

# **LIBRARY SERVICES**

# LIBRARY SERVICES

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### LIBRARY SERVICES

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**LIBRARIAN  
BUDGET 7515  
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries & Benefits	\$ 228,780	\$ 176,860	\$ 194,785	\$ 17,925	10%
Services & Supplies	2,367	2,800	3,484	684	24%
Other Financing Uses	101,560	101,560	101,560	0	0%
<b>Total Appropriations</b>	<b>\$ 332,707</b>	<b>\$ 281,220</b>	<b>\$ 299,829</b>	<b>\$ 18,609</b>	<b>7%</b>
<b><u>Revenues</u></b>					
Charges For Services	\$ 3,576	\$ 11,000	\$ 29,180	\$ 18,180	165%
<b>Total Revenues</b>	<b>\$ 3,576</b>	<b>\$ 11,000</b>	<b>\$ 29,180</b>	<b>\$ 18,180</b>	<b>165%</b>
<b><u>Net County Cost</u></b>	<b>\$ 329,131</b>	<b>\$ 270,220</b>	<b>\$ 270,649</b>	<b>\$ 429</b>	<b>0%</b>
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	4	4	4	0	

## **LIBRARIAN – 7515**

### **FUNCTION**

By State law, the salary of the County Librarian and salaries for correctional library services (adult and youth facilities) are charged to the General Fund. The County Librarian also serves as the Secretary to the County Historical Landmarks and Records Advisory Commission.

### **OVERVIEW**

The 2004-05 Recommended Budget of \$299,829 reflects a slight increase in net County cost over the 2003-04 Adopted Budget due primarily to new PeopleSoft charges. A base General Fund contribution of \$101,560 is included as required in the Measure B Ordinance. The budget includes funding of \$40,548 for continued library services at the Elkhorn Correctional Facility, which began in June 2000. Revenues from the Juvenile Inmate Trust Fund are recommended to finance \$1,000 in library materials acquisition for the Elkhorn Correctional Facility Library. Revenues from the Adult Inmate Welfare Trust Fund of \$20,000 are recommended to finance services associated with the North Annex Jail expansion. Funding for the Historic Landmarks and Records Advisory Commission remains at the 1995 level of \$100.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SALARIES AND BENEFITS**

- Salaries and Benefits, as recommended, represent an increase over the prior year and include the salary and benefits of the County Librarian and services to County correctional institutions. Staffing is recommended at the 2003-04 level of four positions.

#### **RECOMMENDED FUNDING INCLUDES:**

- A decrease in the salary and benefits appropriation for the County Librarian is recommended based on a projected six-month vacancy in this position during 2004-05.
- Salaries and benefits for library services to adult detention facilities. Reflects an increase over the prior year, due primarily to a \$10,000 increase in funding by the Adult Inmate Welfare Trust Fund for additional services associated with the North Annex Jail expansion. Services include both recreational and educational reading and will be provided to the extent possible.
- Salary and benefits for library services to the Elkhorn Correctional Facility. Reflects an increase over the prior year in order to provide library services at Elkhorn at an effective service level. Of this increase, \$8,180 represents service provided to the Measure B Fund. Services include hours, programs, and training activities for cadets at the Elkhorn Correctional Facility.

### **SERVICES AND SUPPLIES**

- Services and Supplies, as recommended, reflect a slight increase over the prior year due primarily to new PeopleSoft charges.

#### **RECOMMENDED FUNDING INCLUDES:**

- A minimal amount for travel reimbursement (\$100) for Historical Landmarks and Records Commission members.
- Donated Library Materials will continue to augment those purchased with Inmate Welfare Trust Funds.

## **LIBRARIAN – 7515**

### **OTHER FINANCING USES**

- Other Financing Uses of \$101,560 represent the base General Fund contribution to the Library as required in the Measure B Ordinance. The transfer of the County contribution is recognized in the Library budget (7510) under revenues as a General Fund contribution.

### **SUMMARY OF REVENUES**

- Revenues are recommended at an increase over the prior year due to a \$10,000 increase in funding from the Adult Inmate Welfare Trust Fund to finance Library services to the expanded North Annex Jail and \$8,180 from the Measure B fund for library services provided to Measure B.
- Charges for services. Revenues are derived from the Juvenile Inmate Trust Fund to finance the purchase of library materials for the Elkhorn Correctional Facility Library and from the Adult Inmate Welfare Trust Fund to provide Library services at the County's adult detention facilities.

