

LIBRARY

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.

Program Summaries

Central Administration & Support

Positions: 7.6 FTE

Extra Help: \$0

Total Appropriations: \$ 708,483

Total Revenues: \$ 0

Net County Cost: \$ 708,483

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.

Main Library – Placerville

Positions: 6.4 FTE

Extra Help: \$22,000

Total Appropriations: \$ 510,799

Total Revenues: \$ 111,200

Net County Cost: \$ 399,599

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 140,000 books and other items, and circulates 306,000 items annually. Open five days per week. Revenue sources are fines and fees, donations, and fund balance.

South Lake Tahoe Library

Positions: 5.65 FTE

Extra Help: \$4,000

Total Appropriations: \$ 508,315

Total Revenues: \$ 497,055

Net County Cost: \$ 11,260

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.

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Cameron Park Library

Positions: 5.4 FTE

Extra Help: \$8,500

Total Appropriations: \$ 435,007

Total Revenues: \$ 330,850

Net County Cost: \$104,157

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 73,000 books and other items, and circulates 168,000 items annually. Open five days per week. Revenue sources are library assessments, fines and fees, donations, and fund balance.

Georgetown Library

Positions: 1.5 FTE

Extra Help: \$0

Total Appropriations: \$ 128,220

Total Revenues: \$ 100,810

Net County Cost: \$ 27,410

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 36,000 items annually. Open five days per week. Revenue sources are library taxes, fines and fees, donations, and fund balance.

El Dorado Hills Library

Positions: 6.4 FTE

Extra Help: \$13,000

Total Appropriations: \$ 581,400

Total Revenues: \$ 520,795

Net County Cost: \$ 60,605

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 68,000 books and other items, and circulates 207,000 items annually. Open six days per week. Revenue sources are library taxes, fines and fees, donations, and fund balance.

Pollock Pines Library

Positions: 0.85 FTE

Extra Help: \$1,000

Total Appropriations: \$ 55,872

Total Revenues: \$ 3,400

Net County Cost: \$ 52,472

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 17,000 books and other items, and circulates 21,000 items annually. Open three days per week. Revenue sources are fines and fees, and donations.

Bookmobile

Positions: 0 FTE

Extra Help: \$0

Total Appropriations: \$ 14,500

Total Revenues: \$ 14,500

Net County Cost: \$ 0

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

Positions: 3.85 FTE

Extra Help: \$0

Total Appropriations: \$ 212,500

Total Revenues: \$ 212,500

Net County Cost: \$ 0

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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 funded by a grant from First 5 El Dorado.

Law Library
Positions: 0 FTE
Extra Help: \$0

Total Appropriations: \$ 34,830
Total Revenues: \$ 0
Net County Cost: \$ 34,830

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.

Museum
Positions: 1.0 FTE
Extra Help: \$0

Total Appropriations: \$ 129,465
Total Revenues: \$17,700
Net County Cost: \$ 111,765

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.

Financial Charts

Source of Funds

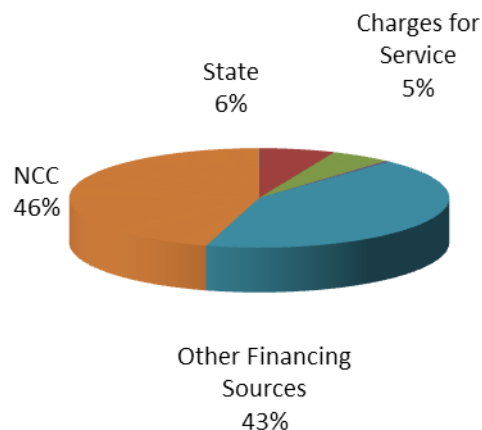
Use of Money and Property (\$2,200): Charges for meeting room rental to outside agencies and the public.

State Intergovernmental (\$212,500): Estimated grant revenue from First 5 El Dorado.

Charges for Services (\$173,150): Library fines and fees and lost book fees for all branches.

Miscellaneous (\$10,950): Donations from Friends of the Library groups and others.

