

# LIBRARY

## Mission

The El Dorado County Library enriches the lives of residents by promoting lifelong learning and literacy for all ages through its research and information services, educational programs and classes, community facilities, and comprehensive collections of traditional and current resources.

The mission of the El Dorado County Historical Museum is to exhibit and interpret the heritage of the County in a current, accurate, and engaging manner; to be a valuable historical resource to the community through its well organized research facility, historical exhibits and educational programs; to collect, document, and preserve artifacts and records significant to the history of El Dorado County using the highest standards of scholarship and professional museum and archival practices; and to provide a rewarding experience for volunteers and visitors and enhance the Museum's significance to the community.

## Library Financial Summary

	14/15 Actuals	15/16 Budget	16/17 Dept Requested	16/17 CAO Recommend	Change from Budget to Recommend	% Change
Use of Money	3,545	2,300	3,100	3,100	800	35%
State	208,007	236,500	263,000	263,000	26,500	11%
Federal	38,674	24,000	-	-	(24,000)	-100%
Charges for Service	164,117	165,300	165,075	165,075	(225)	0%
Misc.	102,253	109,850	143,000	214,190	104,340	95%
Other Financing Sources	1,150,668	1,599,485	1,594,185	1,594,185	(5,300)	0%
<b>Total Revenue</b>	<b>1,667,264</b>	<b>2,137,435</b>	<b>2,168,360</b>	<b>2,239,550</b>	<b>102,115</b>	<b>5%</b>
Salaries and Benefits	2,586,052	2,918,096	3,032,826	2,883,020	(35,076)	-1%
Services & Supplies	772,594	769,088	876,390	876,390	107,302	14%
Other Charges	765	2,000	2,000	2,000	-	0%
Fixed Assets	12,740	-	-	-	-	
Intrafund Transfers	27,228	22,557	22,847	22,847	290	1%
<b>Total Appropriations</b>	<b>3,399,379</b>	<b>3,711,741</b>	<b>3,934,063</b>	<b>3,784,257</b>	<b>72,516</b>	<b>2%</b>
<b>NCC</b>	<b>1,732,115</b>	<b>1,574,306</b>	<b>1,765,703</b>	<b>1,544,707</b>	<b>(29,599)</b>	<b>-2%</b>
<b>FTE's</b>	<b>39</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>-</b>	<b>0%</b>

### Source of Funds

Use of Money and Property (\$3,100):  
Charges for meeting room rental to outside agencies and the public.

State Intergovernmental (\$263,000):  
Estimated grant revenue from First 5 El Dorado.

Charges for Services (\$165,075): Library fines and fees and lost book fees for all branches.

Miscellaneous (\$214,190): Donations from Friends of the Library groups and others.

Other Financing Sources (\$1,594,185): Primarily operating transfers from the special taxes collected in the various library zones of benefit (\$1,566,185) with the

# LIBRARY

remainder from other department special revenue funds (\$28,000).

Net County Cost (\$1,544,707): The department is also funded with discretionary General Fund tax revenues. These revenues are collected in Department 15 – General Fund Other Operations.

## Use of Funds

Salaries & Benefits (\$2,883,020): Primarily comprised of salaries (\$1,894,309), retirement (\$418,333) and health insurance (\$416,380).

