

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL EXPENDITURES <u>2016-17</u>	BOARD APPROVED EXPENDITURES <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
REVENUE FROM USE OF MONEY/PROPERTY				
640300 Rents & Concessions	675	800	500	500
TOTAL REVENUE FROM USE OF MONEY/PROPERTY	675	800	500	500
INTERGOVERNMENTAL REVENUE				
657000 Federal Care & Services	4,895	0	2,000	2,000
659000 Other Government Agencies	0	16,000	50,000	50,000
TOTAL INTERGOVERNMENTAL REVENUE	4,895	16,000	52,000	52,000
CHARGES FOR CURRENT SERVICES				
662300 Institutional Care & Services	43	0	0	0
662500 Library Services	30,684	32,000	27,000	27,000
662510 Lost Book Collections	1,713	1,500	1,500	1,500
662700 Other Charges for Services	13,421	11,000	12,000	12,000
662800 Interfund Revenue	74	0	0	0
TOTAL INTERGOVERNMENTAL REVENUE	45,935	32,000	40,500	40,500
<u>TOTAL ESTIMATED REVENUES</u>	<u>51,505</u>	<u>48,800</u>	<u>93,000</u>	<u>93,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	530,086	591,315	647,894	647,894
710103 Extra Help	157,914	179,808	165,673	165,673
710200 Retirement	202,533	230,560	235,174	235,174
710300 Health Insurance	96,540	122,058	143,538	143,538
710400 Workers' Compensation Insurance	23,124	17,596	19,759	19,759
TOTAL SALARIES & EMPLOYEE BENEFITS	1,010,197	1,141,337	1,212,038	1,212,038

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SERVICES & SUPPLIES				
720300 Communications	14,002	15,650	15,650	15,650
720500 Household Expense	5,763	5,970	6,268	6,268
720600 Insurance	1,679	2,452	3,401	3,401
720800 Maintenance - Equipment	0	3,000	3,000	3,000
721100 Memberships	107,506	107,506	129,731	129,731
721300 Office Expense	14,305	18,000	18,000	18,000
721600 Rents & Leases - Equipment	11,654	10,671	11,500	11,500
721700 Rents & Leases - Buildings	37,055	33,843	33,216	33,216
721900 Special Departmental Expense	64,245	76,000	93,000	93,000
722000 Transportation & Travel	1,520	3,000	3,000	3,000
722100 Utilities	100,344	100,000	100,000	100,000
TOTAL SERVICES & SUPPLIES	358,073	376,092	416,766	416,766
FIXED ASSETS				
740200 Buildings & Improvements	0	60,646	0	0
TOTAL FIXED ASSETS	0	60,646	0	0
OPERATING TRANSFER OUT				
750121 Operating Transfer Out - Capital Project	0	0	35,000	35,000
TOTAL FIXED ASSETS	0	0	35,000	35,000
<u>TOTAL EXPENDITURES</u>	1,368,270	1,578,075	1,663,804	1,663,804
<u>NET COUNTY COST (EXP - REV)</u>	1,316,765	1,529,275	1,570,804	1,570,804

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** (\$500) is recommended decreased by \$300 based on current year projections.
- 657000** **Federal Care & Services** (\$2,000) is recommended at \$2,000 based on projections in the current fiscal year.
- 659000** **Other Government Agencies** (\$50,000) is recommended increased by \$34,000 based on projected tax sharing agreement revenues to be received from the City of Madera. As a requirement of the agreement, these revenues are dedicated for use at the Madera Branch Library.
- 662500** **Library Services** (\$27,000) is recommended reduced by \$5,000 based on current year projections.
- 662510** **Lost Book Collections** (\$1,500) is recommended unchanged.
- 662700** **Other Charges for Services** (\$12,000) is recommended increased by \$1,000 based on projections in the current fiscal year.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$647,894) is recommended increased \$56,579 due to increased salary costs and to fund a 1 FTE Desktop Support Technician position that is currently working as Extra Help.
- 710103** **Extra Help** (\$165,673) is recommended decreased by \$14,135 based on the cost of required staffing. Funds are recommended to be used for increased staffing needs at the Main and Oakhurst branches while one position is eliminated after January 1, 2019 due to recommendation that it be made Permanent.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

LIBRARY

SALARIES & EMPLOYEE BENEFITS (continued)

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 unchanged for telecommunication costs as well as monthly cell phone costs for the County Librarian.

720500 **Household Expense** (\$6,268) is recommended increased (\$298) due to an increase in charges for garbage pickup at Madera, Chowchilla, Ranchos, Oakhurst and North Fork branches.

720600 **Insurance** (\$3,401) 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** (\$129,731) is recommended increased) and includes the County's membership in the San Joaquin Valley Library System (\$72,717); TELCO Direct Charge (\$54,314); Unique Collections fee to manage past due accounts (\$1,800); and Cisco Smart-Net Headquarter fee (\$900).

721300 **Office Expense** (\$18,000) is recommended unchanged. This account is used for a wide variety of required collection processing materials, supplies for printers, five coin-operated copy machines, book repairs, and clerical supplies.

721600 **Rents & Leases - Equipment** (\$11,500) is recommended increased (\$829) due to increased meeting and travel demands 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** (\$33,216) is recommended decreased (\$627) to reflect a 3% increase in rent minus a previous cost that has been removed for rental of the Madera Ranchos Branch Library.

721900 **Special Departmental Expense** (\$93,000) is recommended increased (\$17,000) for the purchase of ebooks, print books,

LIBRARY

SERVICES & SUPPLIES (continued)

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. Out of this amount, at least \$15,000 will be spent at the Madera Branch Library pursuant to the tax sharing agreement with the City of Madera.

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.

OPERATING TRANSFER OUT

750121 **Operating Transfer Out – Capital Project** (\$35,000) to fund necessary public benefit facility improvements at the Madera Branch Library pursuant to the tax sharing agreement with the City of Madera.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 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	7.0	-	7.0	-	-	-	
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	1.0	-	-	(1.0)	
3380	Desktop Support Technician	-	-	1.0	-	1.0	-	A
TOTAL		13.0	4.00	14.0	3.00	1.0	(1.0)	

NOTES:

A - Recommend addition of a Desktop Network Technician and elimination of Senior Library Branch Assistant. Currently, there is an Extra Help Desktop Support Technician supporting the department