

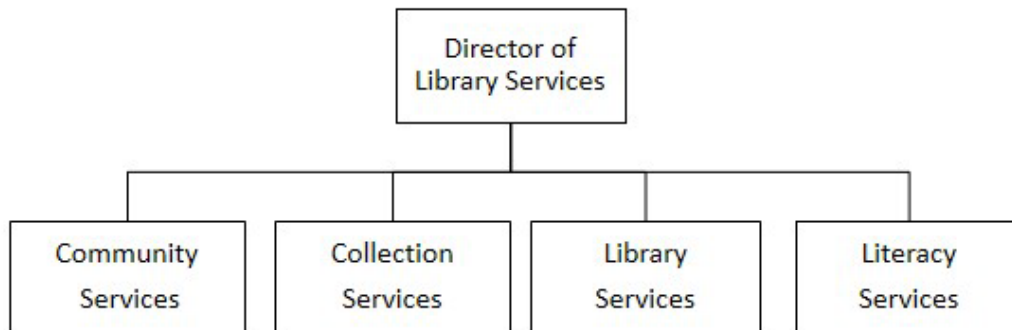
LIBRARY SERVICES DEPARTMENT APPROPRIATION SUMMARY Fiscal Year 2016-17						
ADMINISTERED BY:		DIRECTOR OF LIBRARY SERVICES				
Appropriations	FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17		YOY % Change
	Actuals	Est / Actual	Requested Budget	Recommended Budget	PBB %	
<b>OTHER OPERATING FUND</b>						
Community Services			\$ 641,555	\$ 641,555	9%	
Collection Services			\$ 1,490,889	\$ 1,490,889	22%	
Library Services			\$ 4,400,566	\$ 4,400,566	64%	
Literacy Services			\$ 311,332	\$ 311,332	5%	
<b>County Library - Fund 160</b>	<b>\$ 5,785,434</b>	<b>\$ 6,648,979</b>	<b>\$ 6,844,344</b>	<b>\$ 6,844,344</b>	<b>100%</b>	<b>2.9%</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 5,785,434</b>	<b>\$ 6,648,979</b>	<b>\$ 6,844,344</b>	<b>\$ 6,844,344</b>		<b>2.9%</b>

FUNDED POSITIONS					
County Library - Fund 160	38	41	43	43	5%
<b>TOTAL FUNDED POSITIONS</b>	<b>38</b>	<b>41</b>	<b>43</b>	<b>43</b>	<b>5%</b>
<b>TOTAL ALLOCATED POSITIONS</b>	<b>42</b>	<b>42</b>	<b>44</b>	<b>44</b>	<b>5%</b>

**Mission Statement**

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

## COUNTY LIBRARY



64010 – LIBRARY  
Community and Cultural System

**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, entertaining library programs.

**FY 2016-17 Highlights:** Fiscal sustainability and stable operations including appropriate staffing levels is the focus for FY 2016-17. Fiscal challenges and an on-going structural budgetary deficit in the Library Fund have left the Library unable to adjust to the community’s needs in all eleven of the Placer County Libraries and the Bookmobile. The demand by citizens for longer open hours, plentiful and relevant library materials, up-to-date technology, and attractive facilities is not currently being met. Library Administration continues to work with the County Executive’s Office and the Board of Supervisors to develop strategies that will move the Library toward modern library practices and sustainable funding and services in the future.

“The Placer County Library cannot maintain quality by resting on its laurels or by ignoring the changing context in which services are offered. While it is impossible to predict the exact future, it is important to develop a strategy that aligns well with the trends in technology, publishing, and consumer expectations that are most likely to exert a strong influence on the Placer County Library in the years to come.” ***From the Board of Supervisors approved Placer County Library Strategic Plan***

**Major Budget Adjustment(s):**

- One additional Library Clerk position allocation cost is fully offset by a reduction to Extra Help costs, consistent with the Library Strategic Plan.
- General Fund contribution is increased \$275,000 for Library materials (\$175,000) and cost allocation (A87) costs (\$100,000).
- One Librarian I position allocation is funded by \$113,783 in reimbursements from the Sparks Law Library, pending Law Library Board confirmation of a new operating model.
- Revenue from Secured Property Taxes is increased 5 percent (\$218,296).

PBB PROGRAMS - LIBRARY

**Community Services-** Engage citizens to support Library Services through Friends of the Library groups, Literacy Support Council, the Library Advisory Board and the Teen Advisory Boards. Promote volunteerism by running a year round volunteer program in its Libraries.