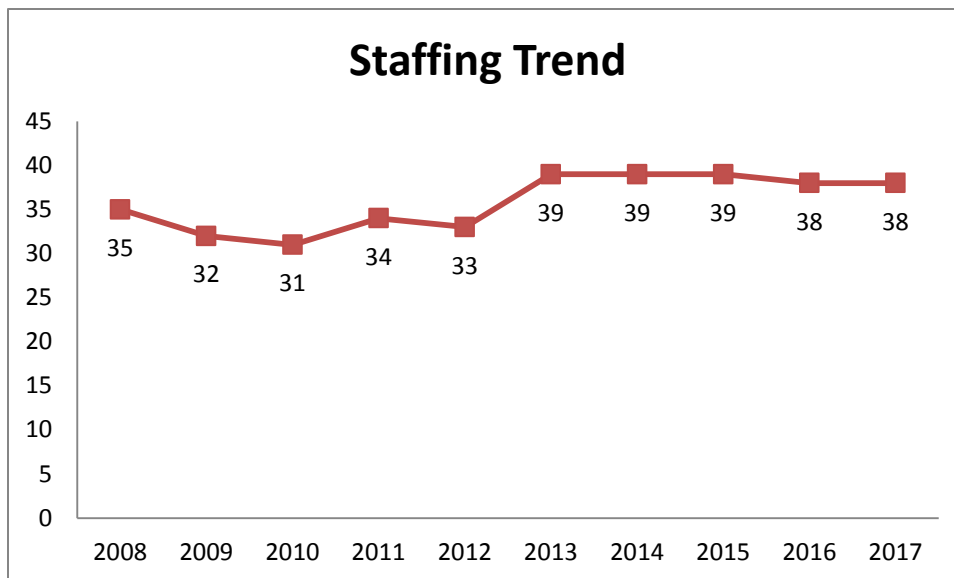
Services & Supplies (\$876,390): Primarily comprised of facility costs including rent, utilities, janitorial services (\$229,145); library circulation and reference materials including books, audio materials and subscriptions (\$209,600); high speed Internet service (\$71,190); and office and postage expenses (\$37,625).

Other Charges (\$2,000): For fleet maintenance costs associated with the bookmobile.

Intrafund Transfers (\$22,847): Primarily comprised of charges from other departments for services such as Mail Service (\$14,088), Stores Support (\$3,159), and Building Maintenance (\$3,100).

## Staffing Trend

Staffing for the Library has averaged 35 full time equivalent positions (FTEs) over the last ten years. Increases in staffing in 2012-13 were related to the conversion of extra help employees to permanent part-time staff. The Recommended Budget keeps the total allocation at 37.65 FTEs in FY 2016-17 with 32.5 FTEs on the West Slope and 6.15 FTEs in South Lake Tahoe.



# LIBRARY

<b>2016-17 Summary of Department Programs</b>				
	Appropriations	Revenues	Net County Cost	Staffing
Administration & Support	783,473	-	783,473	7.63
Bookmobile	14,524	14,000	524	0.25
First 5 Early Literacy Program	263,000	263,000	-	2.40
Law Library	35,600	-	35,600	0.00
Libraries	2,462,880	1,886,550	576,330	26.37
Museum	224,780	76,000	148,780	1.00
<b>TOTAL</b>	<b>3,784,257</b>	<b>2,239,550</b>	<b>1,544,707</b>	<b>37.65</b>

## Program Summaries

### *Central Administration & Support*

Provides oversight, direction and support for the department and is responsible for administrative and business support functions including budgeting, accounting, payroll, personnel, purchasing and contract coordination, computer services and support and clerical operations. Also provides book ordering, cataloging and processing support for all branches.

### *Bookmobile*

Provides access to library materials and collections at various community sites. Limited Bookmobile service was reinstated in October 2009 with the use of donations.

### *First 5 Early Literacy Program*

Promotes the development of early literacy skills by providing early literacy programs and services for children 0-5 years old and their caregivers. Services are provided at all county branch libraries. This program is funded by a grant from First 5 El Dorado.

### *Law Library*

This division represents the County's contribution to the Law Library for rent, custodial services, and utilities. Other

expenses associated with the Law Library are funded with court filing fees and administered by the County Law Library Board.

### *Libraries*

#### Cameron Park Library

Provides access to library materials and collections, public computers, reference and research assistance, and adult and children's programs that promote education and literacy. Maintains collection of 73,000 books and other items, and circulates 160,000 items annually. Open five days per week. Revenue sources are library assessments, fines and fees, donations, and fund balance.

#### El Dorado Hills Library

Provides access to library materials and collections, public computers, reference and research assistance, and adult and children's programs that promote education and literacy. Maintains collection of 68,000 books and other items, and circulates 215,000 items annually. Open six days per week. Revenue sources are library taxes, fines and fees, donations, and fund balance.

