



# HOUSTON PUBLIC LIBRARY

**FY2025 Proposed Budget  
Workshop Presentation  
May 15, 2024**

**DR. CYNTHIA WILSON-INTERIM DIRECTOR**

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# Strategic Guidance Alignment



## Objective

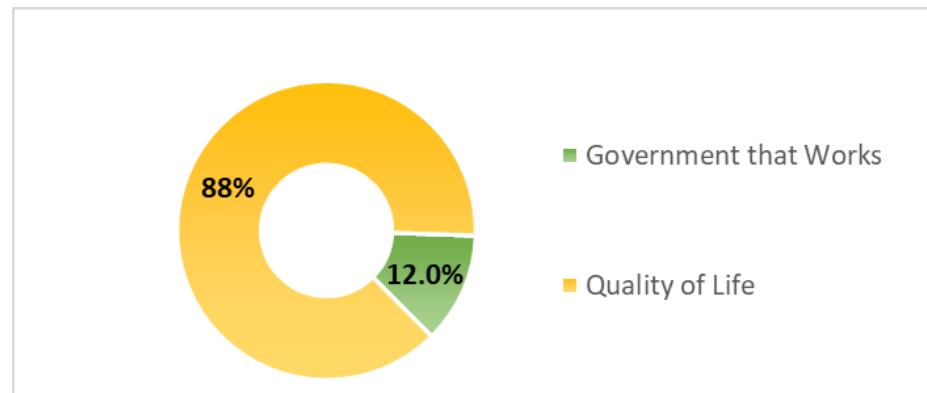
The tables below summarize HPL's alignment to the Mayor's defined Priorities and Initiatives as defined in his strategic guidance. All programs align to a mayoral priority and the overall department budget is broken down as such.

Government that Works	Public Safety	Quality of Life	Infrastructure
Debt Service & Interfund Transfer		Digital Strategies	
Administrative Services		Library Collections	
		Library Operations	
		Library Spaces	
		Literacy and Education	

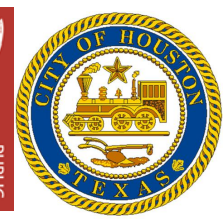
### ALIGNED INITIATIVES

- Quality of Life
- Government that Works

### DEPARTMENT BUDGET BY PRIORITY



# Expenditure by Program



## Objective

List program budgets for FY25 Proposed vs FY24 Current Budget

Program	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Proposed	Variance FY25 Proposed/ FY24 Budget	% Change
Debt Service & interfund Transfer	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ -	0%
Digital Strategies	\$ 4,484,871	\$ 5,863,111	\$ 5,863,111	\$ 5,382,693	\$ (480,418)	-9%
Administration Services	\$ 8,026,545	\$ 8,687,579	\$ 8,725,795	\$ 8,889,097	\$ 201,518	2%
Library Collections	\$ 10,672,395	\$ 10,479,315	\$ 10,479,315	\$ 10,368,142	\$ (111,173)	-1%
Library Operations	\$ 21,592,081	\$ 22,912,237	\$ 21,043,048	\$ 22,751,321	\$ (160,916)	-1%
Library Spaces	\$ 1,443,341	\$ 2,062,393	\$ 2,062,393	\$ 1,781,676	\$ (280,717)	-16%
Literacy and Education	\$ 1,741,553	\$ 2,192,060	\$ 2,192,060	\$ 1,837,673	\$ (354,387)	-19%
<b>Total</b>	<b>\$ 48,710,786</b>	<b>\$ 52,946,695</b>	<b>\$ 51,115,722</b>	<b>\$ 51,760,602</b>	<b>\$ (1,186,093)</b>	<b>-2%</b>

# Revenue by Program



## Objective

List program budgets for FY25 Proposed vs FY24 Estimate

Program	FY23	FY24	FY24	FY25	Variance FY25 Proposed/ FY24 Budget	%
	Actual	Budget	Estimate	Proposed		Change
Debt Service & interfund Transfer						0%
Digital Strategies						0%
Administration Services	\$ 843,725	\$ 793,500	\$ 862,942	\$ 802,300	\$ (60,642)	-8%
Library Collections	\$ 1,848,845	\$ 1,000	\$ 116,000	\$ 1,000	\$ (115,000)	-115%
Library Operations		\$ 2,500	\$ 2,200	\$ 2,500	\$ 300	12%
Library Spaces					\$ -	0%
Literacy and Education					\$ -	0%
<b>Total</b>	<b>\$ 2,692,570</b>	<b>\$ 797,000</b>	<b>\$ 981,142</b>	<b>\$ 805,800</b>	<b>\$ (175,342)</b>	<b>-22%</b>

# Administrative Services



<b>Priority:</b>	Government that Works
<b>FY2024 FTE Count:</b>	28.8

## Program Description

Provides leadership and executive support to the department as well as developing, monitoring, and recording the budget, contracts, restricted accounts, accounts receivables and the procurement of goods and services for the department. In addition, support HPL Foundation to increase donations for Library programs and projects.

