

Library & Museum

RECOMMENDED BUDGET • FY 2017 - 18

MISSION

The El Dorado County Library enriches the lives of residents by promoting lifelong learning and literacy for all ages through its research and information services, educational programs and classes, community facilities, and comprehensive collections of traditional and current resources.

The Mission of the El Dorado County Historical Museum is to exhibit and interpret the heritage of the County in a current, accurate, and engaging manner; to be a valuable historical resource to the community through its well organized research facility, historical exhibits and educational programs; to collect, document, and preserve artifacts and records significant to the history of El Dorado County using the highest standards of scholarship and professional museum and archival practices; and to provide a rewarding experience for volunteers and visitors and enhance the Museum's significance to the community.

DEPARTMENT BUDGET SUMMARY

	15/16 Actuals	16/17 Budget	17/18 Dept Requested	17/18 CAO Recommend	Change from Budget to Recommend	% Change
Use of Money	\$ 8,235	\$ 7,300	\$ 7,750	\$ 7,750	\$ 450	6%
State	\$ 214,132	\$ 263,000	\$ 263,000	\$ 263,000	\$ -	0%
Federal	\$ 22,116	\$ 26,206	\$ -	\$ -	\$ (26,206)	-100%
Charges for Service	\$ 412,918	\$ 407,260	\$ 406,560	\$ 406,560	\$ (700)	0%
Miscellaneous	\$ 182,445	\$ 261,010	\$ 153,095	\$ 153,095	\$ (107,915)	-41%
Other Financing Sources	\$ 1,232,650	\$ 1,659,575	\$ 1,512,471	\$ 1,512,471	\$ (147,104)	-9%
Special Tax	\$ 1,002,407	\$ 996,000	\$ 1,019,000	\$ 1,019,000	\$ 23,000	2%
Fines & Penalties	\$ 10,743	\$ 8,800	\$ 10,500	\$ 10,500	\$ 1,700	19%
Fund Balance	\$ -	\$ 875,783	\$ 747,572	\$ 747,572	\$ (128,211)	-15%
Total Revenue	\$ 3,085,646	\$ 4,504,934	\$ 4,119,948	\$ 4,119,948	\$ (384,986)	-9%
Salaries and Benefits	\$ 2,641,106	\$ 2,900,490	\$ 2,776,439	\$ 2,776,439	\$ (124,051)	-4%
Services & Supplies	\$ 705,084	\$ 997,336	\$ 836,813	\$ 836,813	\$ (160,523)	-16%
Other Charges	\$ 3,711	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%
Intrafund Transfers	\$ 47,565	\$ 22,847	\$ 26,713	\$ 26,713	\$ 3,866	17%
Operating Transfers	\$ 1,229,406	\$ 1,631,575	\$ 1,496,471	\$ 1,496,471	\$ (135,104)	-8%
Appropriation for Contingencies	\$ -	\$ 495,393	\$ 530,886	\$ 530,886	\$ 35,493	7%
Total Appropriations	\$ 4,626,872	\$ 6,049,641	\$ 5,669,322	\$ 5,669,322	\$ (280,708)	-5%
Net County Cost	\$ 1,541,226	\$ 1,544,707	\$ 1,549,374	\$ 1,549,374	\$ 4,667	0%
FTEs	38.00	37.65	35.25	35.25	-2.40	-6%

MAJOR BUDGET CHANGES

Revenue

- (\$147,104) Decrease in Operating Transfers between Library funds reflecting reduced use of Department Fund Balance.
- (\$107,915) Decrease in Miscellaneous Revenue as a result of decreased donations and funds required to fund upfront costs of improved public Internet.

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Appropriations

Salaries and Benefits

(\$124,051) Decrease due primarily to the deletion of 2.4 FTE vacant positions.

Services and Supplies

(\$160,523) Reduction due to decreased cost of computer equipment to connect to CENIC, decreased book expenditures, and decreased expenses required to fund upfront costs of improved public Internet.

Operating Transfers

(\$135,104) Decrease in Operating Transfers between Library funds primarily as a result of a reduced use of Department Fund Balance.

PROGRAM SUMMARIES

Central Administration and Support

Provides oversight, direction and support for the department and is responsible for administrative and business support functions including budgeting, accounting, payroll, personnel, purchasing and contract coordination, computer services and support and clerical operations. Also provides book ordering, cataloging and processing support for all branches.

Bookmobile

Provides access to library materials and collections at various community sites. Limited Bookmobile service was reinstated in October 2009 with the use of donations.