# LIBRARY

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## Georgetown Library

Provides access to library materials and collections, public computers, reference and research assistance, and children's programs that promote education and literacy. Maintains collection of 23,000 books and other items, and circulates 35,000 items annually. Open five days per week. Revenue sources are library taxes, fines and fees, donations, and fund balance.

## Main Library – Placerville

Provides access to library materials and collections, public computers, reference and research assistance, and adult and children's programs that promote education and literacy. Maintains collection of 140,000 books and other items, and circulates 300,000 items annually. Open five days per week. Revenue sources are fines and fees, donations, and fund balance.

## Pollock Pines Library

Provides access to library materials and collections, public computers, reference and research assistance, and children's programs that promote education and literacy. Maintains collection of 17,000 books and other items, and circulates 23,000 items annually. Open three days per week. Revenue sources are fines and fees, and donations.

## South Lake Tahoe Library

Provides access to library materials and collections, public computers, reference and research assistance, and adult and children's programs that promote education and literacy. Maintains collection of 60,000 books and other items, and circulates 130,000 items annually. Open five days per week. Revenue sources are library taxes, fines and fees, donations, and fund balance.

## *Museum*

Provides public access to a large collection of exhibits, artifacts and documents related to El Dorado County. Open six days per week. Revenues are from entrance fees and the sale of historical books and photographs. Volunteers are used extensively to provide access to the museum and for historical research.

## **Chief Administrative Office Recommendation**

The Recommended Budget represents an overall increase of \$102,115 or 5% in revenues and an increase of \$72,516 or 2% in appropriations when compared to the FY 2015-16 approved budget. As a result, the Net County Cost has decreased by \$29,599 or 2%. This represents a status quo budget.

Revenues are increasing by \$102,115 due to increased grant funding from First 5 El Dorado (\$26,500), revenue to offset costs related to high speed Internet services (\$67,000) and a donation to the Museum program from a bequest to the El Dorado Community Foundation for the purchase of fireproof filing cabinets (\$62,000).

Expenditures remain relatively flat at \$3,784,627. Salaries and benefits are decreasing by \$35,076 due to a reduction in extra help employee costs; services and supplies are increasing by \$72,516 primarily due to implementation of new high speed Internet services at all library branches (\$67,000) – offset by the revenue noted above, and a project in the Museum program to move the rail at Missouri Flat Road to the railroad Depot parcel in Shingle Springs.

Grant funding from First 5 El Dorado is included in the department's Recommended

## LIBRARY

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Budget at \$263,000. These grant funds are used to support early literacy programs.

### Staffing Changes

The total personnel allocation for the Library is unchanged at 37.65 FTEs; however, the Recommended Budget includes the addition of 1.0 FTE Supervising Librarian for the Main Library in Placerville and the deletion of 1.0 Librarian I/II. This allocation change is recommended to provide dedicated supervisory oversight for the branch and First 5 programs and to allow the Library Director to focus on long term and short term planning, management and funding of countywide library services. There is also a minor allocation change to delete 0.05 FTE Custodian and add 0.05 FTE Office Assistant.

### **Pending Issues & Policy Considerations**

Although the Recommended Budget for the Library maintains the status quo for branch operations in FY 2016-17, the budgeted use of library fund balance is 55% of the total available fund balance. This use of fund balance is not sustainable and presents a significant policy issue for the Board to consider for future budget years. Unless long-term funding solutions can be identified, library hours will be reduced in future years. The Library Director plans to schedule a special session with the Board of Supervisors later this year to discuss options, possible outcomes and strategies for the future of library services in the County.

