

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2020-21**

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

	BOARD APPROVED 2019-20	CAO BASELINE 2020-21	DEPARTMENT REQUEST 2020-21	CAO RECOMMENDED 2020-21
<u>ESTIMATED REVENUES:</u>				
REVENUE FROM USE OF MONEY/PROPERTY				
640300 Rents & Concessions	500	500	250	250
TOTAL REVENUE FROM USE OF MONEY/PROPERTY	500	500	250	250
INTERGOVERNMENTAL REVENUE				
657000 Federal Care & Services	2,000	0	0	0
659000 Other Government Agencies	50,000	57,000	239,150	239,150
TOTAL INTERGOVERNMENTAL REVENUE	52,000	57,000	239,150	239,150
CHARGES FOR CURRENT SERVICES				
662500 Library Services	27,000	27,000	13,500	13,500
662510 Lost Book Collections	1,500	1,500	750	750
662700 Other Charges for Services	12,000	12,000	3,500	3,500
TOTAL CHARGES FOR CURRENT SERVICES	40,500	40,500	17,750	17,750
MISCELLANEOUS REVENUE				
673920 Misc Reimbursement Other	0	0	5,000	5,000
680200 Operating Transfer In	0	0	128,699	128,699
TOTAL MISCELLANEOUS REVENUE	0	0	133,699	133,699
<u>TOTAL ESTIMATED REVENUES</u>	<u>93,000</u>	<u>98,000</u>	<u>390,849</u>	<u>390,849</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	647,894	682,648	682,648	682,648
710103 Extra Help	165,673	195,557	195,557	195,557
710200 Retirement	235,174	236,210	255,682	255,682
710300 Health Insurance	143,538	109,699	114,593	114,593

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	BOARD APPROVED <u>2019-20</u>	CAO BASELINE <u>2020-21</u>	DEPARTMENT REQUEST <u>2020-21</u>	CAO RECOMMENDED <u>2020-21</u>
SALARIES & EMPLOYEE BENEFITS (continued)				
710400 Workers' Compensation Insurance	19,759	37,822	33,094	33,094
TOTAL SALARIES & EMPLOYEE BENEFITS	1,212,038	1,261,936	1,281,574	1,281,574
SERVICES & SUPPLIES				
720300 Communications	15,650	15,650	13,000	13,000
720500 Household Expense	6,268	7,248	7,900	7,900
720600 Insurance	3,401	2,485	2,824	2,824
720800 Maintenance - Equipment	3,000	3,000	3,000	3,000
721100 Memberships	129,731	150,242	148,057	148,057
721300 Office Expense	18,000	20,000	20,000	20,000
721600 Rents & Leases - Equipment	11,500	15,000	15,000	15,000
721700 Rents & Leases - Buildings	33,216	16,800	0	0
721900 Special Departmental Expense	93,000	142,540	282,891	282,891
722000 Transportation & Travel	3,000	5,000	2,000	2,000
722100 Utilities	100,000	100,000	116,071	116,071
TOTAL SERVICES & SUPPLIES	416,766	477,965	610,743	610,743
OPERATING TRANSFER OUT				
750121 Operating Transfer Out - Capital Project	35,000	0	0	0
TOTAL OPERATING TRANSFER OUT	35,000	0	0	0
<u>TOTAL EXPENDITURES</u>	1,663,804	1,739,901	1,892,318	1,892,318
<u>NET COUNTY COST (EXP - REV)</u>	1,570,804	1,641,901	1,501,469	1,501,469

LIBRARY

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** (\$250) is recommended decreased \$250 due to COVID-related halt of public meeting room reservations.
- 659000** **Other Government Agencies** (\$239,150) is recommended increased \$182,150 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, MCL received two grants from the State Library for this fiscal year: one for a Mobile Library Unit in the amount of \$185,400 and one to support Lunch at the Library Programs in Madera, Chowchilla, and North Fork in July and August, 2020 in the amount of \$3,750.
- 662500** **Library Services** (\$13,500) is recommended decreased \$13,500 due to a COVID-related halt of accruing fines and fees.
- 662510** **Lost Book Collections** (\$750) is recommended decreased \$750 due to a COVID-related halt of accruing fines and fees.
- 662700** **Other Charges for Services** (\$3,500) is recommended decreased \$8,500 due to a COVID-related halt of computer prints and photocopies.
- 673920** **Miscellaneous Revenue** (\$5,000) is recommended decreased due to lower levels of fundraising and donations from COVID-19 effects on Friends of the Library groups.
- 680200** **Operating Transfer In** (\$128,699) reflects the estimated staff time dedicated to COVID related changes in practice such as curbside services, virtual programming, etc.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$682,648) is recommended based on staffing cost.
- 710103** **Extra Help** (\$195,557) is recommended based on the cost of required staffing.
- 710200** **Retirement** (\$255,682) reflects an increase of \$19,472 due to the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$114,593) is recommended increased \$4,894 based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$33,094) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$13,000) is recommended decreased \$2,650 due to being underspent during fiscal year 19-20.
- 720500** **Household Expense** (\$7,900) is recommended increased \$652 due to an increase in charges for services at the Madera, Chowchilla, Ranchos, Oakhurst and North Fork branches.
- 720600** **Insurance** (\$2,824) 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** (\$148,057) is recommended decreased \$2,185 and includes the County's membership in the San Joaquin Valley Library System and all associated fees and charges.
- 721300** **Office Expense** (\$20,000) is recommended unchanged to maintain necessary operational levels.
- 721600** **Rents & Leases - Equipment** (\$15,000) is recommended unchanged to maintain necessary operational level.

SERVICES & SUPPLIES (continued)

- 721700** **Rents & Leases - Buildings** (\$0) is recommended decreased \$16,800 due to acquiring ownership of a new Madera Ranchos Branch and canceling the prior lease.
- 721900** **Special Departmental Expense** (\$282,891) reflects an increase of \$140,351. However, \$189,150 of the \$282,891 comes from State Library grant funding for the Mobile Library Unit (\$185,400) and Lunch at the Library (\$3,750). The total amount without grant funds is \$93,741, a recommended decrease of \$48,799. 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** (\$2,000) is recommended decreased \$3,000 in order to lower the Library's Net County Cost without losing essential staff.
- 722100** **Utilities** (\$116,071) is recommended increased \$16,071 due to being overspent by this amount in the previous fiscal year in order to cover utilities costs for all five county library facilities.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2020-21**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2019-20 Authorized Positions</u>		<u>2020-21 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							
3270	or Librarian I/II/III	7.0	-	7.0	-	-	-	A
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:

A Reflects the request of the department to flex-staff one (1) Library Assistant up to the Librarian I/II/III allocation