The Placer County Library partners with twelve nonprofit organizations to enhance countywide library services. These organizations are eleven Friends of the Library groups that raise funds and awareness of library services and a Literacy Support Council that enhances the Placer Adult Literacy Service (PALS) program by soliciting funds and volunteers. Teen Advisory Committees in the Auburn and Rocklin Libraries that keep the youth services librarians up-to-date on the information needs of community youth and a Library Advisory Board with seven appointed members; one each from the supervisorial districts and two from the City of Auburn that volunteer to liaison between the Director of Library Services and the Board of Supervisors.

The public library administers a robust volunteer program including more than 300 individuals who provide over 15,000 work hours a year throughout the system. Volunteers assist with shelving library materials, aiding staff, teaching technology classes, tutoring literacy learners, and a myriad of other support duties.

**Program Cost: \$641,555**

## Library

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**Library Collection Services** - Lend and provide access to an up-to-date collection of books and materials reflective of community interests to library cardholders including access to a variety of e-resources, databases, the Internet, and wireless technology.

The Placer County Library holds more than 230,000 items collectively in the library materials asset for the community to borrow. Items can be conveniently delivered to any of the eleven Placer County Library locations. The Library is in the process of diversifying downloadable e-books and audiobooks, however, new material purchases have been reduced in recent years and the wait time for high demand items continues to be a concern. As a result, the quality and quantity of the items in the library's collection will continue to decline if this trend cannot be reversed. To remain viable the library's collection must be continually funded and refreshed.

The Library system was able to refresh and enhance the library collection from donations made by the Auburn, Colfax, Foresthill, Granite Bay, Kings Beach, Meadow Vista, Penryn, Rocklin, and Tahoe City Friends of the Library groups. Collectively these groups donated more than \$100,000 in FY 2015-16 with the Friends of the Auburn Library contributing more than \$50,000.

**Program Cost: \$1,490,889**

**Library Services** - Create library programs in Placer County facilities that strengthen community literacy, the love of reading and life-long learning and provide open access to community space and public events that enrich, inform, empower and entertain. Offer outreach opportunities through mobile library services and the law library which provides legal resources including legal aide workshops and access to legal materials.

Even in the age of the Internet, demand for public library services in Placer County remains steady. Residents come to the library to do more than find library materials. In addition to browsing the shelves, they are studying, attending programs, performing job searches, picking up tax forms, using the free wireless, learning to read, and gathering with friends and neighbors.

Placer County Library has a service area that covers over 1,500 square miles and the population of the legal service area is 195,235 and growing. Library visits exceeded 635,000 while total public service open hours were reduced by 2,045 hours. The two largest libraries in the county had their hours reduced in FY 2015-16 by closing both the Auburn and Rocklin Libraries on Mondays. The Library is anticipating the arrival of new bookmobile in the spring of 2016 with the hopes of expanding mobile services in the future. The Placer County Sparks Law Library Board of Trustees is evaluating service delivery options to address fiscal instability.

**Program Cost: \$4,400,566**

**Literacy Services** - Connect those in need with free, confidential one-on-one reading, writing, high school equivalency and English language skills, family literacy services, and basic computer assistance.

Placer Adult Literacy Services or PALS connected 95 adults in FY 2014-15 and is a continuously expanding program. The program is administered by one full-time Library Literacy Specialist and a group of more than 80 volunteer tutors.

