

Library & Museum
RECOMMENDED BUDGET • FY 2018 - 19

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.

DEPARTMENT BUDGET SUMMARY

	16-17 Actuals	17-18 Budget	18-19 Dept Requested	18-19 CAO Recommend	Change from Budget to Recommend	% Change
Use of Money	\$ 2,555	\$ 2,650	\$ 2,350	\$ 2,350	\$ (300)	-11%
State	\$ 316,139	\$ 263,000	\$ 276,000	\$ 276,000	\$ 13,000	5%
Federal	\$ 23,585	\$ 2,621	\$ -	\$ -	\$ (2,621)	-100%
Charges for Service	\$ 163,903	\$ 161,375	\$ 155,525	\$ 155,525	\$ (5,850)	-4%
Miscellaneous	\$ 158,604	\$ 155,095	\$ 144,000	\$ 144,000	\$ (11,095)	-7%
Other Financing Sources	\$ 1,220,887	\$ 1,512,473	\$ 1,671,972	\$ 1,671,972	\$ 159,499	11%
Total Revenue	\$ 1,885,673	\$ 2,097,214	\$ 2,249,847	\$ 2,249,847	\$ 152,633	7%
Salaries and Benefits	\$ 2,579,735	\$ 2,777,125	\$ 2,900,953	\$ 2,872,730	\$ 95,605	3%
Services & Supplies	\$ 814,536	\$ 860,750	\$ 964,136	\$ 964,136	\$ 103,386	12%
Other Charges	\$ 5,083	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%
Intrafund Transfers	\$ 31,020	\$ 26,713	\$ 30,448	\$ 30,448	\$ 3,735	14%
Total Appropriations	\$ 3,430,374	\$ 3,666,588	\$ 3,897,537	\$ 3,869,314	\$ 202,726	6%
Net County Cost	\$ 1,544,701	\$ 1,569,374	\$ 1,647,690	\$ 1,619,467	\$ 50,093	3%
FTEs	37.65	35.25	35.85	35.85	0.60	2%

MAJOR BUDGET CHANGES

Revenue

\$152,633 Increase due to an increase in Operating Transfers from Special Revenue Funds, to offset increased expenses.

Appropriations

Salaries and Benefits

\$103,437 Net increase in Salary cost due primarily to the addition of 0.6 FTE (Library Assistant II) to the South Lake Tahoe Library as required and funded by donation (reflected in Operating Transfer revenue) and an upward reclassification of a vacant Office Assistant position to an Early Childhood Literacy Specialist.

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Services and Supplies

\$17,424	Increased cost of Internet services.
\$36,747	Increased cost associated with Library operating systems.
\$43,600	Increase in professional services for Strategic Plan development.

PROGRAM SUMMARIES

Central Administration and 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 partially 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 66,000 books and other items, and circulates 130,000 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 73,000 books and other items, and circulates 202,000 items annually. Open six days per week. Revenue sources are library taxes, fines and fees, donations, and fund balance.

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 24,000 books and other items, and circulates 32,000 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 125,000 books and other items, and circulates 255,000 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 14,000 books and other items, and circulates 18,000 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 64,000 books and other items, and circulates 118,000 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.