First 5 Early Literacy Program

Promotes the development of early literacy skills by providing early literacy programs and services for children 0-5 years old and their caregivers. Services are provided at all county branch libraries. This program is partially funded by a grant from First 5 El Dorado.

Law Library

This division represents the County's contribution to the Law Library for rent, custodial services, and utilities. Other expenses associated with the Law Library are funded with court filing fees and administered by the County Law Library Board.

Libraries

Cameron Park Library

Provides access to library materials and collections, public computers, reference and research assistance, and adult and children's programs that promote education and literacy. Maintains collection of 66,000 books and other items, and circulates 140,000 items annually. Open five days per week. Revenue sources are library assessments, fines and fees, donations, and fund balance.

El Dorado Hills Library

Provides access to library materials and collections, public computers, reference and research assistance, and adult and children's programs that promote education and literacy. Maintains collection of 70,000 books and other items, and circulates 203,000 items annually. Open six days per week. Revenue sources are library taxes, fines and fees, donations, and fund balance.

Georgetown Library

Provides access to library materials and collections, public computers, reference and research assistance, and children's programs that promote education and literacy. Maintains collection of 23,000 books and other items, and circulates 35,000 items annually. Open five days per week. Revenue sources are library taxes, fines and fees, donations, and fund balance.

Main Library – Placerville

Provides access to library materials and collections, public computers, reference and research assistance, and adult and children's programs that promote education and literacy. Maintains collection of 133,000 books and other items, and circulates 270,000 items annually. Open five days per week. Revenue sources are fines and fees, donations, and fund balance.

Pollock Pines Library

Provides access to library materials and collections, public computers, reference and research assistance, and children's programs that promote education and literacy. Maintains collection of 15,000 books and other items, and circulates 22,000 items annually. Open three days per week. Revenue sources are fines and fees, and donations.

South Lake Tahoe Library

Provides access to library materials and collections, public computers, reference and research assistance, and adult and children's programs that promote education and literacy. Maintains collection of 60,000 books and other items, and circulates 130,000 items annually. Open five days per week. Revenue sources are library taxes, fines and fees, donations, and fund balance.

Museum

Provides public access to a large collection of exhibits, artifacts and documents related to El Dorado County. Open six days per week. Revenues are from entrance fees and the sale of historical books and photographs. Volunteers are used extensively to provide access to the museum and for historical research.

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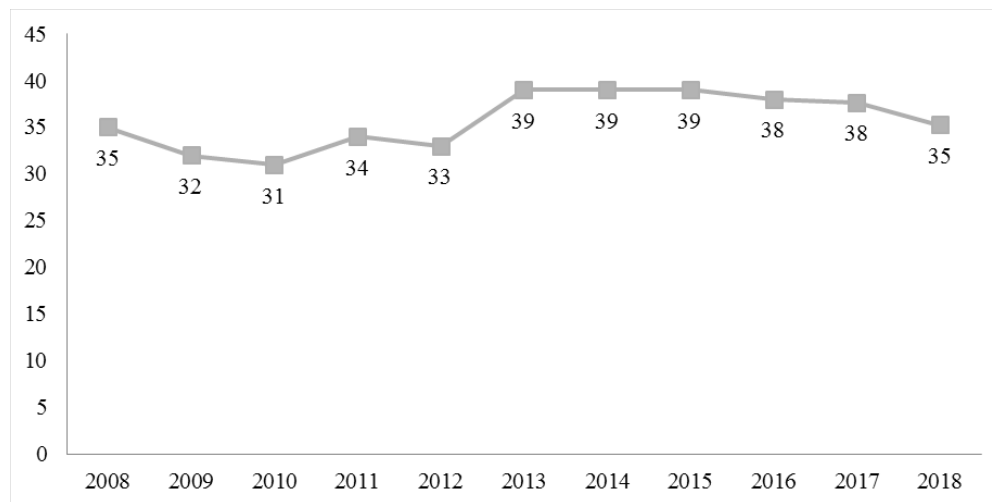
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BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing
Administration & Support	\$ 783,561	\$ -	\$ 783,561	7.15
Bookmobile	\$ 4,274	\$ -	\$ 4,274	0.25
First 5 Early Literacy Program	\$ 263,000	\$ 263,000	\$ -	4
Law Library	\$ 35,010	\$ -	\$ 35,010	0
Libraries				
Cameron Park Library	\$ 858,975	\$ 847,408	\$ 11,567	4.1
El Dorado Hills Library	\$ 1,210,831	\$ 1,204,615	\$ 6,216	4.95
Georgetown Library	\$ 330,056	\$ 270,755	\$ 59,301	1.2
Main Library – Placerville	\$ 687,626	\$ 284,281	\$ 403,345	6.3
Pollock Pines Library	\$ 69,089	\$ 13,902	\$ 55,187	0.95
South Lake Tahoe Library	\$ 1,223,655	\$ 1,194,987	\$ 28,668	5.35
Museum	\$ 203,245	\$ 41,000	\$ 162,245	1
Total	\$ 5,669,322	\$ 4,119,948	\$ 1,549,374	35.25

