

## **Library**

<b>LIBRARY SERVICES DEPARTMENT APPROPRIATION SUMMARY Fiscal Year 2011-12</b>					
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<b>ADMINISTERED BY:</b>		<b>DIRECTOR OF LIBRARY SERVICES</b>			
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Appropriation	FY 2010-11		BOS Adopted Budget	FY 2011-12	
	Actual	Position Allocations		Percent Change	Position Allocations
<b>OTHER OPERATING FUND</b> Library - Fund 160	\$ 5,550,464	43	\$ 5,886,283	6.1%	43
<b>TOTAL ALL FUNDS</b>	\$ 5,550,464	43	\$ 5,886,283	6.1%	43

### **Mission Statement**

To provide free and open access to diverse resources that enrich, inform, empower and entertain.

### **Budget Summary and Changes**

The Placer County Library system operates twelve branch libraries and a bookmobile. The main source of revenue for operation of the Library system is dedicated library property taxes. The FY 2011-12 Proposed Budget projects a 5% decrease in property taxes over current year. In addition, at this point, state revenues for library operations, transaction reimbursements and literacy are expected to be cut entirely, an additional \$85,000 impact. Maintaining service levels with revenue decreases has been difficult, but achieved in this budget by reprioritizing resources including further reducing the materials appropriation as it is one of the few discretionary items.

From FY 2007-08 through FY 2010-11, funded allocations decreased from 48 to 42 or 14%. This number further decreases to 41 in the Proposed Budget, straining the increased demand for services at the new Rocklin and Colfax libraries.

### **Department Comments**

The Library continues to offer an outstanding level of public resources despite reduced revenues. Building projects were completed in Colfax (March 2010) and Rocklin (January 2011). The success of both facilities is due in part to the efforts of the Library to recycle and reuse materials, partnerships with the Friends of the Library, and prudent fiscal planning by the County. Additionally, new technologies in the Rocklin Library have improved staff efficiency and customer satisfaction. The circulation of Library materials, use of Library Internet computers and Wi-Fi, and participation in Library programming continues to increase.

### **Final Budget Changes from the Proposed Budget**

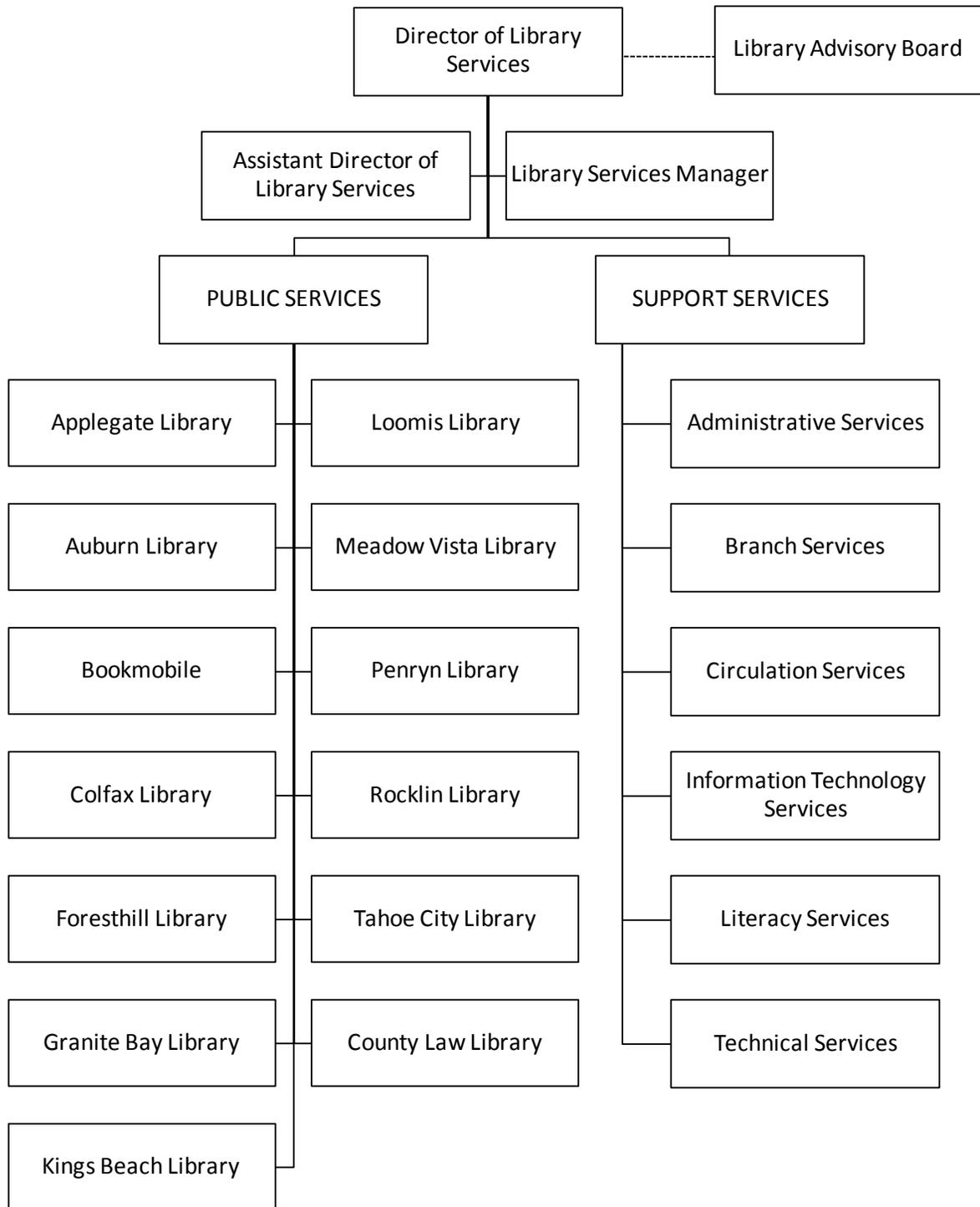
The Final Budget includes the following budget adjustments for the *Library* appropriation:

- Revenues are increased by \$108,192 reflecting a 3% decrease in property taxes rather than the 5% decrease in the Proposed Budget, and adding \$37,500 in funding for literacy in Rocklin from the Harrigan bequest
- Expenditures are decreased by a net of \$74,185 due largely to unfunding of vacancies and other adjustments
- Funding of \$112,967 is withdrawn for Reserve for Contingencies

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**Mary L. George, Director of Library Services**

# LIBRARY



## **Library**

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### **Library 64010**

**Program Purpose:** The Library's core function is to provide library services to the residents of Placer County, including an up-to-date collection of library materials reflective of community interests, skilled staff to assist customers, attractive community libraries, and enriching and entertaining library programs.

#### **Major Budget Adjustment Included in 2010-11**

- The retirement of the Library Director necessitated the appointment of an Acting Director, and the recruitment of a library services manager to assist that official. There is a net savings of approximately \$35,000.

#### **Major Budget Adjustment Proposed for 2011-12**

- The Proposed Budget is submitted assuming that the State will not provide approximately \$85,000 to support the library services of literacy, transaction-based reimbursements, and general library support. This results in a \$65,112 cut in the materials budget, one of the few discretionary spending objects.

### **POSITION INFORMATION**

<b>Changes in Funded Positions Salary Adjustments</b>	<b>2011-12 Positions</b>	<b>2011-12 Salary</b>
<b>LIBRARY SERVICES</b>		
Library Services		
Library Services Manager	1	\$ 84,751
Library Clerk Journey	-1	\$ (15,673)
Assistant Director of Library	-1	\$ (106,861)
Librarian II	-1	\$ (68,432)
Library Clerk Entry	-1	\$ (29,265)
<b>Library Services Total</b>	<b>-3</b>	<b>\$ (135,480)</b>

County of Placer  
 Financing Sources and Uses by Budget Unit by Object  
 Governmental Funds  
 Fiscal Year 2011-12