**Program Cost: \$311,332**

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

Detail by Revenue Category and Expenditure Object	2014-15 Final Actuals	2015-16 Estimated	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Revenue</b>				
<b>Taxes</b>				
6100 Current Secured Property Taxes	\$ 3,862,220	\$ 4,300,178	\$ 4,518,474	\$
6106 Railroad Unitary Property Taxes	3,177	2,369	2,369	
6107 Unitary & Op Non-Unitary Property Taxes	114,619	102,911	122,133	
6108 Property Tax Impounds	(469)			
6111 Current Unsecured Property Taxes	97,102	93,443	98,482	
6123 RDA Pass-Throughs	46,740	26,137	33,250	
6126 Prop Tx ABX1_26 Residual Distr	63,854	19,517	35,000	
6132 Delinquent Secured Property Taxes	(209)	(5,100)	(5,100)	
6140 Delinquent Unsecured Property Taxes	1,919	1,522	1,522	
6160 Timber Tax	4,979	1,375	1,375	
6171 Current Supplemental Property Taxes	97,461	69,500	69,500	
6196 Delinquent Supplemental Property Taxes	368	94	94	
<b>Total Taxes</b>	<b>\$ 4,291,761</b>	<b>\$ 4,611,946</b>	<b>\$ 4,877,099</b>	<b>\$</b>
<b>Fines, Forfeits &amp; Penalties</b>				
6854 Library Fines and Fees	\$ 122,391	\$ 150,000	\$ 125,000	\$
<b>Total Fines, Forfeits &amp; Penalties</b>	<b>\$ 122,391</b>	<b>\$ 150,000</b>	<b>\$ 125,000</b>	<b>\$</b>
<b>Rev from Use of Money &amp; Property</b>				
6950 Interest	\$ 6,976	\$ 8,000	\$ 7,000	\$
6957 R&T Code Section 5151 Interest Refunded	(4,712)			
6965 Rents & Concessions	16,008	16,000	16,000	
6970 Investment Income	(295)			
<b>Total Rev from Use of Money &amp; Property</b>	<b>\$ 17,977</b>	<b>\$ 24,000</b>	<b>\$ 23,000</b>	<b>\$</b>
<b>Intergovernmental Revenue</b>				
7113 Prop Tx ABX1_26 Asset Distr	\$ 20,252	\$	\$	\$
7139 State Aid - Library	23,275	15,000	29,000	
7205 Homeowners Property Tax Relief	37,569	38,596	38,596	
7292 Aid from Other Governmental Agencies	37,360	12,000	12,000	
<b>Total Intergovernmental Revenue</b>	<b>\$ 118,456</b>	<b>\$ 65,596</b>	<b>\$ 79,596</b>	<b>\$</b>
<b>Charges for Services</b>				
8203 Law Library Services	\$ 212,891	\$ 182,000	\$ 127,289	\$
8218 Forms and Photocopies	15,232	14,500	14,500	
<b>Total Charges for Services</b>	<b>\$ 228,123</b>	<b>\$ 196,500</b>	<b>\$ 141,789</b>	<b>\$</b>
<b>Donations</b>				
8748 Literacy Donations	\$ 500	\$ 9,000	\$ 5,500	\$
8754 Donation - For Library Equip & Supplies	81,234	80,000	80,000	
8755 Donation	2	2,500	1,500	
<b>Total Donations</b>	<b>\$ 81,736</b>	<b>\$ 91,500</b>	<b>\$ 87,000</b>	<b>\$</b>
<b>Miscellaneous Revenues</b>				
8764 Miscellaneous Revenues	\$ 1,876	\$ 50,000	\$ 500	\$
<b>Total Miscellaneous Revenues</b>	<b>\$ 1,876</b>	<b>\$ 50,000</b>	<b>\$ 500</b>	<b>\$</b>
<b>Other Financing Sources</b>				
8779 Contributions from General Fund	\$ 821,317	\$ 993,470	\$ 868,470	\$
8780 Contributions from Other Funds	198,121	200,139	221,520	
8954 Operating Transfers In		18,478		
<b>Total Other Financing Sources</b>	<b>\$ 1,019,438</b>	<b>\$ 1,212,087</b>	<b>\$ 1,089,990</b>	<b>\$</b>
<b>Total Revenue</b>	<b>\$ 5,881,758</b>	<b>\$ 6,401,629</b>	<b>\$ 6,423,974</b>	<b>\$</b>
<b>Expenditures / Appropriations</b>				
<b>Salaries &amp; Benefits</b>				
1001 Employee Paid Sick Leave	\$	\$ 1,100	\$ 1,100	\$
1002 Salaries and Wages	1,957,546	2,264,766	2,463,527	
1003 Extra Help	174,009	166,328	76,928	
1005 Overtime & Call Back	347	8,600	5,000	
1010 Cafeteria Plans (Non-PERS)	103,312	119,865	129,294	
1018 Taxable Meal Reimbursements	46	100	100	
1300 P.E.R.S.	452,746	573,886	641,859	
1301 F.I.C.A.	163,055	195,462	203,322	
1303 Other Postemployment Benefits (OPEB)	145,131	228,001	237,160	
1304 Other Postemployment Charges (Up Front)	74,480			

County of Placer  
 Financing Sources and Uses by Budget Unit by Object  
 Governmental Funds  
 Fiscal Year 2016-17

