LIBRARY SERVICES DEPARTMENT
APPROPRIATION SUMMARY
Fiscal Year 2012-13

ADMINISTERED BY: **DIRECTOR OF LIBRARY SERVICES**

Appropriation	FY 2011-12 Actual	FY 2011-12 Position Allocations	FY 2012-13 BOS Adopted Budget	FY 2012-13 Percent Change	FY 2012-13 Position Allocations
OTHER OPERATING FUND					
Library - Fund 160	$ 5,767,907	43	$ 6,134,274	6.4%	43
TOTAL ALL FUNDS	$ 5,767,907	43	$ 6,134,274	6.4%	43

Mission Statement

To provide free and open access to diverse resources that enrich, inform, empower and entertain.

Budget Summary and Changes

The FY 2012-13 Proposed Budget for the Library is recommended at $6,097,074, an increase of $210,791 (3.6%) over FY 2011-12. The increase is due to an increase of $234,000 in indirect charges (A-87 costs) to the Library partially offset by a reduction in direct expenditures of $23,000. The General Fund offsets the charge for A87 costs (except for $100,000) and therefore is also increased by $234,000. The main source of revenue for operation of the Library system is property taxes. The FY 2012-13 Proposed Budget projects property taxes to be flat, following a 10.5% decrease over the last several years. No state revenues are budgeted. The Proposed Budget funds 39 positions, unchanged from FY 2011-12 and a decrease of nine (19%) since FY 2007-08.

The Placer County Library system operates 12 branch libraries and a bookmobile. The Library has developed a technology plan for increased staff efficiency and functionality; the FY 2012-13 Proposed Budget includes $55,000 from Library Fund reserves to implement the plan. The Board of Supervisors received a presentation on funding challenges to the Library on April 10, 2012. To balance the budget, the use of reserves is recommended while service levels and funding strategies are being studied more fully.

Department Comments

The Library is facing some tough economic challenges. The primary source of funding is a portion of property tax revenues which continue to decline. Yet, the service needs of the Library communities continue to increase. Citizens are relying heavily on the Library and Library staff to assist with job information, job applications and resumes, children's programming, electronic resources and e-books, internet convenience, use and speed, Wi-Fi and entertainment needs in the form of best-sellers and DVDs.

