

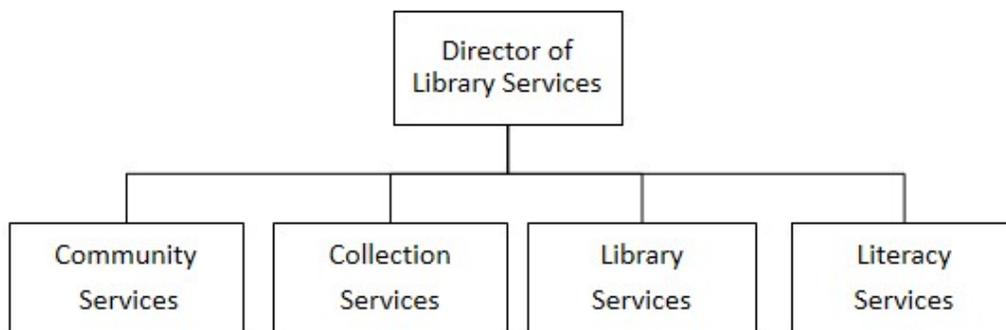
LIBRARY SERVICES DEPARTMENT APPROPRIATION SUMMARY Fiscal Year 2017-18					
<b>ADMINISTERED BY:</b>		DIRECTOR OF LIBRARY SERVICES			
Appropriations	FY 2015-16 Actuals	FY 2016-17 Est / Actual	FY 2017-18 Proposed Budget	FY 2017-18 Final Budget	YOY % Change
<b>OTHER OPERATING FUND</b>					
Collection Services	337,540	497,985	1,274,545	1,288,859	
Community Services	110,482	63,381	177,549	179,945	
Library Admin/Overhead	518,618	226,233	1,330,895	1,335,533	
Library Services	5,174,376	5,922,121	5,057,493	5,325,911	
Literacy Services			185,134	188,341	
<b>64010 County Library - Fund 160</b>	<b>6,141,016</b>	<b>6,709,720</b>	<b>8,025,616</b>	<b>8,318,589</b>	<b>23.98%</b>
<b>TOTAL ALL FUNDS</b>	<b>6,141,016</b>	<b>6,709,720</b>	<b>8,025,616</b>	<b>8,318,589</b>	<b>23.98%</b>

FUNDED POSITIONS					
160-64010 County Library	41	43	49	49	
<b>TOTAL FUNDED POSITIONS</b>	<b>41</b>	<b>43</b>	<b>49</b>	<b>49</b>	<b>13.95%</b>
<b>TOTAL ALLOCATED POSITIONS</b>	<b>42</b>	<b>44</b>	<b>52</b>	<b>52</b>	<b>18.18%</b>

**Mission Statement**

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

## COUNTY LIBRARY



64010 – LIBRARY  
Community and Cultural System

**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, entertaining library programs.

**FY 2017-18 Highlights:** Long-term fiscal sustainability and stable operations including appropriate staffing levels are the focus for FY 2017-18. Fiscal challenges from the on-going structural budgetary deficit in the Library Fund have hindered the Library’s ability to respond to the community’s needs across the nine libraries and the Bookmobile. Our library users are requesting longer open hours, plentiful and relevant library materials, up-to-date technology, and attractive facilities. Library Administration continues to work with the County Executive’s Office to develop strategies that will move the Library toward modern practices and sustainable funding and services in the future.

The FY 2017-18 Library budget includes increased professional staffing and library materials in order to deliver the best service possible within limited funding. A customer-focused library system is described in the Placer County Library Strategic Plan: “Placer County residents expect the library to welcome them and treat them as a valued guest. This experience begins even before entering the building, and continues in a desire for ample parking, “people space,” creature comforts such as refreshments for purchase, and attentive staff. They expect everyone who works at the library to be trained to be a customer service first responder, offering service throughout the library at the point of need, and not just at the fixed service desk.”

**Proposed Budget Major Adjustment(s):**

- To maintain current service levels, additional General Fund support of \$821,223 funds 5.75 full-time positions (\$363,669), an increase to library materials (\$50,000), increased county service costs (\$122,194), and backfills prior year fund balance not available at Proposed Budget (\$285,360).
- Increase in Library Property Tax Revenue of \$179,317.

**Final Budget Major Adjustment(s):**

- One-time expenditure increase of \$196,326 for furniture replacements and installation (\$100,000), cost services and supplies (\$56,326), and increased automation systems support (\$40,000).

PBB PROGRAMS - LIBRARY

**Community Services-** Engage citizens to support Library Services through Friends of the Library groups, Literacy Support Council, the Library Advisory Board and the Teen Advisory Boards. Promote volunteerism by running a year round volunteer program in its Libraries.

