

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2016-17**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	407,245	409,694	556,653	556,653
710103 Extra Help	134,054	128,806	140,000	140,000
710200 Retirement	159,861	156,768	211,247	211,247
710300 Health Insurance	81,727	95,802	105,482	105,482
710400 Workers' Compensation Insurance	8,210	11,037	23,124	23,124
TOTAL SALARIES & EMPLOYEE BENEFITS	791,097	802,107	1,036,506	1,036,506
SERVICES & SUPPLIES				
720300 Communications	16,252	11,500	15,650	15,650
720500 Household Expense	2,846	2,678	4,664	4,664
720600 Insurance	260	624	1,679	1,679
720800 Maintenance - Equipment	4,144	2,500	3,000	3,000
721100 Memberships	74,463	82,611	107,506	107,506
721300 Office Expense	13,426	15,000	15,000	15,000
721600 Rents & Leases - Equipment	10,183	10,671	10,671	10,671
721700 Rents & Leases - Buildings	32,238	32,238	32,238	32,238
721900 Special Departmental Expense	69,602	25,000	60,000	60,000
722000 Transportation & Travel	432	1,500	3,000	3,000
722100 Utilities	117,553	71,000	100,000	100,000
TOTAL SERVICES & SUPPLIES	341,401	255,322	353,408	353,408
TOTAL - LIBRARY	1,132,497	1,057,429	1,389,914	1,389,914

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.

REVENUE

	<u>Actual</u> <u>2014-15</u>	<u>Estimated</u> <u>2015-16</u>	<u>Projected</u> <u>2016-17</u>
Public Library Funds (PLF) - Trust Fund	\$50,000	\$34,460	\$0
Fines & Fees (Library Services)	42,061	38,938	37,000
Copies	11,922	12,622	11,640
Lost Books	2,552	1,870	2,000
Room Rental	1,500	1,950	1,000
Grants	92,500	10,047	0
Miscellaneous Revenue	<u>2,564</u>	<u>100</u>	<u>100</u>
Total	\$203,099	\$99,987	\$51,740

STAFFING

<u>Permanent</u>	<u>2015-16 Authorized</u>		<u>2016-17 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1	0	1	0
County Librarian	1	0	1	0
Librarian I/II/III	0	1	1*	0
Library Technician	1	0	1	0
Library Assistant	5.75	1.25	6.75*	.25
Senior Library Branch Assistant	1	1	1	1
Library Branch Assistant	<u>1</u>	<u>3</u>	<u>1</u>	<u>3</u>
Total	10.75	6.25	12.75	4.25

Notes: *The Department recommends funding one (1.0) Library Assistant position as well as one (1.0) Librarian I position effective January 1, 2017 to provide credentialed staffing and allow for succession planning.

LIBRARY

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$556,653) are recommended increased \$146,959 due to salary adjustments stemming from the Total Compensation Study as well as the funding of the Librarian Assistant and Librarian I positions effective January 1, 2017.
- 710103** **Extra Help** (\$140,000) is recommended increased \$11,194 based on the cost of required staffing.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$15,650) is recommended increased \$4,150 due to an increase in telecommunication costs as well as monthly cell phone costs for the County Librarian.
- 720500** **Household Expense** (\$4,664) is recommended increased \$1,986 due to an increase in charges for garbage pickup at Madera, Chowchilla, Ranchos, Oakhurst and North Fork branches.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$3,000) is recommended increased \$500 for the maintenance security devices and inspection of the elevators.
- 721100** **Memberships** (\$107,506) is recommended increased \$24,895, and includes the County's membership in the San Joaquin Valley Library System (\$72,717); Direct TELCO fee to run more robust fiber connection to Main, Chowchilla, and Madera Ranchos library branches (\$27,089); Direct Cisco SmartNet HQ for the purchase of routers and switches for the fiber project (\$900); Unique Collections fee to manage past due accounts (\$1,800); and Tech Reserve/Electronic Resources costs (\$5,000).
- 721300** **Office Expense** (\$15,000) is recommended unchanged for a wide variety of required collection processing materials, supplies for printers, five coin-operated copy machines, book repairs, and clerical supplies.

LIBRARY

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$10,671) is recommended unchanged for lease of copiers at the Madera, Chowchilla, Oakhurst and North Fork Libraries, and for the rental of a car from Central Garage to attend system meetings and service the branch libraries.
- 721700** **Rents & Leases - Buildings** (\$32,238) is recommended unchanged for the rental of the Madera Ranchos Branch Library.
- 721900** **Special Departmental Expense** (\$60,000) is recommended increased \$35,000 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.
- 722000** **Transportation & Travel** (\$3,000) is recommended increased \$1,500 for travel to branches, SJVLS meetings, California State Library Conference, and Association for Rural and Small Library Conference.
- 722100** **Utilities** (\$100,000) is recommended increased \$29,000 based on actual expenditures following completion of the new Central Plant and air handling units upgrade.