**LIBRARIAN - 7515**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
8040	County Librarian	D	1	1	\$ 90,000
2167	Library Assistant - Supervisory	1074	1	1	34,073
2121	Library Assistant II	899	<u>2</u>	<u>2</u>	<u>50,906</u>
Subtotal			<b>4</b>	<b>4</b>	\$ 174,979
	Auto Allowance				6,156
	Salary savings				<u>(53,889)</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 127,246</b>

**FRESNO COUNTY FREE LIBRARY  
BUDGET 7510  
Library Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 5,238,996	\$ 5,682,407	\$ 5,949,737	\$ 267,330	5%
Services & Supplies	1,978,189	2,074,062	2,053,688	(20,374)	-1%
Operating Transfers Out	129,481	150,000	0	(150,000)	-100%
Contingencies	<u>0</u>	<u>122,004</u>	<u>122,004</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 7,346,666	\$ 8,028,473	\$ 8,125,429	\$ 96,956	1%
<u>Revenues</u>					
Property Taxes	\$ 5,496,759	\$ 5,541,051	\$ 6,107,811	\$ 566,760	10%
Use of Money & Property	48,061	30,000	10,000	(20,000)	-67%
State Aid	919,597	839,851	475,101	(364,750)	-43%
Federal Aid	1,257	1,000	1,000	0	0%
Charges for Services	534,517	450,211	488,666	38,455	9%
Misc. Revenues	72,374	61,200	55,000	(6,200)	-10%
Intrafund Revenues	32,697	6,600	0	(6,600)	-100%
Fund Balance	1,607,163	997,000	886,291	(110,709)	-11%
General Fund Contrib.	<u>101,560</u>	<u>101,560</u>	<u>101,560</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 8,813,985	\$ 8,028,473	\$ 8,125,429	\$ 96,956	1%
<u>Revenues in Excess of Approp.</u>	\$ 1,467,319	\$ 0	\$ 0	\$ 0	0%
<b><u>Net County Cost</u></b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0%</b>
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	146	144	144	0	

# **FRESNO COUNTY FREE LIBRARY – 7510**

## **FUNCTION**

The Fresno County Free Library is a special district, under the governance of the Board of Supervisors, which provides informational, cultural, and recreational services to the public through 38 library outlets. The County Library Administration also administers the San Joaquin Valley Library System (SJVLS), of which it is a member. The Coalinga-Huron Library District is a separate library district and is, therefore, not covered in this budget. Services provided through the Library Tax Ordinance are included in the Library Measure B budgets (7511 and 7530).

## **OVERVIEW**

The 2004-05 Recommended Budget of \$8,125,429 reflects an increase over the 2003-04 Adopted Budget due primarily to a projected increase in property tax revenue. Recommended funding includes a General Fund contribution of \$101,560, the minimum required by the Measure B maintenance of effort clause. There are no other General Fund costs associated with this budget. The recommended Measure B budget for 2004-05 of \$16,083,778 is presented in the Library Measure B budgets (7511 and 7530). Staffing is recommended at the prior year level of 144 positions.

Measure B funds will allow the annual hours of the Library to remain at the 2003-04 level. Services for children and young adults will be maintained at the prior year level and include programs at 92 day care centers. Adult literacy services will continue to qualify for matching funds under the California Library Literacy Services Act. Services for seniors and coordination with schools will be maintained at the 2003-04 level. Maintenance project backlogs and replacement of old equipment will continue to be addressed with the use of Measure B funds to allow for enhanced public services and better use of personnel resources.

## **DEPARTMENT COMMENTS**

Measure B continues to be extremely valuable in delivering library services. Our service measure projections on the use of the Library are now exceeding those made for this period prior to the start of Measure B. As a result, lines for service exist at many library locations. To lessen the delays, larger facilities are needed. To date, the backlog of space is the largest inhibitor to improved library service.

The Governor's May revise proposes a 3% (\$11,000) reduction in PLF. This proposed loss in funding has been reflected in the reduction of the budget for Library Materials. At mid-May, special district libraries are exempt from further property tax reductions.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

- The Woodward Library opened in May 22, 2004. State matching funds for a new library in Mendota were awarded in 03-04; design, advertising, bid, and award will conclude and construction will begin. Staff has completed and submitted applications for State Bond Act funds for the Fowler, Orange Cove, and Tranquillity Library projects. Site selection and conceptual design of the Central Library will take place. Funds and staff time permitting, planning work will continue on Clovis and Mosqueda, the two other projects approved by the Board in April 2003.



## **FRESNO COUNTY FREE LIBRARY – 7510**

- Utilization of library services by existing and new borrowers continues to rise steadily each year. In the first four years of Measure B, in-home use of library materials rose 83%. Current indicators show it will continue to rise another 5% to 8% in 2004-05. Questions answered in the four-year period increased 47%, with a 5% increase projected in 2004-05. The continued improvement and expansion of collections and the opening of the Woodward Park Regional Library will contribute to these increases.
- Home use of library materials continues to be the highest in library history. The number of home use transactions in 1998-99 of 1,485,556 has grown to a projected 2,779,000 for 2004-05.