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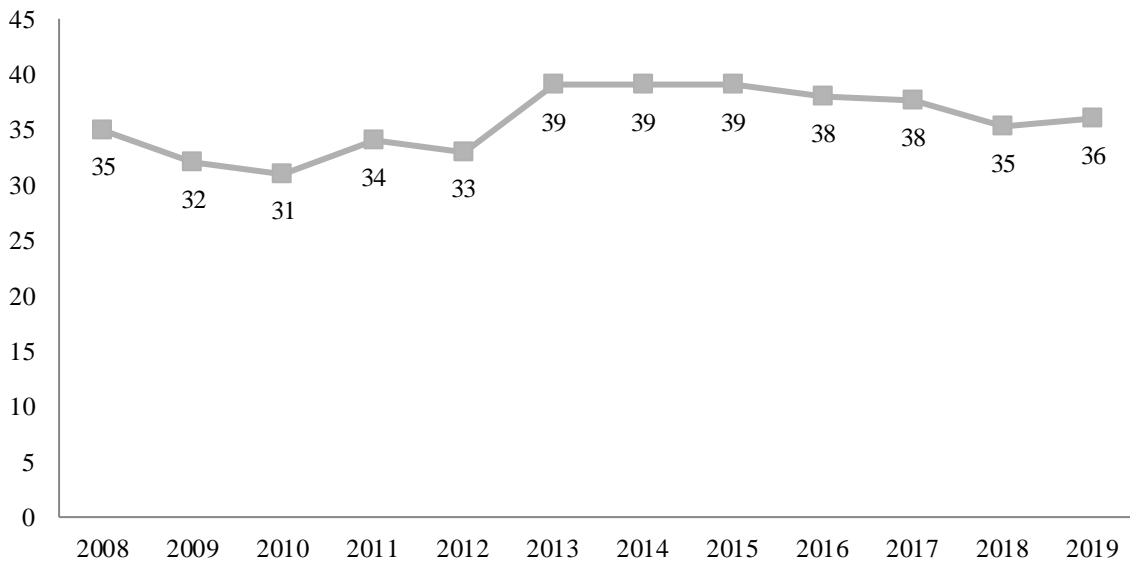
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BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing
Administration & Support	\$ 861,686	\$ 12,500	\$ 849,186	6.55
Bookmobile	\$ 4,198	\$ -	\$ 4,198	0.25
First 5 Early Literacy Program	\$ 276,000	\$ 276,000	\$ -	4.5
Law Library	\$ 35,527	\$ -	\$ 35,527	0
Libraries				
Cameron Park Library	\$ 438,590	\$ 362,346	\$ 76,244	3.48
El Dorado Hills Library	\$ 605,497	\$ 604,691	\$ 806	5.05
Georgetown Library	\$ 167,390	\$ 151,019	\$ 16,371	1.65
Main Library – Placerville	\$ 549,872	\$ 131,904	\$ 417,968	6.57
Pollock Pines Library	\$ 58,515	\$ 13,475	\$ 45,040	0.85
South Lake Tahoe Library	\$ 697,907	\$ 691,212	\$ 6,695	5.95
Museum	\$ 174,132	\$ 6,700	\$ 167,432	1
Total	\$ 3,869,314	\$ 2,249,847	\$ 1,619,467	35.85

STAFFING TREND

Staffing for the Library was increased from 35.25 FTEs to 35.85 FTEs at the end of FY 2017-18 due to addition 0.6 FTE (Library Assistant II) at the South Lake Tahoe Library.



BEST PRACTICES & SERVICE INDICATORS

In accordance with the Strategic Plan, the following best practices and service indicators will be implemented and measured throughout FY 2018-19. Results will be included in the following budget, and each year thereafter, to measure progress and levels of service.

Service Indicators

Operational Metrics

- 1) Number of Library cards. (Annually beginning FY 2018-19)
- 2) Number of checkouts. (Annually beginning FY 2018-19)
- 3) Attendance at classes. (Annually beginning FY 2018-19)
- 4) Museum visits. (Annually beginning FY 2018-19)
- 5) Research statistics. (Annually beginning FY 2018-19)

Service Delivery Metrics

- 1) Percentage of those responding to survey expressing satisfaction and above. (Quarterly beginning FY 2018-19)
- 2) Using project outcome surveys to measure change in those attending classes. (Quarterly beginning FY 2018-19)

Best Practices

- 1) Partner with other agencies/County Departments to leverage resources to achieve common goals:
 - Increase the number of children and families who show improvement on the Community Hub Family Survey.
- 2) Review and update Department policies and procedures:
 - Review all Department policies and procedures every three years (in progress).
 - Review and update Continuity of Operations plan.
- 3) Improve access to services and update facilities to respond to community needs:
 - Increase service hours and make improvements to the arrangement of the South Lake Tahoe Library.