# LIBRARY

## Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND  
 DEPARTMENT: 60 LIBRARY

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
<b>TYPE: R REVENUE</b>					
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>				
0400	0	0	1,000	1,000	1,000
0420	2,750	2,300	2,100	2,100	-200
<b>CLASS: 04</b>	<b>REV: USE OF MONEY &amp; PROPERTY</b>				
	2,750	2,300	3,100	3,100	800
0880	236,500	236,500	263,000	263,000	26,500
<b>CLASS: 05</b>	<b>REV: STATE INTERGOVERNMENTAL</b>				
	236,500	236,500	263,000	263,000	26,500
1100	24,000	24,000	0	0	-24,000
<b>CLASS: 10</b>	<b>REV: FEDERAL</b>				
	24,000	24,000	0	0	-24,000
1700	97,600	95,700	95,850	95,850	150
1701	44,650	42,400	45,300	45,300	2,900
1702	14,320	13,850	13,500	13,500	-350
1703	100	250	100	100	-150
1704	2,775	2,550	2,375	2,375	-175
1705	8,600	10,550	7,950	7,950	-2,600
<b>CLASS: 13</b>	<b>REV: CHARGE FOR SERVICES</b>				
	168,045	165,300	165,075	165,075	-225
1940	1,650	1,650	0	71,190	69,540
1943	13,600	3,500	65,500	65,500	62,000
1954	105,700	104,700	77,500	77,500	-27,200
<b>CLASS: 19</b>	<b>REV: MISCELLANEOUS</b>				
	120,950	109,850	143,000	214,190	104,340
2020	1,481,035	1,599,485	1,594,185	1,594,185	-5,300
<b>CLASS: 20</b>	<b>REV: OTHER FINANCING SOURCES</b>				
	1,481,035	1,599,485	1,594,185	1,594,185	-5,300
<b>TYPE: R SUBTOTAL</b>	2,033,280	2,137,435	2,168,360	2,239,550	102,115

# LIBRARY

## Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND  
 DEPARTMENT: 60 LIBRARY

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD	
<b>TYPE: E EXPENDITURE</b>						
<b>SUBOBJ SUBOBJ TITLE</b>						
3000	PERMANENT EMPLOYEES / ELECTED	1,764,436	1,887,268	1,981,835	1,874,029	-13,239
3001	TEMPORARY EMPLOYEES	36,965	36,965	42,000	0	-36,965
3005	TAHOE DIFFERENTIAL	16,800	16,800	15,600	15,600	-1,200
3006	BILINGUAL PAY	4,680	4,680	4,680	4,680	0
3020	RETIREMENT EMPLOYER SHARE	413,259	413,260	418,333	418,333	5,073
3022	MEDI CARE EMPLOYER SHARE	24,351	24,351	23,914	23,914	-437
3040	HEALTH INSURANCE EMPLOYER	427,272	427,272	416,380	416,380	-10,892
3042	LONG TERM DISABILITY EMPLOYER	4,672	4,672	4,611	4,611	-61
3043	DEFERRED COMPENSATION EMPLOYER	3,711	3,711	3,697	3,697	-14
3046	RETIREE HEALTH: DEFINED	39,702	39,702	39,615	39,615	-87
3060	WORKERS' COMPENSATION EMPLOYER	47,415	47,415	70,161	70,161	22,746
3080	FLEXIBLE BENEFITS	12,000	12,000	12,000	12,000	0
<b>CLASS: 30</b>	<b>SALARY &amp; EMPLOYEE BENEFITS</b>	<b>2,795,263</b>	<b>2,918,096</b>	<b>3,032,826</b>	<b>2,883,020</b>	<b>-35,076</b>
4041	COUNTY PASS THRU TELEPHONE CHARGES	21,280	22,790	4,970	4,970	-17,820
4044	CABLE/INTERNET SERVICE	3,717	3,920	71,190	71,190	67,270
4080	HOUSEHOLD EXPENSE	200	0	0	0	0
4081	PAPER GOODS	1,725	1,975	1,750	1,750	-225
4085	REFUSE DISPOSAL	4,933	4,955	4,975	4,975	20
4086	JANITORIAL / CUSTODIAL SERVICES	23,462	22,757	29,520	29,520	6,763
4100	INSURANCE: PREMIUM	14,545	14,545	16,265	16,265	1,720
4140	MAINT: EQUIPMENT	18,000	18,250	17,750	17,750	-500
4141	MAINT: OFFICE EQUIPMENT	0	0	1,664	1,664	1,664
4144	MAINT: COMPUTER	59,914	58,449	59,759	59,759	1,310
4180	MAINT: BUILDING & IMPROVEMENTS	300	300	300	300	0
4220	MEMBERSHIPS	4,600	4,600	4,600	4,600	0
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	1,400	1,400	1,415	1,415	15
4260	OFFICE EXPENSE	36,000	35,700	32,300	32,300	-3,400
4261	POSTAGE	5,369	5,575	5,325	5,325	-250
4266	PRINTING / DUPLICATING SERVICES	3,602	8,500	4,500	4,500	-4,000
4267	ON-LINE SUBSCRIPTIONS	79,000	67,000	60,000	60,000	-7,000
4300	PROFESSIONAL & SPECIALIZED SERVICES	31,868	31,600	39,840	39,840	8,240
4324	MEDICAL,DENTAL,LAB & AMBULANCE SRV	2,625	3,000	1,200	1,200	-1,800
4400	PUBLICATION & LEGAL NOTICES	155	155	155	155	0
4420	RENT & LEASE: EQUIPMENT	12,200	12,700	9,600	9,600	-3,100
4421	RENT & LEASE: SECURITY SYSTEM	7,432	7,420	7,432	7,432	12
4440	RENT & LEASE: BUILDING &	51,735	51,735	52,800	52,800	1,065
4461	EQUIP: MINOR	9,600	14,000	68,500	68,500	54,500
4462	EQUIP: COMPUTER	37,150	17,000	1,250	1,250	-15,750
4500	SPECIAL DEPT EXPENSE	27,024	37,999	49,000	49,000	11,001
4501	SPECIAL PROJECTS	0	0	8,500	8,500	8,500
4503	STAFF DEVELOPMENT	2,800	2,800	1,800	1,800	-1,000