### **SALARIES AND BENEFITS**

- Salaries and Benefits as recommended represent an increase over the prior year due primarily to increases in Retirement rates and Health Insurance contributions. Staffing is recommended at the prior year level of 144 positions.

### **SERVICES AND SUPPLIES**

- Services and Supplies, as recommended, reflect a slight decrease from the prior year.

### **OPERATING TRANSFERS OUT**

- No funding is recommended, based on a reclassification of this cost to Professional and Specialized Services.

### **CONTINGENCIES**

- Contingencies remain at the prior year level, which is anticipated to be sufficient to meet 2004-05 Library needs.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$8,125,429, an increase over the prior year.
  - Property Taxes. Represents approximately 75% of Library operating revenues. Projected at a 10% increase based on anticipated growth in assessed property values.
  - Use of Money and Property. Anticipated interest earnings on deposited funds are projected at a \$20,000 decrease from the prior year based on prior year earnings.
  - State Aid. Projected at a 43% decrease based primarily on an estimated reduction in PLF funding. Reflects PLF (\$355,276) and In-Lieu Homeowners Property Tax reimbursements (\$119,825).
  - Federal Aid. Reflects Federal In-Lieu Property Tax revenues at the same level as the prior year.
  - Charges for Services. Estimated to increase based on a projected increase in revenues from fines, lost books and printing of \$40,000. Also includes revenues for Talking Book Library Services and overhead services provided to the San Joaquin Valley Library System (\$98,666).
  - Miscellaneous Revenues. Decrease by 10% based on the elimination of revenues from the sale of the Information and Referral Newsletter and Directory. Starting 2004-05, the Information and Referral Newsletter and Directory will be provided in an online electronic format. The Miscellaneous Revenues represents revenues generated through sales of used books and other library materials and copy fees.

## **FRESNO COUNTY FREE LIBRARY – 7510**

- Intrafund Revenues (\$-0- ). Reduced from \$6,600 to \$-0- based on the elimination of revenue from the sale of the Information and Referral Newsletter and Directory to the Library Reference Department.
- Fund Balance. Represents a decrease based on the projected 2003-04 Library revenues and expenditures.
- General Fund Contribution. Maintained at the minimum level required under Measure B. These funds are appropriated in the Librarian budget (7515) as Other Financing Uses and are transferred to this budget in accordance with accounting procedures.

# FRESNO COUNTY FREE LIBRARY- 7510

## REGULAR SALARIES

### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0251	Associate County Librarian	E	1	1	\$ 75,876
1151	Graphic Arts Technician I (PT)	1030	1	1	22,892
2112	Librarian Trainee	1211	1	1	31,607
2121	Library Assistant II	899	11	11	306,431
2121	Library Assistant II (PT)	899	36	36	502,765
2145	Library Aide	599	4	4	71,662
2145	Library Aide (PT)	599	13	13	127,759
2150	Principal Librarian	G	4	4	238,437
2155	Librarian III	1720	4	4	218,251
2156	Librarian III - Supervisory	1786	11	11	615,234
2160	Librarian II	1509	4	4	185,425
2160	Librarian II (PT)	1509	3	3	80,412
2166	Senior Library Assistant	971	9	9	271,516
2166	Senior Library Assistant (PT)	971	12	12	270,678
2167	Library Assistant - Supervisory	1074	3	3	102,221
2168	Information Referral Services Coordinator	1564	1	1	49,635
2286	Business Manager	E	1	1	69,479
3037	Driver	784	2	2	47,364
3037	Driver (PT)	784	1	1	19,885
3071	Administrative Services Aide	1172	1	1	33,510
3081	Office Assistant III-C	919	1	1	24,222
3110	Office Assistant II	822	1	1	26,084
3110	Office Assistant II (PT)	822	1	1	20,867
3166	Administrative Secretary - Conf.	1259	1	1	39,948
3205	Account Clerk II	860	1	1	22,125
3206	Account Clerk II - Conf.	865	1	1	26,072
3215	Accountant II	1585	1	1	44,518
5050	Maintenance Janitor	772	7	7	171,356
5050	Maintenance Janitor (PT)	772	2	2	28,225
5055	Janitor	749	1	1	23,734
5055	Janitor (PT)	749	1	1	12,615
5061	Supervising Janitor	894	1	1	28,382
5222	Library Maintenance Supervisor	1567	1	1	49,713
5315	Maintenance Carpenter	1430	1	1	45,405
Subtotal			<b>144</b>	<b>144</b>	\$ 3,904,305
	Bilingual Skill Pay				1,200
	Shift Differential				12,920
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 3,918,425</b>

