

Library & Museum

RECOMMENDED BUDGET • FY 2022-23

MISSION

Vision: The Library is the hub of the community, providing a welcoming environment to inspire our diverse population to read, learn and connect.

Mission: El Dorado County Library provides free and easy access to ideas, books and technology to promote literacy and lifelong learning.

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

| Description | FY 2020-21 Actual | Current Year Adopted | CAO Recommended | Difference from Adopted |
|-------------------------------------|----------------------|-------------------------|--------------------|----------------------------|
| IG Rev - State | 341,871 | 523,283 | 436,500 | (86,783) |
| IG Rev - Federal | 17,979 | 0 | 0 | 0 |
| Service Charges | 83,014 | 132,150 | 113,100 | (19,050) |
| Miscellaneous Rev | 129,711 | 184,700 | 110,708 | (73,992) |
| Other Fin Sources | 1,203,143 | 1,752,000 | 1,798,000 | 46,000 |
| Total Revenue | 1,775,718 | 2,592,133 | 2,458,308 | (133,825) |
| Salaries & Benefits | 2,835,619 | 3,523,822 | 3,880,140 | 356,318 |
| Services & Supplies | 743,790 | 1,064,707 | 1,008,560 | (56,147) |
| Fixed Assets | 0 | 0 | 50,000 | 50,000 |
| Other Fin Uses | 71,814 | 115,000 | 0 | (115,000) |
| Intrafund Transfers | 15,771 | 57,542 | 19,555 | (37,987) |
| Intrafund Abatement | (44,538) | 0 | 0 | 0 |
| Total Appropriations | 3,622,456 | 4,761,071 | 4,958,255 | 197,184 |
| FUND 1000 GENERAL FUND TOTAL | 1,846,738 | 2,168,938 | 2,499,947 | 331,009 |

MAJOR BUDGET CHANGES

Revenue

State Revenue

(\$86,783) Decrease in State Grant revenue that is not continuing into FY 2022-23.

Service Charges

(\$19,050) Decrease in Service Charges related to projected lower late fees, lost materials, and video rental fees.

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Miscellaneous Revenue

(\$73,992) Decrease in Miscellaneous Revenue primarily due to a one-time project to purchase a new bookmobile funded by donations from Friends of the Library in the prior year.

Other Financing Sources

\$46,000 Increase in transfers from Special Revenue Funds to offset Library operations.

Appropriations

Salaries and Benefits

\$21,929 Increase in Workers' Compensation charges due to a resumption of premium charges after a rate holiday in FY 2021-22.

\$29,000 Increase in Temporary Employees for 1.0 FTE Community Health Advocate Extra Help Appropriations dedicated to Caldor Fire recovery, funded by the General Fund Caldor Fire Relief Designation.

\$305,389 Increase in Salaries and Benefits costs primarily due to Health Benefit elections and Board-approved compensation increases.

Services and Supplies

(\$16,265) Decrease in custodial services due to the coronavirus pandemic mitigation cleaning that is no longer required of the libraries.

\$8,620 Increase in insurance charges primarily due to a General Liability rate reduction in FY 2021-22.

(\$49,199) Decrease in Services and Supplies due to grant funded purchases in FY 2021-22.

\$13,104 Increase in travel and training costs to return to pre-pandemic levels.

(12,407) Decrease in Services and Supplies due to adjustments across multiple objects to align with current projected costs.

Fixed Assets

\$50,000 Increase in Fixed Asset Equipment for a shelving and furniture project at the South Lake Tahoe library.

Other Financial Uses

(\$115,000) Decrease in Operating Transfers Out to Fleet due to the purchase of the new bookmobile in FY 2021-22.

Intrafund Transfers

(\$37,987) Decrease Intrafund Transfers Out primarily due to facilities projects in FY 2021-22.

PROGRAM SUMMARIES

Administration

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.

Central Support

Delivers computer services and support and clerical operations as well as book receiving, ordering, cataloging, and processing support for all library branches.

Bookmobile

Provides access to library materials and collections at various community sites.

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 that is matched by the Library.

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. The Library Department does not oversee the operation of the Law Library.

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 53,000 books and other items, and circulates 90,000 items annually. Open six days per week. Revenue sources are library assessments, fines and fees, donations, fund balance, and General Fund.

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 74,000 books and other items, and circulates 205,500 items annually. Open six days per week. Revenue sources are library taxes, fines and fees, donations, fund balance, and General Fund.

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 19,000 books and other items, and circulates 32,300 items annually. Open five days per week. Revenue sources are library taxes, fines and fees, donations, fund balance, and General Fund.

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 105,000 books and other items, and circulates 164,700 items annually. Open five days per week. Revenue sources are fines and fees, donations, fund balance, and General Fund.

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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 8,900 books and other items, and circulates 12,000 items annually. Open four days per week. Revenue sources are fines and fees, donations, and General Fund.

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 58,000 books and other items, and circulates 88,500 items annually. Open six days per week. Revenue sources are library taxes, fines and fees, donations, fund balance, and General Fund.

