

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2019-20

Department: LIBRARY
 (09110)
 Function: Library Services
 Activity: Library Services
 Fund: General

	ACTUAL EXPENDITURES <u>2017-18</u>	BOARD APPROVED EXPENDITURES <u>2018-19</u>	DEPARTMENT REQUEST <u>2019-20</u>	CAO RECOMMENDED <u>2019-20</u>
<u>ESTIMATED REVENUES:</u>				
REVENUE FROM USE OF MONEY/PROPERTY				
640300 Rents & Concessions	600	500	500	500
TOTAL REVENUE FROM USE OF MONEY/PROPERTY	600	500	500	500
INTERGOVERNMENTAL REVENUE				
657000 Federal Care & Services	10,843	2,000	0	0
659000 Other Government Agencies	0	50,000	57,000	57,000
TOTAL INTERGOVERNMENTAL REVENUE	10,843	52,000	57,000	57,000
CHARGES FOR CURRENT SERVICES				
662100 Sanitation/Kandfill Schg	16	0	0	0
662300 Institutional Care & Services	48	0	0	0
662500 Library Services	25,796	27,000	27,000	27,000
662510 Lost Book Collections	1,922	1,500	1,500	1,500
662700 Other Charges for Services	14,048	12,000	12,000	12,000
TOTAL CHARGES FOR CURRENT SERVICES	41,831	40,500	40,500	40,500
MISCELLANEOUS REVENUE				
673920 Misc Reimbursement Other	50,000	0		
TOTAL MISCELLANEOUS REVENUE	50,000	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>103,274</u>	<u>93,000</u>	<u>98,000</u>	<u>98,000</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	559,670	647,894	682,648	682,648
710103 Extra Help	189,943	165,673	195,557	195,557
710200 Retirement	200,417	235,174	236,210	236,210

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	ACTUAL EXPENDITURES <u>2017-18</u>	BOARD APPROVED EXPENDITURES <u>2018-19</u>	DEPARTMENT REQUEST <u>2019-20</u>	CAO RECOMMENDED <u>2019-20</u>
SALARIES & EMPLOYEE BENEFITS (continued)				
710300 Health Insurance	86,227	143,538	109,699	109,699
710400 Workers' Compensation Insurance	17,596	19,759	37,822	37,822
TOTAL SALARIES & EMPLOYEE BENEFITS	1,053,854	1,212,038	1,261,936	1,261,936
SERVICES & SUPPLIES				
720300 Communications	13,610	15,650	15,650	15,650
720500 Household Expense	5,862	6,268	7,248	7,248
720600 Insurance	2,452	3,401	2,485	2,485
720800 Maintenance - Equipment	505	3,000	3,000	3,000
721100 Memberships	107,505	129,731	150,242	150,242
721300 Office Expense	25,831	18,000	20,000	20,000
721600 Rents & Leases - Equipment	12,959	11,500	15,000	15,000
721700 Rents & Leases - Buildings	32,698	33,216	16,800	16,800
721900 Special Departmental Expense	83,187	93,000	142,540	142,540
722000 Transportation & Travel	3,597	3,000	5,000	5,000
722100 Utilities	96,002	100,000	100,000	100,000
TOTAL SERVICES & SUPPLIES	384,208	416,766	477,965	477,965
OPERATING TRANSFER OUT				
750121 Operating Transfer Out - Capital Project	115,646	35,000	0	0
TOTAL OPERATING TRANSFER OUT	115,646	35,000	0	0
<u>TOTAL EXPENDITURES</u>	1,553,708	1,663,804	1,739,901	1,739,901
<u>NET COUNTY COST (EXP - REV)</u>	1,450,434	1,570,804	1,641,901	1,641,901

COMMENTS

The Madera County Library provides the public with valuable informational, cultural, and recreational resources. Books, magazines, music, reference materials, electronic media, and a range of support services are made available to patrons county-wide. Services and resources are provided through five public facilities – the Main Library in Madera, and Branch Libraries in Oakhurst, Chowchilla, North Fork, and Madera Ranchos.

ESTIMATED REVENUES

640300 **Rents & Concessions** (\$500) is recommended unchanged based on current year projections.

659000 **Other Government Agencies** (\$57,000) is recommended increased \$5,000 based on projected tax sharing agreement revenues to be received from the City of Madera in the amount of \$50,000. As a requirement of the agreement, these revenues are dedicated for use at the Madera Branch Library. Additionally, a new grant is to be obtained from the State Library for a Lunch at the Library Program at the Main Library and Pop Up programming at North Fork Library in the amount of \$7,000.