**FRESNO COUNTY LIBRARY - GRANTS**  
**BUDGET 7512**  
**Library Fund**

	<u>Actual</u> 2002-03	<u>Adopted</u> 2003-04	<u>Recommended</u> 2004-05	<u>Increase/ Decrease</u>	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries & Benefits	\$ 33,104	\$ 0	\$ 0	\$ 0	0%
Services & Supplies	182,372	110,615	238,685	128,070	116%
Fixed Assets	<u>22,096</u>	<u>49,800</u>	<u>0</u>	<u>(49,800)</u>	<u>-100%</u>
Total Appropriations	\$ 237,572	\$ 160,415	\$ 238,685	\$ 78,270	49%
<b><u>Revenues</u></b>					
State Aid	\$ 119,019	\$ 0	\$ 0	\$ 0	0%
Federal Aid	15,615	0	0	0	0%
Misc. Revenues	<u>99,887</u>	<u>160,415</u>	<u>238,685</u>	<u>78,270</u>	<u>49%</u>
Total Revenues	\$ 234,521	\$ 160,415	\$ 238,685	\$ 78,270	49%
<b><u>Net County Cost</u></b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0%</b>
	<u>Budgeted</u> 2002-03	<u>Current</u> 2003-04	<u>Recommended</u> 2004-05	<u>Increase/ Decrease</u>	
Position Summary	1	0	0	0	

# **FRESNO COUNTY LIBRARY – GRANTS – 7512**

## **FUNCTION**

The Library Grants budget is used to appropriate State and Federal grant funds and private donations received by the Fresno County Free Library.

## **OVERVIEW**

The 2004-05 Recommended Budget of \$238,685 reflects a 49% (\$78,270) increase over the 2003-04 Adopted Budget with no net County cost. This increase is due primarily to a larger Book Trust Fund allocation designated to purchase library furniture and equipment to create young adult spaces within the branch libraries. No staffing is recommended for 2004-05.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SERVICES AND SUPPLIES**

- Services and Supplies reflect a 116% increase over the prior year. Formerly fixed asset costs are now shown in this object level due to the change in value definition of fixed assets from \$500 to \$5,000 and the need exists for new and replacement library equipment and furnishings. Funding is provided by donations to the Library Trust Fund designated for specific purposes such as providing library equipment and furnishings for young adult spaces within libraries.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$238,685, a 49% (\$78,270) increase over the prior year.
  - Miscellaneous Revenues – Based on a Library Book Trust Fund allocation to this budget to fund Library Materials and new and replacement library equipment and furnishings.

**SAN JOAQUIN VALLEY LIBRARY SYSTEM**  
**BUDGET 7520**  
**San Joaquin Valley Library Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries & Benefits	\$ 626,212	\$ 527,071	\$ 570,123	\$ 43,052	8%
Services & Supplies	1,395,305	1,523,948	2,532,286	1,008,338	66%
Contingencies	0	31,000	31,000	0	0%
Fixed Assets	734,817	1,444,000	250,000	(1,194,000)	-83%
<b>Total Appropriations</b>	<b>\$ 2,756,334</b>	<b>\$ 3,526,019</b>	<b>\$ 3,383,409</b>	<b>\$ (142,610)</b>	<b>-4%</b>
<b><u>Revenues</u></b>					
Use of Money & Property	\$ 117,791	\$ 9,970	\$ 9,970	\$ 0	0%
State Aid	606,490	601,014	666,429	65,415	11%
Federal Aid	106,769	0	0	0	0%
Intergovernmental-Other	0	0	823,359	823,359	100%
Charges for Services	1,671,480	2,456,808	1,371,215	(1,085,593)	-44%
Intrafund Revenues	300	300	300	0	0%
Fund Balance	1,275,204	457,927	512,136	54,209	12%
<b>Total Revenues</b>	<b>\$ 3,778,034</b>	<b>\$ 3,526,019</b>	<b>\$ 3,383,409</b>	<b>\$ (142,610)</b>	<b>-4%</b>
<b><u>Revenues In Excess of Approp.</u></b>	<b>\$ 1,021,700</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0%</b>
<b><u>Net County Cost</u></b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0%</b>
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	16	13	13	0	

# **SAN JOAQUIN VALLEY LIBRARY SYSTEM – 7520**

## **FUNCTION**

The San Joaquin Valley Library System (SJVLS) performs a variety of library services for its members using a combination of local, State, and Federal funds which promote resource sharing and cost-saving programs. There are nine member libraries in the Fresno, Madera, Mariposa, Kings, Tulare, and Kern County areas.