## Significant Budget Items

Ensure efficient utilization of all funds, receive donations/grants from private funds to support programs and projects. Timely receive & book revenue.

## FY25 Prop Budget by Fund

General Fund	\$ 8,889,097
<b>Total</b>	<b>\$8,889,097</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target	Target Context
Annual Foundation Donation/Grants	\$1.57 million	\$1 million	\$1.8 million	\$1 million	Funding from Foundation.
Expenditure Budget vs. Actual Utilization	96.75%	90%	96.54%	98%	Utilization of the budget within 98% with accuracy.
Revenue Budget Vs. Actual Utilization	102.16%	95%	123.10%	100%	Utilization of the budget within 98% with accuracy

# Digital Strategies



<b>Priority:</b>	Quality of Life
<b>FY2024 FTE Count:</b>	51.0

## Program Description

Ensures technology acquisition, access, and support for all library public services including desktop computers, laptops, tablets, network, Wi-Fi, scanners, printers, hotspots, website, mobile app, online catalog, book and materials check-out system, customer accounts and records, TECHLink, multi-media, audio and video recording studios, 3D scanning and printing technologies.

## Significant Budget Items

- Provide equitable access to technology.

## FY25 Prop Budget by Fund

General Fund	\$5,382,693
<b>Total</b>	<b>\$5,382,693</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target	Target Context
Annual Number of Computer Users	288,607	300,000	300,000	300,000	Provide computer availability (laptop/desktop) to Library visitors.
Annual Number of WiFi Sessions	11.5 million	12 million	11.6 million	12 million	Provide Wifi access to residents across the City of Houston.
Annual Number of TECHLink Workshop Attendance	1,297	N/A	1,736	2,000	Provide training to customers on how to use the technology in TECHLink locations.
Annual Number of people visiting TECHLink	18,217	N/A	21,132	25,000	Provide TECHLink Services to customers.
Annual Number of Virtual Visits	3.2 million	3.2 million	3.2 million	3.5 million	Provide library services to virtual visitors via website and mobile app.

# Library Collections



<b>Priority:</b>	Quality of Life
<b>FY2024 FTE Count:</b>	44.0

## Program Description

This program performs the selection, acquisition, and distribution of all library books and materials throughout the system. Ensures the provision of a wide array of print and electronic library materials and resources for all ages that reflect the cultures and diversity of Houston.

## Significant Budget Items

- Provide a comprehensive collection of both print and digital materials for the city.

## FY25 Prop Budget by Fund

General Fund	\$10,368,142
<b>Total</b>	<b>\$10,368,142</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target	Target Context
Cost of Circulation & Distribution of Library Materials	\$8.2 million	\$6.5 million	\$6.5 million	N/A	In-house use, circulation of books, eCirc, DVDS, and hotspots.
Percentage of Material Collection Budget Allocated to E-Materials	50%	50%	50%	50%	Provide equitable access to electronic materials online and reduce storage space needs.
Number of checkouts for items added to the collection (goal per item=5)	4.93	N/A	N/A	5	Average 5 checkouts per item purchased in the current fiscal year to ensure that the budget is going towards materials that will be utilized by customers.
Number of electronic checkouts (increase 5%)	2,291,840	N/A	3,400,000	3,500,000	Increase the number of electronic materials checkout by 5%.
Number of physical item checkouts (increase 5%)	3,380,519	N/A	3,237,000	3,535,103	Increase the number of physical materials checkout by 5%.
Annual Number of Registered Cardholders	1.8 million	1.9 million	1.95 million	2 million	Increase the number of registered cardholders by 10%.



# Library Operations



<b>Priority:</b>	Quality of Life
<b>FY2024 FTE Count:</b>	319.5

## Program Description

This program supports all aspects of library operations and administration in Neighborhood Libraries, Central Library, Community Engagement, and Special Collections. Includes grants, training and development, marketing and system-wide communications services, contracts. Provide system-wide operations, customer service, technology and compliance training and development for staff.

## Significant Budget Items

- Provide equitable access and customer service to library resources, services, and programs. Ensure a adequately trained and informed staff to support library operations and customer services. Ensure compliance trainings are completed and provide staff developmental opportunities for staff.

## FY25 Prop Budget by Fund

General Fund	\$22,751,321
<b>Total</b>	<b>\$22,751,321</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target	Target Context
Number of Community Outreach Events	1,323	800	1304	1,400	Provide library services outside of the physical walls of the library and into the community.
Annual In-house Library Visits	1.8 million	2.5 million	1.96 million	2.5 million	Provide in-house assistance and services to Library visitors.
Annual revenue from Passport Services	\$791,072	\$750,000	\$750,000	\$750,000	Increase revenue for passport and passport photo services.
Number of hours spent on training (goal increase by 5%)	11,246	N/A	N/A	11,808	Increase professional development training hours by 5% to ensure that the workforce is knowledgeable about library trends and HPL's customer service standards.
Annual number of Passports & Photos Processed	31,180	23,000	31,558	N/A	Process passport applications.

# Library Spaces



<b>Priority:</b>	Quality of Life
<b>FY2024 FTE Count:</b>	15.5

<u>Program Description</u>	<u>Significant Budget Items</u>	<u>FY25 Prop Budget by Fund</u>	
<p>This program is responsible for all elements of the library’s facilities and building programs including design, construction, branding, security, public art, furniture, fixtures, and equipment that are necessary to ensure that every library space is optimized for service to Houston’s residents.</p>	<ul style="list-style-type: none"> <li>Provide modern, safe, and accessible library spaces for library services.</li> </ul>	General Fund	\$1,781,676
		<b>Total</b>	<b>\$1,781,676</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target	Target Context
Annual Cost of Library Furniture Cleaning, Refurbishing, and Repair	\$129,724	\$130,000	\$52,382	N/A	Ensure quality and consistent furniture cleaning and maintenance.
Number of Facility renovation and maintenance Oversight	26	12	12	9	Provide oversight on Library renovations and improvements.
Number of facilities cleaned	10	N/A	8	8	Ensure facilities get deep cleaning annually (rotating schedule between locations)
Number of Public Exhibitions Displayed	13	8	16	10	Host Public Exhibits that celebrate the city of Houston, the library, and their diversity.

# Literacy and Education



<b>Priority:</b>	Quality of Life
<b>FY2024 FTE Count:</b>	15.5

## Program Description

Plans, develops, coordinates, implements, and manages system-wide youth, teen, and adult programs and events for all locations. Provide system-wide operations, customer service, and technology.

## Significant Budget Items

- Provide a variety of educational programs that celebrates what is uniquely Houston for all ages to provide opportunities for a well-educated and prepared workforce and community.

## FY25 Prop Budget by Fund

General Fund	\$1,837,673
<b>Total</b>	<b>\$1,837,673</b>

## Performance

Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target	Target Context
Number of Early Literacy Support Program Participants	31,241	20,000	46,504	50,000	Provide story time, playtime, and other activities to promote literacy for the youngest library customers and their caregivers.
Annual Number of Students Served for Programs	46,920	40,000	47,400	50,000	Provide after school and youth programming for students throughout the Houston area.
Annual Number of Program Attendees	98,049	90,000	115,030	125,000	Provide literacy, technology, life skills and cultural programming.
Program survey responses (goal 80% or more are positive)	N/A	N/A	80%	80%	Ensure programs are meeting the needs of program attendees with a post-program survey. Goal is to have 80% or higher with positive responses.
Annual Number of Workforce Literacy Classes Attendees	4,811	4,000	6,432	7,000	Provide in-depth classes on computer literacy, ESL, small business, job searching, Café College, and other workforce literacy topics.

# Debt Service & Interfund Transfer



<b>Priority:</b>	Government that Works
<b>FY2024 FTE Count:</b>	0.0

## Program Description

Budget allocations included in this section reflect debt service payments and/or interfund transfers.

## Significant Budget Items

- Includes funding for debt services payment and interfund transfer.