RECOMMENDED BUDGET

This Budget is recommended at \$3,869,314, which is an increase of \$202,726 (5.5%) when compared to the FY 2017-18 Adopted Budget. The General Fund provides 41.9% of the funding for the Department, and is increased by \$50,093 (3.2%) when compared to the FY 2017-18 Adopted Budget.

This does not represent a status quo budget, as service levels at the South Lake Tahoe Library are recommended to increase. The Library received a new donation beginning in FY 2017-18 that provides funding for additional hours of operation and staffing (0.6 FTE Library Assistant II) at the South Lake Tahoe Library.

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Changes in Net County Cost are associated with a \$95,605 increase in salaries and benefits and a \$103,386 increase in the cost of services and supplies, due to increased cost of Internet services and on-line subscriptions, updated modules for Library operating systems, and an increase in professional services for the development of a strategic plan for the Department. A portion of these cost increases are offset by the use of special revenue funds.

In keeping with the Healthy Communities Element of the County's Strategic Plan, the increase in the cost of services and supplies is essential to maintaining the Library's Mission.

CAO Adjustments

The Recommended Budget reflects a \$28,223 decrease in salary and employee benefits compared to the Department's requested budget. The difference is due to a correction that was entered to reflect revised calculated charges for Unemployment Insurance trust fund.

Sources & Uses of Funds

The Department is primarily funded with discretionary General Fund tax revenue and special taxes collected in the various library zones of benefit that are held in special revenue funds and transferred to the Library operating budget, with smaller amounts of revenue from donations, state grant funds, and charges for services.

FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 60 LIBRARY

	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: R REVENUE				
SUBOBJ SUBOBJ TITLE				
0420 RENT: LAND & BUILDINGS	2,650	2,350	2,350	-300
CLASS: 04 REV: USE OF MONEY & PROPERTY	2,650	2,350	2,350	-300
0880 ST: OTHER	263,000	276,000	276,000	13,000
CLASS: 05 REV: STATE INTERGOVERNMENTAL	263,000	276,000	276,000	13,000
1100 FED: OTHER	2,621	0	0	-2,621
CLASS: 10 REV: FEDERAL	2,621	0	0	-2,621
1700 LIBRARY SERVICES	92,700	86,900	86,900	-5,800
1701 LIBRARY SVCS - VIDEO RENTAL	44,300	43,900	43,900	-400
1702 LIBRARY SVCS - COMP LAB PRINTING	16,100	17,175	17,175	1,075
1703 LIBRARY SVCS - MICROFILM	50	0	0	-50
1704 LIBRARY SVCS - COPY MACHINE	450	650	650	200
1705 LIBRARY SVCS - LOST & PAID BOOKS	7,775	6,900	6,900	-875
CLASS: 13 REV: CHARGE FOR SERVICES	161,375	155,525	155,525	-5,850
1940 MISC: REVENUE	47,095	61,000	61,000	13,905
1943 MISC: DONATION	38,500	3,500	3,500	-35,000
1954 MISC DONATIONS: FRIENDS OF LIBRARY	69,500	79,500	79,500	10,000
CLASS: 19 REV: MISCELLANEOUS	155,095	144,000	144,000	-11,095
2020 OPERATING TRANSFERS IN	1,512,473	1,671,972	1,671,972	159,499
CLASS: 20 REV: OTHER FINANCING SOURCES	1,512,473	1,671,972	1,671,972	159,499
TYPE: R SUBTOTAL	2,097,214	2,249,847	2,249,847	152,633

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FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 60 LIBRARY

		CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: E EXPENDITURE					
SUBOBJ	SUBOBJ TITLE				
3000	PERMANENT EMPLOYEES / ELECTED	1,726,163	1,820,984	1,829,600	103,437
3001	TEMPORARY EMPLOYEES	43,300	48,600	48,600	5,300
3005	TAHOE DIFFERENTIAL	15,600	15,600	15,600	0
3006	BILINGUAL PAY	4,680	4,680	4,680	0
3020	RETIREMENT EMPLOYER SHARE	417,133	427,071	427,071	9,938
3022	MEDI CARE EMPLOYER SHARE	24,221	22,947	22,947	-1,274
3040	HEALTH INSURANCE EMPLOYER	441,235	416,881	416,881	-24,354
3041	UNEMPLOYMENT INSURANCE EMPLOYER	0	44,540	7,701	7,701
3042	LONG TERM DISABILITY EMPLOYER	4,619	4,451	4,451	-168
3043	DEFERRED COMPENSATION EMPLOYER	3,683	3,852	3,852	169
3046	RETIREE HEALTH: DEFINED	43,117	42,197	42,197	-920
3060	WORKERS' COMPENSATION EMPLOYER	41,374	37,150	37,150	-4,224
3080	FLEXIBLE BENEFITS	12,000	12,000	12,000	0
CLASS: 30	SALARY & EMPLOYEE BENEFITS	2,777,125	2,900,953	2,872,730	95,605
4040	TELEPHONE COMPANY VENDOR	0	210	210	210
4041	COUNTY PASS THRU TELEPHONE CHARGES	13,550	12,175	12,175	-1,375
4044	CABLE/INTERNET SERVICE	52,826	70,250	70,250	17,424
4081	PAPER GOODS	1,500	1,975	1,975	475
4085	REFUSE DISPOSAL	5,000	5,000	5,000	0
4086	JANITORIAL / CUSTODIAL SERVICES	31,740	33,116	33,116	1,376
4100	INSURANCE: PREMIUM	11,494	11,844	11,844	350
4140	MAINT: EQUIPMENT	15,750	15,750	15,750	0
4144	MAINT: COMPUTER	61,423	98,170	98,170	36,747
4180	MAINT: BUILDING & IMPROVEMENTS	20,000	0	0	-20,000
4220	MEMBERSHIPS	5,630	5,700	5,700	70
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	1,425	1,425	1,425	0
4260	OFFICE EXPENSE	30,200	30,503	30,503	303
4261	POSTAGE	5,300	5,225	5,225	-75
4266	PRINTING / DUPLICATING SERVICES	3,500	1,700	1,700	-1,800
4267	ON-LINE SUBSCRIPTIONS	66,000	82,500	82,500	16,500
4300	PROFESSIONAL & SPECIALIZED SERVICES	56,500	100,100	100,100	43,600
4324	MEDICAL,DENTAL,LAB & AMBULANCE SRV	1,050	1,800	1,800	750
4400	PUBLICATION & LEGAL NOTICES	155	120	120	-35
4420	RENT & LEASE: EQUIPMENT	11,800	11,750	11,750	-50
4421	RENT & LEASE: SECURITY SYSTEM	6,128	6,166	6,166	38
4440	RENT & LEASE: BUILDING &	54,686	54,987	54,987	301
4461	EQUIP: MINOR	42,500	12,500	12,500	-30,000
4462	EQUIP: COMPUTER	3,250	8,300	8,300	5,050
4500	SPECIAL DEPT EXPENSE	36,380	25,700	25,700	-10,680
4501	SPECIAL PROJECTS	7,500	0	0	-7,500
4503	STAFF DEVELOPMENT	1,800	2,550	2,550	750
4508	SNOW REMOVAL	500	500	500	0
4516	LIBRARY: CIRCULATING LIBRARY BOOKS	102,691	151,200	151,200	48,509
4517	LIBRARY: AUDIO	19,250	12,000	12,000	-7,250
4518	LIBRARY: SUBSCRIPTIONS	19,125	21,000	21,000	1,875
4519	LIBRARY: MICROFILM PURCHASE	3,225	3,800	3,800	575
4540	STAFF DEVELOPMENT (NOT 1099)	1,500	1,500	1,500	0
4542	LIBRARY: VIDEO	15,000	11,000	11,000	-4,000
4600	TRANSPORTATION & TRAVEL	2,600	2,600	2,600	0
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	5,370	6,020	6,020	650
4605	RENT & LEASE: VEHICLE	1,250	1,150	1,150	-100
4606	FUEL PURCHASES	1,252	1,250	1,250	-2
4608	HOTEL ACCOMMODATIONS	600	0	0	-600
4620	UTILITIES	141,300	152,600	152,600	11,300