## **OVERVIEW**

The 2004-05 Recommended Budget of \$3,383,409 has been approved by the SJVLS Administrative Council and reflects a decrease from the 2003-04 Adopted Budget. This decrease is due primarily to the elimination of funding for the cost of the Horizon Library Management System, which was installed in 2003-04. There are no County costs associated with SJVLS activities; revenue is primarily derived from member libraries' contributions. The Fresno County Library's contribution of \$562,162 is included in the Library budgets 7510 (\$363,336) and 7511 (\$198,826). Internet access to the ValleyCat database, commercial databases, and other libraries over the Internet will continue in 2004-05. Staffing is recommended at the 2003-04 level of 13 positions.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SALARIES AND BENEFITS**

- Salaries and Benefits represent an increase over the prior year due to increases in employee benefits.

### **SERVICES AND SUPPLIES**

- Services and Supplies reflect a 66% increase over the prior year primarily due to changes in the fixed asset definition setting the minimum from \$500 to \$5,000. This change required replacement PC's for the SJVLS to be budgeted in this object level rather than in Fixed Assets.

### **CONTINGENCIES**

- Contingencies, recommended at the prior year level, are based on projected SJVLS needs for 2004-05.

### **FIXED ASSETS**

- **Fixed Assets (\$250,000):**

Computer Equipment.....\$250,000 .....New/Replacement - SJVLS Member Libraries

All equipment costs are fully financed with SJVLS member contributions.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$3,383,409, a decrease from the prior year.
  - Use of Money and Property – Represents projected interest earned on the cash fund balance.

## **SAN JOAQUIN VALLEY LIBRARY SYSTEM – 7520**

- State Aid – Reflects an increase based on prior year actual California State Library Services Act revenues for transaction based reimbursements.
- Intergovernmental-Other – Represents SJVLS membership fee revenue. For 2004-05, due to an evaluation of the nature of SJVLS membership fee revenue, it was decided to reclassify this revenue as Intergovernmental-Other revenue. In prior years, the membership fee revenue was classified as revenue from Charges for Services.
- Charges for Services – Represents a decrease due to the reclassification of membership fee revenue to Intergovernmental - Other revenue and the reduction in revenues from SJVLS members, which in prior year was budgeted in order to fund the cost of the Horizon Library Management System. Fresno County's contribution is \$562,162 and is included in the Fresno County Library budgets 7510 and 7511.
- Intrafund Revenues – Remains at the prior year level. Reflects anticipated revenues generated for data processing services.
- Fund Balance – Projected to increase based on 2003-04 revenues and expenditures.

### **PENDING FACTOR**

- The Governor's 2003-04 Proposed State budget contained no proposals which would impact this budget. However, there could be a decrease in funding received through the California Library Services Act (CLSA). This action could result in a potential reduction of \$477,716. These funds are essential to the operation of the CLSA and SJVLS since the funding supports lending between the members both through Interlibrary Loan and Direct Loans by library patrons in SJVLS. Should adjustments to this budget be necessary upon adoption of the State Budget, recommendations will be presented to the Board of Supervisors at a later date.



**SAN JOAQUIN VALLEY LIBRARY SYSTEM - 7520**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2151	Library Program Manager	G	1	1	\$ 58,842
2155	Librarian III	1720	3	3	88,432
2157	Reference Center Coordinator	1899	1	1	48,230
2160	Librarian II	1509	2	2	63,964
2166	Senior Library Assistant	971	1	1	20,076
3037	Driver	784	1	1	19,885
3071	Administrative Services Aide	1172	1	1	3,723
3110	Office Assistant II	822	1	1	11,544
3710	Network Systems Engineer II	1505	<u>2</u>	<u>2</u>	<u>94,949</u>
<b>TOTAL REGULAR SALARIES</b>			<b>13</b>	<b>13</b>	<b>\$ 409,645</b>

