

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	479,726	394,340	389,556	389,556
710103 Extra Help	60,551	55,943	109,042	109,042
710200 Retirement	116,248	105,311	110,794	110,794
710300 Health Insurance	89,809	96,858	96,237	96,237
710400 Workers' Compensation Insurance	5,235	5,235	9,292	9,292
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>751,569</b>	<b>657,687</b>	<b>714,921</b>	<b>714,921</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	4,830	5,000	5,300	5,300
720500 Household Expense	1,723	1,500	2,800	2,800
720600 Insurance	662	662	393	393
720800 Maintenance - Equipment	398	600	600	600
721100 Memberships	0	71,064	71,064	71,064
721300 Office Expense	8,982	10,000	10,000	10,000
721314 Computer Equipment Less F.A. Unit	0	1,989	0	0
721600 Rents & Leases - Equipment	726	5,900	5,000	5,000
721700 Rents & Leases - Buildings	32,238	32,238	32,238	32,238
721800 Small Tools & Instruments	511	0	0	0
721900 Special Departmental Expense	31,039	25,000	25,000	25,000
722000 Transportation & Travel	1,550	1,000	1,000	1,000
722100 Utilities	95,572	90,500	91,000	91,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>178,231</b>	<b>245,453</b>	<b>244,395</b>	<b>244,395</b>
<b>TOTAL - LIBRARY</b>	<b>929,799</b>	<b>903,140</b>	<b>959,316</b>	<b>959,316</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

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Public Library Funds (PLF) - Trust Fund	\$ 0	\$25,000	\$25,000
Fines & Fees (Library Services)	38,035	38,000	41,688
Copies	7,773	9,000	9,864
Lost Books	2,978	2,000	1,620
Contributions & Donations	0	1,989	0
Room Rental	292	50	50
Miscellaneous Revenue	<u>3,712</u>	<u>0</u>	<u>0</u>
Total	\$52,790	\$76,039	\$78,222

### STAFFING

<u>Permanent</u>	<u>2012-13 Authorized</u>			<u>2013-14 Recommended</u>		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Administrative Assistant	0	0	1	1**	0	
County Librarian	1			1	0	
Librarian I/II/III	0.75	0.25	1*	0	1	
Library Technician	0	1		1**	1	
Library Assistant	6.75	2.25		4.75	2.25	2**
Senior Librarian	0	0		0	0	
Supervising Librarian	0	0	1	0	0	
Senior Library Branch Assistant	1	1		1	1	
Library Branch Assistant	<u>1.5</u>	<u>2.5</u>	<u>    </u>	<u>1</u>	<u>3</u>	<u>    </u>
Total	11.0	7.0	3.0	9.75	8.25	2

\*The Board authorized the elimination of the position on February 5, 2013 which became effective on February 28, 2013.

\*\*It is recommended to eliminate two (2.0) Library Assistant positions, and to fund one (1.0) Administrative Assistant and one (1.0) Library Technician.

## LIBRARY

### **SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$389,556) is recommended reduced \$4,784 based on recommended staffing levels.
- 710103**      **Extra Help** (\$109,042) is recommended increased \$53,099 to compensate for the unfilled permanent positions and provide for additional flexibility in staffing the library based on specific needs.
- 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** (\$5,300) is recommended increased \$300 based on actual expenditures.
- 720500**      **Household Expense** (\$2,800) is recommended increased \$1,300 for the actual cost of garbage pickup at the Ranchos, Oakhurst and North Fork branches.
- 720600**      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$600) is recommended unchanged for the maintenance of microfilm reader and miscellaneous equipment.
- 721100**      **Memberships** (\$71,064) is recommended unchanged for memberships in the California Library Association (\$300) and the County's membership in the San Joaquin Valley Library System (\$70,764) which is comprised of the following: Computer Operations (\$46,880); Delivery Services (\$7,205); Communications, Cataloguing and other (\$15,690); and a Technology Reserve Account (\$989). Previous years' SJVLS membership fees have been paid with reserves held by the SJVLS, these reserves have been exhausted and are no longer available for use.
- 721300**      **Office Expense** (\$10,000) is recommended unchanged for a wide variety of required collection processing materials, supplies for five coin-operated copy machines, book repairs, and clerical supplies.

## LIBRARY

### SERVICES & SUPPLIES (continued)

- 721600**      **Rents & Leases - Equipment** (\$5,000) is recommended reduced \$900 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** (\$25,000) is recommended unchanged for the purchase of magazine/newspaper subscriptions, continuation of subscriptions, book preservation, microfilm, book purchases and associated processing costs.
- 722000**      **Transportation & Travel** (\$1,000) is recommended unchanged based on projected need for staff training.
- 722100**      **Utilities** (\$91,000) is recommended increased \$500 based on current utility charges and the addition of utilities previously covered by the North Fork and Oakhurst fire stations.