Other Financing Sources (\$1,410,010): Primarily operating transfers from the special taxes collected in the various library zones of benefit (\$1,383,860) with the remainder from other department special revenue funds (\$26,250).



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Net County Cost (\$1,510,581): The department is also funded with discretionary General Fund tax revenues. These revenues are collected in Department 15 – General Fund Other Operations.

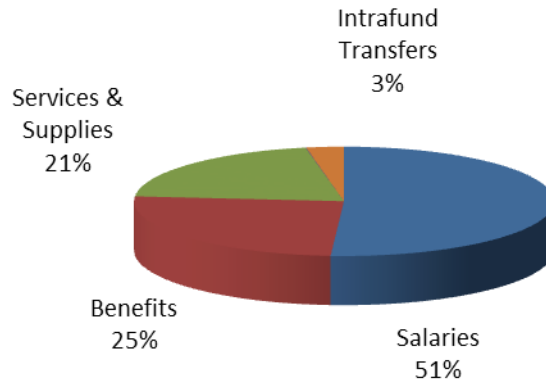
Use of Funds

Salaries & Benefits (\$2,536,612): Primarily comprised of salaries (\$1,616,067), retirement (\$297,868) and health insurance (\$461,805).

Services & Supplies (\$685,008): Primarily comprised of library circulation and reference materials including books, audio materials and subscriptions (\$225,630); facility costs including rent, utilities, janitorial services (\$233,480); computer hardware and software maintenance for library operations (\$62,000); office expenses, postage and RFID system tag expenses (\$48,700); and early literacy project expenses (\$27,184).

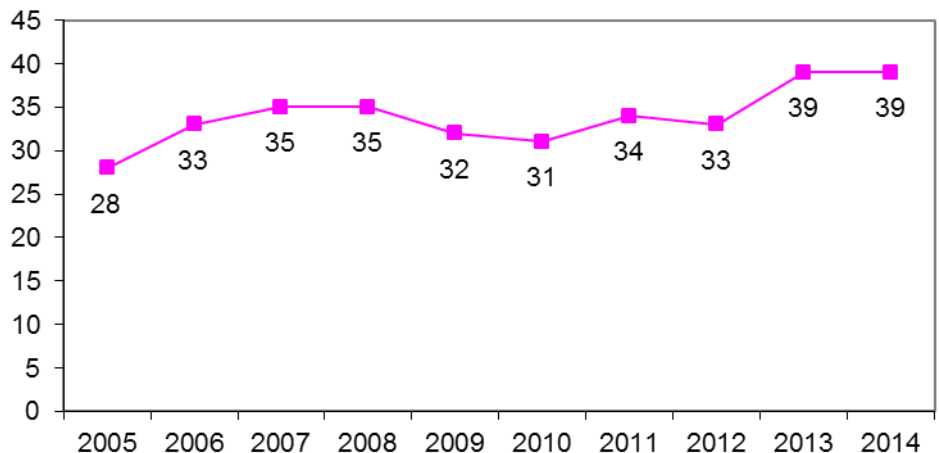
Other Charges (\$2,000): For fleet maintenance costs associated with the bookmobile.

Intrafund Transfers (\$95,771): Primarily comprised of charges from other departments for services such as telephone and data costs (\$37,185) mainframe support (\$22,645), and network support (\$18,665).



Staffing Trend

Staffing for the Library has averaged 30 full time equivalent positions (FTEs) over the last ten years. Increases in staffing during the mid-2000's were related to the opening of the El Dorado Hills Library and the transfer of the Museum program to the Library. Funding from First 5 El Dorado in FY 2010-11 allowed an increase in staff allocations to 33.05 FTEs. In 2012-13 the conversion



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of extra help employees to permanent part-time staff increased the personnel allocation by 6.15 FTE to 39.20 FTE. The Recommended Budget reduces the allocation by 0.55 FTEs for a total of 38.65 FTEs in FY 2013-14 with 33.0 FTEs on the West Slope and 5.65 FTEs at South Lake Tahoe.