The Placer County Library partners with ten nonprofit organizations to enhance countywide library services. These organizations are: nine Friends of the Library groups that raise funds and awareness of library services; a Literacy Support Council that enhances the Placer Adult Literacy Service (PALS) program by soliciting funds and volunteers; Teen Advisory Committees in the Auburn and Rocklin Libraries that keep the youth services librarians up-to-date on the information needs of community youth; and a Library Advisory Board with seven appointed members; one each from the supervisorial districts and two from the City of Auburn that volunteer to liaison between the Director of Library Services and the Board of Supervisors.

The public library administers a robust volunteer program including more than 300 individuals who provide over 15,000 work hours a year throughout the system. Volunteers assist with shelving library materials, aiding staff, teaching technology classes, tutoring literacy learners, and a myriad of other support duties.

**Program Cost: \$ 179,945**

**Library Collection Services** - Lend and provide access to an up-to-date collection of books and materials reflective of community interests to library cardholders including access to a variety of e-resources, databases, the Internet, and wireless technology.

The Placer County Library holds more than 247,000 items collectively in the library materials asset for the community to borrow and approximately 30,000 e-resources (e-books and downloadable audiobooks). Items can be conveniently borrowed from or delivered to any of the ten Placer County Library locations in Applegate, Auburn, Colfax, Foresthill, Granite Bay, Kings Beach, Penryn, Rocklin, Tahoe City and the Bookmobile or Mobile Library. To remain viable the library's collection must be continually funded and refreshed. Placer County Library has a service area that covers over 1,500 square miles and a legal service population of 192,384 citizens. Library visits this year exceeded 636,000 with three out of ten citizens possessing an active library card. 1,000,000 items were borrowed by library users in FY 16-17.

The Library system was able to refresh and enhance the library collection from donations made by the Auburn, Colfax, Foresthill, Granite Bay, Kings Beach, , Penryn, Rocklin, and Tahoe City Friends of the Library groups. Collectively these groups donated more than \$ 70,000 in FY 2016-17.

**Program Cost: \$ 1,288,859**

**Library Services** - Create library programs in Placer County facilities that strengthen community literacy, the love of reading and life-long learning and provide open access to community space and public events that enrich, inform, empower and entertain. Offer outreach opportunities through mobile library services and the law library which provides legal resources including legal aide workshops and access to legal materials.

Even in the age of the Internet, demand for public library services in Placer County remains steady. Residents come to the library to do more than find library materials. In addition to browsing the shelves, they are studying, attending programs, performing job searches, picking up tax forms, using the free wireless, learning to read, and gathering with friends and neighbors.

The Board of Supervisors approved the closure and decommission of two branch libraries in the communities of Loomis and Meadow Vista in the fall of 2016. Staff and resources from the closures were shifted to other library locations in the Placer County Library system in support of the Library's Strategic Plan. In the spring of 2016, the library put a new bookmobile on the road and retired the 45 year old former bookmobile.

**Program Cost: \$ 5,325,911**

**Literacy Services** - Connect those in need with free, confidential one-on-one reading, writing, high school equivalency and English language skills, family literacy services, and basic computer assistance.

Placer Adult Literacy Service (PALS) reached a major milestone by connecting 100 active adult tutor-learner pairs in 2016. The pairs are working together to improve skills in reading, writing, grammar, spelling, basic math, job search, GED preparation, and English as a Second Language (ESL). Additionally PALS has partnered with the Placer County Sheriff's Office to institute a jail inmate literacy program in both the Auburn and South Placer facilities. The Placer School for Adults and Literacy volunteers provide computer classes in the Auburn, Colfax, Foresthill, Granite Bay, Kings Beach and Rocklin libraries, while also offering conversation clubs and ESL classes twice a week in the Auburn and Rocklin libraries. PALS is administered by one full-time Library Literacy Specialist and a group of more than 100 volunteer tutors.

**Program Cost: \$ 188,341**

Budget Unit **County Library Fund - 160**  
 Function Education  
 Activity **County Library - 64010**