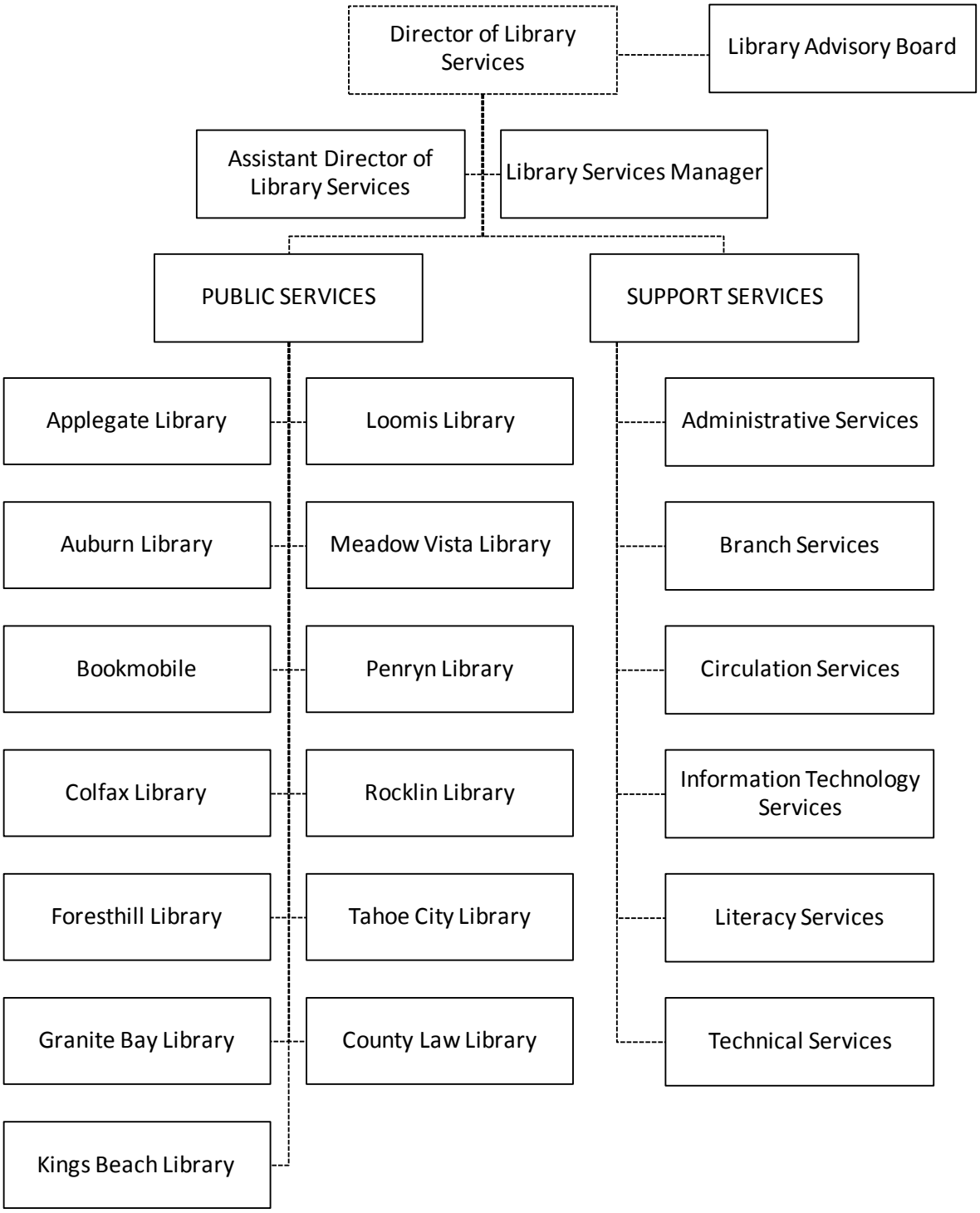
The Library remains committed to providing the best possible service while continually reassessing processes and procedures in search of best practices and the most efficient use of limited resources. Strategic Planning, funded by a Library Services and Technology Grant from the California State Library, should help to illuminate a clear path for the future of the Library, suggest how community needs can be met with limited resources, and how funding may be budgeted to maximize efficiencies. Self service models and consolidation of service points are being explored and deployed system-wide where appropriate to maintain open hours and current staffing levels.

Final Budget Changes from the Proposed Budget

The Final Budget includes the following budget adjustments for the Library:

- Revenue is increased by $143,131 for donations and grants ($113,770), aid from other agencies ($2,456) and property tax distribution due to the dissolution of the former Redevelopment Agency ($26,905)
- Revenue is decreased by $36,003 for the updated A-87 cost allocation plan
- Expenditures are increased by $147,425 for library materials ($71,226), Sirsi software ($45,300), extra help ($15,163), and other services and supplies ($15,736)
- Expenditures are decreased by $110,225 for salaries and wages for two unfunded half time positions ($69,643), elimination of North Net dues ($4,579), and reduction for the updated A-87 cost allocation plan ($36,003)
- Funding is withdrawn from the reserve account, Reserve for Contingencies ($106,981)

LIBRARY


Director of Library Services
Library Advisory Board
Assistant Director of Library Services
Library Services Manager
PUBLIC SERVICES
SUPPORT SERVICES
Applegate Library
Loomis Library
Administrative Services
Auburn Library
Meadow Vista Library
Branch Services
Bookmobile
Penryn Library
Circulation Services
Colfax Library
Rocklin Library
Information Technology Services
Foresthill Library
Tahoe City Library
Literacy Services
Granite Bay Library
County Law Library
Technical Services
Kings Beach Library

Library 64010

Program Purpose: The Library's core function is to provide library services to the residents of Placer County, including an up-to-date collection of library materials reflective of community interests, skilled staff to assist customers, attractive community libraries, and enriching and entertaining library programs.

