



2015 Millage Discussion

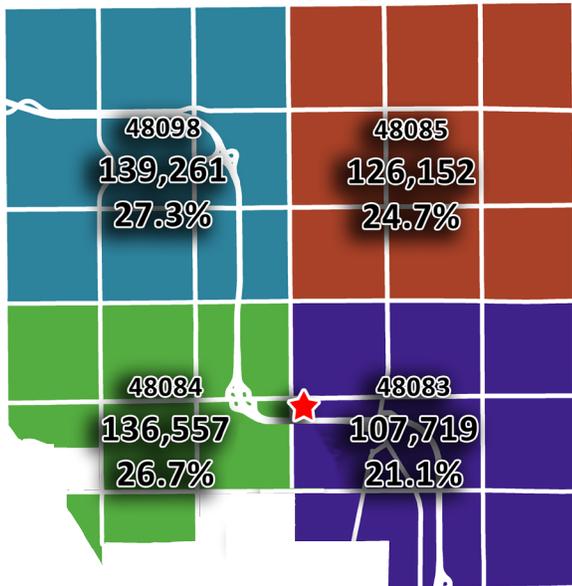
Troy Public Library Statistics

	July 2010	July 2011	July 2012	July 2013	July 2014
Total number of cards	26,249	29,818	34,480	39,315	46,408
Number of Resident cards	21,719	24,195	27,843	31,781	37,463
Non-Resident cards*	4,530	5,623	6,637	7,534	8,945
SLC cards	1,649	2,203	2,654	2,991	3,515
Work/School cards	2,679	3,164	3,678	4,108	4,872
% Resident	82.7%	81.1%	80.7%	80.8%	80.7%
% Resident/SLC/Work	99.3%	99.1%	99.1%	98.9%	98.8%

Troy Population	80,980				83,270
% Residents w/ card	26.8%				44.9%

*Non-resident cards includes those patrons from the Suburban Library Cooperative who have shared rights due to our cooperative agreements, and those who work or school in Troy.

Checkouts by Zip Code



20,568

households in Troy w/ TPL cards

2.60

people in the average Troy household

$$20,568 \times 2.60 = 53,476$$

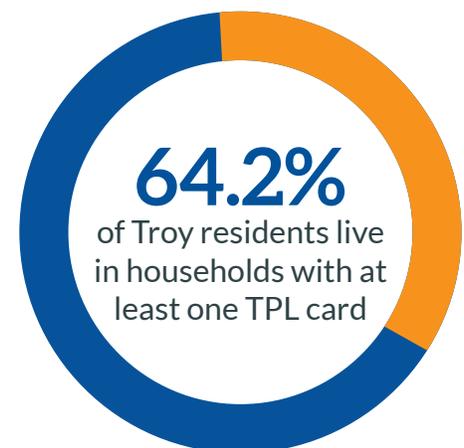
53,476

residents in households with at least one TPL card

83,270

residents in Troy

$$53,476 / 83,270 = 64.2\%$$



1,309,000

TPL items checked out in 2014

130,000

of them were electronic

TPL
troy public library

never stop learning

TPL Anticipated Revenue | 2015 - 2023

	2015-2016 Year 5, '11 Millage	2016-2017 Year 1	2017-2018 Year 2	2018-2019 Year 3	2019-2020 Year 4	2020-2021 Year 5	2021-2022 Year 6	2022-2023 Year 7
Millage (0.70 mills)	\$3,035,000	\$3,080,000	\$3,133,000	\$3,240,000	\$3,293,784	\$3,348,461	\$3,404,046	\$3,460,553
TPL Generated	156,810	156,810	156,810	156,810	156,810	156,810	156,810	156,810
Penal Fines	108,000	122,000	122,000	122,000	122,000	122,000	122,000	122,000
State Aid	24,000	24,000	25,000	25,000	25,000	25,000	25,000	25,000
Total Revenue	3,382,810	3,436,810	3,490,810	3,543,810	3,597,594	3,652,271	3,707,856	3,764,363