Detail by Revenue Category and Expenditure Object	2015-16 Final Actuals	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Revenue</b>				
<b>Taxes</b>				
6100 Current Secured Property Taxes	\$ 4,251,622	\$ 4,467,099	\$ 4,620,136	\$ 4,620,136
6106 Railroad Unitary Property Taxes	3,785	3,367	3,700	3,700
6107 Unitary & Op Non-Unitary Property Taxes	122,043	125,689	122,133	122,133
6108 Property Tax Impounds		550		
6111 Current Unsecured Property Taxes	98,845	115,192	98,482	98,482
6123 RDA Pass-Throughs	55,867	64,752	55,000	55,000
6126 Prop Tx ABX1_26 Residual Distr	96,529	110,041	90,000	90,000
6132 Delinquent Secured Property Taxes	(812)	(102)	(5,100)	(5,100)
6140 Delinquent Unsecured Property Taxes	1,550	1,398	1,522	1,522
6160 Timber Tax	1,409	1,665	1,375	1,375
6171 Current Supplemental Property Taxes	117,577	118,426	79,500	79,500
6196 Delinquent Supplemental Property Taxes	183	163	94	94
<b>Total Taxes</b>	<b>\$ 4,748,598</b>	<b>\$ 5,008,240</b>	<b>\$ 5,066,842</b>	<b>\$ 5,066,842</b>
<b>Fines, Forfeits &amp; Penalties</b>				
6854 Library Fines and Fees	\$ 113,798	\$ 102,127	\$ 120,000	\$ 120,000
<b>Total Fines, Forfeits &amp; Penalties</b>	<b>\$ 113,798</b>	<b>\$ 102,127</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>
<b>Rev from Use of Money &amp; Property</b>				
6950 Interest	\$ 8,302	\$ 14,281	\$ 7,000	\$ 7,000
6957 R&T Code Section 5151 Interest Refunded	(1,576)	(1,412)		
6965 Rents & Concessions	15,483	13,988	16,000	16,000
6970 Investment Income	10,015	(19,929)		
<b>Total Rev from Use of Money &amp; Property</b>	<b>\$ 32,224</b>	<b>\$ 6,928</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>
<b>Intergovernmental Revenue</b>				
7139 State Aid - Library	\$ 30,790	\$ 34,556	\$ 20,000	\$ 20,000
7205 Homeowners Property Tax Relief	38,110	37,991	38,596	38,596
7292 Aid from Other Governmental Agencies	12,000	12,000	12,000	12,000
<b>Total Intergovernmental Revenue</b>	<b>\$ 80,900</b>	<b>\$ 84,547</b>	<b>\$ 70,596</b>	<b>\$ 70,596</b>
<b>Charges for Services</b>				
8203 Law Library Services	\$ 95,362	\$ 55,737	\$	\$
8218 Forms and Photocopies	14,184	14,084	14,000	14,000
<b>Total Charges for Services</b>	<b>\$ 109,546</b>	<b>\$ 69,821</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>
<b>Donations</b>				
8748 Literacy Donations	\$ 5,000	\$ 5,882	\$ 5,000	\$ 5,000
8754 Donation - For Library Equip & Supplies	110,513	70,899	100,000	100,000
8755 Donation	73,100	12,526	1,500	1,500
<b>Total Donations</b>	<b>\$ 188,613</b>	<b>\$ 89,307</b>	<b>\$ 106,500</b>	<b>\$ 106,500</b>
<b>Miscellaneous Revenues</b>				
8764 Miscellaneous Revenues	\$ 308	\$	\$	\$
<b>Total Miscellaneous Revenues</b>	<b>\$ 308</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Other Financing Sources</b>				
8779 Contributions from General Fund	\$ 1,068,470	\$ 1,284,668	\$ 2,104,794	\$ 2,104,794
8780 Contributions from Other Funds	208,134	308,635	221,540	221,540
<b>Total Other Financing Sources</b>	<b>\$ 1,276,604</b>	<b>\$ 1,593,303</b>	<b>\$ 2,326,334</b>	<b>\$ 2,326,334</b>
<b>Total Revenue</b>	<b>\$ 6,550,591</b>	<b>\$ 6,954,273</b>	<b>\$ 7,727,272</b>	<b>\$ 7,727,272</b>

**Expenditures / Appropriations**

**Salaries & Benefits**

1001 Employee Paid Sick Leave	\$ 50,366	\$ 5,381	\$ 1,100	\$ 1,100
1002 Salaries and Wages	2,046,861	2,163,299	2,672,451	2,749,725
1003 Extra Help	121,935	97,404	50,000	50,000
1005 Overtime & Call Back	14,287	9,238	5,000	5,000
1010 Cafeteria Plans (Non-PERS)	107,408	109,659	142,039	146,676
1018 Taxable Meal Reimbursements	10	224	100	100
1300 P.E.R.S.	510,150	553,128	686,135	705,518
1301 F.I.C.A.	166,381	172,400	208,259	214,152
1303 Other Postemployment Benefits (OPEB)	210,385	210,509	265,385	265,385
1310 Employee Group Ins	422,524	453,564	606,977	594,709
1315 Workers Comp Insurance	8,309	7,619	5,132	6,860
1320 Retired Employee Grp Ins	222,053	223,613	243,508	243,508

