

Sacramento Public Library Authority

September 29, 2011 Agenda Item 10.0: FY 2011-12 Proposed Final Budget,
Position Control Listing and Fine and Fee Structure

TO: Sacramento Public Library Authority Board Members

FROM: Rivkah K. Sass, Library Director

Denise M. Davis, Deputy Library Director

RE: FY 2011-12 Proposed Final Budget, Position Control Listing

and Fine and Fee Structure

RECOMMENDED ACTION:

ADOPT Resolution #11-49, A Resolution Approving the FY 2011-12 Sacramento Public Library Authority Proposed Final Budget, Position Control Listing and Fine and Fee Structure.

FY 2011-12 FINAL BUDGET

This budget document highlights budget changes identified since the FY 2011-12 Proposed Budget was adopted in May 2011. It also provides insight on the approach to managing costs while maximizing diminishing revenues available to the Library.

Sacramento Public Library Authority Budget Summary - FY 2011-12

Attached to this report are Summary Schedules (Exhibits A-1 through A-4), which provide an overview of the Authority's Final Budget for FY 2011-12, including detailed summaries that outline anticipated revenues and expenditures for FY 2011-12 (Exhibits A-2 and A-3) in the County/Cities Fund, and the City of Sacramento General and Special Tax Funds. Library staff anticipate continuing revenue shortfalls for the coming fiscal year. Therefore, this budget focuses on significantly narrowing shortfalls through administrative staffing and cost reductions, reduction and reallocation of service staff and realignment of hours, and a reduction in the books and materials budget while also prudently using available reserves to maintain adequate public service levels.

The Authority's final budget for FY 2011-12 for all services, support and operations is balanced, with revenues and expenses of \$35,385,521. The budget includes ongoing revenues of \$30,902,247 reflecting a reduction of \$1,722,000 from the May proposed budget and \$3,486,971 from prior year. The final budget recommends the use of fund balance in the amount of \$4,483,274 to balance the budget. This use of fund balance is necessitated by the opening of three new library facilities during this period of sharply declining revenues, the need to satisfy other contractual obligations, as well as to fund encumbrances and carryover for projects from the prior fiscal year. Using these accumulated funds allows us to continue our commitment to serving our communities, albeit at reduced levels.

Although cost increases due to contractual obligations such as wage increases, cost of living adjustments, PERS contributions, health care insurance costs and payroll taxes have strained the Authority's ability to continue current service levels in our 28 locations, staff is committed to maintaining the highest possible degree of service to the public.

The Revenue Challenge

The vast majority of Library funding comes from three primary sources:

•	Property Tax revenues in the County	55%
•	General Fund contributions from the City of Sacramento	23%
•	Special Tax on parcels in the City of Sacramento	14%

The remaining 8% of funding comes from the State, investment earnings, donations and fines and fees. Exhibit A-2 provides FY 2011-12 revenue details by fund source, with comparisons against the FY 2010-11 Final Budget approved in September, 2010.

The net result of changes in revenue figures is a total projected decrease of \$3,486,971 which reflects the following:

•	Property Tax - County of Sacramento	\$ (2,753,317)
•	Sac City General Fund	\$	(792,171)
•	Sac City Special Tax	\$	(9,034)
•	State Funding	\$	(151,850)
•	Fines/Fees	\$	(20,000)
•	Interest Income	\$	60,000
•	Galleria Income	\$	25,000
•	Other Revenue	\$	154,401

Total Revenue Reduction: \$ (3,486,971)

The overall reduction in ongoing revenues represents a 10.1% decrease from the FY 2010-11 Budget.

Information from the Sacramento County Assessor's Office indicates that property values on the assessment roll are expected to decrease by 3.07% or about \$600,000 from FY 2010-11 actuals. Factoring in Teeter delinquencies, the total amount of property taxes available to the Library is anticipated to be \$17,074,217 for FY 2011-12.

The City of Sacramento notified the Library that it is proposing a reduction of its FY 2011-12 General Fund contribution for library services by 10%, or \$792,171, to \$7,129,539. Overall, the City has reduced General Fund contributions by 23.8% since 2008. There is no immediate anticipated impact on City Special Parcel Tax revenue caused by the 10% FY 2011-12 reduction, provided all City non-public safety departments experience proportional reductions (Sacramento City Code section 3.148.050). It is unknown whether the City's General Fund contribution to the Library Authority will be restored to the maintenance of effort amount of \$7,635,600 in FY 2012-13.

Because of the difficult budgetary challenges currently facing the State, it is assumed that revenues from the State of California (Public Library Fund and Transaction Based Revenue funds) will decline by 50% or \$151,850 for FY 2011-12. It is unknown if the California Library Literacy Services funds will remain intact for FY 2011-12.

Fine and Fee revenue is expected to decrease by \$20,000 in FY 2011-12 to \$750,000.

An increase in interest earning rates currently available on invested funds has resulted in an investment income increase of \$60,000, or about 20%, for FY 2011-12.

Library Galleria income is projected to increase by \$25,000 next year, to \$375,000.

Other revenues include grants and miscellaneous funds received by the Library Authority. The Authority's practice is to recognize the grants and donations as they are received during the year since they are not predictable from a budgetary perspective. At this time, this revenue category is anticipated to increase by \$223,865 from the FY 2010-11 Approved Budget. As gifts and donations are received and grants are awarded, staff will present them to the Authority Board for inclusion in the FY 2011-12 Budget.

Library staff has determined that use of fund balance is necessary to supplement the remaining revenue shortfalls for the 2011-12 fiscal year.

County/Cities Budget Unit

The County/Cities budget unit utilizes property taxes collected in the unincorporated areas of the County and within the cities of Citrus Heights, Elk Grove, Galt, Isleton, and Rancho Cordova. These funds finance the operation of 16 branch libraries. Additional revenue is realized from the State, fines and fees and interest income.

As shown in Exhibit A-2, this budget unit has projected total revenues of \$18,038,067, a decrease of \$2,881,117 from the prior year. The use of fund balance is necessary because current contribution levels are insufficient to fund the costs of operation. Revenues plus use of fund balance reflect a decrease of \$3,142,480 or 13.9% from the FY 2010-11 budget. Effective October 8, 2011 service level impacts include reduced hours in most county branches.

Expenditures in the County/Cities fund reflect an overall decrease of 9.1% from the FY 2010-11 budget. Vacant positions held unfunded accounts for savings of \$420,612. Services and supplies decreased \$129,384 and equipment/capital projects decreased over 50% to \$200,384.

No Supplemental Funds are available for distribution to member jurisdictions in FY 2011-12.

City of Sacramento Budget Unit

The City of Sacramento budget unit utilizes revenue from the City General Fund and funding received from a Special Library Tax that is levied on parcels within the city limits to fund the operation of 11 library branches located in the City of Sacramento, plus the Central Library. Additional revenue is realized from the State, fines and fees, and interest income.

As shown in Exhibit A-2, the City Fund has total revenues of \$7,904,689, a decrease of \$841,231 or 9.6% from the prior year. The use of fund balance is necessary because current contribution levels are insufficient to fund the cost of operations. Revenues plus use of fund balance reflect a decrease of \$1,363,402 or 12.3% from the FY 2010-11 Budget.

Due to the City reducing its contribution for the 2011-12 fiscal year, the Library Authority continues to absorb the cost of operating the new Valley Hi-North Laguna, North Natomas and Robbie Waters Pocket-Greenhaven libraries from fund balance and Special Tax revenue, which was designed to provide for new library services within the City. This impacts use of the Special Tax funds to refresh computers and laptops, maintain collections and provide programs, and the number of hours open. That said, revenues in the Special Tax Fund are 1.1% higher than the prior year due to a decision to move fines and fee collections for North Natomas and Valley Hi from the City Fund to the Special Tax Fund. Interest income is also expected to increase.

Expenditures in the City of Sacramento Fund reflect an overall decrease of \$2,133,971 or 25.9% from the prior year. Over 50% of this decrease is due to the one-time costs for opening day collections and RFID equipment for Pocket and North Natomas that appeared in last year's budget. The remaining decrease is from reductions in salaries, services and supplies, books and materials, and equipment.

Expenditures in the Special Tax Fund show an increase of \$315,297 or 8.9% from FY 2010-11. Decreases in services and supplies and books are offset by assigning staff costs in the newest branches from the City Fund as well as an increase in capital projects from the Colonial Heights refresh.

Shared Cost Budget Unit

The Shared Cost Fund functions as an internal service fund, and is determined through a comprehensive cost allocation plan that is updated annually. The fund collects the common costs for operating and administering the Library organization that are then distributed to the operating funds through the cost allocation plan. The FY 2011-12 net expense within the fund is \$12,830,360, 5.3% less than the previous year.

Revenues of \$378,865 that are directly attributed to the fund include \$100,000 in cost recovery for IT support to partner libraries using SPL's Millennium database, the State Literacy grant budgeted at \$25,000 in FY 2011-12, as well as two grants totaling \$253,865.

Salaries and Benefits savings are \$1,404,564 resulting from eliminating or holding positions vacant. Increases in capital projects of \$386,954 are primarily due to AMHS, RFID tagging, refreshing network server equipment reaching end-of-life conditions in FY 2011-12 and setting aside funds for the Millennium database replacement in future years.

Restricted Donations Budget Unit

During FY 2010-11 staff created a new budget unit for donations received from the Foundation, System Friends, and the Persian Community to better track funding sources and their restricted uses. Donations received last year and carried over into the 2011-12 fiscal year for materials/books as well as services and supplies total \$197,466.

Transfers In/Transfers Out

As part of the 2010-11 final budget, staff recommended a change in the accounting for books and materials to better reflect current standards of usage. As such, the Books and Materials Fund was created and funding sources were budgeted as "Transfers In" from the County/Cities Fund, Sacramento City Fund and Sacramento City Special Tax Fund for a combined total of \$3,108,681. For FY 2011-12, the Books and Materials Fund shows a "Transfers In", in the amount of \$2,602,303, a decrease of 16% as compared to last year.

Budgeted Positions/Position Control

The position control presented in the final budget includes a couple of corrections from May 26, 2011. The Library had 99 Library Services Assistants and 4 Technology Assistants in May 2011. Staff is recommending a reduction in approved positions for FY 2011-12, moving from the corrected (May 26, 2011) 277 Full Time Equivalent (FTE) positions to 262.5 FTE's (Exhibit B). This action includes the recommendation to freeze and unfund 14 additional vacant positions representing a structural budget savings of approximately \$2,009,702 for FY 2011-12. All 14 positions are represented. The actions are as follows:

Librarian	6
Library Associate	1
Library Services Assistant	4
Library Supervisor III	2
Management Analyst	1

The Library Authority does not plan to offer the Voluntary Separation Program (VSP) in FY 2011-12. Regular attrition due to retirement is anticipated.

These recommended actions are a critical element of the Library Authority's budget balancing strategy for FY 2011-12, and will reduce labor costs, while preserving positions that directly serve the public.

Fine and Fee Schedule

Library staff are recommending a revision to the current fine and fee schedule to include a fee range of \$5 to \$500 to cover the cost of offering certain program activities and services. The actual fee that will be charged will depend on the program activity or service being offered, which can range from a one-day program to an 8-week program course. The fee will allow the Library to recover the reasonable cost of providing the program activity or service.

For instance, in July the Authority Board accepted a grant from the California State Library which will allow Sacramento Public Library to develop a community-based publishing center. Sacramento Public Library is working on a plan to offer writing course opportunities for the local community. Staff has determined that a fee of approximately \$500 for an 8-week writing course would cover the cost of instructor time, course materials, and other incidentals. Staff is also developing a fee that will cover the cost for set up and printing of books based on a variety of factors including size, number of pages, and illustrations.

Future Challenges

In addition to the challenge of funding three new library branches without additional City funding, staff anticipates further contraction of operating funds to support the Library system in future years. Anticipating flat property tax assessments countywide and declining City of Sacramento General Fund contributions, the Library also expects State contributions to be sharply reduced. The combined impact of ongoing funding reductions will require flexible and nimble response by the Library Authority to ensure that the highest quality of service possible will be maintained.

Staff will present recommended Mid-Year Budget adjustments for FY 2011-12 in early 2012. This Mid-Year Budget will include updates on funding from the County, City of Sacramento and the State of California, as well as refinements to expenditure amounts as a result of cost-saving measures.

ATTACHMENTS:

Resolution #11-49, A Resolution Approving the FY 2011-12 Sacramento Public Library Authority Proposed Final Budget, Position Control Listing and Fine and Fee Structure.

Exhibit A-1: Budget Summary FY 2011-12

Exhibit A-2: Revenue Details by Fund Source FY 2011-12 Exhibit A-3: Expense Details by Fund Source FY 2011-12

Exhibit A-4: Fund Balance/Economic Uncertainty Reserve Balance Changes

FY 2011-12

Exhibit B: Position Control Listing FY 2011-12 Exhibit C: Fine and Fee Schedule FY 2011-12



Sacramento Public Library Authority

RESOLUTION NO. 11-49

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

SEPTEMBER 29, 2011

A RESOLUTION APPROVING THE SACRAMENTO PUBLIC LIBRARY AUTHORITY FY 2011-12 PROPOSED FINAL BUDGET, POSITION CONTROL LISTING AND FINE AND FEE STRUCTURE

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

- **1.** The Sacramento Public Library Authority's FY 2011-2012 Proposed Final Budget totaling \$35,385,521 as presented in Exhibit A is approved.
- **2.** The Position Control Listing as shown in Exhibit B is approved effective October 1, 2011.
- **3.** The Fine and Fee Structure as shown in Exhibit C is approved effective October 1, 2011.
- **4.** All increases or decreases to operating appropriations in excess of \$50,000 shall be approved by the Library Authority Board.
- **5.** The Retiree Health Care contribution rate, as approved by the Sacramento Public Library Authority Board in resolution 02-09 is continued in FY 2011-12 at \$225 per month.
- **6.** Accept the Robbie Waters donation in the amount of \$100,000 for ongoing support of the Robbie Waters Pocket-Greenhaven Library.
- **7.** Authority Reserves are appropriated as follows:

	County/ Cities Fund	Sac City Fund	Sac City Special Tax Fund	Total
Reserves for Economic Uncertainty	\$1,803,807	\$790,469	\$458,063	\$3,052,339

This designated reserve will be maintained at the level of 10% of budgeted revenues for the purpose of absorbing unforeseen contingencies and allowing continuation of Approved Budget program levels.