**LIBRARY - MEASURE B  
BUDGET 7511  
Library Tax Ordinance Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries & Benefits	\$ 4,680,849	\$ 6,575,966	\$ 6,877,858	\$ 301,892	5%
Services & Supplies	2,781,204	3,600,232	5,937,515	2,337,283	65%
Residual Equity Transfer	2,031	3,000	2,690	(310)	-10%
Fixed Assets	207,569	824,842	70,029	(754,813)	-92%
Contingencies	0	358,461	54,000	(304,461)	-85%
<b>Total Appropriations</b>	<b>\$ 7,671,653</b>	<b>\$ 11,362,501</b>	<b>\$ 12,942,092</b>	<b>\$ 1,579,591</b>	<b>14%</b>
<b><u>Revenues</u></b>					
Sales Tax	\$ 8,912,238	\$ 8,742,681	\$ 8,468,314	\$ (274,367)	-3%
Use of Money & Property	375,641	55,000	50,000	(5,000)	-9%
State Aid	35,742	30,014	47,256	17,242	57%
Miscellaneous Revenues	3,137	0	0	0	0%
Fund Balance	2,700,960	2,534,806	4,376,522	1,841,716	73%
<b>Total Revenues</b>	<b>\$ 12,027,718</b>	<b>\$ 11,362,501</b>	<b>\$ 12,942,092</b>	<b>\$ 1,579,591</b>	<b>14%</b>
<b>Revenues in Excess of Approp.</b>	<b>\$ 4,356,065</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0%</b>
<b><u>Net County Cost</u></b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0%</b>
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	221	220	220	0	

# **LIBRARY – MEASURE B – 7511**

## **FUNCTION**

The Library - Measure B budget was established to account for the revenues and expenditures for Measure B, the Library Tax Ordinance passed by the voters in November 1998. Measure B Sales Tax revenues associated with capital facilities improvements are included in the Library - Measure B Capital Improvements budget (7530).

## **OVERVIEW**

The 2004-05 Recommended Budget of \$12,942,092 reflects the sixth full-year of Measure B funding and a 14% increase over the 2003-04 Adopted Budget due primarily to a higher projected fund balance carryover. An additional \$3,141,686 of Measure B funding is included in the Library - Measure B - Capital Improvements budget (7530) to finance Library facilities improvements. This budget is structured to encompass the service elements of Measure B: Service Hours, Library Materials, Literacy Services, Information and Referral, Youth and Senior Services, Equipment, Maintenance Projects, and Facilities Development approved in concept by the Board of Supervisors in July 1998. Staffing is recommended at 2003-04 level of 220 positions.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SALARIES AND BENEFITS**

- Salaries and Benefits, as recommended, represent a 5% increase over the prior year due primarily to increases in Retirement rates.

### **SERVICES AND SUPPLIES**

- Services and Supplies, recommended at \$5,937,515, reflect a 65% increase from the prior year.

#### **RECOMMENDED FUNDING INCLUDES:**

- A \$1,252,959 increase in Maintenance-Building and Grounds based primarily on the projected costs for the replacement of the Central Library heating and air conditioning system (\$927,600); structural repairs to the San Joaquin Branch Library (\$250,000); and Central Library exterior painting and loading dock repairs (\$157,500).
- A \$109,459 increase in Small Tools and Instruments based on the need for new and replacement library equipment and furnishings.
- A \$666,285 increase in Library Materials based on compliance with Measure B's objective to increase the library materials collection.
- A \$100,000 increase in Utilities based on the opening of the new Woodward Park Regional Library and projected utility rate increases.
- Detailed service program information is included in the Library budget (7510) which reflects the activities associated with the expansion of library hours and services attributed to Measure B funding.

### **RESIDUAL EQUITY TRANSFERS**

(4) Facsimile Machines ..... \$ 2,690 ..... New-Central, Laton, Parlier, Reedley Branches

### **FIXED ASSETS**

Library Equipment and Furnishings ..... 70,029 ..... New/Replacement – Various Branches

- All equipment costs are fully financed with Measure B funds.

## **LIBRARY – MEASURE B – 7511**

### **CONTINGENCIES**

- Contingencies are recommended at \$54,000, a decrease of \$304,461 from the prior year level based on projected Measure B utilization needs.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$12,942,092, a 14% increase over the prior year. Measure B Sales Tax revenues are allocated to this budget for operational services needs and to the Measure B budget (7530) for capital facilities.
  - Measure B Sales Tax (\$8,468,314). Projected at a 3% decrease based on a greater allocation of Measure B Sales Tax revenues to the Measure B Capital Projects budget.
  - Use of Money and Property (\$50,000). Estimated at a 9% decrease based on projected interest earnings.
  - State Aid (\$47,256). Projected at a 57% increase based on prior year matching funds for the Adult Literacy program which was initiated using Measure B funding.
  - Fund Balance (\$4,376,522). Represents a 73% increase over 2003-04 based on a fund balance carryover of \$4,141,703 and the release of \$234,819 from the Designated Fund Balance.