Chief Administrative Office Comments

The Recommended Budget represents an overall decrease of \$98,489 or 5.2% in revenues and a decrease of \$76,933 or 2.3% in appropriations when compared to the FY 2012-13 approved budget. As a result, the Net County Cost has increased \$22,016 or 1.5%.

Revenue from the transfer of fund balance from the various library zones is budgeted at \$1,383,860, a reduction of \$34,370 from FY 2012-13. This reduction is consistent with the department's planned use of library zone fund balance for the next three fiscal years. Revenues are also decreasing due to reductions in donations from the Friends of the Library (\$59,281). As donations are received, they will be brought to the Board for acceptance and added to the budget at that time. Grant funding from First 5 El Dorado is included in the department's Recommended Budget at the same amount as FY 2012-13 (\$212,500). These grant funds are used to support early literacy programs.

Expenditures are decreasing, primarily in the areas of salaries & benefits (\$36,382) as the department strives to re-assign staff when vacancies occur and reduce the number of FTEs; services & supplies are decreasing primarily in book materials (\$39,833) related to the reduction in donation revenues noted above.

The department is requesting a number of position changes resulting in an overall decrease of 0.55 FTEs. The following position changes are recommended to adjust for current vacancies and improve operational efficiencies at each of the branch libraries:

Administrative Technician	+0.10
Fiscal Assistant	-0.50
Librarian	-1.00
Library Assistant	+0.85
Sr. Library Assistant	+0.20
Supv. Library Assistant	<u>-0.20</u>
Total	-0.55

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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
TYPE: R REVENUE						
SUBOBJ SUBOBJ						
0420	RENT: LAND & BUILDINGS	1,800	2,150	2,200	2,200	50
CLASS: 04	REV: USE OF MONEY & PROPERTY	1,800	2,150	2,200	2,200	50
0880	ST: OTHER	212,500	212,500	212,500	212,500	0
CLASS: 05	REV: STATE INTERGOVERNMENTAL	212,500	212,500	212,500	212,500	0
1700	LIBRARY SERVICES	102,350	105,000	103,600	103,600	-1,400
1701	LIBRARY SERVICES - VIDEO RENTAL	42,450	41,250	41,900	41,900	650
1702	LIBRARY SERVICES - COMP LAB PRINTING	12,850	14,840	12,850	12,850	-1,990
1703	LIBRARY SERVICES - MICROFILM	150	200	150	150	-50
1704	LIBRARY SERVICES - COPY MACHINE	2,500	6,150	3,400	3,400	-2,750
1705	LIBRARY SERVICES - LOST & PAID BOOKS	10,925	10,900	11,250	11,250	350
CLASS: 13	REV: CHARGE FOR SERVICES	171,225	178,340	173,150	173,150	-5,190
1943	MISC: DONATION	15,334	7,134	3,700	3,700	-3,434
1954	MISC DONATIONS: FRIENDS OF LIBRARY	60,815	63,097	7,250	7,250	-55,847
CLASS: 19	REV: MISCELLANEOUS	76,149	70,231	10,950	10,950	-59,281
2020	OPERATING TRANSFERS IN	1,322,998	1,444,538	1,410,010	1,410,010	-34,528
CLASS: 20	REV: OTHER FINANCING SOURCES	1,322,998	1,444,538	1,410,010	1,410,010	-34,528
TYPE: R SUBTOTAL		1,784,672	1,907,759	1,808,810	1,808,810	-98,949

