

Boise
PRELIMINARY - FY 2010 EOY Savings/Revenue Calculation Worksheet

Library

<u>Cost Savings from Operations</u>				
Final Total Budget for Expenditures			\$9,519,956	
Actual Expenditures			<u>\$8,387,384</u>	
Gross Cost Savings			\$1,132,572	\$1,132,572
Less: Rebudgets				
Gift Fund			\$176,449	
IOLS Fund			<u>\$327,539</u>	
Total Rebudgets			\$503,988	(\$503,988)
Less: Encumbrances				
Equipment			\$5,177	
Foerstel Brochures			\$4,900	
Allied Barton Security			\$16,106	
ABM Janitorial			\$37,601	
Total Encumbrances			\$63,784	(\$63,784)
Unadjusted Cost Savings				<u>\$564,800</u>
Other Adjustments	<u>Budget Exp.</u>	<u>Actual Exp.</u>	<u>Net Cost Sav.</u>	
Personnel Savings	\$5,196,748	\$4,963,791	\$232,957	
Total Other Adjustments	\$5,196,748	\$4,963,791	\$232,957	(\$232,957) (\$232,957)
Net Adjusted Cost Savings				<u>\$331,844</u>

<u>Revenue Gains from Operations</u>				
Final Total Budget for Revenues			\$590,151	
Actual Revenues			<u>\$556,449</u>	
Gross Revenue Gains			-\$33,702	(\$33,702)
Less:				
Total Rebudgets			\$0	\$0
Unadjusted Revenue Gains				(\$33,702)
Other Adjustments	<u>Budget</u>	<u>Actual</u>	<u>Net Gain</u>	
Total Adjustments	\$0	\$0	\$0	\$0
Net Adjusted Revenue Gains				(\$33,702)
Net Tax Support Savings				
Unadjusted Net Tax Support Savings				<u>\$531,098</u>
Adjusted Net Tax Support Savings				<u>\$298,142</u>

Notes:

Boise Public Library Strengths/Weaknesses/Opportunities/Threats FY09-FY11 (adopted October 1, 2008)

INTERNAL STRENGTHS

- *Staff:* experienced, service-oriented, creative, diversity of expertise, staff open to additional training, responsive to the public, redefined positions, emphasis on evaluation and improvement of what the library is doing; additional branch staff brings new ideas and perspectives. Innovation Team provides avenue to implement changes.
- *Reputation:* Positive reputation with the public, strong statewide reputation in the library community, leadership role in the LYNX consortium; increased visibility due to branding, new library card designs, new branches and increased marketing spending.
- *Physical Plant:* Central Main Library is located in an excellent, prime location. Three new neighborhood branches in excellent locations with an additional location to come; contemporary, welcoming interiors in branch facilities; "spruced up" Main Library.
- *Collection:* New digital materials added to the collection, well-used print and audio-visual collection.
- *Fiscal Resources:* Friends of the Library and the Boise Public Library Foundation have provided excellent supplemental resources for library branch startup costs. Stable general fund support for library system operations.
- *Organizational Structure:* Dedicated Library Board members work well together and, with staff, are willing to promote library services to the public and to the City Council; restructuring of library staff to accommodate growing library system; Leadership Circle and cross-functional teams support two-way communication across divisions and locations.
- *Technology:* Over 100 (what is increased # with Cole & Ustick?) self-service public PCs with Internet access; wireless access; shared online catalog; using technology to increase staff capacity and to facilitate public computer use and self-service at all locations.

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- *Public Service:* Training facilities for the public, improved neighborhood access and service at neighborhood branch locations, children’s programming and more accessible and active public service delivery; outreach programs and computer classes to the community; holds service.

INTERNAL WEAKNESSES

- *Staff:* Additional support for centralized system functions needed. Difficult to find time for training. Central volunteer coordination needs to be addressed though recent improvements have been made to the application process. Better definition of internal position descriptions and roles needs fully addressed, though progress is being made via City position description review process.

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- *Physical Plant:* Too little parking at the Main Library; existing space in the Main Library is poorly arranged and inadequate for all public service needs; HVAC/air circulation at the Main Library could be improved; cannot expand the Main Library easily; shelves are too high at the Main Library.

- *Collection:* insufficient funding to address broader collection needs including replacements and support for new formats; insufficient space at the Main Library to expand the collection; inadequate space for emerging formats.

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- *Organizational Structure:* The organization still needs some equipping for change management related to transitioning to a “growing library system” vs. a “one” facility system. Communication systems to management and all library divisions need some improvement; revising procedures to fit a “library-system” is a challenge.

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- *Reputation:* Limited marketing efforts due to budget and staffing constraints; strategic outreach to the community in terms of programming and marketing; technology support for public access technology and downloadables.

- *Technology:* Limited public access computer stations, databases, and downloadable products; bandwidth issues continue, even as improvements are implemented; technology continues to claim large budget; processes continue to be tied to pre-Internet age—move more service functions to the Web.

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EXTERNAL OPPORTUNITIES

- *Political:* increase support among local government and key influencers; partnerships with other city departments, private business, or other agencies; possibilities for branches at community centers and other co-located potential sites; library districting potential (*Kevin – is library districting potential still a reality?*) possibilities for future branch expansion and a new Main Library.
- *Economic:* The value of libraries increases as Boise's economy changes; private individual planned and corporate giving; seeking new funding sources; grants; marketing with success stories to tell others; in-kind giving or partnerships; annexation and expansion of services; being closer to the neighbors in branch libraries; new patrons—support at grass roots level; large number of entertainment and recreational opportunities; revitalized Foundation; supporting customers during economic downturns.
- *Social:* growing cultural diversity; social center; neighborhood centers and associations; partnering with the public/private sector; the growing creative class.
- *Technological:* Shared database and cooperation with other libraries; teach basic technological skills to community; instruction by staff; electronic services; technology outreach; emerging formats to improve access and services within facilities and outside facilities; staff training; increase and develop capacity to increase access to the Internet and information.
- *Collections:* .Open Access Agreement with Lynx! Contortium members provides Boise Public Library customers with access to library materials throughout the Treasure Valley. Cooperative Interlibrary Loan provides customers with access to materials from libraries and institutions throughout the U.S.

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EXTERNAL THREATS

- *Political:* property tax limitations; perceived irrelevance of the library to people's lives; privacy issues due to national security; lawsuits related Internet.
- *Economic:* Budget stability; anticipated revenues are flat; competition for general fund dollars; primary reliance on City general fund budget; recession/potential cuts.
- *Social:* Internet provides immediacy for information needs and contributes to the public perception of "irrelevancy;" greater neighborhood access will always be a challenge; security issues; Main Library does not provide sufficient meeting room and reading space for socialization.
- *Technology:* Increased access to the Internet; increasing costs of access; quality of consistent and high standard of maintenance for current technologies implemented; growth of technology outstripping our knowledge and resources and ability to assimilate it; staff technology lags public technology use and sets expectations beyond staff "knowledge and understanding." New technologies may make it easier to purchase rather than borrow.
- *Competitors:* The Internet and availability of 'direct to customer' services; book and video stores that provide customer amenities such as enriched programming, author visits, comfortable seating, coffee shops, etc.; other agencies' financial needs; privatization of services; increasing number of entertainment and recreational opportunities.
- *Collection:* Lynx! Consortium Open Access Agreement for sharing of collections across Treasure Valley provides great benefit to Boise Public Library customers but could be revised if adverse economic or political conditions affect participating libraries.

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