### **PENDING FACTORS**

- The recommended budget does not assume the potential decrease in State funding for the Adult Literacy, Families for Literacy, and the Library, Literacy and Book Services consolidated literacy programs included in the 2004-05 Proposed State Budget. Fresno County could lose an estimated \$47,256 with this action. Should adjustments to this budget be necessary upon adoption of the State Budget, recommendations will be presented to the Board at a later date.
- Funding from Measure B (Approved by the voters in 1998) will end March 30, 2006. The election to renew Measure B is scheduled for November 2, 2004. Measure B staff were hired with an expectation of a 50% increase in workload. Our service measure projections on the use of the Library are now exceeding those made for this period prior to the start of Measure B. As a result, lines for service exist at many library locations and in library support departments. Given the pending election it would not be prudent to recommend staffing increases. However, if Measure B is successful in November, staff will return with recommended increases.

**LIBRARY - MEASURE B - 7511**

**REGULAR SALARIES**  
**BUDGETED POSITIONS**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1151	Graphic Arts Technician I	1030	1	1	\$ 9,811
2110	Librarian I	1370	6	6	254,826
2110	Librarian I (PT)	1370	2	2	42,377
2112	Librarian Trainee	1211	4	4	126,477
2121	Library Assistant II	899	35	35	841,012
2121	Library Assistant II (PT)	899	51	51	652,319
2145	Library Aide (PT)	599	35	35	275,481
2155	Librarian III	1720	3	3	157,508
2156	Librarian III - Supervisory	1786	6	6	255,900
2160	Librarian II	1509	25	25	1,094,287
2160	Librarian II (PT)	1509	6	6	132,614
2166	Senior Library Assistant	971	21	21	358,886
2166	Senior Library Assistant (PT)	971	3	3	39,162
2175	Literacy Coordinator	1723	1	1	54,674
2290	Volunteer Coordinator	1369	1	1	29,534
2292	Staff Analyst II	1581	2	2	94,409
2293	Staff Analyst III	1826	1	1	52,068
2294	Senior Staff Analyst	2331	1	1	60,862
3037	Driver	784	3	3	73,635
3080	Office Assistant III	915	1	1	25,649
3110	Office Assistant II	822	1	1	5,215
3110	Office Assistant II (PT)	822	1	1	5,772
3111	Office Assistant II - Conf.	829	1	1	23,283
3261	Account Clerk III - Conf.	969	1	1	157
5050	Maintenance Janitor	772	6	6	125,737
5055	Janitor (PT)	749	1	1	7,359
5220	Parks Groundskeeper II	886	1	1	28,120
Subtotal			<b>220</b>	<b>220</b>	<b>\$ 4,827,134</b>
	Bilingual Skills Pay				6,600
	Less Salary Savings				(390,180)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 4,443,554</b>

**LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS**  
**BUDGET 7530**  
**Library Tax Ordinance Fund**

	<u>Actual</u> 2002-03	<u>Adopted</u> 2003-04	<u>Recommended</u> 2004-05	<u>Increase/ Decrease</u>	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Charges	\$ 146,514	\$ 0	\$ 0	\$ 0	0%
Land	80,536	0	102,310	102,310	100%
Buildings & Improv.	<u>3,198,554</u>	<u>1,907,319</u>	<u>3,039,376</u>	<u>1,132,057</u>	<u>59%</u>
Total Appropriations	\$ 3,425,604	\$ 1,907,319	\$ 3,141,686	\$ 1,234,367	65%
<b><u>Revenues</u></b>					
Sales Tax	\$ 1,718,748	\$ 1,757,319	\$ 3,141,686	\$ 1,384,367	79%
Use of Money & Property	<u>341</u>	<u>150,000</u>	<u>0</u>	<u>(150,000)</u>	<u>-100%</u>
Total Revenues	\$ 1,719,089	\$ 1,907,319	\$ 3,141,686	\$ 1,234,367	65%
<u>Revenues in Excess of Approp.</u>	<u>\$ (1,706,515)</u>	\$ 0	\$ 0	\$ 0	0%
<b><u>Net County Cost</u></b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0%</b>

# **LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS – 7530**

## **FUNCTION**

This budget accounts for funding of Library capital facilities improvement projects required for the proper maintenance and upgrading of library buildings as a part of the Library Tax Ordinance Measure B service plan. Other Measure B Sales Tax revenues are included in the Library - Measure B budget (7511) for associated operational service needs.

## **OVERVIEW**

The 2004-05 Recommended Budget of \$3,141,686 represents a 65% (\$1,234,367) increase over the 2003-04 Adopted Budget due primarily to a larger allocation of Measure B sales tax revenues to this budget. Funding is derived from the Measure B Library Tax passed by the voters in November 1998. There is no net County cost associated with this budget. Recommended funding reflects a capital expenditure plan, which will finance the highest priority library facility needs.