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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
TYPE: E EXPENDITURE						
SUBOBJ SUBOBJ						
3000	PERMANENT EMPLOYEES / ELECTED	1,504,302	1,616,170	1,616,067	1,616,067	-103
3001	TEMPORARY EMPLOYEES	81,375	78,995	58,000	58,000	-20,995
3005	TAHOE DIFFERENTIAL	16,800	16,800	14,400	14,400	-2,400
3006	BILINGUAL PAY	4,160	4,160	4,160	4,160	0
3020	RETIREMENT EMPLOYER SHARE	275,701	275,701	297,868	297,868	22,167
3022	MEDI CARE EMPLOYER SHARE	20,282	20,260	20,346	20,346	86
3040	HEALTH INSURANCE EMPLOYER SHARE	472,038	472,038	461,805	461,805	-10,233
3041	UNEMPLOYMENT INSURANCE EMPLOYER	39,541	40,016	7,140	7,140	-32,876
3042	LONG TERM DISABILITY EMPLOYER	5,359	5,359	5,819	5,819	460
3043	DEFERRED COMPENSATION EMPLOYER	3,153	3,153	3,165	3,165	12
3046	RETIREE HEALTH: DEFINED CONTRIBUTIONS	31,096	31,096	31,096	31,096	0
3060	WORKERS' COMPENSATION EMPLOYER	4,746	4,746	4,746	4,746	0
3080	FLEXIBLE BENEFITS	4,500	4,500	12,000	12,000	7,500
CLASS: 30	SALARY & EMPLOYEE BENEFITS	2,463,053	2,572,994	2,536,612	2,536,612	-36,382
4040	TELEPHONE COMPANY VENDOR PAYMENTS	2,755	2,865	2,750	2,750	-115
4041	COUNTY PASS THRU TELEPHONE CHARGES	610	625	550	550	-75
4080	HOUSEHOLD EXPENSE	300	100	0	0	-100
4081	PAPER GOODS	2,200	1,925	2,200	2,200	275
4085	REFUSE DISPOSAL	4,745	4,800	4,950	4,950	150
4086	JANITORIAL / CUSTODIAL SERVICES	20,328	20,228	21,400	21,400	1,172
4100	INSURANCE: PREMIUM	10,879	10,879	10,879	10,879	0
4140	MAINT: EQUIPMENT	18,000	20,250	19,250	19,250	-1,000
4144	MAINT: COMPUTER	49,744	46,550	51,000	51,000	4,450
4180	MAINT: BUILDING & IMPROVEMENTS	480	300	300	300	0
4220	MEMBERSHIPS	4,200	4,200	4,200	4,200	0
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	1,090	1,090	1,090	1,090	0
4260	OFFICE EXPENSE	35,900	39,200	37,800	37,800	-1,400
4261	POSTAGE	7,365	10,325	5,900	5,900	-4,425
4267	ON-LINE SUBSCRIPTIONS	53,204	53,204	52,900	52,900	-304
4300	PROFESSIONAL & SPECIALIZED SERVICES	9,100	9,400	9,400	9,400	0
4324	MEDICAL, DENTAL, LAB & AMBULANCE SRV	4,625	5,050	3,000	3,000	-2,050
4400	PUBLICATION & LEGAL NOTICES	155	155	155	155	0
4420	RENT & LEASE: EQUIPMENT	14,975	15,350	15,300	15,300	-50
4421	RENT & LEASE: SECURITY SYSTEM	5,376	5,450	5,602	5,602	152
4440	RENT & LEASE: BUILDING & IMPROVEMENTS	51,583	51,583	52,178	52,178	595
4461	EQUIP: MINOR	3,585	3,500	3,500	3,500	0
4462	EQUIP: COMPUTER	15,400	15,400	11,000	11,000	-4,400
4500	SPECIAL DEPT EXPENSE	34,159	27,514	46,184	46,184	18,670
4501	SPECIAL PROJECTS	3,265	3,265	1,700	1,700	-1,565
4503	STAFF DEVELOPMENT	2,000	2,000	2,000	2,000	0
4508	SNOW REMOVAL	550	500	500	500	0
4516	LIBRARY: CIRCULATING LIBRARY BOOKS	142,535	157,685	104,100	104,100	-53,585
4517	LIBRARY: AUDIO	34,710	34,710	34,710	34,710	0
4518	LIBRARY: SUBSCRIPTIONS	22,480	22,470	20,470	20,470	-2,000
4519	LIBRARY: MICROFILM PURCHASE	2,767	2,767	2,700	2,700	-67
4540	STAFF DEVELOPMENT (NOT 1099)	0	0	350	350	350
4542	LIBRARY: VIDEO	10,750	10,750	10,750	10,750	0
4600	TRANSPORTATION & TRAVEL	1,000	1,000	1,000	1,000	0
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	3,580	3,340	3,740	3,740	400
4606	FUEL PURCHASES	1,700	2,500	2,500	2,500	0
4620	UTILITIES	135,500	133,911	139,000	139,000	5,089
CLASS: 40	SERVICE & SUPPLIES	711,595	724,841	685,008	685,008	-39,833

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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
5300	INTERFND: SERVICE BETWEEN FUND TYPES	2,000	2,000	2,000	2,000	0
CLASS: 50	OTHER CHARGES	2,000	2,000	2,000	2,000	0
7200	INTRAFUND TRANSFERS: ONLY GENERAL	668	668	0	0	-668
7210	INTRAFND: COLLECTIONS	2,000	2,000	2,000	2,000	0
7220	INTRAFND: TELEPHONE EQUIPMENT &	37,335	37,235	37,185	37,185	-50
7223	INTRAFND: MAIL SERVICE	6,595	6,595	6,595	6,595	0
7224	INTRAFND: STORES SUPPORT	5,781	5,781	5,781	5,781	0
7227	INTRAFND: MAINFRAME SUPPORT	22,645	22,645	22,645	22,645	0
7232	INTRAFND: MAINT BLDG & IMPROVMNTS	2,900	2,900	2,900	2,900	0
7234	INTRAFND: NETWORK SUPPORT	18,665	18,665	18,665	18,665	0
CLASS: 72	INTRAFUND TRANSFERS	96,589	96,489	95,771	95,771	-718
TYPE: E SUBTOTAL		3,273,237	3,396,324	3,319,391	3,319,391	-76,933
FUND TYPE: 10	SUBTOTAL	1,488,565	1,488,565	1,510,581	1,510,581	22,016