TPL Anticipated Operating Expenditures | 2015 - 2023

Personal Services	\$2,019,960	\$2,109,600	\$2,183,436	\$2,259,856	\$2,338,951	\$2,420,814	\$2,505,543	
Internal Service	487,287	471,192	466,149	457,469	466,619	475,951	495,179	
Utilities	99,000	99,000	99,000	99,000	99,000	99,000	99,000	
SLC + Polaris	95,000	95,000	95,000	95,000	95,000	95,000	95,000	
Supplies	68,500	68,500	68,500	68,500	68,500	68,500	68,500	
Building Repairs	17,875	22,975	12,250	5,000	5,000	5,000	5,000	
All Other Operating	143,323	142,387	143,473	143,473	143,473	143,473	143,473	
Total Expenditure	2,930,945	2,963,254	2,993,972	3,051,878	3,137,448	3,225,875	3,317,257	3,411,695
Revenue - Expenditure	451,865	473,556	496,838	491,932	460,146	426,396	390,599	352,668

TPL Library Materials Expenditures | 2015 - 2023

Lib. Mat. Budget	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000
Total Lib. Materials	580,000							

TPL Fund Balance | 2015 - 2023

Total Revenue	3,382,810	3,436,810	3,490,810	3,543,810	3,597,594	3,652,271	3,707,856	3,764,363
Total Expenditure	3,510,945	3,543,254	3,573,972	3,631,878	3,717,448	3,805,875	3,897,257	3,970,495
Surplus/(Shortfall)	(128,135)	(106,444)	(83,162)	(88,068)	(119,854)	(153,604)	(189,401)	(206,132)
Beginning FB	\$1,077,801	\$946,666	\$840,222	757,060	668,992	549,138	395,534	206,133
Total	949,666	840,222	757,060	668,992	549,138	395,534	206,133	1

TPL Anticipated Capital Expenditures | 2015 - 2023

Security Cameras	\$41,000							
Signage	107,000							
Carpet		\$150,000						
Building Repairs	156,855	50,294	\$39,712	\$181,575	\$179,867	\$179,867	\$179,867	\$179,867
Total Capital	294,979	182,319	39,712	181,575	179,867	179,867	179,867	179,867

In 2015-2016 FY | .1 mills = ~\$440,000

In 2015-2016 FY | .04 mills = ~\$180,000

TPL Building Repair | Cost Schedule Estimates

Cost Schedules were prepared based upon the building assessment performed by John Tagle Associates

Option 1

Project	Cost
2015-2016 FY	
Repair Specific Areas of Roof	4,875
Repair Skylight Leaks	1,750
Masonry Cleaning	27,500
Replace Flashing	1,000
Replace Lintels	5,250
Add Additional Life Safety Lighting	3,000
Total 2015-2016 FY	43,375
Total 2015-2016 FY with Fees & Contingency	57,446
2016-2017 FY	
Replace Original Building Skylights	48,900
Replace Skylights in Addition	29,160
Replace Single Pane Windows	20,000
Replace Failing Double Pane Windows	6,575
Replace Damaged Door	8,400
Total 2016-2017 FY	113,035
Total 2016-2017 FY w/ Fees & Contingency	149,704
2017-2018 FY	
Rezone Admin Office to Improve Comfort	25,000
Replace Water Damaged Ceiling Tiles	1,250
Scope Underground Duct to Assess Condition	3,000
Total 2017-2018 FY	32,250
Total 2017-2018 FY w/ Fees & Contingency	39,712
2018-2019 FY	
Replace Interior Lighting with LED	101,000
Replace 3 HVAC Units	36,100
Total 2018-2019 FY	137,100
Total 2018-2019 FY w/ Fees & Contingency	181,575

Option 2

Project	Cost
2015-2016 FY	
Repair Specific Areas of Roof	4,875
Repair Skylight Leaks	1,750
Masonry Cleaning	27,500
Replace Flashing	1,000
Replace Lintels	5,250
Replace Original Building Skylights	48,900
Replace Skylights in Addition	29,160
Total 2015-2016 FY	118,435
Total 2015-2016 FY w/ Fees & Contingency	156,855
2016-2017 FY	
Add Additional Life Safety Lighting	3,000
Replace Single Pane Windows	20,000
Replace Failing Double Pane Windows	6,575
Replace Damaged Door	8,400
Total 2016-2017 FY	37,975
Total 2016-2017 FY w/ Fees & Contingency	50,294
2017-2018 FY	
Same as Option 1	39,712
2018-2019 FY	
Same as Option 1	181,575

Friday Service Scenarios

General Operating Expenditure Increases

Cleaning	\$10,000/year
Building Supplies	\$2,000/year
Operating Supplies	\$2,000/year
Office Supplies	\$2,000/year
Refuse Contractor	\$500/year
Operating Total	\$16,500/year