Major Budget Adjustments Proposed for FY 2012-13

- Property tax estimated to be flat – following three years of decline
- Retains General Fund offset of A-87 cost allocation costs less $100,000
- The budget is balanced by a combination of fund balance rollover ($314,637) and a one-time use of reserves ($55,000)

FUNDED POSITIONS

CHANGES IN FUNDED POSITIONS	FY 2007-08 FINAL BUDGET	FY 2011-12 FINAL BUDGET	FY 2012-13 FINAL BUDGET
Library	48	39	39

County of Placer
Financing Sources and Uses by Budget Unit by Object
Governmental Funds
Fiscal Year 2012-13

Budget Unit **County Library Fund - 160**
Function Education
Activity County Library - 64010

Detail by Revenue Category and Expenditure Object	2010-11 Final Actuals	2011-12 Actual	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5
Revenue				
Taxes				
6100 Current Secured Property Taxes	$ 3,417,576	$ 3,425,178	$ 3,419,953	$ 3,419,953
6106 Railroad Unitary Property Taxes	1,651	2,874	2,875	2,875
6107 Unitary & Op Non-Unitary Property Taxes	100,801	105,945	105,947	105,947
6111 Current Unsecured Property Taxes	86,641	84,027	82,935	82,935
6126 Prop Tx ABX1_26 Residual Distr		9,774		26,905
6132 Delinquent Secured Property Taxes	(2,663)	(10,352)	(1,485)	(1,485)
6140 Delinquent Unsecured Property Taxes	1,117	1,988	2,241	2,241
6160 Timber Tax	1,286	1,963	1,813	1,813
6171 Current Supplemental PropertyTaxes	27,018	22,760	19,444	19,444
6196 Delinquent Supplemental PropertyTaxes	(507)	178	94	94
Total Taxes	$ 3,632,920	$ 3,644,335	$ 3,633,817	$ 3,660,722
Fines, Forfeits & Penalties				
6854 Library Fines and Fees	$ 146,500	$ 149,438	$ 146,500	$ 146,500
Total Fines, Forfeits & Penalties	$ 146,500	$ 149,438	$ 146,500	$ 146,500
Rev from Use of Money & Property				
6950 Interest	$ 21,413	$ 12,623	$ 10,240	$ 10,240
6965 Rents & Concessions	12,142	13,143	10,890	10,890
6970 Investment Income	8,000	(6,000)		
Total Rev from Use of Money & Property	$ 41,555	$ 19,766	$ 21,130	$ 21,130
Intergovernmental Revenue				
7112 RDA Pass-Throughs	$ 55,867	$ 30,037	$ 35,000	$ 35,000
7139 State Aid - Library	916	283		
7205 Homeowners Property Tax Relief	38,811	39,487	11,846	11,846
7232 State Aid - Other	18,580			
7234 State Aid - Mandated Costs	116			
7292 Aid from Other Governmental Agencies	12,000	12,000	12,000	14,456
7315 Public Library Fund	65,062			
Total Intergovernmental Revenue	$ 191,352	$ 81,807	$ 58,846	$ 61,302
Charges for Services				
8203 Law Library Services	$ 199,992	$ 215,286	$ 198,202	$ 198,202
8218 Forms and Photocopies	3,793	13,838	12,982	12,982
Total Charges for Services	$ 203,785	$ 229,124	$ 211,184	$ 211,184
Donations				
8748 Literacy Donations	$ 500	$ 500	$ 500	$ 500
8754 Donation - For Library Equip & Supplies	136,538	99,421	84,850	117,145
8755 Donation	3,916	7,042	7,800	10,275
Total Donations	$ 140,954	$ 106,963	$ 93,150	$ 127,920
Miscellaneous Revenues				
8764 Miscellaneous Revenues	$ 7,286	$ 50,611	$ 16,433	$ 95,433
Total Miscellaneous Revenues	$ 7,286	$ 50,611	$ 16,433	$ 95,433
Other Financing Sources				
8779 Contributions from General Fund	$ 648,717	$ 1,105,283	$ 1,339,470	$ 1,303,467
8780 Contributions from Other Funds	183,987	182,737	206,907	206,907
8954 Operating Transfers In	15,000	37,500		
Total Other Financing Sources	$ 847,704	$ 1,325,520	$ 1,546,377	$ 1,510,374
Total Revenue	$ 5,212,056	$ 5,607,564	$ 5,727,437	$ 5,834,565
Expenditures / Appropriations				
Salaries & Benefits				
1001 Employee Paid Sick Leave	$ 3,054	$ 8,615	$ 1,100	$ 1,100
1002 Salaries and Wages	2,018,333	1,925,751	2,046,765	2,004,770
1003 Extra Help	254,289	275,204	239,574	254,737
1005 Overtime & Call Back		140	60	60
1011 Salary Savings			(4,712)	(4,712)
1018 Taxable Meal Reimbursements	199	78	150	150
1300 P.E.R.S.	445,231	476,796	508,775	498,276
1301 F.I.C.A.	169,550	159,218	174,457	172,404
1303 Other - Post Employment Benefits	296,255	283,746	252,432	245,420
1310 Employee Group Ins	363,095	353,789	392,416	384,370