## FY25 Prop Budget by Fund

General Fund	\$750,000
<b>Total</b>	<b>\$750,000</b>

## Performance

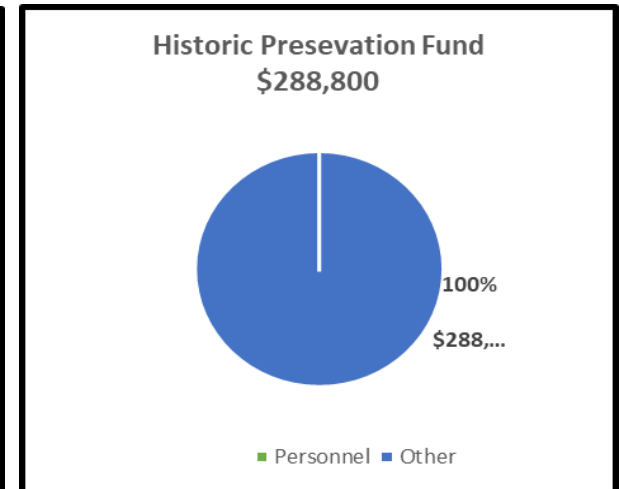
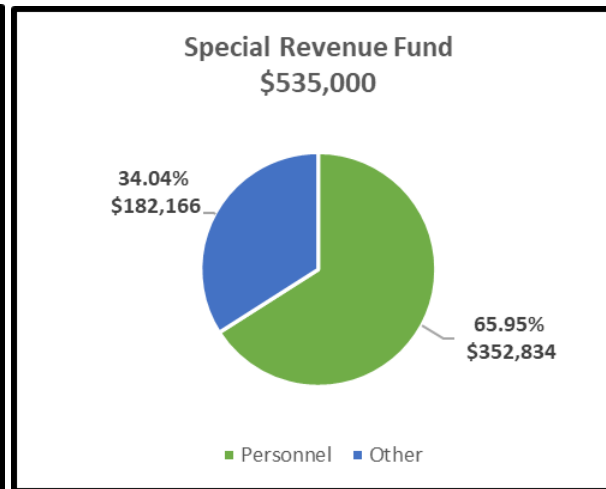
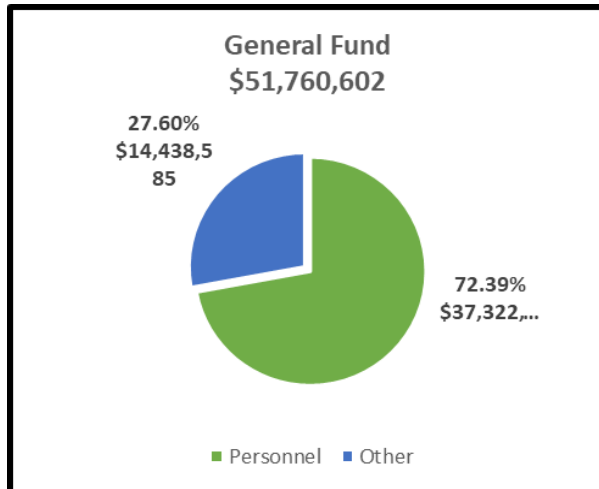
Measure Name	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target	Target Context

# Personnel vs. Non-Personnel



## Objective

The graph below is utilized to show personnel vs. non-personnel budget. All non-personnel charges are broken out by primary service function. *HPL's budget is mostly personnel costs.*



## Other Category Breakdown

Restricted Accounts	\$4,313,695
Supplies	\$278,488
Services	\$9,846,402
<b>Total</b>	<b>\$14,438,585</b>

Restricted Accounts	\$0
Supplies	\$0
Services	\$182,166
<b>Total</b>	<b>\$182,166</b>