Obtaining new or expanded facilities will continue to be a priority for 2004-05 to ensure enhancement of public services. From 1998-99 to 2001-02, new facilities were acquired/leased for the Piedra, Kingsburg, Kerman, and Sunnyside Branch Libraries using Measure B funds. Efforts in 2002-03 were focused on completion of the restoration and expansion of the Laton Branch Library; beginning of construction of the Woodward Park Regional Library; completion of the Caruthers Library replacement; completion of the Building Program for the Central Library; and adoption of the Library's master facility plan. In 2003-04 there was the completion of the Laton Library restoration and expansion and the Woodward Park Regional Library; the final payment on the three-year note for the Millerton Library land acquisition was made; a State Bond Act grant of \$3,546,687 was awarded toward the projected total construction cost of \$5,456,441 for the Mendota Library facility expansion project; an architect was selected for the design of the new Central Library project; and State Bond Act application grants were submitted for Fowler, Orange Cove, and Tranquility.

## **DEPARTMENT COMMENTS**

The backlog of library facility needs continues to be a concern. Libraries do not have sufficient space for all of the patrons who are using these facilities. As a result, there are lines and noise levels, insufficient computers, collections and reading space; these issues would be mitigated by larger facilities. The master facility plan for 2020 identifies the need for 10 new libraries and 26 new and or expanded libraries. The plan adopted in February 2003 and in April 2003 continued Fowler and Central as priority projects and added Clovis, Mosqueda, Orange Cove, and Tranquility as next priority projects

## **SUMMARY OF CAO RECOMMENDATIONS**

### **LAND**

- **LAND ACQUISITION (\$102,310)**

Funding of \$102,310 is recommended to purchase land for future libraries.

### **BUILDINGS AND IMPROVEMENTS**

- **CAPITAL FACILITIES IMPROVEMENTS (\$3,039,376)**

## **LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS – 7530**

### **CARRYOVER PROJECTS**

- **ROUND 3 BOND ACT (\$773,676)**

The amount of \$773,676 is recommended for project costs related to implementation of the Facilities Long-Range Plan. Fowler and Central libraries are continued as priority projects and Clovis, Mosqueda, Orange Cove, and Tranquillity were selected as priority projects by the Board of Supervisors in April 2003. Three Cycle 3 projects were submitted for bond act funding in January 2004. Since State funds are limited, Fresno will be fortunate to receive funding for one project in Cycle 3. If awarded, funding received would meet the local match for any of the projects. However, these projects will receive priority for funding under the proposed State bond program, scheduled to be placed on the November 2004 ballot.

- **MENDOTA LIBRARY (\$688,686)**

An additional \$688,686 is recommended for the Mendota Library facility expansion. A total of \$1,241,067 has been appropriated in prior years. The State awarded State Bond Act funding of 65% (\$3,546,687) of the project cost of \$5,456,441.

- **CENTRAL LIBRARY (\$1,399,056)**

An additional \$1,399,056 is recommended for the development of the Central Library project. A total of \$375,000 has been appropriated in prior years.

### **NEW PROJECTS**

- **OUTDOOR LIGHTING - BEAR MOUNTAIN LIBRARY (\$9,614)**

The amount of \$9,614 is recommended for the installation of additional lighting for the Bear Mountain Library parking lot and nature trail behind the library.

- **CEILING TILES - PARLIER LIBRARY (\$7,071)**

Funding of \$7,071 is recommended for the installation of acoustical ceiling tiles in the central atrium of the Parlier Library to alleviate the echo in the room.

- **COMPUTER ROOM - PARLIER LIBRARY (\$62,029)**

Recommended for the construction of a computer room at the Parlier Library. The computer room will provide additional space for the library and provide a quiet place to work.

- **PATIO - PIEDRA LIBRARY (\$24,811)**

Recommended to provide an outside covered patio for library programs and reading.

- **SLIDING GLASS DOORS (\$74,433)**

Recommended for the installation sliding glass doors at the Clovis Library, Cedar-Clinton Library, and the Gillis Library to comply with ADA (Americans with Disabilities Act) standards.



## **LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS – 7530**

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$3,141,686, a \$1,234,367 increase over the prior year.
  - Sales Tax (\$3,141,686). Represents an increase of 79% (\$1,384,367) due primarily to a larger allocation of Measure B sales tax revenues for capital improvements to this budget in accordance with the Measure B service delivery plan and the Facilities Long-Range Plan adopted by the Board of Supervisors in February 2003.
  - Use of Money & Property (\$-0-). Reflects a 100% (\$150,000) decrease due to the shift of the allocation of interest earned revenue to the Measure B budget 7511 for operational service needs.