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

Detail by Revenue Category and Expenditure Object	2014-15 Final Actuals	2015-16 Estimated	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
1310 Employee Group Ins	374,887	470,563	517,502	
1315 Workers Comp Insurance	7,083	8,310	7,816	
1320 Retired Employee Grp Ins	199,767	221,653	234,926	
1325 401 (k) Employer Match	2,540	3,000	3,000	
<b>Total Salaries &amp; Benefits</b>	<b>\$ 3,654,949</b>	<b>\$ 4,261,634</b>	<b>\$ 4,521,534</b>	<b>\$</b>
<b>Services &amp; Supplies</b>				
2051 Communication Services - Telephone	\$ 125,631	\$ 135,515	\$ 134,516	\$
2052 Communication Services - Mobile Devices	136	1,000	2,000	
2140 Gen Liability Ins	12,765	25,130	11,723	
2274 Delivery & Freight Charges	9	250	250	
2290 Maintenance - Equipment	1,482	1,000	1,000	
2291 Maintenance - Computer Equip	6,974	5,000	5,000	
2292 Maintenance - Software	103,189	108,543	127,531	
2310 Employee Benefits Systems		53,561	54,941	
2404 Maintenance Services	29,151	33,000	335,244	
2405 Materials - Bldgs & Impr	673			
2406 Maintenance - Janitorial			171,000	
2439 Membership/Dues	7,055	6,835	7,961	
2456 Misc Expense	73			
2461 Dept Cash Shortage	50			
2481 PC Acquisition	25,989	58,500	70,000	
2511 Printing	12,210	25,424	32,000	
2521 Operating Supplies	54,332	60,000	122,386	
2522 Other Supplies	5,526	90,978		
2523 Office Supplies & Exp	6,764	10,000	10,000	
2524 Postage	6,287	7,000	7,000	
2555 Prof/Spec Svcs - Purchased	81,716	129,000	129,375	
2556 Prof/Spec Svcs - County	5,472	8,700	8,700	
2568 MIS - Services		167,617	180,000	
2570 Media / Video Services	1,484		2,000	
2709 Countywide System Charges	15,858	27,169	25,234	
2727 Rents & Leases - Bldgs & Impr	43,248	44,586	43,200	
2838 Special Dept Expense-1099 Reportable	977		1,000	
2844 Training	3,521	2,500	2,800	
2860 Library Materials	288,122	447,767	450,000	
2931 Travel & Transportation	2,310	4,000	4,000	
2932 Mileage	3,693	3,000	4,000	
2933 Lodging	4,188	4,000	2,500	
2941 County Vehicle Mileage	31,543	34,000	35,000	
2964 Meals/Food Purchases	1,615	800	800	
2965 Utilities	164,651	170,000	175,000	
2966 Drug & Alcohol Testing	145			
<b>Total Services &amp; Supplies</b>	<b>\$ 1,046,839</b>	<b>\$ 1,664,875</b>	<b>\$ 2,156,161</b>	<b>\$</b>
<b>Other Charges</b>				
3551 Transfer Out A-87 Costs	\$ 891,289	\$ 158,479	\$ 161,649	\$
<b>Total Other Charges</b>	<b>\$ 891,289</b>	<b>\$ 158,479</b>	<b>\$ 161,649</b>	<b>\$</b>
<b>Intrafund Transfers Out</b>				
5310 I/T-OUT Employee Benefit Systems	\$ 44,945	\$	\$	\$
5404 I/T-OUT Maintenance - Services	15,054	554,991		
5552 I/T-OUT MIS Services	124,705			
5553 I/T-OUT Revenue Services Charges	5,016	4,000	5,000	
5556 I/T-OUT Professional Services	1,106			
5678 I/T-OUT Road Projects	39			
5965 I/T-OUT Utilities	1,492	5,000		
<b>Total Intrafund Transfers Out</b>	<b>\$ 192,357</b>	<b>\$ 563,991</b>	<b>\$ 5,000</b>	<b>\$</b>
<b>Total Expenditures / Appropriations</b>	<b>\$ 5,785,434</b>	<b>\$ 6,648,979</b>	<b>\$ 6,844,344</b>	<b>\$</b>
<b>Net Cost</b>	<b>\$ (96,324)</b>	<b>\$ 247,350</b>	<b>\$ 420,370</b>	<b>\$</b>