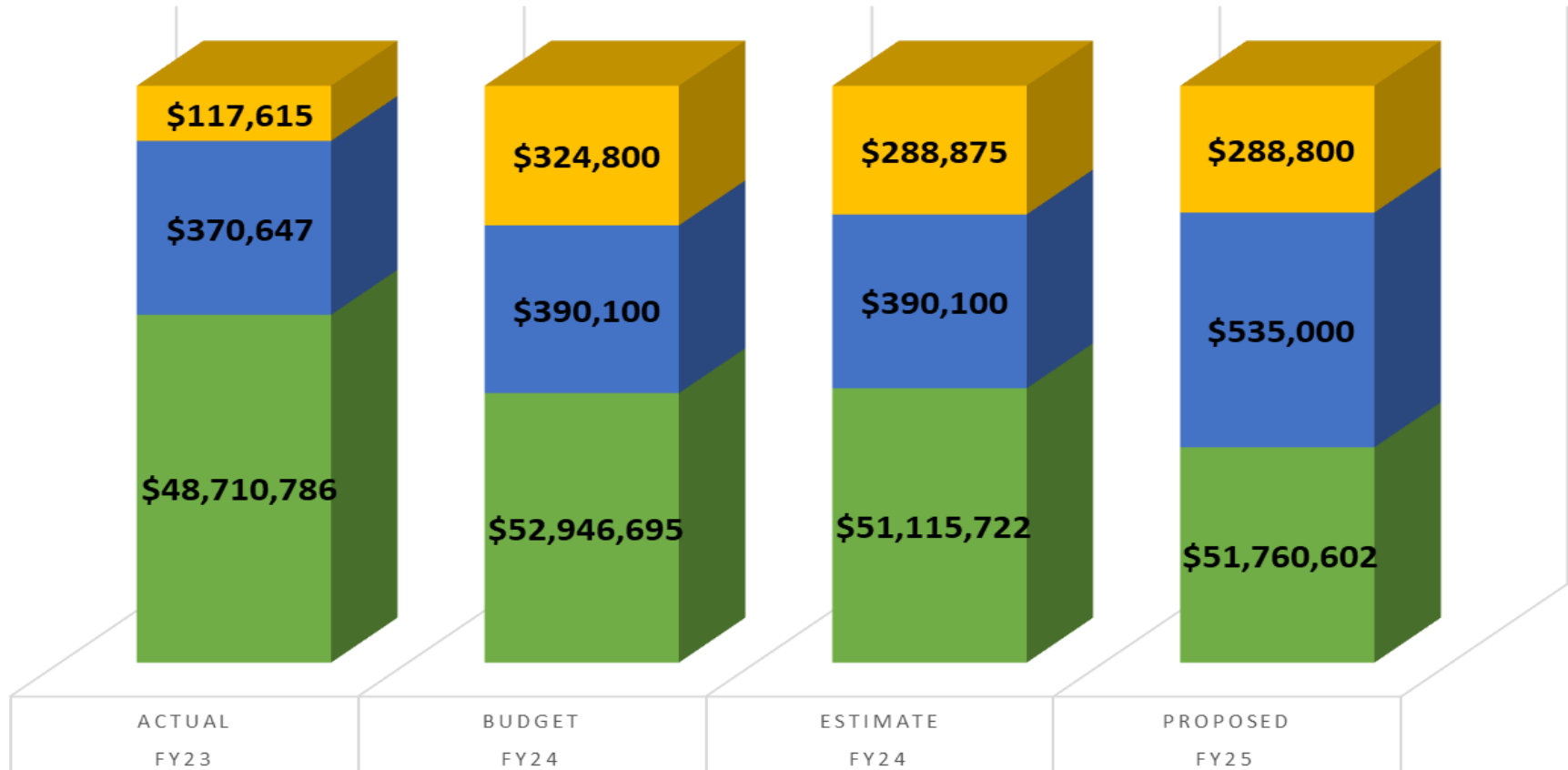
Restricted Accounts	\$0
Supplies	\$0
Services	\$288,800
<b>Total</b>	<b>\$288,800</b>

# Expenditure by Fund



## EXPENDITURES BY FUND

■ General Fund ■ Special Revenue Fund ■ Historic Perseveration Fund

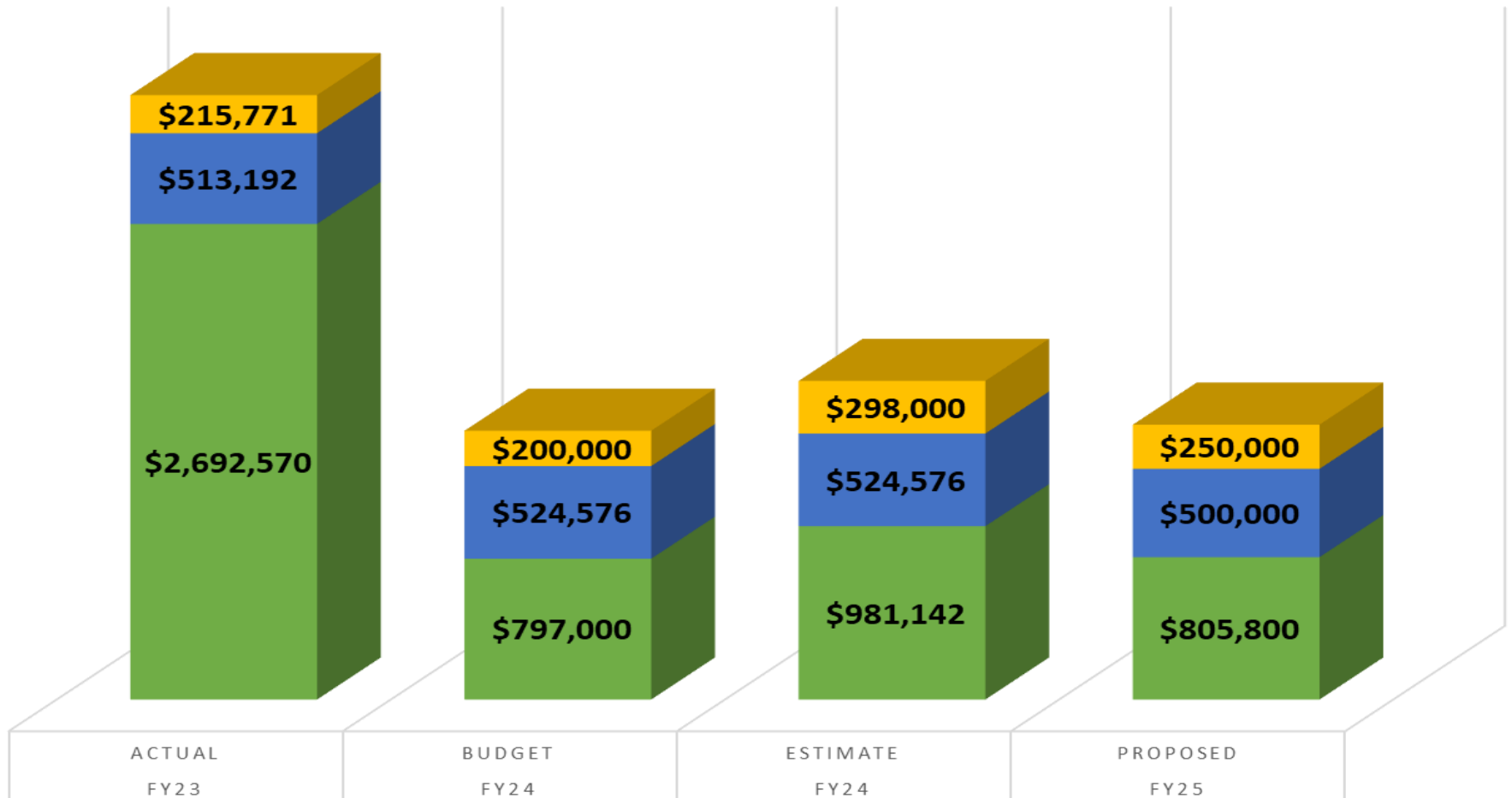


# Revenue by Fund



## REVENUE BY FUND

■ General Fund   ■ Special Revenue Fund   ■ Historic Perseveration Fund



# Revenue Highlights



## Revenue Highlights

Describe any significant revenue changes from FY2024 Estimates – FY2025 Proposed and provide context to the financial figures presented.

The decrease in proposed revenue for FY25 is attributed to a one-time insurance claim reimbursement recovery for winter storm damage to Library property. Furthermore, the council has passed an ordinance discontinuing the assessment of late fees for Library customers. Despite this change, customers continue to pay fines online, contributing to a Year-to-Date revenue of \$116,000.

On January 11, 2023, Houston City Council approved an ordinance to eliminate late fines for library materials. The Fines are waived for all returned or renewed past due items.





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# Questions



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# Appendix

# HPL's Organizational Chart



## HOUSTON PUBLIC LIBRARY

**\$51,760,602**

**FTE: 474.3**

**Administration  
(340001)  
\$9,479,614  
FTE: 28.8**

**Library  
Collections  
(340003)  
\$10,527,630  
FTE: 44.0**

**Spaces  
(340004)  
\$1,781,676  
FTE: 15.5**

**Digital  
Strategies  
(340005)  
\$ 5,382,693  
FTE: 51.0**

**Literacy &  
Education  
(340006)  
\$1,837,673  
FTE: 15.5**

**Library  
Operations  
(340007)  
\$ 22,751,316  
FTE: 319.5**

# Expenditures by Fund



## Objective

List total expenditures by fund in thousands – FY25 Proposed vs FY24 Current Budget

Category	FY23	FY24	FY24	FY25	Variance FY25 Proposed/ FY24 Budget	%
	Actual	Budget	Estimate	Proposed		Change
General Fund	\$48,710,786	\$52,946,695	\$51,115,722	\$51,760,602	\$(1,186,093)	-2%
Special Revenue Fund	\$ 370,647	\$ 390,100	\$ 390,100	\$ 535,000	\$ 144,900	27%
Historic Perseveration Fund	\$ 117,615	\$ 324,800	\$ 288,875	\$ 288,800	\$ (36,000)	-12%
<b>Total</b>	<b>\$49,199,048</b>	<b>\$53,661,595</b>	<b>\$51,794,697</b>	<b>\$52,584,402</b>	<b>\$(1,077,193)</b>	<b>-2%</b>

# Revenues by Fund



## Objective

List total revenues by fund in thousands – FY25 Proposed vs FY24 Estimated

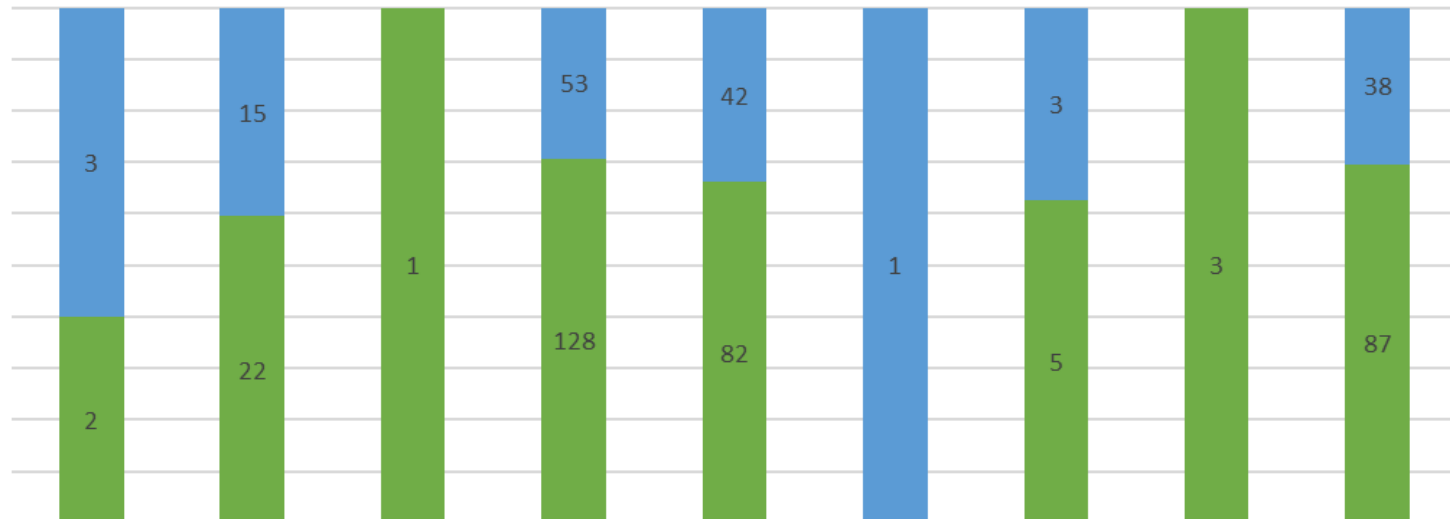
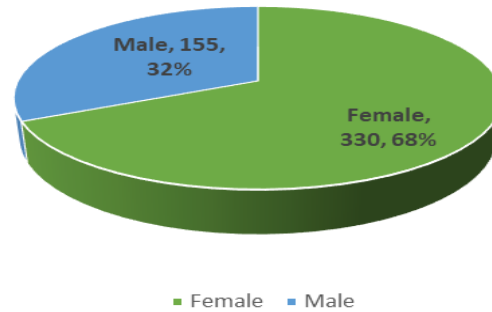
Category	FY23	FY24	FY24	FY25	Variance FY25 Proposed/	%
	Actual	Budget	Estimate	Proposed	FY24 Budget	Change
General Fund	\$ 2,692,570	\$ 797,000	\$ 981,142	\$ 805,800	\$ (175,342)	-22%
Special Revenue Fund	\$ 513,192	\$ 524,576	\$ 524,576	\$ 500,000	\$ (24,576)	-5%
Historic Perseveration Fund	\$ 215,771	\$ 200,000	\$ 298,000	\$ 250,000	\$ (48,000)	-19%
<b>Total</b>	<b>\$ 3,421,533</b>	<b>\$ 1,521,576</b>	<b>\$ 1,803,718</b>	<b>\$ 1,555,800</b>	<b>\$ (247,918)</b>	<b>-16%</b>

