

# Library & Museum

## RECOMMENDED BUDGET • FY 2023-24

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### 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 2021-22 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
IG Rev - State	510,730	441,450	1,031,033	589,583
Service Charges	104,123	113,100	100,600	(12,500)
Miscellaneous Rev	174,976	134,333	111,512	(22,821)
Other Fin Sources	1,297,973	1,835,000	1,856,760	21,760
<b>Total Revenue</b>	<b>2,087,803</b>	<b>2,523,883</b>	<b>3,099,905</b>	<b>576,022</b>
Salaries & Benefits	3,186,532	3,880,980	4,127,926	246,946
Services & Supplies	850,583	1,073,295	1,054,785	(18,510)
Other Charges	64,242	0	0	0
Fixed Assets	5,547	50,000	0	(50,000)
Other Fin Uses	113,485	0	1,157,000	1,157,000
Intrafund Transfers	18,805	19,555	2,700	(16,855)
<b>Total Appropriations</b>	<b>4,239,196</b>	<b>5,023,830</b>	<b>6,342,411</b>	<b>1,318,581</b>
<b>FUND 1000 GENERAL FUND TOTAL</b>	<b>2,151,393</b>	<b>2,499,947</b>	<b>3,242,506</b>	<b>742,559</b>

### MAJOR BUDGET CHANGES

#### Revenue

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##### *State Revenue*

\$589,583      Increase in State Grant revenue for Infrastructure Grants awarded for Cameron Park, Pollock Pines and South Lake Tahoe Libraries.

##### *Service Charges*

(\$12,500)      Decrease in Service Charges related to projected lower revenues from late fees, lost material fees and video rental fees.

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### *Miscellaneous Revenue*

(\$22,821) 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*

\$21,760 Increase in transfers from Special Revenue Funds to offset Library operations.

### Appropriations

#### *Salaries and Benefits*

\$246,946 Increase in Salaries and Benefits primarily due to Health Benefit elections and Board-approved compensation increases.

#### *Services and Supplies*

\$85,800 Increase in Utilities due to PG&E cost increases.

\$10,094 Increase in Fleet due to the estimated mileage cost for the new Bookmobile van.

(\$114,404) Decrease in Services and Supplies primarily due to a decrease in grant-funded expenses.

#### *Fixed Assets*

(\$50,000) Decrease in Fixed Asset Equipment due to the completion of the South Lake Tahoe shelving project in the prior fiscal year.

#### *Other Financial Uses*

\$1,157,000 Increase in Operating Transfers Out for infrastructure improvements.

#### *Intrafund Transfers*

(\$16,855) Decrease in Mail and Stores Intrafund Transfer due to a change in budgeting methodology wherein the charges will instead be reflected in the Countywide Cost Allocation Plan.

## 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.

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### 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 a collection of 55,000 books and other items and circulates 106,000 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 a collection of 74,000 books and other items and circulates 236,000 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 a collection of 19,000 books and other items and circulates 31,000 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 a collection of 103,000 books and other items and circulates 178,000 items annually. Open five days per week. Revenue sources are fines and fees, donations, fund balance and General Fund.

#### *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 a collection of 8,900 books and other items and circulates 12,500 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 a collection of 61,000 books and other items and circulates 90,000 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 a collection of 92,000 digital eBooks and other items and circulates 111,000 items annually. Open 24 hours a day, seven days per week.

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Revenue sources are library taxes, fines and fees, donations, fund balance, state grant funds, and General Fund.

### Museum

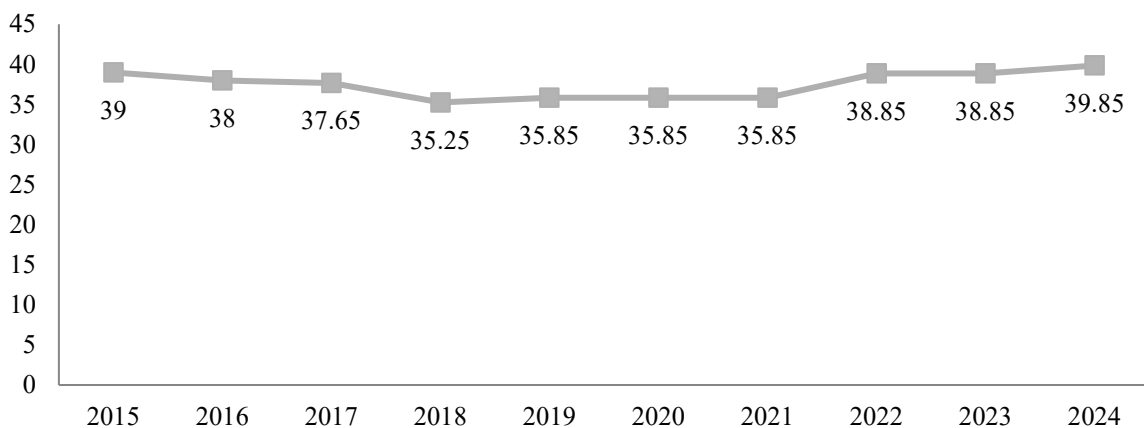
Provides public access to a large collection of exhibits, artifacts and documents related to El Dorado County. Open six days per week. Volunteers are used extensively to provide access to the museum and for historical research. Revenue sources are entrance fees, donations, the sale of historical books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

### BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing
Administration & Support	\$ 1,104,878	\$ 16,222	\$ 1,088,656	6.15
Bookmobile	\$ 8,599	\$ -	\$ 8,599	0.1
First 5 Early Literacy Prog	\$ 582,026	\$ 259,700	\$ 322,326	3.1
Grants	\$ 1,157,000	\$ 801,333	\$ 355,667	0
Law Library	\$ 44,000	\$ -	\$ 44,000	0
<b>Libraries</b>				
Cameron Park Library	\$ 431,866	\$ 315,825	\$ 116,041	3.25
El Dorado Hills Library	\$ 912,830	\$ 621,550	\$ 291,280	5.8
Georgetown Library	\$ 204,206	\$ 127,675	\$ 76,531	2.3
Main Library – Placerville	\$ 697,074	\$ 101,700	\$ 595,374	9.5
Pollock Pines Library	\$ 73,981	\$ 4,950	\$ 69,031	0.55
South Lake Tahoe Library	\$ 955,866	\$ 850,950	\$ 104,916	8.1
Museum	\$ 170,086	\$ -	\$ 170,086	1
<b>Total</b>	<b>\$ 6,342,412</b>	<b>\$ 3,099,905</b>	<b>\$ 3,242,507</b>	<b>39.85</b>

### STAFFING TREND

The Recommended Budget for FY 2023-24 is 39.85 FTE for the Library and Museum. This represents an increase of 1.0 FTE Librarian I/II for the South Lake Tahoe Library and will be funded by the SLT Library Myers Trust.



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### RECOMMENDED BUDGET

This Budget is recommended at \$6,342,411, which is an increase of \$1,318,581 (26.2%) when compared to the FY 2022-23 Adopted Budget. The General Fund provides 51.1% of the funding for the Department and is increased by \$742,559 (29.7%) when compared to the FY 2022-23 Adopted Budget.

The increase in General Fund is partially attributed to the one-time library infrastructure improvements.

### 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's operating budget, with smaller amounts of revenue from donations, state grant funds, and charges for services.