Budget Unit County Library Fund - 160

Function Education

Activity County Library - 64010

Detail by Revenue Category and Expenditure Object	2009-10 Final Actuals	2010-11 Actual	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Revenue</b>				
<b>Taxes</b>				
6100 Current Secured Property Taxes	\$ 3,605,780	\$ 3,417,576	\$ 3,358,777	\$ 3,429,469
6106 Railroad Unitary Property Taxes	1,246	1,651	1,651	1,651
6107 Unitary & Op Non-Unitary Property Taxes	98,675	100,801	100,824	100,824
6111 Current Unsecured Property Taxes	91,377	86,641	87,000	87,000
6132 Prior Secured Property Taxes	(2,215)	(2,663)	(3,460)	(3,460)
6140 Prior Unsecured Property Taxes	943	1,117	1,585	1,585
6160 Timber Tax	129	1,286	1,324	1,324
6171 Current Supplemental Property Taxes	36,818	27,018	17,310	17,310
6196 Prior Supplemental Property Taxes	(829)	(507)	(628)	(628)
<b>Total Taxes</b>	<b>\$ 3,831,924</b>	<b>\$ 3,632,920</b>	<b>\$ 3,564,383</b>	<b>\$ 3,635,075</b>
<b>Licenses, Permits &amp; Franchises</b>				
6752 Business Licenses	\$ (30)	\$	\$	\$
<b>Total Licenses, Permits &amp; Franchises</b>	<b>\$ (30)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Fines, Forfeits &amp; Penalties</b>				
6854 Library Fines and Fees	\$ 153,642	\$ 146,500	\$ 115,436	\$ 115,436
<b>Total Fines, Forfeits &amp; Penalties</b>	<b>\$ 153,642</b>	<b>\$ 146,500</b>	<b>\$ 115,436</b>	<b>\$ 115,436</b>
<b>Rev from Use of Money &amp; Property</b>				
6950 Interest	\$ 25,045	\$ 21,413	\$ 18,780	\$ 18,780
6965 Rents & Concessions	10,180	12,142	11,080	11,080
<b>Total Rev from Use of Money &amp; Property</b>	<b>\$ 35,225</b>	<b>\$ 33,555</b>	<b>\$ 29,860</b>	<b>\$ 29,860</b>
<b>Intergovernmental Revenue</b>				
7112 RDA Pass-Throughs	\$ 65,215	\$ 55,867	\$ 61,574	\$ 61,574
7139 State Aid - Library	2,223	916		
7205 Homeowners Property Tax Relief	38,009	38,811	11,652	11,652
7232 State Aid - Other	16,647	18,580		
7234 State Aid - Mandated Costs	(70)	116		
7292 Aid from Other Governmental Agencies	12,000	12,000	12,000	12,000
7315 Public Library Fund	66,295	65,062		
<b>Total Intergovernmental Revenue</b>	<b>\$ 200,319</b>	<b>\$ 191,352</b>	<b>\$ 85,226</b>	<b>\$ 85,226</b>
<b>Charges for Services</b>				
8203 Law Library Services	\$ 197,386	\$ 199,992	\$ 180,768	\$ 180,768
8218 Forms and Photocopies	3,425	3,793	2,582	2,582
<b>Total Charges for Services</b>	<b>\$ 200,811</b>	<b>\$ 203,785</b>	<b>\$ 183,350</b>	<b>\$ 183,350</b>
<b>Donations</b>				
8748 Literacy Donations	\$ 9,232	\$ 500	\$ 4,000	\$ 4,000
8754 Donation - For Library Equip & Supplies	60,191	136,538	139,602	139,602
8755 Donation	7,083	3,916	2,808	2,808
<b>Total Donations</b>	<b>\$ 76,506</b>	<b>\$ 140,954</b>	<b>\$ 146,410</b>	<b>\$ 146,410</b>
<b>Miscellaneous Revenues</b>				
8764 Miscellaneous Revenues	\$ 9,521	\$ 7,286	\$ 41,975	\$ 79,475
<b>Total Miscellaneous Revenues</b>	<b>\$ 9,521</b>	<b>\$ 7,286</b>	<b>\$ 41,975</b>	<b>\$ 79,475</b>
<b>Other Financing Sources</b>				
8779 Contributions from General Fund	\$ 695,330	\$ 648,717	\$ 1,105,283	\$ 1,105,283
8780 Contributions from Other Funds	178,372	183,987	191,531	191,531
8954 Operating Transfers In	5,000	15,000		
<b>Total Other Financing Sources</b>	<b>\$ 878,702</b>	<b>\$ 847,704</b>	<b>\$ 1,296,814</b>	<b>\$ 1,296,814</b>
<b>Total Revenue</b>	<b>\$ 5,386,620</b>	<b>\$ 5,204,056</b>	<b>\$ 5,463,454</b>	<b>\$ 5,571,646</b>
<b>Expenditures / Appropriations</b>				
<b>Salaries &amp; Benefits</b>				
1001 Employee Paid Sick Leave	\$ 1,132	\$ 3,054	\$ 3,000	\$ 3,000
1002 Salaries and Wages	1,874,917	2,018,333	2,048,995	1,964,891
1003 Extra Help	268,504	254,289	238,482	267,000
1005 Overtime & Call Back				1,000
1011 Salary Savings			(4,712)	(4,712)
1018 Taxable Meal Reimbursements	92	199	200	200
1300 P.E.R.S.	414,537	445,231	493,105	472,920
1301 F.I.C.A.	169,218	169,550	176,415	172,163
1303 Other - Post Employment Benefits	301,765	296,255	256,197	244,697