# Restricted Account Details



GL Description	Justification & Cost Drivers
Interfund Electricity	Responsible for administering the electricity accounts for the City. Program is responsible for overseeing procurement contracts, forecasting, providing price certainty, and financial reporting. Electricity expenses are projected to be lower than the previous year as a function of the competitive bidding process.
Interfund HR Client Services	Include HR operation cost reflecting health benefits and restricted accounts increase.
Interfund KRONOS Service Charge	Software license and maintenance costs associated with the city of Houston's Time and Attendance System (KRONOS).
Interfund Drainage Charge	Fee is based on impervious service.
Interfund Application Services	Costs include Microsoft Enterprise licenses, 3-1-1 maintenance support and applications, SAP licenses maintenance and support, various Enterprise Application and Server support personnel, CSMART (MCD Only), eSignature, Project Management, Infor, eDiscovery, Cyber Security Office software and support, HITS Budget support via the Finance Department, eSignature.
Interfund Data Services	Costs associated with software and maintenance support contracts required to maintain city networks, applications, desktop devices, servers, payment card industry security, storage devices, cloud services, telephone systems and network equipment including Phonoscope circuits. Contracts cover Antivirus, Firewall and Network backup systems. Also, the Data Center costs are included in the Data Services restricted account.
Interfund Voice Services	Monthly costs for Voice/Communication Services. The services include: Local landlines, voice/data circuits, long distance, 1-800 numbers, calling cards, language lines, Citywide ISP/Internet Access. The major vendors are ATT, Department of Information Resources (DIR), Verizon and Century Link.
Interfund Wireless Services	Monthly charges for Verizon Business services and mobile devices including cell phones, air cards and tablets.
Interfund Voice Labor	Labor costs and parts needed to perform work associated with installation and/or upgrades of telephone systems and cabling. The sole vendor is Selrico.
Interfund Vehicle Accidents	Provides vehicle accidents repairs for all city departments' rolling stock equipment.
Interfund Permit Center Point of Sale	HPC Point of Sale chargeback.
Interfund Insurance Fees	Cost increase for property insurance premium.
Interfund GIS Services	Personnel, software licenses and maintenance costs associated with the city of Houston's Enterprise Geographic Information System (EGIS).
Interfund Permit Center Rent Chargeback	HPC lease chargeback.
Interfund Vehicle Services - Tires	Tire purchases and services costs for City's rolling stock equipment.
Interfund Vehicle Services	Provides repair, maintenance, and administrative support for all city departments' rolling stock equipment. Expense explanation - Vehicle Services are projected to increase driven by part cost, contractual increases, and an aging vehicle population.
Interfund Vehicle Fuel	Fuel Program operates and manages all City owned fuel sites. Expense explanation - Fuel services are driven primarily by market pricing.
Interfund Natural Gas	Responsible for administering the natural gas accounts for the City. Program is responsible for overseeing procurement contracts, forecasting, providing price certainty, and financial reporting. Natural gas expenses are projected to be lower than the previous year due to current market conditions and locking in a rate favorable to the City.
Interfund Radio System Access	Due to the consolidation of the radio group in General Fund to revolving fund for HITS. This group is responsible for the operation and maintenance of the City's public safety radio system.

# Workplace Analysis Headcount & Percentages



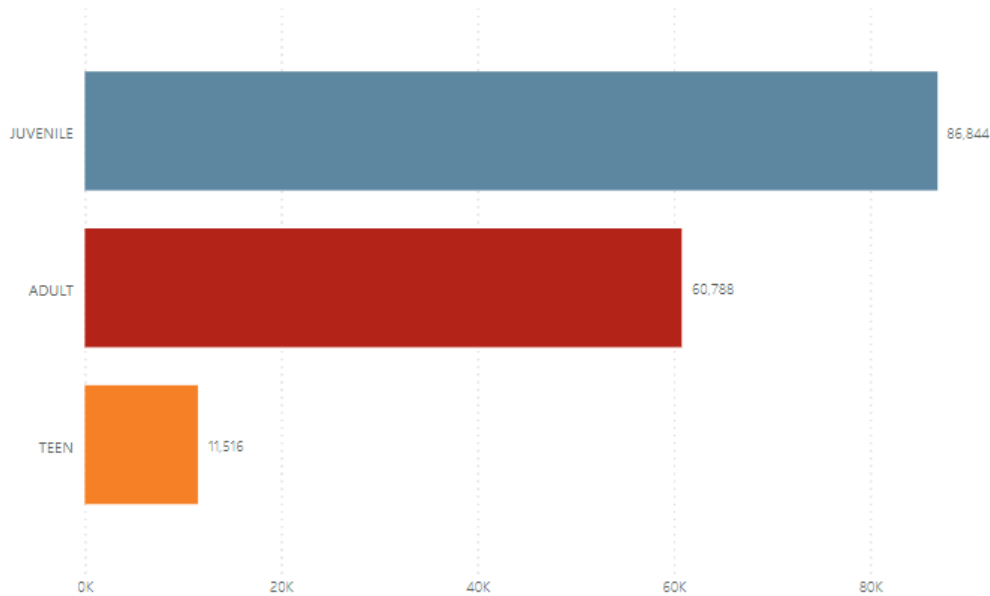
	American Indian or Alaskan Native	Asian	Asian/Pacific Islander	Black or African American	Hispanic/Latino	Native Hawaiian or Other Pacific Islander	Others	Two or More Races	White
Male	3	15	0	53	42	1	3	0	38
Female	2	22	1	128	82	0	5	3	87

# Fines Free Status Report



**\$3,236,754** Value of Returned Items  
**159,149** Number of Returned Items  
**5,104** Returned Long Overdue Items  
(6 months overdue)

Returned Items by Audience



**66,626**

Total Number of Cards Cleared During Amnesty Period