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

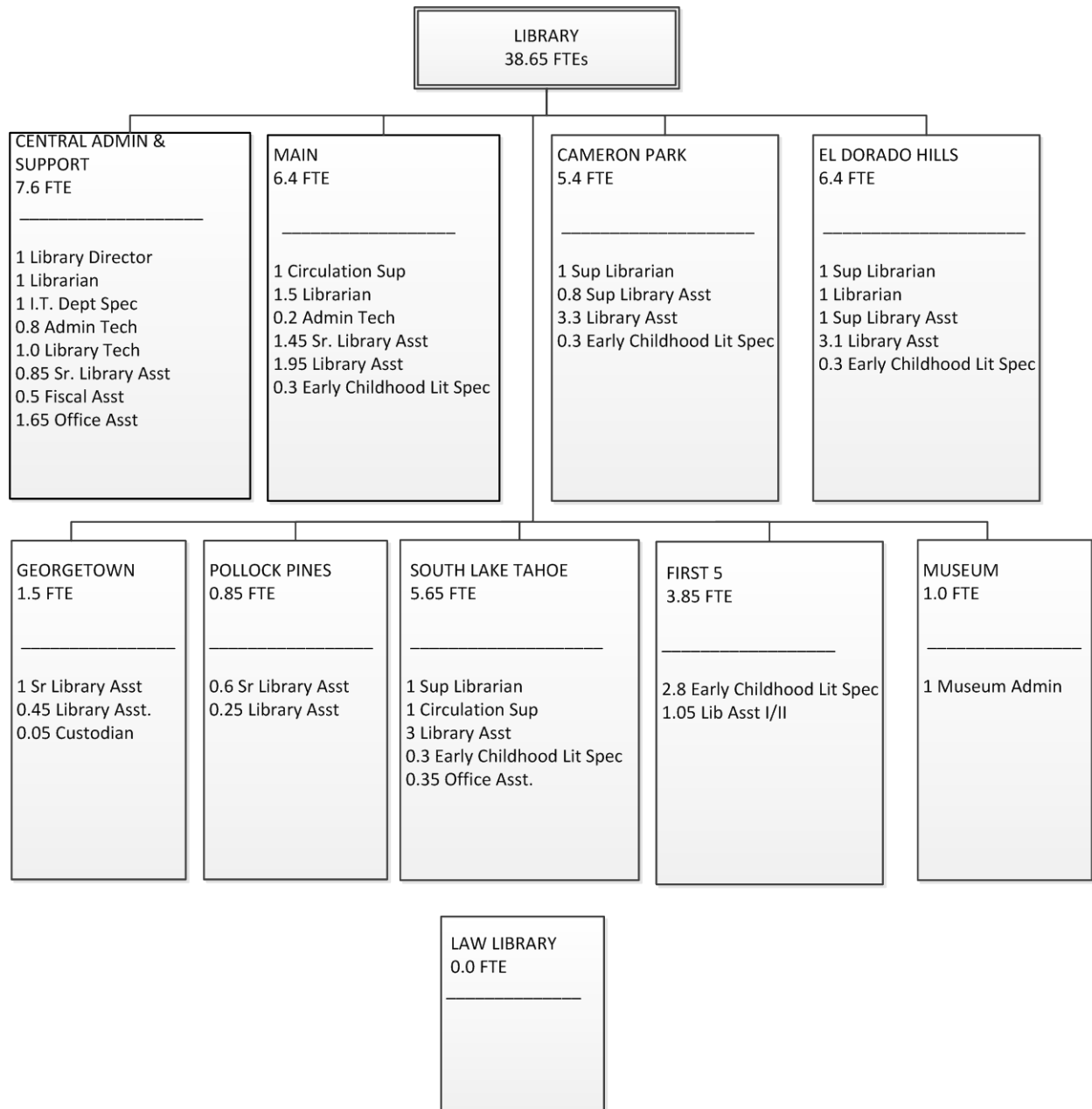
		MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: R REVENUE						
SUBOBJ SUBOBJ						
0175	TAX: SPECIAL TAX	925,000	925,000	928,450	928,450	3,450
CLASS: 01	REV: TAXES	925,000	925,000	928,450	928,450	3,450
0360	PENALTY & COST DELINQUENT TAXES	5,830	0	0	0	0
CLASS: 03	REV: FINE, FORFEITURE & PENALTIES	5,830	0	0	0	0
0400	REV: INTEREST	1,900	2,470	1,650	1,650	-820
CLASS: 04	REV: USE OF MONEY & PROPERTY	1,900	2,470	1,650	1,650	-820
1310	SPECIAL ASSESSMENTS	249,158	249,160	250,160	250,160	1,000
CLASS: 13	REV: CHARGE FOR SERVICES	249,158	249,160	250,160	250,160	1,000
0001	FUND BALANCE	118,138	241,500	203,500	203,500	-38,000
CLASS: 22	FUND BALANCE	118,138	241,500	203,500	203,500	-38,000
TYPE: R SUBTOTAL		1,300,026	1,418,130	1,383,760	1,383,760	-34,370
TYPE: E EXPENDITURE						
SUBOBJ SUBOBJ						
7000	OPERATING TRANSFERS OUT	1,300,026	1,418,130	1,383,760	1,383,760	-34,370
CLASS: 70	OTHER FINANCING USES	1,300,026	1,418,130	1,383,760	1,383,760	-34,370
TYPE: E SUBTOTAL		1,300,026	1,418,130	1,383,760	1,383,760	-34,370
FUND TYPE: 12	SUBTOTAL	0	0	0	0	0
DEPARTMENT: 60	SUBTOTAL	1,488,565	1,488,565	1,510,581	1,510,581	22,016

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Personnel Allocations

Classification Title	2012-13 Adjusted Allocation	2013-14 Dept Request	2013-14 CAO Recm'd	Diff from Adjusted
Director of Library Services	1.00	1.00	1.00	-
Administrative Technician	0.70	0.80	0.80	0.10
Custodian	0.05	0.05	0.05	-
Early Childhood Literacy Specialist	4.00	4.00	4.00	-
Fiscal Assistant I/II	1.00	0.50	0.50	(0.50)
IT Department Specialist	1.00	1.00	1.00	-
Librarian I/II	4.50	3.50	3.50	(1.00)
Library Assistant VII	12.25	13.10	13.10	0.85
Library Circulation Supervisor	2.00	2.00	2.00	-
Library Technician	1.00	1.00	1.00	-
Museum Administrator	1.00	1.00	1.00	-
Office Assistant	2.00	2.00	2.00	-
Sr. Library Assistant	3.70	3.90	3.90	0.20
Supervising Librarian	3.00	3.00	3.00	-
Supervising Library Assistant	2.00	1.80	1.80	(0.20)
Department Total	39.20	38.65	38.65	(0.55)