Budget Unit **County Library Fund - 160**  
 Function Education  
 Activity **County Library - 64010**

Detail by Revenue Category and Expenditure Object	2015-16 Final Actuals	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
1325 401 (k) Employer Match	2,163	2,592	3,000	3,000
<b>Total Salaries &amp; Benefits</b>	<b>\$ 3,882,832</b>	<b>\$ 4,008,630</b>	<b>\$ 4,889,086</b>	<b>\$ 4,985,733</b>
<b>Services &amp; Supplies</b>				
2051 Communication Services - Telephone	\$ 93,406	\$ 72,966	\$ 104,000	\$ 104,000
2052 Communication Services - Mobile Devices	745	850	2,200	2,200
2140 Gen Liability Ins	19,445	10,343	12,133	12,133
2274 Delivery & Freight Charges	56		1,500	1,500
2290 Maintenance - Equipment	1,394	185	1,500	1,500
2291 Maintenance - Computer Equip	9,877		7,100	7,100
2292 Maintenance - Software	92,425	91,120	120,000	120,000
2310 Employee Benefits Systems	53,006	63,141	66,380	66,380
2404 Maintenance Services	35,167	341,410	360,260	360,260
2405 Materials - Bldgs & Impr		72		
2406 Maintenance - Janitorial		128,043	180,108	180,108
2439 Membership/Dues	6,391	7,712	7,500	7,500
2481 PC Acquisition	95,789	84,104	70,000	70,000
2511 Printing	14,404	19,677	20,000	32,000
2521 Operating Supplies	80,921	104,795	85,000	85,000
2522 Other Supplies	10,105	8,133		100,000
2523 Office Supplies & Exp	5,718	8,496	10,000	10,000
2524 Postage	6,345	7,484	7,106	8,000
2555 Prof/Spec Svcs - Purchased	98,895	179,419	150,000	158,432
2556 Prof/Spec Svcs - County	6,385	3,806	8,109	8,109
2568 MIS - Services	187,519	267,690	257,324	297,324
2570 Media / Video Services	360	303	2,000	2,000
2709 Countywide System Charges	27,169	25,234	28,660	28,660
2727 Rents & Leases - Bldgs & Impr	43,384	21,964	8,000	8,000
2838 Special Dept Expense-1099 Reportable	837	950	1,000	1,000
2840 Special Dept Expense	6,010			
2844 Training	2,580	2,775	5,000	7,000
2860 Library Materials	401,488	413,057	500,000	500,000
2931 Travel & Transportation	2,279	1,118	3,000	3,000
2932 Mileage	4,783	6,207	5,000	7,500
2933 Lodging	3,093	1,709	4,000	4,000
2941 County Vehicle Mileage	22,611	36,918	35,000	35,000
2964 Meals/Food Purchases	1,900	889	800	1,300
2965 Utilities	182,141	205,045	188,742	218,742
<b>Total Services &amp; Supplies</b>	<b>\$ 1,516,628</b>	<b>\$ 2,115,615</b>	<b>\$ 2,251,422</b>	<b>\$ 2,447,748</b>
<b>Other Charges</b>				
3551 Transfer Out A-87 Costs	\$ 158,479	\$ 574,677	\$ 877,108	\$ 877,108
<b>Total Other Charges</b>	<b>\$ 158,479</b>	<b>\$ 574,677</b>	<b>\$ 877,108</b>	<b>\$ 877,108</b>
<b>Capital Assets</b>				
4451 Equipment	\$ 8,912	\$	\$	\$
<b>Total Capital Assets</b>	<b>\$ 8,912</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Intrafund Transfers Out</b>				
5404 I/T-OUT Maintenance - Services	\$ 397,878	\$	\$	\$
5406 I/T-OUT Maintenance - Janitorial	151,316			
5553 I/T-OUT Revenue Services Charges	5,821	4,559	8,000	8,000
5556 I/T-OUT Professional Services	4,559	6,107		
5678 I/T-OUT Road Projects	239	130		
5965 I/T-OUT Utilities	14,351			
<b>Total Intrafund Transfers Out</b>	<b>\$ 574,164</b>	<b>\$ 10,796</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>
<b>Total Expenditures / Appropriations</b>	<b>\$ 6,141,015</b>	<b>\$ 6,709,718</b>	<b>\$ 8,025,616</b>	<b>\$ 8,318,589</b>
<b>Net Cost</b>	<b>\$ (409,576)</b>	<b>\$ (244,555)</b>	<b>\$ 298,344</b>	<b>\$ 591,317</b>