STAFFING TREND

Staffing for the Library was reduced from 37.65 FTEs to 35.25 FTEs in FY 2017-18 due to the deletion of 2.4 vacant FTEs.



RECOMMENDED BUDGET

This Budget is recommended at \$5,669,322. The Recommended Budget reflects a decrease in revenue of \$384,986 (9%) and a decrease in appropriations of \$280,708 (5%) when compared to the FY 2016-17 Adopted Budget.

Net County Cost is recommended at \$1,549,374. The overall budget represents a small increase in Net County Cost, \$4,667, when compared to the FY 2016-17 Adopted Budget.

This represents a status quo budget, as no services are increasing, and the changes in costs are associated with a \$124,051 decrease in cost of salaries and benefits, as well as a \$160,523 decrease in the cost of services and supplies due to decreased costs of computer equipment to connect to CENIC, decreased book expenditures, and decreased expenses required to fund upfront costs of improved public Internet.

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Sources & Uses of Funds

The Department is primarily funded with discretionary General Fund revenue and special revenue funds, including \$1,505,984 from CSA 10, with smaller amounts of revenue from state grant funds, charges for services, and operating transfers.

FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 60 LIBRARY

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: R REVENUE					
SUBOBJ	SUBOBJ TITLE				
0400	600	1,000	0	0	-1,000
0420	2,200	2,100	2,650	2,650	550
CLASS: 04	REV: USE OF MONEY & PROPERTY	2,800	3,100	2,650	-450
0880	ST: OTHER	327,750	263,000	263,000	0
CLASS: 05	REV: STATE INTERGOVERNMENTAL	327,750	263,000	263,000	0
1100	FED: OTHER	52,412	26,206	0	-26,206
CLASS: 10	REV: FEDERAL	52,412	26,206	0	-26,206
1700	LIBRARY SERVICES	94,450	95,850	92,700	-3,150
1701	LIBRARY SVCS - VIDEO RENTAL	44,000	45,300	44,300	-1,000
1702	LIBRARY SVCS - COMP LAB PRINTING	15,900	13,500	16,100	2,600
1703	LIBRARY SVCS - MICROFILM	25	100	50	-50
1704	LIBRARY SVCS - COPY MACHINE	500	2,375	450	-1,925
1705	LIBRARY SVCS - LOST & PAID BOOKS	7,900	7,950	7,775	-175
CLASS: 13	REV: CHARGE FOR SERVICES	162,775	165,075	161,375	-3,700
1940	MISC: REVENUE	7,000	71,190	47,095	-24,095
1943	MISC: DONATION	67,239	65,500	38,500	-27,000
1954	MISC DONATIONS: FRIENDS OF LIBRARY	107,318	124,320	67,500	-56,820
CLASS: 19	REV: MISCELLANEOUS	181,557	261,010	153,095	-107,915
2020	OPERATING TRANSFERS IN	1,417,140	1,659,575	1,512,471	-147,104
CLASS: 20	REV: OTHER FINANCING SOURCES	1,417,140	1,659,575	1,512,471	-147,104
TYPE: R SUBTOTAL	2,144,434	2,377,966	2,092,591	2,092,591	-285,375
TYPE: E EXPENDITURE					
SUBOBJ	SUBOBJ TITLE				
3000	PERMANENT EMPLOYEES / ELECTED	1,663,537	1,891,499	1,725,477	-166,022
3001	TEMPORARY EMPLOYEES	0	0	43,300	43,300
3005	TAHOE DIFFERENTIAL	15,600	15,600	15,600	0
3006	BILINGUAL PAY	4,680	4,680	4,680	0
3020	RETIREMENT EMPLOYER SHARE	417,333	418,333	417,133	-1,200
3022	MEDI CARE EMPLOYER SHARE	23,914	23,914	24,221	307
3040	HEALTH INSURANCE EMPLOYER	416,380	416,380	441,235	24,855
3042	LONG TERM DISABILITY EMPLOYER	4,611	4,611	4,619	8
3043	DEFERRED COMPENSATION EMPLOYER	3,697	3,697	3,683	-14
3046	RETIREE HEALTH: DEFINED	39,615	39,615	43,117	3,502
3060	WORKERS' COMPENSATION EMPLOYER	70,161	70,161	41,374	-28,787
3080	FLEXIBLE BENEFITS	12,000	12,000	12,000	0
CLASS: 30	SALARY & EMPLOYEE BENEFITS	2,671,528	2,900,490	2,776,439	-124,051

