

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2011-12**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2009-10</u>	<u>BOARD APPROVED EXPENDITURES 2010-11</u>	<u>DEPARTMENT REQUEST 2011-12</u>	<u>CAO RECOMMENDED 2011-12</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	737,394	574,248	460,000	358,409
710103 Extra Help	22,844	23,000	43,000	55,943
710200 Retirement	187,298	153,919	153,919	96,857
710300 Health Insurance	140,353	105,312	99,312	87,250
710400 Workers' Compensation Insurance	8,357	7,258	5,235	5,235
TOTAL SALARIES & EMPLOYEE BENEFITS	1,096,246	863,737	761,466	603,694
SERVICES & SUPPLIES				
720300 Communications	4,720	6,180	6,180	5,000
720500 Household Expense	1,732	1,500	1,500	1,500
720600 Insurance	2,710	855	662	662
720800 Maintenance - Equipment	669	1,500	1,500	1,300
721100 Memberships	0	620	300	300
721300 Office Expense	13,653	20,000	20,000	14,000
721600 Rents & Leases - Equipment	5,281	6,100	6,100	5,900
721700 Rents & Leases - Buildings	46,495	48,000	48,000	32,238
721900 Special Departmental Expense	48,884	50,000	50,000	25,000
722000 Transportation & Travel	0	500	500	1,000
722100 Utilities	107,590	106,500	106,500	98,500
TOTAL SERVICES & SUPPLIES	231,734	241,755	241,242	185,400
TOTAL - LIBRARY	1,327,980	1,105,492	1,002,708	789,094

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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Public Library Funds (PLF)	\$ 53,954	\$ 30,000	\$ 0
Public Library Funds (PLF) - Trust Fund	67,945	0	25,000
Fines & Fees (Library Services)	59,137	40,000	30,000
Copies	9,367	9,000	8,904
Lost Books	7,748	6,700	4,900
Room Rental	<u>100</u>	<u>200</u>	<u>0</u>
Total	198,251	85,900	68,804

STAFFING

<u>Permanent</u>	<u>2010-11 Authorized</u>	2011-12 Recommended		
		<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Administrative Assistant	1	0	1	
County Librarian	1	1		
Librarian I/II/III	2	0.75	1.25	
Library Technician	1	0	1	
Library Assistant	9	6.75	2.25	
Senior Librarian	1	0		1*
Supervising Librarian	1	0	1	
Senior Library Branch Assistant	2	1	1	
Library Branch Assistant	<u>4</u>	<u>2.5</u>	<u>1.5</u>	<u>—</u>
Total	22	12.0	9.0	1

*The Senior Librarian position was eliminated effective June 30, 2011, as approved by the Board of Supervisors on May 24, 2011.

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$358,409) are recommended reduced \$215,839 based on recommended staffing.
- 710103 **Extra Help** (\$55,943) is recommended increased \$32,943 for a retired annuitant to return as Librarian in an extra help capacity, as well as to provide coverage for sick leave and vacation, in addition to Library Page coverage for the Libraries.
- 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** (\$5,000) is recommended reduced \$1,180 for telephone expenses.
- 720500 **Household Expense** (\$1,500) is recommended unchanged for garbage pickup at the Oakhurst Branch.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 **Maintenance - Equipment** (\$1,300) is recommended reduced \$200 for the maintenance of typewriters, audio/visual equipment, book detection systems, and intrusion alarm systems.
- 721100 **Memberships** (\$300) is recommended reduced \$320 for memberships in the California Library Association (\$300).

NOTE: This account also includes 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). The SJVLS Administrative Council has approved the use of a portion of Madera County's Technology Reserve Account balance (MCTRA) at the SJVLS to offset the membership fee for 2011-12. The current balance in the MCTRA is \$269,194. However, if the SJVLS is in need of purchasing significant technology related equipment and there are insufficient funds in the MCTRA for Madera County's share of cost, a General Fund contribution would be required.

- 721300 **Office Expense** (\$14,000) is recommended reduced \$6,000 for a wide variety of required collection processing materials, supplies for five coin-operated copy machines, book repairs, and clerical supplies.

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$5,900) is recommended reduced \$200 for lease of copiers at the Madera, Chowchilla, Oakhurst and North Fork Libraries (\$5,000), and for the rental of a car from Central Garage to attend system meetings and distribute books to the branch libraries (\$900).
- 721700** **Rents & Leases - Buildings** (\$32,238) is recommended reduced \$15,762 for the rental cost for the Ranchos Branch Library.
- 721900** **Special Departmental Expense** (\$25,000) is recommended reduced \$25,000 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 increased \$500 based on projected need for staff training.
- 722100** **Utilities** (\$98,500) is recommended reduced \$8,000 based on current and anticipated usage for the Main Library, and the Branches at Chowchilla, Oakhurst, North Fork and Madera Ranchos.