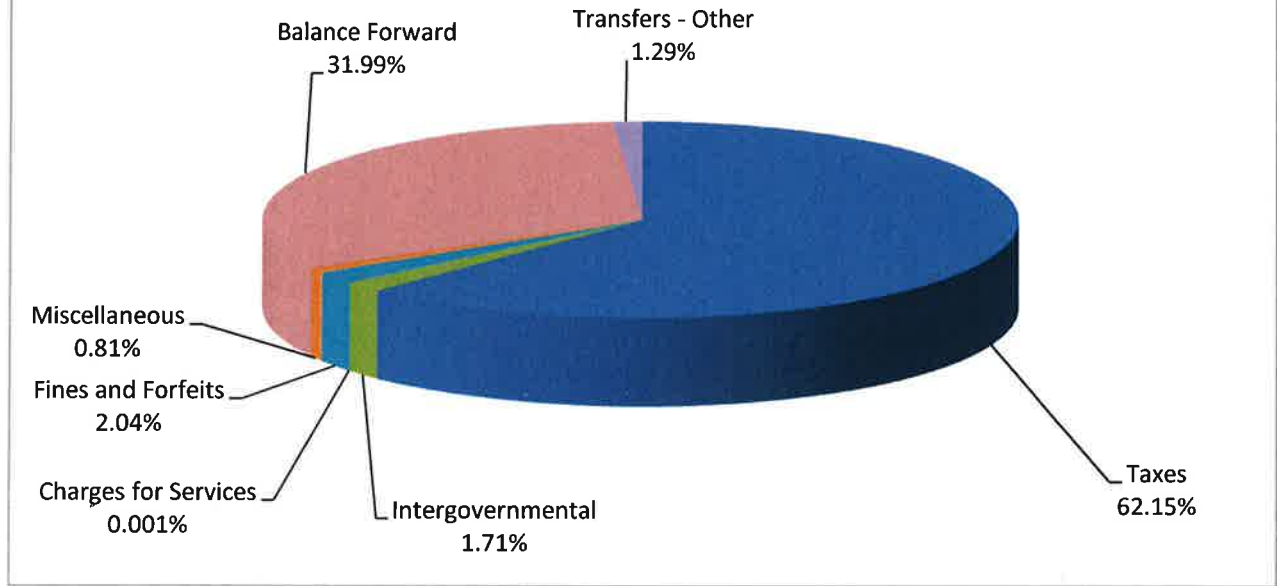


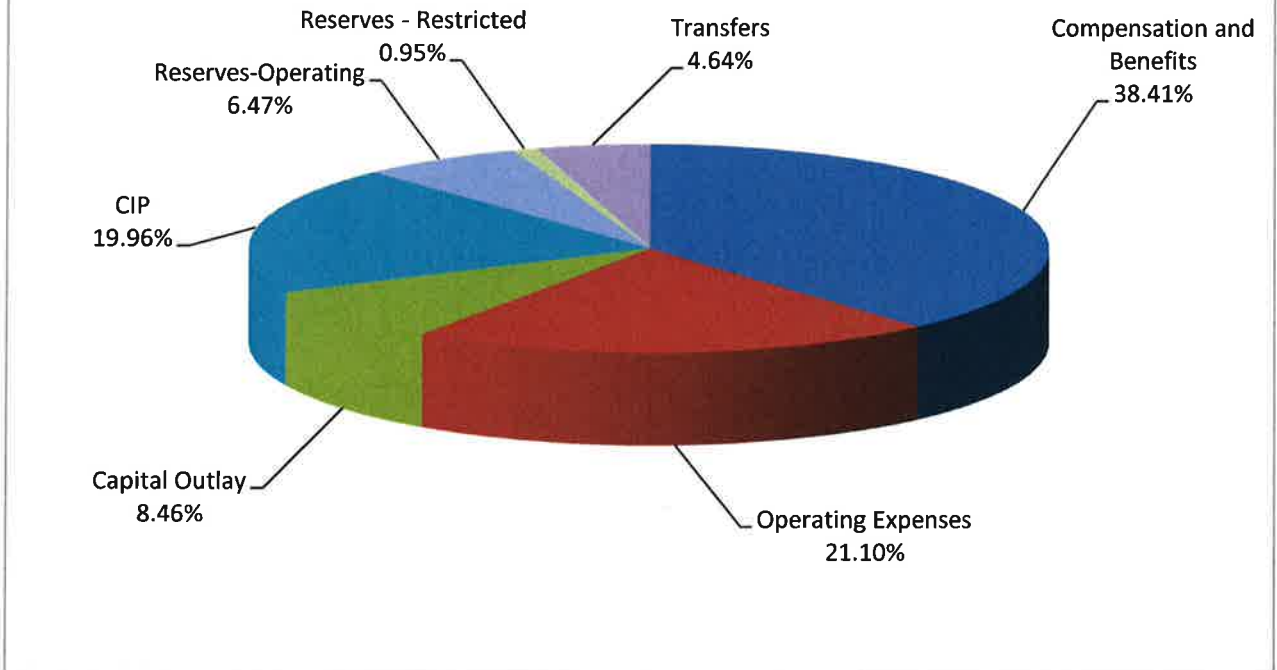
LIBRARY SERVICES DEPARTMENT

REVENUE (SOURCES)



ADOPTED BUDGET FY2018-2019 \$27,529,791

EXPENDITURES (USES)



LIBRARY SERVICES DEPARTMENT SUMMARY

MISSION STATEMENT:

Brevard County Libraries enable people of all ages to improve their quality of life by providing information and enrichment through traditional resources and new technology.

PROGRAMS AND SERVICES:

ACCOMPLISHMENTS, INITIATIVES, TRENDS AND ISSUES AND SERVICE LEVEL IMPACTS:

LIBRARY SERVICES

- Maintain and operate 17 libraries in Brevard County, housing collections of books and other media, as well as providing meeting rooms, personal computers, and study areas for public use
- Maintain and manage collections of books and audio-visual materials, and make a large proportion of such items available for borrowing by the public
- Issue library cards to residents of Brevard County, and maintain records of patron accounts
- Provide reference and information services to people of all ages
- Provide programs to encourage and develop literacy in children
- Provide programs for the educational and cultural enrichment of patrons of all ages
- Provide an online public catalog, allowing patrons to search our collections to find and reserve items
- Provide strong and reliable Internet access, including Wi-Fi, at every library
- Provide specialized services to handicapped and homebound patrons
- Maintain mobile library services to reach patrons in the community who are unable to get to a library
- Provide genealogical resources and maintain an archive of Brevard's history with the Brevard Historical Commission

Accomplishments:

- The Department provided a full range of library services to Brevard County citizens from Mims to Micco
- 2.4 million visitors were served last year
- Reference Services served 1.4 million visitors last year, providing assistance to patrons by helping them access library materials, and in filling out online job applications and government services applications, and with access to Personal Computers and the Internet, among many other services
- Youth Services rendered support to over 100,000 children in the form of reading and educational programs, homework and science project help, and helped children in the libraries more than 150,000 times
- More than 4.2 million items were checked out system-wide, including over 330,000 e-books
- Provided 6,666 educational programs for adults and children
- Community groups, an important and often overlooked sector, occupied library meeting rooms for 58,014 hours
- The Archives and Genealogy department provided research assistance to citizens, and supported the Historical Commission by storing artifacts, organizing, filing, and digitizing historical records and photographs
- The Talking Books department provided library services to over 2,000 blind or physically handicapped Citizens
- The Creative Lab at the Catherine Schweinsberg Rood Central Library allowed Citizens to explore 3-D printing, and other technical arts, and the ability to create their own audio, video, photographic, or design projects

LIBRARY SERVICES DEPARTMENT SUMMARY

Initiatives:

- Increase book budgets for all libraries
- Replace the 12-year-old Mobile Library vehicle, which serves over 9,000 Citizens who otherwise could not visit a library, with funding coming primarily from a donation from by Brevard Library Foundation
- Increase STEM and STEAM programs for youth
- Continue to increase e-book collection
- Continue partnership with United Way and Rolling Readers to improve the literacy of young children in Brevard
- Continue partnership with the Literacy for Adults Brevard group to improve the literacy of adults in Brevard
- Continue partnership with Space Coast Area Transit by selling bus passes at libraries, and maintaining the “Read to Ride” program, which allows youngsters with library cards to ride SCAT buses for free during the summer months
- Continue partnership with Guardian ad Litem to provide library cards to foster kids
- Continue supporting the Brevard Historic Commission efforts to organize and catalogue Brevard history, and to increase the recording of oral histories
- Implement the fourth year of our five-year plan to catch up with deferred maintenance
- Major capital repairs underway or planned for Fiscal Year 2018-19:
 - Roof replacement at the Catherine Schweinsberg Rood Central Library
 - Flooring replacement at various libraries
 - Restroom renovations at various libraries
 - Painting, interior and exterior at various libraries