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FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 60 LIBRARY

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD	
4041	COUNTY PASS THRU TELEPHONE CHARGES	14,360	4,970	13,550	13,550	8,580
4044	CABLE/INTERNET SERVICE	13,200	71,190	52,826	52,826	-18,364
4081	PAPER GOODS	1,527	1,750	1,500	1,500	-250
4085	REFUSE DISPOSAL	4,880	4,975	5,000	5,000	25
4086	JANITORIAL / CUSTODIAL SERVICES	31,316	29,520	31,740	31,740	2,220
4100	INSURANCE: PREMIUM	16,265	16,265	11,494	11,494	-4,771
4140	MAINT: EQUIPMENT	15,750	17,750	15,750	15,750	-2,000
4141	MAINT: OFFICE EQUIPMENT	1,664	1,664	0	0	-1,664
4144	MAINT: COMPUTER	60,409	59,759	61,423	61,423	1,664
4180	MAINT: BUILDING & IMPROVEMENTS	300	300	0	0	-300
4220	MEMBERSHIPS	4,975	4,600	5,630	5,630	1,030
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	1,400	1,415	1,425	1,425	10
4260	OFFICE EXPENSE	28,650	32,300	30,200	30,200	-2,100
4261	POSTAGE	4,909	5,325	5,300	5,300	-25
4266	PRINTING / DUPLICATING SERVICES	2,750	2,750	3,500	3,500	750
4267	ON-LINE SUBSCRIPTIONS	63,000	68,000	64,000	64,000	-4,000
4300	PROFESSIONAL & SPECIALIZED SERVICES	38,375	39,840	56,500	56,500	16,660
4324	MEDICAL,DENTAL,LAB & AMBULANCE SRV	1,100	1,200	1,050	1,050	-150
4400	PUBLICATION & LEGAL NOTICES	45	155	155	155	0
4420	RENT & LEASE: EQUIPMENT	11,660	9,600	11,800	11,800	2,200
4421	RENT & LEASE: SECURITY SYSTEM	7,631	7,432	6,128	6,128	-1,304
4440	RENT & LEASE: BUILDING &	53,784	52,800	54,686	54,686	1,886
4461	EQUIP: MINOR	67,300	68,500	42,500	42,500	-26,000
4462	EQUIP: COMPUTER	1,200	1,250	3,250	3,250	2,000
4500	SPECIAL DEPT EXPENSE	166,710	119,300	34,445	34,445	-84,855
4501	SPECIAL PROJECTS	8,500	8,500	7,500	7,500	-1,000
4503	STAFF DEVELOPMENT	3,689	3,800	1,800	1,800	-2,000
4508	SNOW REMOVAL	500	500	500	500	0
4516	LIBRARY: CIRCULATING LIBRARY BOOKS	133,635	137,170	102,691	102,691	-34,479
4517	LIBRARY: AUDIO	28,400	28,900	19,250	19,250	-9,650
4518	LIBRARY: SUBSCRIPTIONS	18,850	19,125	19,125	19,125	0
4519	LIBRARY: MICROFILM PURCHASE	3,375	3,225	3,225	3,225	0
4529	SOFTWARE LICENSE	2,400	1,200	0	0	-1,200
4540	STAFF DEVELOPMENT (NOT 1099)	1,500	1,500	1,500	1,500	0
4542	LIBRARY: VIDEO	15,000	15,000	15,000	15,000	0
4600	TRANSPORTATION & TRAVEL	1,585	4,660	2,600	2,600	-2,060
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	10,077	7,796	5,370	5,370	-2,426
4605	RENT & LEASE: VEHICLE	1,000	1,350	1,250	1,250	-100
4606	FUEL PURCHASES	820	1,900	1,250	1,250	-650
4608	HOTEL ACCOMMODATIONS	0	0	600	600	600
4620	UTILITIES	138,775	140,100	141,300	141,300	1,200
CLASS: 40 SERVICE & SUPPLIES	981,266	997,336	836,813	836,813	-160,523	
5300	INTERFND: SERVICE BETWEEN FUND	2,000	2,000	2,000	2,000	0
CLASS: 50 OTHER CHARGES	2,000	2,000	2,000	2,000	0	
6042	FIXED ASSET: COMPUTER SYSTEM	11,500	0	0	0	0
CLASS: 60 FIXED ASSETS	11,500	0	0	0	0	
7210	INTRAFND: COLLECTIONS	2,500	2,500	2,500	2,500	0
7223	INTRAFND: MAIL SERVICE	14,088	14,088	14,028	14,028	-60
7224	INTRAFND: STORES SUPPORT	3,159	3,159	5,585	5,585	2,426
7232	INTRAFND: MAINT BLDG & IMPROVMNTS	3,100	3,100	4,600	4,600	1,500
CLASS: 72 INTRAFUND TRANSFERS	22,847	22,847	26,713	26,713	3,866	
TYPE: E SUBTOTAL	3,689,141	3,922,673	3,641,965	3,641,965	-280,708	
FUND TYPE: 10 SUBTOTAL	1,544,707	1,544,707	1,549,374	1,549,374	4,667	