Northnet Library System Digital Collection/Library To Go Online OverDrive Library

Provides access to online digital library materials and special educational e-collections for students, including downloadable audiobooks, eBooks, and eMagazines. Maintains collection of 98,000 digital eBooks and other items, and circulates 111,000 items annually. Open 24 hours a day, seven days per week. Revenue sources are library taxes, fines and fees, donations, fund balance, state grant funds, and General Fund.

Museum

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

BUDGET SUMMARY BY PROGRAM

| | Appropriations | Revenues | Net County Cost | Staffing |
|-------------------------------------|-----------------------|---------------------|------------------------|-----------------|
| Administration & Support | \$ 1,082,202 | \$ 8,758 | \$ 1,073,444 | 7.43 |
| Bookmobile | \$ 5,972 | \$ - | \$ 5,972 | 0.05 |
| First 5 Early Literacy Prog & EDCOE | \$ 613,245 | \$ 411,500 | \$ 201,745 | 3.8 |
| Grants | \$ 25,000 | \$ 25,000 | \$ - | 0 |
| Law Library | \$ 42,025 | \$ - | \$ 42,025 | 0 |
| Libraries | | | | |
| Cameron Park Library | \$ 379,496 | \$ 312,650 | \$ 66,846 | 4 |
| El Dorado Hills Library | \$ 740,882 | \$ 623,050 | \$ 117,832 | 5.5 |
| Georgetown Library | \$ 189,453 | \$ 122,700 | \$ 66,753 | 2.3 |
| Main Library – Placerville | \$ 740,132 | \$ 123,500 | \$ 616,632 | 7.12 |
| Pollock Pines Library | \$ 58,727 | \$ 3,900 | \$ 54,827 | 0.55 |
| South Lake Tahoe Library | \$ 931,974 | \$ 827,250 | \$ 104,724 | 7.1 |
| Museum | \$ 149,147 | \$ - | \$ 149,147 | 1 |
| Total | \$ 4,958,255 | \$ 2,458,308 | \$ 2,499,947 | 38.85 |

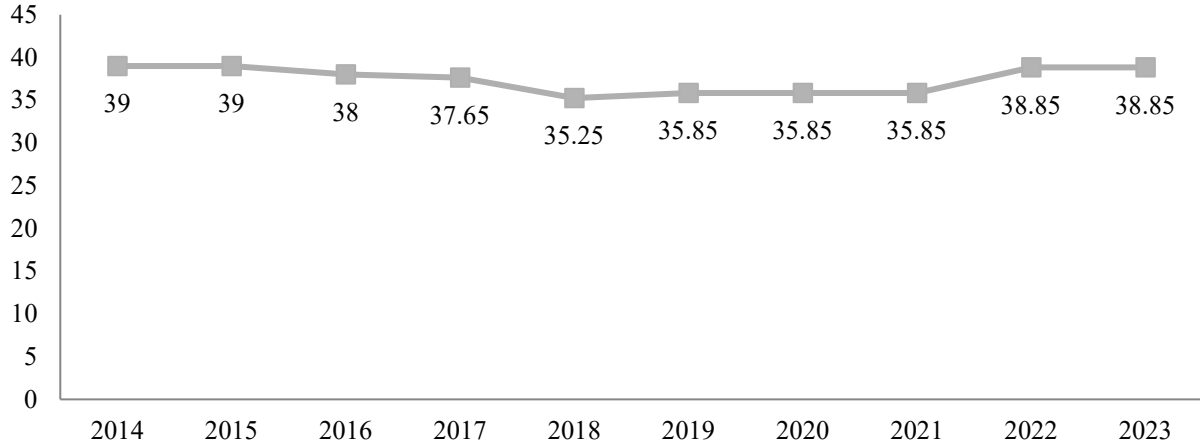
STAFFING TREND

The Recommended Budget includes the addition of 0.2 FTE Administrative Analyst I/II allocation that is offset by the deletion of a 0.2 FTE vacant Office Assistant I/II allocation. A 0.5 vacant Office Assistant I/II allocation was alternately filled during FY 2021-22 with a 0.5 FTE Early Childhood Literacy Specialist allocation due to changing programmatic needs. A 1.0 vacant Supervising Library Assistant allocation was alternately filled during FY 2021-22 with a 1.0 FTE Librarian I/II allocation due to changing programmatic needs. The Recommended Budget revises the allocation to match the current classification of the allocation.

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The Recommended Budget for FY 2022-23 remains unchanged with a total of 38.85 FTEs for the Library and Museum.



RECOMMENDED BUDGET

This Budget is recommended at \$4,958,255, which is an increase of \$197,184 (4.1%) when compared to the FY 2021-22 Adopted Budget. The General Fund provides 50.4% of the funding for the Department, and is increased by \$331,003 (15.3%) when compared to the FY 2021-22 Adopted Budget.

The increase in General Fund is partially attributed to the continuation of \$29,000 in Extra Help Community Health Advocate appropriations to assist those impacted by the Caldor Fire and is funded by the General Fund Caldor Fire Relief Designation. The remaining increases to the General Fund cost of the Libraries is primarily due to Board-approved compensation increases.

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.

