

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2017-18**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	459,796	556,653	591,315	591,315
710103 Extra Help	158,464	140,000	179,808	179,808
710200 Retirement	165,628	211,247	230,560	230,560
710300 Health Insurance	81,817	105,482	122,058	122,058
710400 Workers' Compensation Insurance	11,037	23,124	17,596	17,596
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>876,742</b>	<b>1,036,506</b>	<b>1,141,337</b>	<b>1,141,337</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	12,852	15,650	15,650	15,650
720500 Household Expense	4,774	4,664	5,970	5,970
720600 Insurance	624	1,679	2,452	2,452
720800 Maintenance - Equipment	3,100	3,000	3,000	3,000
721100 Memberships	72,173	107,506	107,506	107,506
721300 Office Expense	13,611	15,000	18,000	18,000
721600 Rents & Leases - Equipment	9,251	10,671	10,671	10,671
721700 Rents & Leases - Buildings	32,238	32,238	33,843	33,843
721900 Special Departmental Expense	18,744	60,000	76,000	76,000
722000 Transportation & Travel	1,961	3,000	3,000	3,000
722100 Utilities	105,521	100,000	100,000	100,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>274,848</b>	<b>353,408</b>	<b>376,092</b>	<b>376,092</b>
<b>FIXED ASSETS</b>				
740200 Buildings & Improvements	0	0	60,646	60,646
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>-</b>	<b>60,646</b>	<b>60,646</b>
<b>TOTAL - LIBRARY</b>	<b>1,151,589</b>	<b>1,389,914</b>	<b>1,578,075</b>	<b>1,578,075</b>

## 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

	<b>Actual</b> <b><u>2015-16</u></b>	<b>Estimated</b> <b><u>2016-17</u></b>	<b>Projected</b> <b><u>2017-18</u></b>
Public Library Funds (PLF) - Trust Fund	\$ 0	\$ 0	\$ 0
Fines & Fees (Library Services)	41,244	32,000	32,000
Copies	12,322	11,000	11,000
Lost Books	2,249	1,500	1,500
Room Rental	12,644	800	800
Grants	0	0	0
Miscellaneous Revenue	<u>35,578</u>	<u>100</u>	<u>16,000</u>
Total	\$104,037	\$45,400	\$61,300

### STAFFING

<b><u>Permanent</u></b>	<b>2016-17 Authorized</b>		<b>2017-18 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Administrative Assistant	1	0	1	0
County Librarian	1	0	1	0
Librarian I/II/III	1	0	1	0
Library Technician	1	0	1	0
Library Assistant*	6.75	0.25	7.00*	0
Senior Library Branch Assistant	1	1	1	1
Library Branch Assistant	<u>1</u>	<u>3</u>	<u>1</u>	<u>3</u>
Total	12.75	4.25	13.00	4.00

\*Library recommends funding .25 Library Assistant to alleviate staffing shortages.

## LIBRARY

### **SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$591,315) is recommended increased \$34,662 to fund a 0.25 FTE Library Assistant position that is currently unfunded.
- 710103**      **Extra Help** (\$179,808) is recommended increased \$39,808 based on the cost of required staffing. Additional funds are requested is recommended to be used to staff Chowchilla, Ranchos, and North Fork Libraries with two staff members during all open hours.
- 710200**      **Retirement** (\$230,560) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** (\$122,058) 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 unchanged for telecommunication costs as well as monthly cell phone costs for the County Librarian.
- 720500**      **Household Expense** (\$5,970) is recommended increased \$1,306 due to an increase in charges for garbage pickup at Madera, Chowchilla, Ranchos, Oakhurst and North Fork branches.
- 720600**      **Insurance** (\$2,452) 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** (\$107,506) is recommended unchanged and includes the County's membership in the San Joaquin Valley Library System (\$72,717); TELCO Direct Charge (\$27,989); Unique Collections fee to manage past due accounts (\$1,800); and Tech Reserve (\$5,000).
- 721300**      **Office Expense** (\$18,000) is recommended increased \$3,000 due to increased materials needed for processing of new books. Fund is used 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** (\$33,843) is recommended increased \$1,605 to cover library share of repaving at Madera Ranchos Branch Library and rental of the Madera Ranchos Branch Library.
- 721900**      **Special Departmental Expense** (\$76,000) is recommended increased \$16,000 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 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.

### **FIXED ASSETS**

- 740200**      **Buildings and Improvements** (\$60,646) is recommended for the replacement of the carpet at the Main Library. The current carpet was the original installed when the building was constructed over 30 years ago. It has been repaired repeatedly for several years but is now beyond repair in various areas.