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2011-12**

Budget Unit **County Library Fund - 160**

Function **Education**

Activity **County Library - 64010**

Detail by Revenue Category and Expenditure Object	2009-10 Final Actuals	2010-11 Actual	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
1310 Employee Group Ins	332,689	363,095	379,113	363,691
1315 Workers Comp Insurance	4,723		1,291	1,275
1325 401 (k) Employer Match	1,448	2,073	3,000	3,000
<b>Total Salaries &amp; Benefits</b>	<b>\$ 3,369,025</b>	<b>\$ 3,552,079</b>	<b>\$ 3,595,086</b>	<b>\$ 3,489,125</b>
<b>Services &amp; Supplies</b>				
2051 Communications - Telephone	\$ 88,546	\$ 55,382	\$ 55,000	\$ 55,000
2052 Mobile Communication Devices	961	795	816	816
2140 Gen Liability Ins	5,255		13,028	13,028
2274 Delivery & Freight Charges		239		
2290 Maintenance - Equipment	4,772	2,349	5,925	5,925
2291 Maintenance - Computer Equip	57,412	86,252	70,321	70,321
2404 Maintenance Services	25,117	25,692	27,000	27,000
2439 Membership/Dues	5,704	5,939	5,538	5,538
2456 Misc Expense	38,960	83,560	55,000	81,021
2481 PC Acquisition	26,998	38,972	14,400	14,400
2511 Printing	10,743	12,431	7,986	7,986
2522 Other Supplies	14,370	33,762	92,860	92,860
2523 Office Supplies & Exp	14,339	13,668	9,300	9,300
2524 Postage	46,745	54,204	52,385	52,385
2555 Prof/Spec Svcs - Purchased	17,450	15,803	15,500	15,500
2556 Prof/Spec Svcs - County	3,340	6,232	4,029	6,029
2709 Countywide System Charges	6,883	4,022	3,834	3,834
2727 Rents & Leases - Bldgs & Impr	39,684	45,272	42,536	42,536
2838 Special Dept Expense-1099 Reportable	39,479	42,066	20,824	20,824
2840 Special Dept Expense	42,506	36,868	27,368	27,368
2844 Training	2,959	6,599	790	790
2860 Library Materials	371,224	282,376	191,888	195,643
2931 Travel & Transportation	2,109	1,780	713	713
2932 Mileage	1,613	2,486	1,932	1,932
2933 Lodging	1,732			
2941 County Vehicle Mileage	20,995	21,398	23,550	23,550
2964 Meals/Food Purchases	1,321	571	602	602
2965 Utilities	123,215	137,397	147,664	147,664
2966 Drug & Alcohol Testing	204	271		
<b>Total Services &amp; Supplies</b>	<b>\$ 1,014,636</b>	<b>\$ 1,016,386</b>	<b>\$ 890,789</b>	<b>\$ 922,565</b>
<b>Other Charges</b>				
3551 Transfer Out A-87 Costs	\$ 795,330	\$ 698,671	\$ 1,205,283	\$ 1,205,283
<b>Total Other Charges</b>	<b>\$ 795,330</b>	<b>\$ 698,671</b>	<b>\$ 1,205,283</b>	<b>\$ 1,205,283</b>
<b>Intrafund Transfers Out</b>				
5310 I/T Employee Group Insurance	\$ 200,903	\$ 216,240	\$ 210,719	\$ 210,719
5404 I/T Maintenance - Services		29,207		
5405 I/T Maintenance - Bldgs & Improvements	14,514		20,000	20,000
5550 I/T - Administration	41,233	1,515		
5552 I/T - MIS Services	23,237	25,795	27,416	27,416
5553 I/T - Revenue Services Charges	2,379	1,873	1,175	1,175
5556 I/T - Professional Services	607	750	10,000	10,000
5678 I/T Road Projects	111	27		
5965 I/T Utilities	1,498	7,921		
<b>Total Intrafund Transfers Out</b>	<b>\$ 284,482</b>	<b>\$ 283,328</b>	<b>\$ 269,310</b>	<b>\$ 269,310</b>
<b>Total Expenditures / Appropriations</b>	<b>\$ 5,463,473</b>	<b>\$ 5,550,464</b>	<b>\$ 5,960,468</b>	<b>\$ 5,886,283</b>
<b>Net Cost</b>	<b>\$ 76,853</b>	<b>\$ 346,408</b>	<b>\$ 497,014</b>	<b>\$ 314,637</b>