Library Materials Increase*	\$20,000/year
Total	\$36,500/year

General Operating Revenue Increases

Non-Resident Internet Fee	\$1,000/year
Miscellaneous Fees	\$100/year
Copying	\$1,000/year
Services Rendered/Misc	\$1,500/year
Fines	\$5,000/year
Café	\$1,000/year
DVD Rentals	\$2,000/year
Rental Books	\$200/year
Total	\$11,800/year

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Open Fridays | 1 – 5 pm

Services Provided | Circulation, Computer Use, and Reference Desk

Staffing | Contingent, hired for Fridays only, 12:15 - 5:15 pm (5 hours)

- Assumes all full-time staff will work Fridays

- Need Part-Time 16 staff members:

-1 Administrative Assistant

- 2 Tech Room Aides

- 4 Part Time Librarians (2 in Adult Services | 2 in Youth Services)

- 2 Pages (1 in Adult Services | 1 in Youth Services)

- 1 Circulation Aide

- 5 Circulation Assistants

- 1 Circulation Page

Staffing Cost Calculation | \$1,227.50/day x 52 days = \$63,830/year + 10% Workers' Comp, etc.

Staffing Cost | \$70,213/year

Total Cost | \$70,213 + \$16,500 + \$20,000 = **\$105,913**

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Open Fridays | 10 am – 5 pm

Services Provided | Circulation, Computer Use, and Reference Desk

Staffing | Contingent, hired for Fridays only, 9:15 am - 5:15 pm (8 hours)

- Assumes all full-time staff will work Fridays

- Need Part-Time 16 staff members:

-1 Administrative Assistant

- 2 Tech Room Aides

- 4 Part Time Librarians (2 in Adult Services | 2 in Youth Services)

- 2 Pages (1 in Adult Services | 1 in Youth Services)

- 1 Circulation Aide

- 5 Circulation Assistants

- 1 Circulation Page

Staffing Cost Calculation | \$1,812/day x 52 days = \$94,224/year + 10% Workers' Comp, etc.

Staffing Cost | \$103,646/year

Total Cost | \$103,646 + \$16,500 + \$20,000 = **\$139,346**

*Library Materials Budget is not part of Operating Budget

Friday Service Scenarios

What Scenario 1 or 2 Means

No programs, story times, additional services

Additional staff hired work the public service desks only

- Do not order materials, plan programs, notary services, etc

Less familiarity with overall TPL/City of Troy operation if they only work Fridays

Impact on Supervisory Staff

Connie Doherty | Head of Adult Services

- Currently supervises 18 staff members
- She would supervise 21 staff members

Meaghan Battle | Head of Youth Services

- Currently supervises 16 staff members
- She would supervise 19 staff members

Nicole Bovee | Head of Circulation

- Currently supervises 21 staff members
- She would supervise 28 staff members

The more people you have, the more problems you have (absenteeism, behavior problems, etc). Also, communication and consistency tend to break down, which leads to a corresponding breakdown in customer service. I also worry about the ratio of part time staff to a supervisor—it is analogous to a classroom. The more students to 1 teacher, the less likely the students are to learn.

Open Fridays | 10 am – 5 pm

Services Provided | Full Service in addition to increased outreach to businesses, schools, nursing homes; additional technology classes and programs

Staffing | Normal Staff, 9:15 am - 5:15 pm (8 hours)

Position Additions/Changes

Part-Time Technical Services Supervisor becomes Full-Time (\$57,140)

- Materials reach shelves more quickly
- Consistent w/ cataloging standards—improved patron access to materials
- Ability to plan for succession of this position

Part-Time System Administrator becomes Full-Time (\$60,520)

- Improves troubleshooting/problem solving of Polaris/Technology Equipment
- Customizes Library Catalog's potential for maximized patron experience

3 Full-Time Librarians—1 in Adult Services, 1 in Youth Services, 1 for Technology (\$214,590)

- Add programs, services, outreach, technology enhancements
- Increase retention of librarian staff
- Decrease staff-to-supervisor ratio for library department heads

1 Full-Time Circulation Library Aide (\$62,000)

- Improves customer service
- Increases retention of circulation staff
- Offers circulation of TPL materials offsite

1 Part-Time Technical Services Aide (\$30,000)

- Materials reach the shelves more quickly
- Aids in retrofitting Library Materials for improved security and access

Additional Staffing Cost | \$424,250

Total Cost | \$424,250 + \$16,500 + \$20,000 = **\$460,750**

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