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1	2	3	4	5
1315 Workers Comp Insurance		1,260	3,086	3,048
1325 401 (k) Employer Match	2,073	2,851	2,250	2,250
Total Salaries & Benefits	$ 3,552,079	$ 3,487,448	$ 3,616,353	$ 3,561,873
Services & Supplies				
2051 Communications - Telephone	$ 55,382	$ 69,765	$ 57,019	$ 57,019
2052 Mobile Communication Devices	795	954	866	866
2068 Food		370		
2140 Gen Liability Ins			10,611	10,611
2274 Delivery & Freight Charges	239			
2290 Maintenance - Equipment	2,349	7,056	4,600	4,600
2291 Maintenance - Computer Equip	86,252	42,067	72,298	117,598
2404 Maintenance Services	25,692	28,911	27,000	30,535
2439 Membership/Dues	5,939	6,544	5,538	959
2456 Misc Expense	83,560	58,686	60,000	94,770
2481 PC Acquisition	38,972	18,177	14,400	14,400
2511 Printing	12,431	13,781	7,768	7,768
2522 Other Supplies	33,762	18,296	30,115	30,115
2523 Office Supplies & Exp	13,668	16,387	11,000	11,000
2524 Postage	54,204	55,830	8,731	8,731
2555 Prof/Spec Svcs - Purchased	15,803	35,404	64,965	66,788
2556 Prof/Spec Svcs - County	6,232	8,092	4,766	4,766
2709 Countywide System Charges	4,022	3,834	9,778	9,778
2727 Rents & Leases - Bldgs & Impr	45,272	43,538	44,586	44,586
2838 Special Dept Expense-1099 Reportable	42,066	25,499	19,568	22,446
2840 Special Dept Expense	36,868	23,461	82,050	82,050
2844 Training	6,599	1,951	1,000	1,000
2860 Library Materials	282,376	195,215	65,631	102,087
2931 Travel & Transportation	1,780	1,286	300	300
2932 Mileage	2,486	949	1,241	1,241
2933 Lodging		1,046	600	600
2941 County Vehicle Mileage	21,398	24,494	24,162	24,162
2964 Meals/Food Purchases	571	592	640	640
2965 Utilities	137,397	150,296	160,730	160,730
2966 Drug & Alcohol Testing	271	324	200	200
Total Services & Supplies	$ 1,016,386	$ 852,805	$ 790,163	$ 910,346
Other Charges				
3551 Transfer Out A-87 Costs	$ 698,671	$ 1,205,283	$ 1,439,470	$ 1,403,467
Total Other Charges	$ 698,671	$ 1,205,283	$ 1,439,470	$ 1,403,467
Intrafund Transfers Out				
5310 I/T Employee Group Insurance	$ 216,240	$ 170,683	$ 212,013	$ 212,013
5404 I/T Maintenance - Services	29,207	18,432		
5405 I/T Maintenance - Bldgs & Improvements			12,000	12,000
5550 I/T - Administration	1,515			
5552 I/T - MIS Services	25,795	23,771	23,375	23,375
5553 I/T - Revenue Services Charges	1,873	2,716	2,000	2,000
5556 I/T - Professional Services	750	389	1,000	1,000
5678 I/T Road Projects	27	64		
5965 I/T Utilities	7,921	6,316	700	8,200
Total Intrafund Transfers Out	$ 283,328	$ 222,371	$ 251,088	$ 258,588
Total Expenditures / Appropriations	$ 5,550,464	$ 5,767,907	$ 6,097,074	$ 6,134,274
Net Cost	$ 338,408	$ 160,343	$ 369,637	$ 299,709