Trends and Issues:

Brevard County Libraries is now entering into the fourth year of our five-year plan to catch up on deferred maintenance, which is restoring the physical integrity of our libraries, and improving the library experience for our citizens. As we transition to a longer-term capital improvement plan, and with most of our largest expenses behind us, the library will be redistributing resources to increase our book and e-book collections. We expect an increase in demand for services to the blind and physically handicapped as our County ages. As more young families move to Brevard to work in the variety of spaceflight industries, we expect a growing demand for childhood literacy programs, and for Science, Technology, Engineering, and Mathematics learning programs.

Service Level Impacts:

N/A

LIBRARY SERVICES DEPARTMENT: SUMMARY

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2016-2017	Final Budget FY2017-2018	Adopted Budget FY2018-2019	Difference	% (Inc)/Dec
REVENUES:					
Taxes	\$16,296,537	\$17,358,895	\$18,010,475	\$651,580	3.75%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$431,736	\$498,985	\$496,353	(\$2,632)	(0.53%)
Charges for Services	\$0	\$0	\$500	\$500	0.00%
Fines and Forfeits	\$562,163	\$590,980	\$591,800	\$820	0.14%
Miscellaneous	\$335,167	\$197,500	\$233,283	\$35,783	18.12%
Statutory Reduction	\$0	(\$930,658)	(\$966,621)	(\$35,963)	3.86%
<i>Operating Revenues</i>	\$17,625,603	\$17,715,702	\$18,365,790	\$650,088	3.67%
Balance Forward	\$9,038,507	\$10,412,711	\$8,807,915	(\$1,604,796)	(15.41%)
Transfers - General Revenue	\$0	\$0	\$0	\$0	0.00%
Transfers - Other	\$470,375	\$654,550	\$356,086	(\$298,464)	(45.60%)
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$9,508,882	\$11,067,261	\$9,164,001	(\$1,903,260)	(17.20%)
TOTAL REVENUES	\$27,134,485	\$28,782,963	\$27,529,791	(\$1,253,172)	(4.35%)
EXPENDITURES					
Compensation and Benefits	\$9,940,108	\$10,032,977	\$10,575,332	\$542,355	5.41%
Operating Expenses	\$3,491,140	\$5,976,231	\$5,809,723	(\$166,508)	(2.79%)
Capital Outlay	\$1,345,398	\$2,173,762	\$2,329,405	\$155,643	7.16%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$14,776,646	\$18,182,970	\$18,714,460	\$531,490	2.92%
CIP	\$534,501	\$7,153,559	\$5,495,057	(\$1,658,502)	(23.18%)
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$1,600,162	\$1,780,746	\$180,584	11.29%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$260,960	\$260,917	(\$43)	(0.02%)
Transfers	\$1,410,471	\$1,585,312	\$1,278,611	(\$306,701)	(19.35%)
<i>Non-Operating Expenditures</i>	\$1,944,972	\$10,599,993	\$8,815,331	(\$1,784,662)	(16.84%)
TOTAL EXPENDITURES	\$16,721,618	\$28,782,963	\$27,529,791	(\$1,253,172)	(4.35%)
PERSONNEL:					
Full-time positions	109.00	109.00	109.00	0.00	0.00%
Part-time Positions	211.00	211.00	211.00	0.00	0.00%
Full-time Equivalent	217.75	217.00	217.00	0.00	0.00%
Temporary FTE	0.00	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