To be in compliance with the new Governmental Accounting Standards Board (GASB) No. 54 regarding stabilization arrangements, staff has drafted a Reserve for Economic Uncertainty Policy for the Authority Board's consideration at the September 29, 2011 Board Meeting. Please refer to Agenda item 9.0 for details on the Policy.

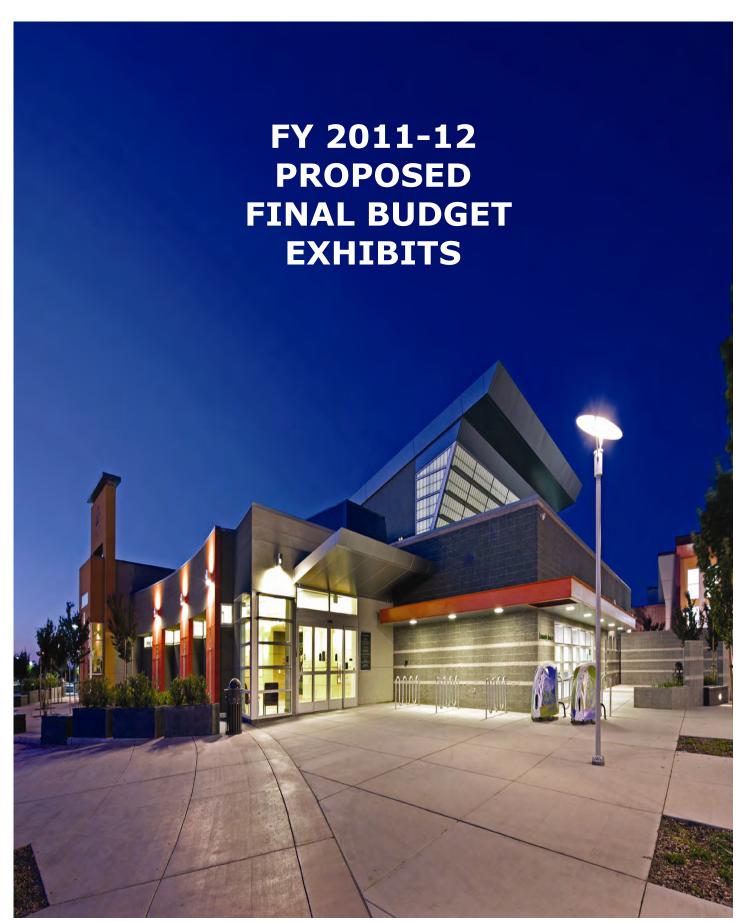
	Sandy Sheedy, Chair
ATTEST: Rivkah K. Sass, Secretary	
2	
Branda Hannand Assistant Connetent	_
Brenda Haggard, Assistant Secretary	

ATTACHMENTS:

Exhibit A: Sacramento Public Library Authority FY 2011-12 Proposed Final Budget Schedules Sacramento Public Library Authority Position Control Listing for FY 2011-12

Exhibit C: Sacramento Public Library Authority FY 2011-12 Fines and Fees Schedule

THIS PAGE INTENTIONALLY LEFT BLANK



SACRAMENTO PUBLIC LIBRARY AUTHORITY PROPOSED FINAL BUDGET FY 2011-12

THIS PAGE INTENTIONALLY LEFT BLANK

SACRAMENTO PUBLIC LIBRARY AUTHORITY PROPOSED FINAL BUDGET SUMMARY FISCAL YEAR 2011-12

	FY10-11 FINAL BUDGET	FY 11-12 APPROVED BUDGET	FY 11-12 PROPOSED FINAL BUDGET	FY CHANGE	
Total Revenues, all sources	\$34,389,218	\$32,624,247	\$30,902,247	\$(3,486,971)	-10.1%
Salaries and Benefits	25,170,627	24,863,944	23,462,751	(1,707,876)	-6.8%
Services and Supplies	8,728,412	7,393,157	8,112,206	(616,206)	-7.1%
Materials/Books	4,096,193	3,007,040	2,749,654	(1,346,539)	-32.9%
Equipment/Capital Projects	1,403,392	500,576	1,060,910	(342,483)	-24.4%
Total Expenses	\$39,398,624	\$35,764,717	\$35,385,521	\$(4,013,104)	-10.2%
Total Use of Fund Balance	\$(5,009,406)	\$ (3,140,470)	\$ (4,483,274)	\$ 526,132	-10.5%

SACRAMENTO PUBLIC LIBRARY REVENUE DETAILS BY FUND SOURCE FISCAL YEAR 2011-12

	•				
REVENUE	FY 10-11 FINAL BUDGET	FY 11-12 APPROVED BUDGET	FY 11-12 PROPOSED FINAL BUDGET	FY CHANG	E
COUNTY/CITIES FUND					
County Contributions	19,827,534	19,000,000	17,074,217	(2,753,317)	-13.9%
State Appropriations	320,800	221,800	221,800	(99,000)	- 30.9%
Interest Income	219,450	223,200	223,200	3,750	1.7%
Fines and Fees	508,000	494,850	494,850	(13,150)	-2.6%
Other Revenue	43,400	24,000	24,000	(19,400)	-44.7%
TOTAL	\$ 20,919,184	\$19,963,850	\$18,038,067	\$(2,881,117)	-13.8%
SAC CITY FUND					
City Contributions	7,921,710	7,129,539	7,129,539	(792,171)	-10.0%
State Appropriations	171,050	118,200	118,200	(52,850.00)	-30.9%
Galleria	350,000	375,000	375,000	25,000.00	7.1%
Interest Income	39,360	64,800	64,800	25,440.00	64.6%
Fines and Fees	258,000	217,150	217,150	(40,850.00)	-15.8%
Other Revenue	5,800	-	-	(5,800.00)	-100.0%
TOTAL	\$ 8,745,920	\$ 7,904,689	\$ 7,904,689	\$ (841,231)	-9.6%
SAC CITY SPECIAL TAX					
Special Taxes	4,479,660	4,520,708	4,470,626	(9,034)	-0.2%
Interest Income	41,190	72,000	72,000	30,810	74.8%
Fines and Fees	4,000	38,000	38,000	34,000	850.0%
Other Revenue	4,800	-	-	(4,800)	-100.0%
TOTAL	\$ 4,529,650	\$ 4,630,708	\$ 4,580,626	\$ 50,976	1.1%
SHARED FUND					
State/Foundation/Grants	94,464	25,000	25,000	(69,464)	-73.5%
Other Revenue	100,000	100,000	353,865	253,865	253.9%
TOTAL	\$ 194,464	\$ 125,000	\$ 378,865	\$ 184,401	94.8%
SUBTOTAL	\$ 34,389,218	\$32,624,247	\$30,902,247	\$(3,486,971)	-10.1%
USE OF FUND BALANCE					
County/Cities Fund	1,690,619	245,674	1,429,256	(261,363)	-15.5%
Sac City Fund	2,320,398	1,797,472	1,798,227	(522,171)	-22.5%
Sac City Special Tax	998,388	1,097,324	1,058,324	59,936	6.0%
Restricted Donations	-	-	197,466	197,466	N/A
SUBTOTAL	\$ 5,009,406	\$ 3,140,470	\$ 4,483,274	\$ (526,132)	-10.5%
GRAND TOTAL	\$ 39,398,624	\$35,764,717	\$35,385,521	\$(4,013,103)	-10.2%