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Ten Year History

	04/05 Actual	05/06 Actual	06/07 Actual	07/08 Actual	08/09 Actual
Use of Money	3,669	-	-	-	448
State	105,407	6,025	5,780	3,880	2,955
Federal	3,000	90,367	134,606	184,563	215,520
Other Governmental	-	1,901	1,792	6,508	15,607
Charges for Service	150,346	152,317	178,532	164,579	175,493
Misc.	48,583	117,215	106,577	88,422	92,990
Other Financing Sources	1,206,174	990,859	948,972	1,073,708	1,167,665
Total Revenue	1,517,179	1,358,684	1,376,259	1,521,660	1,670,678
Salaries	1,055,849	1,202,603	1,480,059	1,655,710	1,721,966
Benefits	554,975	620,084	652,314	698,934	739,050
Services & Supplies	556,477	678,192	684,833	689,477	728,765
Other Charges	3,803	4,925	3,890	4,696	615
Fixed Assets	-	14,933	8,146	13,515	8,508
Intrafund Transfers	59,816	63,109	103,818	87,266	106,335
Total Appropriations	2,230,920	2,583,846	2,933,060	3,149,598	3,305,239
NCC	713,741	1,225,162	1,556,801	1,627,938	1,634,561
FTE's	28	33	35	35	32

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Ten Year History

	09/10 Actual	10/11 Actual	11/12 Actual	12/13 Projected	13/14 Budget
Fines, Forfeitures	125	-	-	-	-
Use of Money	3,665	2,890	2,608	1,800	2,200
State	255,805	329,161	246,241	212,500	212,500
Federal	1,579	17,764	8,126	-	-
Charges for Service	172,379	174,028	180,639	171,225	173,150
Misc.	127,517	78,490	85,948	76,149	10,950
Other Financing Sources	1,169,521	1,168,138	1,338,781	1,322,998	1,410,010
Total Revenue	1,730,591	1,770,471	1,862,343	1,784,672	1,808,810
Salaries	1,567,847	1,671,491	1,667,669	1,606,637	1,693,127
Benefits	647,056	724,471	788,286	856,416	843,485
Services & Supplies	786,936	841,963	788,555	711,595	685,008
Other Charges	4,990	555	2,154	2,000	2,000
Fixed Assets	38,238	6,499	10,119	-	-
Intrafund Transfers	95,429	90,244	89,355	96,589	95,771
Total Appropriations	3,140,496	3,335,223	3,346,138	3,273,237	3,319,391
NCC	1,409,905	1,564,752	1,483,795	1,488,565	1,510,581
FTE's	31	34	33	39	39

10 Year Variance		
	\$ Change	% Change
Use of Money	(1,469)	-40%
State	107,093	102%
Charges for Service	22,804	15%
Misc.	(37,633)	-77%
Other Financing Sources	203,836	17%
Total Revenue	291,631	19%
Salaries	637,278	60%
Benefits	288,510	52%
Services & Supplies	128,531	23%
Other Charges	(1,803)	-47%
Fixed Assets	-	N/A
Intrafund Transfers	35,955	60%
Total Appropriations	1,088,471	49%
NCC	796,840	112%
FTE's	11	39%

Notes
Staffing increased in FY 2005/06 due to opening of El Dorado Hills Library
2 FTE's added in 2006-07 due to increased demand for services at El Dorado Hills and hours expansion at the Central/Main library
1 FTE was deleted in FY 2009-10 to meet budget reduction target.
4 FTE Early Literacy positions added in FY 2010-11 for first 5 grant program
Extra help converted to permanent part-time positions in FY 12-13 resulting in an increase of 6 FTE's

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