# LIBRARY

## Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND  
 DEPARTMENT: 60 LIBRARY

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
4508 SNOW REMOVAL	500	500	500	500	0
4516 LIBRARY: CIRCULATING LIBRARY BOOKS	95,850	95,850	103,000	103,000	7,150
4517 LIBRARY: AUDIO	26,750	26,750	24,250	24,250	-2,500
4518 LIBRARY: SUBSCRIPTIONS	18,925	19,525	19,125	19,125	-400
4519 LIBRARY: MICROFILM PURCHASE	3,210	3,225	3,225	3,225	0
4540 STAFF DEVELOPMENT (NOT 1099)	1,500	1,500	1,500	1,500	0
4542 LIBRARY: VIDEO	15,000	15,000	15,000	15,000	0
4600 TRANSPORTATION & TRAVEL	2,935	4,660	4,660	4,660	0
4602 MILEAGE: EMPLOYEE PRIVATE AUTO	6,420	6,770	5,420	5,420	-1,350
4605 RENT & LEASE: VEHICLE	500	0	1,350	1,350	1,350
4606 FUEL PURCHASES	2,150	2,583	1,900	1,900	-683
4608 HOTEL ACCOMMODATIONS	1,325	0	0	0	0
4620 UTILITIES	139,755	143,600	140,100	140,100	-3,500
<b>CLASS: 40 SERVICE &amp; SUPPLIES</b>	<b>775,456</b>	<b>769,088</b>	<b>876,390</b>	<b>876,390</b>	<b>107,302</b>
5300 INTERFND: SERVICE BETWEEN FUND	2,000	2,000	2,000	2,000	0
<b>CLASS: 50 OTHER CHARGES</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
7210 INTRAFND: COLLECTIONS	2,800	2,500	2,500	2,500	0
7223 INTRAFND: MAIL SERVICE	13,857	13,857	14,088	14,088	231
7224 INTRAFND: STORES SUPPORT	3,100	3,100	3,159	3,159	59
7232 INTRAFND: MAINT BLDG & IMPROVMNTS	15,110	3,100	3,100	3,100	0
<b>CLASS: 72 INTRAFUND TRANSFERS</b>	<b>34,867</b>	<b>22,557</b>	<b>22,847</b>	<b>22,847</b>	<b>290</b>
<b>TYPE: E SUBTOTAL</b>	<b>3,607,586</b>	<b>3,711,741</b>	<b>3,934,063</b>	<b>3,784,257</b>	<b>72,516</b>
<b>FUND TYPE: 10 SUBTOTAL</b>	<b>1,574,306</b>	<b>1,574,306</b>	<b>1,765,703</b>	<b>1,544,707</b>	<b>-29,599</b>