662500 **Library Services** (\$27,000) is recommended unchanged based on current year projections.

662510 **Lost Book Collections** (\$1,500) is recommended unchanged.

662700 **Other Charges for Services** (\$12,000) is recommended unchanged based on projections in the current fiscal year.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$682,648) is recommended increased \$34,754 due to increased salary costs.

710103 **Extra Help** (\$195,557) is recommended increased \$29,884 based on the cost of required staffing. Funds are recommended based on 3% increase in pay. Additional part time staffing is included and is funded from a grant from State Library in the amount of (\$7,000) to assist with staffing costs to provide Lunch at the Library during summer months. We will also offer Lunch at the Library over the Winter Break and next summer as well. Finally, additional staff hours are requested to cover adding five public hours to the Main Library schedule.

LIBRARY

SALARIES & EMPLOYEE BENEFITS (continued)

- 710200** **Retirement** (\$236,210) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$109,699) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$37,822) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$15,650) is recommended unchanged for telecommunication costs as well as monthly cell phone costs for the County Librarian.
- 720500** **Household Expense** (\$7,248) is recommended increased \$980 due to an increase in charges for garbage pickup at Madera, Chowchilla, Ranchos, Oakhurst and North Fork branches.
- 720600** **Insurance** (\$2,485) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$3,000) is recommended unchanged for the maintenance security devices and inspection of the elevators.
- 721100** **Memberships** (\$150,242) is recommended increased \$15,946 and includes the County's membership in the San Joaquin Valley Library System (\$77,807); TELCO Direct Charge (\$50,689); Unique Collections postage fee to manage past due accounts (\$1,800); and Cisco Smart-Net Headquarter fee (\$900); Fortnet HQ Annual Maintenance (\$3,100); Nimble Contribution (\$8,859); and Elective Horizon Upgrade Reserves (\$7,087).
- 721300** **Office Expense** (\$20,000) is recommended increased \$2,000 due to increased office demands. This account is used for a wide variety of required collection processing materials, supplies for printers, five coin-operated copy machines, book repairs, and clerical supplies.
- 721600** **Rents & Leases - Equipment** (\$15,000) is recommended increased \$3,500 due to increased meeting and travel demands, increased cost for replacement and upgrade of outdated leased copiers at all five branches, and for the rental of a car from Central Garage to attend system meetings and service the branch libraries.

LIBRARY

SERVICES & SUPPLIES (continued)

- 721700** **Rents & Leases - Buildings** (\$16,800) is recommended decreased \$16,416 in anticipation of moving out of leased space for Madera Ranchos Branch.
- 721900** **Special Departmental Expense** (\$142,540) is recommended increased \$49,540 for the purchase of eBooks, print books, local print and electronic newspaper subscriptions, hosting services, and specialized library expenses not covered by other funds. The additional funds will assist in increasing the County's Collection per Capita, Annual Circulations per Total Collection, etc. The County is currently well below the State average in these areas. Some additional expenditures will include purchase of an iPad for Departmental PIT Reps social media uses, supplies and materials to begin offering STEM and technology programs for children, and funds for re-boxing all DVD's into lockable cases. Out of this amount, at least \$50,000 will be spent at the Madera Branch Library pursuant to the tax sharing agreement with the City of Madera.
- 722000** **Transportation & Travel** (\$5,000) is recommended unchanged based on actual and projected travel to branches, SJVLS meetings, California State Library Conference, and Association for Rural and Small Library Conference.
- 722100** **Utilities** (\$100,000) is recommended unchanged and includes utilities costs for five county library facilities.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2019-20**

Department: **LIBRARY
(09110)**
Function: **Education**
Activity: **Library Services**
Fund: **General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2018-19 Authorized Positions</u>		<u>2019-20 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
2127	County Librarian	1.0	-	1.0	-	-	-	
3270	Librarian I or	-	-	-	-	-	-	
3271	Librarian II or	-	-	-	-	-	-	
4200	Librarian III	1.0	-	1.0	-	-	-	
3530	Library Assistant	7.0	-	7.0	-	-	-	
3531	Library Branch Assistant	1.0	3.0	1.0	3.0	-	-	
3350	Library Technician	1.0	-	1.0	-	-	-	
3532	Senior Library Branch Assistant	1.0	-	1.0	-	-	-	
3380	Desktop Support Technician	1.0	-	1.0	-	-	-	
TOTAL		14.0	3.00	14.0	3.00	-	-	

NOTES: