

Memorandum

To: MPL Board of Trustees Personnel Committee

From: Kristin Stoeger, Library Director

Re: 2019 Budget – possible revisions to budget

Date: September 20, 2018

Here are some additional expense reductions I would be able to make. I also included some possible revenue streams. These are not ideal in any way, but it's a concession to get closer to closing the 2019 budget gap:

- *Expense Reductions:*
 - Increase reserve fund from \$30,000 to \$40,000
 - **Savings: \$10,000**
 - Current reserve fund is around \$60,000 (per Finance Director 9-17-18)
 - Reduce the following budget lines
 - Business Admin – Data Processing - \$500→\$0
 - Business Admin – Other Professional Services - \$4,300 → \$3,000
 - Business Admin – Postage and Box Rent - \$6,000 → \$4,000
 - Business Admin – Furniture - \$500 → \$0
 - Remove all Overtime - \$1,552 → \$0
 - **Savings: \$5,582**
 - **TOTAL - \$15,582**
- *Revenue Streams:*
 - Meeting Room use by non-profits: begin charging them
 - In a given year, we have around 150 uses by non-profits free of charge
 - We could charge \$10 for 1-3.9 hours and \$20 for 4-8 hours use of our room
 - Current cost is \$30 for 1-3.9 hours, \$60 for 4-8 hours and \$100 for over 8 hours for personal/profit reservation
 - **Possible revenue: \$1,500**
 - What needs to be done for this to happen: revision to meeting room policy, updated in cash management and staff training
 - Notary services: we could charge for this service. Currently, it is free of charge
 - August 2017 – July 2018 = 169
 - \$5 per transaction as allowed by State Statutes
 - **Possible revenue: \$800**
 - What needs to be done for this to happen: revision to procedure; re-train staff; set up in cash management system
 - Proctoring services: we could charge for this service. Currently, it is free of charge
 - August 2017 – July 2018 = 18
 - \$20 per proctoring (more research would need to be done to assess reasonable fee)
 - **Possible revenue: \$350**
 - What needs to be done for this to happen: research into comparable fees; creation of procedure; train staff; set up in cash management system
 - Passport Services: we could apply to be a location offering passport services
 - Other library example: Chhattanooga Public Library
 - Population: 500,000 people creates revenue of \$42,250 annually
 - Our population: 57,000 (service population) could generate \$4,000
 - **Possible revenue: \$4,000**
 - What needs to be done for this to happen: apply to be a federal agent for passports; create passport procedure; train staff; set up in cash management system
 - Donation Jars at Programming: we could place a donation jar out for voluntary donations to support library programming and services

- **Possible revenue: \$2,000 <Guess>**
- What needs to be done for this to happen: marketing sign, training of staff, donation sign
- Staff as Patrons: convert all staff cards to patron cards. Currently, staff do not have fees or fines associated with their account. We have 51 staff members.
 - **Possible revenue: \$300**
 - What needs to be done for this to happen: convert staff cards to regular patrons; notify staff
- Increase Library Overdue fees: Here are our fees as they currently stand

Checkout policies per item are as follows:

Item Type	Loan Period	Daily Overdue Charges
DVDs	7 Days	\$1.00
Books	21 Days	\$.20
Music CDs	21 Days	\$.20
Books On CD	21 Days	\$.20
Magazines/Comics	21 Days	\$.20
Discussion Kits	6 Weeks	\$1.00
Toys	21 days	\$.20

- It's hard to determine whether a change in the fees will increase revenue or not; it may incentivize people to return items on time leading to a lower revenue
- **Possible revenue: \$2,000**
- What needs to be done for this to happen: research into comparable fees at other libraries; revision library board policy; train staff; set up in Sirsi-Dynix system; communication to public regarding change
- Charge for Lucky Day items: currently, these are high-demand hold items. They are duplicate copies which are available on first come, first serve basis for our patrons. Other libraries charge for these items.
 - We could charge \$1.50 per rental; it may decrease our circulation as well.
 - Current Stats over a 1 year period:
 - Lucky Day Books -39 items with circulation of 680 times
 - Lucky Day DVDs – 83 items with circulation of 2,738 times
 - 3,418 circulation x \$1.50 = \$5,127
 - **Possible revenue: \$5,000**
 - What needs to be done for this to happen: research into comparable fees; creation of procedure; train staff; set up in cash management system; marketing to community
- **TOTAL - \$15,950**

Thank you for your consideration.