# LIBRARY

## Financial Information by Fund Type

**FUND TYPE:** 12 SPECIAL REVENUE: BOS GOVERNED DISTRICTS  
**DEPARTMENT:** 60 LIBRARY

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
<b>TYPE: R REVENUE</b>					
<b>SUBOBJ SUBOBJ TITLE</b>					
0175 TAX: SPECIAL TAX	969,000	957,000	983,000	983,000	26,000
<b>CLASS: 01 REV: TAXES</b>	969,000	957,000	983,000	983,000	26,000
0360 PENALTY & COST DELINQUENT TAXES	6,400	6,000	8,800	8,800	2,800
<b>CLASS: 03 REV: FINE, FORFEITURE &amp;</b>	6,400	6,000	8,800	8,800	2,800
0400 REV: INTEREST	3,400	2,500	4,200	4,200	1,700
<b>CLASS: 04 REV: USE OF MONEY &amp; PROPERTY</b>	3,400	2,500	4,200	4,200	1,700
1310 SPECIAL ASSESSMENTS	249,085	248,085	240,185	240,185	-7,900
<b>CLASS: 13 REV: CHARGE FOR SERVICES</b>	249,085	248,085	240,185	240,185	-7,900
0001 FUND BALANCE	842,703	842,703	600,553	600,553	-242,150
<b>CLASS: 22 FUND BALANCE</b>	842,703	842,703	600,553	600,553	-242,150
<b>TYPE: R SUBTOTAL</b>	2,070,588	2,056,288	1,836,738	1,836,738	-219,550
<b>TYPE: E EXPENDITURE</b>					
<b>SUBOBJ SUBOBJ TITLE</b>					
7000 OPERATING TRANSFERS OUT	1,470,035	1,571,485	1,566,185	1,566,185	-5,300
<b>CLASS: 70 OTHER FINANCING USES</b>	1,470,035	1,571,485	1,566,185	1,566,185	-5,300
7700 APPROPRIATION FOR CONTINGENCIES	600,553	484,803	270,553	270,553	-214,250
<b>CLASS: 77 APPROPRIATION FOR</b>	600,553	484,803	270,553	270,553	-214,250
<b>TYPE: E SUBTOTAL</b>	2,070,588	2,056,288	1,836,738	1,836,738	-219,550
<b>FUND TYPE: 12 SUBTOTAL</b>	0	0	0	0	0
<b>DEPARTMENT: 60 SUBTOTAL</b>	1,574,306	1,574,306	1,765,703	1,544,707	-29,599

## LIBRARY

### Personnel Allocation

Classification Title	2015-16 Adjusted Allocation	2016-17 Dept Request	2016-17 CAO Recm'd	Diff from Adjusted
Director of Library Services	1.00	1.00	1.00	-
Administrative Technician	0.80	0.80	0.80	-
Custodian	0.05	-	-	(0.05)
Early Childhood Literacy Specialist	4.00	4.00	4.00	-
Fiscal Assistant I/II	0.80	0.80	0.80	-
IT Department Specialist	1.00	1.00	1.00	-
Librarian I/II	2.50	1.50	1.50	(1.00)
Library Assistant I/II	13.10	13.15	13.15	0.05
Library Circulation Supervisor	1.00	1.00	1.00	-
Library Systems Technician	1.00	1.00	1.00	-
Museum Administrator	1.00	1.00	1.00	-
Office Assistant	1.50	1.50	1.50	-
Sr. Library Assistant	6.90	6.90	6.90	-
Supervising Librarian	3.00	4.00	4.00	1.00
<b>Department Total</b>	<b>37.65</b>	<b>37.65</b>	<b>37.65</b>	<b>-</b>

# LIBRARY