LIBRARY SERVICES DEPARTMENT: BUDGET VARIANCES

REVENUES	VARIANCE	% VARIANCE	EXPLANATION
Taxes	\$651,580	3.75%	Due primarily to Ad Valorem taxes received from property valuations associated with rising property values and new construction
Permits, Fees & Spec. Assess.	\$0	0.00%	
Intergovernmental	(\$2,632)	(0.53%)	Due to a one time increase in the State Aid to Libraries Grant accrued to FY2017-2018. The FY 2017-2018 Grant, which is the basis for the 2018-2019 grant, was slightly less.
Charges for Services	\$500	0.00%	Due to anticipated revenue from the sale of historical books, not previously received by Library Services
Fines and Forfeits	\$820	0.14%	Fines and Forfeits from libraries follows a three year trend of slight increases
Miscellaneous	\$35,783	18.12%	Due to improved interest earnings on deposits, and to revenue from the Federal E-rate Program, which reimburses Library Services 80% of its telecommunication expenses from the previous year
Statutory Reduction	(\$35,963)	3.86%	Variance corresponds with change in Operating Revenue
Balance Forward	(\$1,604,796)	(15.41%)	Projection is based on anticipated completion of the new Mims Library, and completion of Dr. Martin Luther King Jr. Library roof, Palm Bay Library roof, and Satellite Beach Library roof
Transfers - General Revenue	\$0	0.00%	
Transfers - Other	(\$298,464)	(45.60%)	Due to the Board approved transfer of Library Services Impact Fees, allocated to the purchase of books, which, in FY 17/18, included the Board approved transfer of money for construction of the Mims Library and mobile library
Other Finance Source	\$0	0.00%	

LIBRARY SERVICES DEPARTMENT: BUDGET VARIANCES

EXPENDITURES	VARIANCE	% VARIANCE	EXPLANATION
Compensation and Benefits	\$542,355	5.41%	Attributable to Cost of Living Adjustments and FRS rate increases, and to dedicated Library IT staff cost allocation to Library Services
Operating Expenses	(\$166,508)	(2.79%)	Primarily due to a decrease in expenses for repair and maintenance in the prior fiscal year, as Library Services' accomplishes its five year facilities repair plan
Capital Outlay	\$155,643	7.16%	Due primarily to increased book and media purchases across all libraries, as well as adding document stations in all libraries
Grants and Aid	\$0	0.00%	
CIP	(\$1,658,502)	(23.18%)	Due to the projected completion in FY 17/18 of the new Mims Library, and completion of Dr. Martin Luther King Jr. Library roof, Palm Bay Library roof, and Satellite Beach Library roof
Debt Service	\$0	0.00%	
Reserves-Operating	\$180,584	11.29%	Required to fund expenses prior to the receipt of Ad Valorem taxes, attributable to Cost of Living and FRS rate increases
Reserves - Capital	\$0	0.00%	
Reserves - Restricted	(\$43)	(0.02%)	Marginal adjustment in Library Endowments to operating expenses
Transfers	(\$306,701)	(19.35%)	Attributable to the elimination of Library Services transfer to IT for salaries and benefits of dedicated Library IT staff

**LIBRARY SERVICES DEPARTMENT
PERFORMANCE MEASURES**

OBJECTIVE	MEASURE	ACTUAL FY 2016-2017	ESTIMATED FY 2017-2018	PROJECTED FY 2018-2019
Monitor patron satisfaction with services provided at local libraries	Users Satisfied with Overall Library Experience	94%	96%	97%
Track number of physical and digital loans of library materials system wide	Circulation	3,893,841	4,010,656	4,130,975
Track number of eBook and eAudiobook checkouts through OverDrive eLibrary	Digital Circulation	339,729	349,500	450,855
Track number of patrons receiving services from Talking Books Sub-regional Library	Registered Talking Books Patrons	2,020	1,984	2,044
Monitor downtime of system wide ILS (Integrated Library System) and Internet services for staff and the public	Maximize % of Time Library Automation System and Internet Available	95%	96%	96%
Track number of hours library staff attends live and online training	Training hours attended	4,841	5,615	6,457
Track number of hours volunteers work at local libraries	Volunteer hours	49,986	50,985	52,004
Track number of Wi-Fi sessions	Wi-Fi Usage	205,523	236,342	259,976
Track number of online self-service renewals by patrons	Online Renewals	61%	61%	61%