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FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 12 SPECIAL REVENUE: BOS GOVERNED DISTRICTS
DEPARTMENT: 60 LIBRARY

		MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: R REVENUE						
SUBOBJ	SUBOBJ TITLE					
0175	TAX: SPECIAL TAX	1,015,500	996,000	1,019,000	1,019,000	23,000
CLASS: 01	REV: TAXES	1,015,500	996,000	1,019,000	1,019,000	23,000
0360	PENALTY & COST DELINQUENT TAXES	7,800	8,800	10,500	10,500	1,700
CLASS: 03	REV: FINE, FORFEITURE &	7,800	8,800	10,500	10,500	1,700
0400	REV: INTEREST	5,300	4,200	5,100	5,100	900
CLASS: 04	REV: USE OF MONEY & PROPERTY	5,300	4,200	5,100	5,100	900
1310	SPECIAL ASSESSMENTS	244,973	242,185	245,185	245,185	3,000
CLASS: 13	REV: CHARGE FOR SERVICES	244,973	242,185	245,185	245,185	3,000
0001	FUND BALANCE	875,783	875,783	747,572	747,572	-128,211
CLASS: 22	FUND BALANCE	875,783	875,783	747,572	747,572	-128,211
TYPE: R SUBTOTAL		2,149,356	2,126,968	2,027,357	2,027,357	-99,611
TYPE: E EXPENDITURE						
SUBOBJ	SUBOBJ TITLE					
5300	INTERFND: SERVICE BETWEEN FUND	974	0	0	0	0
CLASS: 50	OTHER CHARGES	974	0	0	0	0
7000	OPERATING TRANSFERS OUT	1,400,810	1,631,575	1,496,471	1,496,471	-135,104
CLASS: 70	OTHER FINANCING USES	1,400,810	1,631,575	1,496,471	1,496,471	-135,104
7700	APPROPRIATION FOR CONTINGENCIES	747,572	495,393	530,886	530,886	35,493
CLASS: 77	APPROPRIATION FOR	747,572	495,393	530,886	530,886	35,493
TYPE: E SUBTOTAL		2,149,356	2,126,968	2,027,357	2,027,357	-99,611
FUND TYPE: 12	SUBTOTAL	0	0	0	0	0
DEPARTMENT: 60	SUBTOTAL	1,544,707	1,544,707	1,549,374	1,549,374	4,667

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PERSONNEL ALLOCATION

Classification Title	2016-17 Adjusted Allocation	2017-18 Dept Request	2017-18 CAO Recm'd	Diff from Adjusted
Director of Library Services	1.00	1.00	1.00	-
Administrative Technician	0.80	0.80	0.80	-
Early Childhood Literacy Specialist	4.00	4.00	4.00	-
Fiscal Assistant I/II	0.80	0.80	0.80	-
IT Department Specialist	1.00	1.00	1.00	-
Librarian I/II	1.50	1.50	1.50	-
Library Assistant I/II	13.15	12.95	12.95	(0.20)
Library Circulation Supervisor	1.00	1.00	1.00	-
Library Systems Technician	1.00	1.00	1.00	-
Museum Administrator	1.00	1.00	1.00	-
Office Assistant I/II	1.50	1.20	1.20	(0.30)
Sr. Library Assistant	6.90	5.00	5.00	(1.90)
Supervising Librarian	4.00	4.00	4.00	-
Department Total	37.65	35.25	35.25	(2.40)

ORGANIZATIONAL CHART

