,064
Community Engagement	176,515	222,270	215,475	234,758
Operations	498,251	484,945	453,795	500,641
Public Services	903,299	1,093,547	1,045,540	1,186,749
Computer Systems	300,020	311,394	320,473	306,184
Technical Services	834,126	866,721	814,412	820,729
Youth Services	<u>534,838</u>	<u>484,540</u>	<u>464,820</u>	<u>499,688</u>
Operations Subtotal	3,986,482	4,199,747	4,021,513	4,289,813
Debt Service	<u>242,956</u>	<u>244,280</u>	<u>244,280</u>	<u>249,373</u>
Total	<u><u>\$4,229,438</u></u>	<u><u>\$4,444,027</u></u>	<u><u>\$4,265,793</u></u>	<u><u>\$4,539,186</u></u>

BUDGET VARIANCES

<u>112,023</u>	Economic adjustment
112,023	TOTAL PERSONNEL SERVICES
5,712	Increase in utilities due to expected rate increases
(1,268)	Decrease in conference & professional development to help offset other increased costs
130	Slight increase in consulting for computer services
1,403	Increase in Building Maintenance costs
(14,511)	Decrease in Prairie Lakes Library System automation charges
2,972	Slight increase in other contractual services, delivery, materials processing
1,000	Increase marketing to better promote services after 2023 reduction in funds
<u>4,827</u>	Increase reflects new material sorter payment and maintenance
265	TOTAL CONTRACTUAL SERVICES
<u>(3,115)</u>	Decrease in Supplies and Materials overall for in-house book & av processing
<u>(3,115)</u>	TOTAL SUPPLIES & MATERIALS
<u>5,093</u>	Increase in Hedberg Public Library's Debt Service payment
<u>5,093</u>	TOTAL TRANSFERS
<u>(19,107)</u>	Decrease budget for print, & AV materials to help offset increased costs elsewhere
<u>(19,107)</u>	TOTAL CAPITAL OUTLAY
<u><u>\$95,159</u></u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$2,355,311	\$2,524,412	\$2,381,300	\$2,636,298	\$111,886
Overtime	0	14,000	14,000	0	(14,000)
Benefits	<u>653,999</u>	<u>707,843</u>	<u>668,732</u>	<u>721,980</u>	<u>14,137</u>
Subtotal	3,009,310	3,246,255	3,064,032	3,358,278	112,023
<u>CONTRACTUAL SERVICES</u>					
Utilities	131,777	139,380	137,560	145,092	5,712
Postage	2,013	1,200	1,000	1,200	0
Professional Development	5,751	14,168	14,042	12,900	(1,268)
Audit & Consulting	7,300	6,370	36,370	6,500	130
Building Expenses	44,122	60,910	50,000	62,313	1,403
Insurance	38,206	34,601	34,601	34,601	0
Computer Maintenance	143,979	148,904	146,778	134,393	(14,511)
Other Contractual Services	44,234	39,230	40,565	42,202	2,972
Advertising	3,601	2,500	2,500	3,500	1,000
Vehicle & Equipment	<u>67,447</u>	<u>60,344</u>	<u>70,318</u>	<u>65,171</u>	<u>4,827</u>
Subtotal	488,428	507,607	533,734	507,872	265
<u>SUPPLIES & MATERIALS</u>	35,893	46,630	38,950	43,515	(3,115)
<u>TRANSFERS</u>	<u>242,956</u>	<u>244,280</u>	<u>244,280</u>	<u>249,373</u>	<u>5,093</u>
<u>CAPITAL OUTLAY</u>	<u>452,853</u>	<u>399,255</u>	<u>384,797</u>	<u>380,148</u>	<u>(19,107)</u>
GRAND TOTAL	<u>\$4,229,440</u>	<u>\$4,444,027</u>	<u>\$4,265,793</u>	<u>\$4,539,186</u>	<u>\$95,159</u>

REVENUE COMMENT:

Revenue includes the Library's proportionate share of the tax levy increase. County revenue will increase \$50,134. Applied Fund Balance will be used to help cover economic adjustments.

REVENUES:

Tax Levy:

	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
Operations	\$3,302,504	\$3,302,462	\$3,302,462	\$3,370,196
Debt Service	<u>242,956</u>	<u>244,280</u>	<u>244,280</u>	<u>249,373</u>
Subtotal	3,545,460	3,546,742	3,546,742	3,619,569
Applied Fund Balance	0	228,268	0	202,366
State Exempt Computer Aid	20,659	20,545	20,545	20,545
Fines & Fees	35,444	25,000	22,000	23,000
Rock County & Non-Resident	523,873	532,992	532,992	583,126
Prairie Lakes Library System	40,000	40,000	40,000	40,000
Miscellaneous	<u>42,052</u>	<u>50,480</u>	<u>49,675</u>	<u>50,580</u>
Total	<u>\$4,207,488</u>	<u>\$4,444,027</u>	<u>\$4,211,954</u>	<u>\$4,539,186</u>

FUND BALANCE:

	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
Undesignated Beginning Balance at January 1	\$792,885	\$687,841	\$770,933	\$717,094
Add: Revenue (Without Applied Fund Balance)	4,207,488	4,215,759	4,211,954	4,336,820
Less: Expenses	<u>4,229,440</u>	<u>4,444,027</u>	<u>4,265,793</u>	<u>4,539,186</u>
Total Fund Balance at December 31	<u>\$770,933</u>	<u>\$459,573</u>	<u>\$717,094</u>	<u>\$514,728</u>