**LIBRARY SERVICES DEPARTMENT
TRAVEL A & B SUMMARY**

DESCRIPTION	POSITION	DESTINATION	FUNDING SOURCE	TOTAL COST
LIBRARY SERVICES:				
Florida Library Director's Conference	Dept. Director	Tallahassee, FL	Special Revenue	\$814
Library System User Group Conference	(1) Asst. Lib Director (2) I.T. Engineer I (3) Lib Svcs Support Tech	St. Louis, Missouri	Grant	\$0*
National Conference of Librarians Serving Blind and Handicapped Individuals	Librarian I	TBD	Special Revenue	\$250
Keystone Library Automation System (KLAS) Users' Conference	Librarian I	TBD	Special Revenue	\$250
Association of Bookmobile & Outreach Services (ABOS) Annual Conference	Mobile Library Supervisor	TBD	Special Revenue	\$250

*Brevard's attendance to this annual conference is included in the Board approved TLC contract with this vendor and is paid through the State Aid to Libraries Grant. Vendor (TLC) will pay for all fees associated with this travel, including airfare, mileage, per diem, hotels and registration.

TOTAL FOR DEPARTMENT: \$1,564

**LIBRARY SERVICES DEPARTMENT
CAPITAL OUTLAY SUMMARY¹**

DESCRIPTION	QUANTITY	UNIT COST	FUNDING SOURCE	TOTAL COST
LIBRARY SERVICES				
High End Computers	20	\$1,500	Grant	\$30,000
Library Document Stations	8	\$5,880	Ad Valorem Taxes	\$47,040
Coin Ops for Document Stations	17	\$2,750	Ad Valorem Taxes	\$46,750
Thermal Imaging People Counter	12	\$2,000	Ad Valorem Taxes	\$24,000
Mobile Library	1	\$119,316	Endowment	\$119,316
Creative Lab	1	\$2,000	Ad Valorem Taxes	\$2,000
Books/Library Media	Various	N/A	Ad Valorem Taxes	\$1,380,687
Books/Library Media	Various	N/A	Fines & Fees	\$297,403
Books/Library Media	Various	N/A	Grant	\$154,587
Books/Library Media	Various	N/A	Endowments	\$227,622
TOTAL FUNDED FOR DEPARTMENT:				\$2,329,405

1) Equipment with a value in excess of \$1,000 (computers \$750). Approved items may be purchased using existing Public Sector Purchasing Cooperative contracts awarded through full and open competition when in the best interest of the County.

**LIBRARY SERVICES DEPARTMENT
CAPITAL IMPROVEMENTS PROGRAM**

DESCRIPTION	FUNDING SOURCE	TOTAL COST
LIBRARY SERVICES:		
South Mainland Library Renovations	Endowment	\$83,025
Mim/Scottsmeer Library Rebuild	Ad Valorem Taxes	\$250,000
C. S. R. Central Library Interior Paint	Ad Valorem Taxes	\$160,160
C. S. R. Central Library Roof Repairs	Ad Valorem Taxes	\$1,500,000
Dr. Martin Luther King Jr. Library Restroom Renovations	Ad Valorem Taxes	\$140,000
Dr. Martin Luther King Jr. Library Parking Lot Lighting	Ad Valorem Taxes	\$125,000
Palm Bay Library Restroom Renovations	Ad Valorem Taxes	\$140,000
Palm Bay Library Parking Lot Repaving	Ad Valorem Taxes	\$50,000
Melbourne Library Flooring Replacement	Ad Valorem Taxes	\$400,000
Eau Gallie Library Roof Replacement	Ad Valorem Taxes	\$290,000
Satellite Beach Library Parking Lot Repairs	Ad Valorem Taxes	\$67,000
Satellite Beach Library Electronic Door Replacement	Ad Valorem Taxes	\$58,850
Various Libraries-Flooring Replacement	Ad Valorem Taxes	\$1,731,022
Various Libraries-Restroom Renovations	Ad Valorem Taxes	\$500,000
TOTAL FUNDED FOR PROGRAM:		\$5,495,057
West Melbourne Library A/C Replacement	Unfunded	\$300,000
Various Libraries-Restroom Renovations	Unfunded	\$1,600,000
Various Libraries-Flooring Replacement (Cape Canaveral, Cocoa Beach, Eau Gallie, Franklin T. DeGroot, Dr. Martin Luther King Jr., Melbourne Beach, Palm Bay, Port St. John, Satellite Beach, South Mainland, Suntree/Viera, West Melbourne)	Unfunded	\$2,331,874
TOTAL UNFUNDED FOR PROGRAM:		\$4,231,874