SACRAMENTO PUBLIC LIBRARY AUTHORITY PROPOSED FINAL BUDGET FY 2011-12

SACRAMENTO PUBLIC LIBRARY EXPENSES DETAILS BY FUND SOURCE FISCAL YEAR 2011-12

EXPENSE	FY 10-11 FINAL BUDGET	FY 11-12 APPROVED BUDGET	FY 11-12 PROPOSED FINAL BUDGET	FY CHANGE	:
COUNTY/CITIES FUND					
COUNTY CITIES FOND					
Salaries and Benefits	7,958,375	8,270,385	7,537,763	(420,612)	-5.3%
Services and Supplies	2,597,663	2,381,212	2,468,279	(129,384)	-5.0%
Trans. out - Materials/Books	2,080,814	2,080,814	1,790,814	(290,000)	-13.9%
Materials/Books	195,401	-	37,969	(157,432)	-80.6%
Equipment/Capital Projects	391,273	23,200	190,889	(200,384)	-51.2%
TOTAL	\$ 13,223,526	\$ 12,755,611	\$ 12,025,714	\$ (1,197,812)	-9.1%
SAC CITY FUND					
Salaries and Benefits	5,039,021	4,761,301	4,655,018	(384,003)	-7.6%
Services and Supplies	1,531,467	1,164,293	1,220,201	(311,266)	-20.3%
Trans. out - Materials/Books	268,568	166,927	122,190	(146,378)	-54.5%
Materials/Books	739,672	_	18,801	(720,871)	-97.5%
Equipment/Capital Projects	665,658	11,200	94,205	(571,453)	-85.8%
TOTAL	\$ 8,244,386	\$ 6,103,721	\$ 6,110,415	\$ (2,133,971)	-25.9%
SAC CITY SPECIAL TAX					
Salaries and Benefits	2,181,824	2,857,888	2,683,127	501,303	23.0%
Services and Supplies	553,797	306,025	406,904	(146,893)	-26.5%
Trans. out - Materials/Books	759,299	759,299	689,299	(70,000)	-9.2%
Materials/Books	19,283	_	7,770	(11,513)	-59.7%
Equipment/Capital Projects	13,200	5,600	55,600	42,400	321.2%
TOTAL	\$ 3,527,403	\$ 3,928,812	\$ 3,842,700	\$ 315,297	8.9%
SHARED FUND					
Salaries and Benefits	9,991,407	8,974,370	8,586,843	(1,404,564)	-14.1%
Services and Supplies	4,045,485	3,541,627	3,902,167	(143,318)	-3.5%
Trans. out - Materials/Books	33,156	-	-	(33,156)	-100.0%
Equipment/Capital Projects	333,261	460,576	720,215	386,954	116.1%
TOTAL	\$ 14,403,309	\$ 12,976,573	\$ 13,209,225	\$ (1,194,084)	-8.3%
RESTRICTED DONATIONS					
Services and Supplies	\$ -	\$ -	\$ 114,655	\$ 114,655	N/A
Materials/Books	\$ -	\$ -	\$ 82,811	\$ 82,811	N/A
TOTAL	\$ -	\$ -	\$ 197,466	\$ 197,466	N/A
TOTAL	\$ 39,398,624	\$ 35,764,717	\$ 35,385,521	\$ (4,013,104)	-10.2%

SACRAMENTO PUBLIC LIBRARY AUTHORITY PROPOSED FINAL BUDGET FY 2011-12

\$20,543,082

SACRAMENTO PUBLIC LIBRARY AUTHORITY UNDESIGNATED FUND BALANCE CHANGES FOR FISCAL YEAR 2011-12							
	County/Cities Fund	Sac City Fund	Sac City Special Tax Fund	Total			
Estimated Beginning Fund Balance: Undesignated	18,693,192	2,892,113	3,243,584	24,828,889			
Net Change to Undesignated Fund Balance	(1,429,256)	(1,798,227)	(1,058,324)	(4,285,807)			

\$1,093,886

\$2,185,260

\$17,263,936

SACRAMENTO PUBLIC LIBRARY AUTHORITY							
ECONOMIC UNCERTAINTY RESERVE BALANCE CHANGES							
	FOR FISCAL YEA	R JUNE 30, 2011					
	County/ Cities Fund	Sac City Fund	Sac City Special Tax Fund	Total			
Beginning Designated							
Economic Uncertainty Reserve	2,114,895	956,075	437,290	3,508,260			
Increase in Designated							
Economic Uncertainty Reserve	(311,088)	(165,606)	20,773	(455,921)			
Ending Designated							
Economic Uncertainty Reserve	\$1,803,807	\$790,469	\$458,063	\$3,052,339			

Estimated Ending Fund Balance: Undesignated

SACRAMENTO PUBLIC LIBRARY BOOKS AND MATERIALS FUND FISCAL YEAR 2011-12 FY 11-12 FY 10-11 FY 11-12 **PROPOSED** FINAL **APPROVED FINAL BUDGET BUDGET BUDGET FY CHANGE Transfers in from** County/Cities Fund 2,080,814 2,080,814 1,790,814 (290,000)-14% Sac City Fund -55% 268,568 166,927 122,190 (146,378)Sac City Special Tax -9% 759,299 759,299 689,299 (70,000)TOTAL 3,108,681 \$3,007,040 \$ 2,602,303 -16% (506,378)**EXPENDITURES** -16% Books/Materials 3,108,681 3,007,040 2,602,303 (506, 378)-16% **TOTAL** \$ 3,108,681 \$3,007,040 \$ 2,602,303 (506,378)