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FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 60 LIBRARY

	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
CLASS: 40 SERVICE & SUPPLIES	860,750	964,136	964,136	103,386
5300 INTERFND: SERVICE BETWEEN FUND	2,000	2,000	2,000	0
CLASS: 50 OTHER CHARGES	2,000	2,000	2,000	0
7210 INTRAFND: COLLECTIONS	2,500	2,000	2,000	-500
7223 INTRAFND: MAIL SERVICE	14,028	12,879	12,879	-1,149
7224 INTRAFND: STORES SUPPORT	5,585	2,569	2,569	-3,016
7232 INTRAFND: MAINT BLDG & IMPROVMNTS	4,600	13,000	13,000	8,400
CLASS: 72 INTRAFUND TRANSFERS	26,713	30,448	30,448	3,735
TYPE: E SUBTOTAL	3,666,588	3,897,537	3,869,314	202,726
FUND TYPE: 10 SUBTOTAL	1,569,374	1,647,690	1,619,467	50,093

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

	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: R REVENUE				
SUBOBJ SUBOBJ TITLE				
0175 TAX: SPECIAL TAX	1,019,000	1,038,000	1,038,000	19,000
CLASS: 01 REV: TAXES	1,019,000	1,038,000	1,038,000	19,000
0360 PENALTY & COST DELINQUENT TAXES	10,500	7,050	7,050	-3,450
CLASS: 03 REV: FINE, FORFEITURE &	10,500	7,050	7,050	-3,450
0400 REV: INTEREST	5,100	7,900	7,900	2,800
CLASS: 04 REV: USE OF MONEY & PROPERTY	5,100	7,900	7,900	2,800
1310 SPECIAL ASSESSMENTS	245,185	244,915	244,915	-270
CLASS: 13 REV: CHARGE FOR SERVICES	245,185	244,915	244,915	-270
0001 FUND BALANCE	951,843	735,157	735,157	-216,686
CLASS: 22 FUND BALANCE	951,843	735,157	735,157	-216,686
TYPE: R SUBTOTAL	2,231,628	2,033,022	2,033,022	-198,606
TYPE: E EXPENDITURE				
SUBOBJ SUBOBJ TITLE				
7000 OPERATING TRANSFERS OUT	1,496,471	1,576,022	1,576,022	79,551
CLASS: 70 OTHER FINANCING USES	1,496,471	1,576,022	1,576,022	79,551
7700 APPROPRIATION FOR CONTINGENCIES	735,157	457,000	457,000	-278,157
CLASS: 77 APPROPRIATION FOR	735,157	457,000	457,000	-278,157
TYPE: E SUBTOTAL	2,231,628	2,033,022	2,033,022	-198,606
FUND TYPE: 12 SUBTOTAL	0	0	0	0
DEPARTMENT: 60 SUBTOTAL	1,569,374	1,647,690	1,619,467	50,093

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PERSONNEL ALLOCATION

Classification Title	2017-18 Adjusted Allocation	2018-19 Dept Request	2018-19 CAO Recm'd	Diff from Adjusted
Director of Library Services	1.00	1.00	1.00	-
Administrative Analyst II	0.80	0.80	0.80	-
Early Childhood Literacy Specialist	4.00	4.50	4.50	0.50
Fiscal Assistant I/II	0.80	0.80	0.80	-
IT Department Specialist	1.00	1.00	1.00	-
Librarian I/II	1.50	1.50	1.50	-
Library Assistant I/II*	13.55	13.55	13.55	-
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 I/II	1.20	0.70	0.70	(0.50)
Sr. Library Assistant	5.00	5.00	5.00	-
Supervising Librarian	4.00	4.00	4.00	-
Department Total	35.85	35.85	35.85	-

*0.6 FTE added at end of FY 2017-18.

ORGANIZATIONAL CHART