THIS PAGE INTENTIONALLY LEFT BLANK

SACRAMENTO PUBLIC LIBRARY AUTHORITY POSITION CONTROL REPORT FY 2011-12

September 29, 2011

	FY 2011-12 Approved May 26, 2011	FY 2011-12 Proposed September 29, 2011	Change in FTEs*
Accounting Specialist	2	2	
Administrative Assistant	3	3	
Administrative Technician	2	2	
Accountant/Budget Analyst	1	1	
Building Maintenance Worker	2	2	
Capital Projects Manager	1	1	
Circulation Supervisor	16	16	
Collection Management Supervisor	10	10	
Collection Management Services Manager	1	1	
Community Services Manager	1	1	
Custodial and Logistics Supervisor	1	1	
Custodian	10.5	10.5	
Deputy Library Director	10.5	10.5	
Director of Facilities	1	1	
Events Coordinator	0.5	0.5	
Field Custodial Supervisor	0.5	0.5	
Finance Manager	1	1	
General Services Worker	5.5	5.5	
Human Resources Generalist			
Human Resources Manager	1 1	1 1	
Human Resources Technician	1	1	
Information Technology Manager	1	1	
Information Technology Supervisor	2	2	
Information Technology Supervisor	1	1	
Librarian	49	43	-6.0
Library Associate**	2	1	-1.0
Library Director	1	1	-1.0
Library Program Specialist	1	1	
	99	95	-4.0
Library Services Assistant	2	2	-4.0
Library Services Specialist	10	10	
Library Supervisor I	9	9	
Library Supervisor II Library Supervisor III	17	15	-2.0
	4	4	-2.0
Library Technician Literacy and Homework Center Supervisor	1	1	
Management Analyst	1	0	-1.0
Materials Processor	0.5	0.5	-1.0
Procurement-Contract Coordinator	1	1	
Public Information Coordinator	1	1	
Public Services Manager	4	4	
Risk Management Supervisor	1	1	
Senior Accounts Payable Technician	1	1	
Senior HR Generalist	1	1	
Senior Information Technology Analyst	2	2	
Senior Information Technology Technician	2	2	
Senior Payroll Technician	1	1	
Special Projects and Remodeling Coordinator	1	1	
Strategic Communications Officer	1	1	
Technology Assistant	4	3.5	-0.5
Visual Communications Supervisor	1	3.5 1	-0.5
visuai communications supervisor	I	ļ	

	FY 2011-12	FY 2011-12	Change
	Approved	Proposed	in
	May 26, 2011	September 29, 2011	FTEs*
Web Developer	1 277.0	1 262.5	-14.5

^{*} FTEs are full time equivalent positions, equating part time positions into a fraction of a full time position.

This position control document reflects 29 positions that are unfunded and three eliminated positions as of the date of this action, for purposes of budget savings. (refer to budget document for position list and narrative)

SACRAMENTO PUBLIC LIBRARY FINE/FEE STRUCTURE

Proposed: September 29, 2011

Categories	Current Fees			
FINES	30.13.13.3			
Periodicals	\$0.05/day to \$1.00 maximum			
All Juvenile and Young Adult (YA)	\$0.05/day to \$1.00 maximum			
Materials				
All Adult Materials	\$0.25/day to \$5.00 maximum			
Engravers	\$0.25/day to \$5.00 maximum			
All Visual Media	\$0.25/day to \$5.00 maximum			
	, , , , , , , , , , , , , , , , , , , ,			
Link + books	\$1.00/day to \$15.00 maximum			
Inter-Library Loan (ILL) Materials	\$2.00/day up to the cost of the			
	material			
GENERAL FEES				
Self-service black & white	\$0.15/page			
photocopying				
OPAC printouts	The first five (5) pages of an			
	individual print job are free to the			
	patron, with subsequent pages			
	costing \$0.15 /page			
Printouts (Computer, Coin-	Updated Fee: \$0.15/page			
operated Microform, Fax)				
Self-service color photocopying	\$0.50/page			
Sacramento Room -				
Archival Photocopies	\$0.50/page			
Sacramento Room -				
Digital Scans of Materials	\$10/per scan			
Prints of Digital Scans	\$15/per print			
CD with images	\$5.00/CD			
Shipping Charge per CD if mailed	\$3.00 each			
Danis and of the own Cond	#2.00			
Replacement of Library Card	\$2.00			
Damaged Material (repairable)	\$2.50 Juvenile and Young			
	Adult Materials			
Demograd modic bases and access	\$5.00 Adult Materials			
Damaged media boxes and cases	\$5.00 for all materials			
Material Processing Fee	\$5.00 per cataloged item			
Collection Agency Processing Fee	\$10.00			
Returned Check Service Fee	\$30.00			
Damaged Material (unusable)	Unit cost of item + Material			
	Processing Fee			
Programs, Classes, Publishing	\$5.00 - \$500.00*			
Fees Pees	*Fee to be determined per program/class activity			
	activity			

SACRAMENTO PUBLIC LIBRARY FINE/FEE STRUCTURE

Proposed: September 29, 2011

Proposed: September 29, 2011				
INTER LIBRARY LOAN FEES				
ILL Request (SPL customers)	\$5.00			
ILL fee to send a book to out-of-	\$20.00			
state library				
LOST LIBRARY MATERIALS				
Lost periodical	\$5.00			
Lost item (ILL)	\$60.00 minimum to cost of item			
fee charged to SPL customer	(fine goes to owning library, not SPL)			
Link+ Lost Materials	\$115.00 per item (fine goes to owning Library not SPL)			
All Lost Juvenile, Young Adult and	Unit cost of item or "Default			
Adult item (cataloged)	Cost"* plus Material Processing Fee			
Lost item (cataloged paperback)	Unit cost of item or "Default Cost"* plus Material Processing Fee			
*Default Cost	\$5.00 for a magazine \$30.00 for a book			
MEETING ROOMS				
After-hours fee (when	\$50.00			
staff/security must open or				
secure a meeting room when the				
library is not open).				
Excessive clean up costs:	Actual costs including labor,			
Charge for post-event cleaning	materials and outside services			
beyond normal custodial duty				
assignments				
PUBLIC RECORDS DISCLOSURE				
Duplication of Authority Board Meeting DVD (with DVD provided)	Actual cost, excluding staff time			
Photo Copies	First ten (10) pages free;			
	At cost thereafter			
Copies of Campaign Statements	\$0.10 per page			
and Conflict of Interest				
Statements (FPPC)				
FPPC Document Retrieval Fee	\$5.00 per request			
(Statements older than five				
years)				
Authority Board Agenda Packets	\$20.00 per packet			
(Copy and Send by Mail)				
Authority Board Agenda Packets	\$30.00 per packet			
(Copy/Send by Federal Express)				

SACRAMENTO PUBLIC LIBRARY FINE/FEE STRUCTURE

Proposed: September 29, 2011

LIBRARY GALLERIA MEETING ROOMS:

	Mon-	Fuldou	Catandan	C d
	<u>Thurs</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Main Floor (5 hrs)	\$950	\$1,150	\$1,950	\$1,150
Main Floor (9 hrs)	\$1,175	\$1,500	\$2,500	\$1,500
2nd Floor Balcony (5 hrs.)	\$300	\$450	\$500	\$450
2nd Floor Balcony (9 hrs.)	\$450	\$650	\$800	\$650
Meeting Room (1/2 Day)	\$300	\$300	\$300	\$300
Meeting Room (Full Day)	\$400	\$400	\$400	\$400
Meeting Room (Evening 6 PM+)	\$400	\$400	\$400	\$400

LIBRARY GALLERIA COMMUNITY USE POLICY AND FEES:

Community use policy states that the following groups may qualify for meeting room use at no charge:

- Neighborhood groups from the downtown district and other groups outside the downtown district which have been formed to improve conditions in their respective neighborhoods
- Public forums which have been called by elected city officials
- Interested groups must see Library Galleria staff for room use guidelines and availability

Events may be subject to associated fees as described below.

Community Use Associated Fees					
Type of Service/Fee	Minimum hours required	Staff required	Rate per hour	Total	
Library Event Duty	2 hrs	1 coordinator	\$30	\$60	
Security Officer	4 hrs	1 officer	\$30	\$120	
Room Set Up					
Up to 10 tables	4 hrs	1 custodial	\$20	\$80	
11+ tables	8 hrs/ea	2 custodial	\$20	\$320	
Strike & clean	8 hrs	1 custodial	\$20	\$160	
Strike & clean	5 hrs/ea	2 custodial	\$20	\$200	

SACRAMENTO PUBLIC LIBRARY FINE/FEE STRUCTURE

Proposed: September 29, 2011

Reception Space and Equipment Fees			
Space Rental	Per U	Per Use	
Old Library Foyer entrance only	\$	100	
Foyer Entrance with food and beverage	\$	300	
Equipment			
LCD Projector	\$	185	
Projection screen, 8' portable	\$	45	
Additional wireless microphones	\$	40	
Additional wired microphones	\$	20	
Additional lectern	\$	30	
Whiteboard and pens	\$	15	
Flip chart and pens	\$	15	
Designer drape backdrop 25 - 40'	\$	120	
Designer drape backdrop 17 - 24'	\$	100	
Designer drape backdrop 16' or less	\$	60	
Security Guard, per hour	\$	30	

		Friday or		
Wedding and Prom Packages	Sunday		Saturday	
Wedding Reception, Main floor only	\$	1,150	\$	1,950
Wedding, main floor and balcony	\$	1,600	\$	2,450
Wedding and Ceremony, main floor	\$	1,900	\$	2,900
Wedding and Ceremony, main & balc.	\$	2,350	\$	3,400
Prom, main floor and foyer, 5 hours	\$	1,150	\$	1,950
Balcony, 5 hours	\$	450	\$	500
East meeting room and Old Foyer	\$	400	\$	400
Library Lobby as an entrance	\$	100	\$	100

Hourly rates after hours

Galleria	\$ 175
Balcony	\$ 50