



Sacramento Public Library Authority

February 23, 2012

Agenda Item 10.0: Mid Year Budget Update
FY 2011-12

TO: Sacramento Public Library Authority Board Members

**FROM: Rivkah K. Sass, Library Director
Denise M. Davis, Deputy Library Director**

RE: Mid-Year Budget Update FY 2011-12

RECOMMENDED ACTIONS:

Adopt Resolution 12-06, A Resolution Amending the Final Budget for the Sacramento Public Library Authority for Fiscal Year 2011-12.

Revenue Update

Actual property tax revenue received projects to our budgeted amount of \$17,074,217. No change is required at this time.

The City of Sacramento advised staff it will honor its General Fund contribution for the current fiscal year of \$7,129,539.

The City of Sacramento Special Tax revenue is received later in the spring. The budgeted amount of \$4,479,660 appears accurate at this time.

Due to the enactment of the Governor's Trigger 1 in the State Budget, library staff has been advised that we will not receive any State Public Library Foundation or Transaction Based Revenue funding for FY 2011-12. The Library did receive some true up funding in late September for the prior fiscal year. The net mid-year budget decrease for both Public Library Foundation and Transaction Based Revenue is \$191,511. In addition, the Literacy grant in the amount of \$25,000 will also be eliminated as part of the Governor's Trigger 1.

Collections from fines and fees are projected to decline \$100,000. The cause is three-fold. First, the budget included a fee for holds that were not picked up that was projected to generate \$40,000. To date this fee has not been implemented. Second, no fines were collected from December 23, 2011 to January 7, 2012 due to the week-long closure between Christmas and New Year's. Third, fine collections are running slightly below collections from the prior fiscal year.

Library Galleria revenue is projected to decline by \$25,000 to \$350,000 for the year.

Due to higher than anticipated rates of return on investments, interest income is projected to increase \$50,000 to \$410,000. Interest received through the first six months totaled \$255,569.

Revenue generated from I Street Press classes and publishing is expected to be \$10,000. Cell tower revenue increased \$1,725 to \$25,725.

The mid-year revenue adjustments also include actions approved by the Board in October and December 2011. These actions include first and second quarter gifts and donations totaling \$47,337 and \$120,675 respectively; included in the second quarter donations is an LSTA Freedom Readers grant in the amount of \$67,950.

Staff has created Fund 600 specifically for grant-funded projects. This fund will facilitate the tracking of grants received and improve the year-end close process as any grant information requested by auditors will be in one fund.

Expenditure Update

Salary savings through the first six months of the year total \$1,026,642. Savings are not being doubled for the remainder of the year in anticipation of filling critical vacancies.

Of Fine & Fee revenue, \$500,000 is dedicated to Books and Materials.

The mid-year expense adjustment reflects actions the Board approved in October and December of 2011 to capture all activity since the Board approved the Final Budget in September 2011. These actions include first and second quarter gifts and donations totaling \$47,337 and \$120,675 respectively; included in the second quarter donations is an LSTA Freedom Readers grant in the amount of \$67,950.

Expenditures are reduced by \$191,511 to match the reduction in State Public Library Foundation and Transaction Based Revenue received from the State.

Similarly, a decrease in the State Literacy grant of \$25,000 resulted in an expenditure reduction of \$25,000 for the Literary Program.

Staff has created Fund 600 specifically for grant-funded projects. This fund will facilitate the tracking of grants which, in the past, have had expenditures spread throughout the operating funds. It will also improve the year-end close process as any grant information requested by auditors will be in one fund.

Revised Fine & Fee Structure – Fine for Unclaimed Holds

The Library is now able to implement a fine per item for holds placed but not picked up. The proposed amount is \$1.00 per item, and will be implemented gradually between April and May 2012. The purpose of the fee is to offset staff costs for processing those holds and will be applied when the hold is removed and the item returned to general circulation.

FY 2012-13 Anticipated Budget Challenges

Staff is in the process of updating revenue projections from all sources as an element of the FY 2012-13 budget process.

Data from the County Assessor indicates a 2% increase or \$341,484 increase in property tax revenues. However, the assessor's projections over the past several years have run higher than actuals. Therefore, staff believes it is better to be conservative and project property tax revenues to be flat for next year.

Staff has not yet received information from the City of Sacramento regarding its FY 2012-13 general fund contribution to the Library Authority; however, City of Sacramento Special Tax revenues are expected to remain constant.

Staff does not anticipate receiving any State funding in FY 2012-13.

Staff anticipates presenting a FY 2012-13 Proposed Budget at the May 24, 2012 Authority Board meeting.

ATTACHMENTS:

Resolution 12-06, A Resolution Amending the Final Budget for the Sacramento Public Library Authority for Fiscal Year 2011-12

Exhibit A: Proposed Mid-Year Budget Changes – FY 2011-12

Exhibit B: Sacramento Public Library Authority – Fine & Fee Structure FY 2011-12



Sacramento Public Library Authority

RESOLUTION NO. 12-06

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

February 23, 2012

A RESOLUTION AMENDING THE FINAL BUDGET FOR THE SACRAMENTO PUBLIC LIBRARY AUTHORITY FOR FISCAL YEAR 2011-12


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

1. The Sacramento Public Library Authority's FY 2011-12 Proposed Mid-Year Budget totaling \$35,924,675 in Resources Available and \$35,536,349 in Use of Funds as presented in Exhibit A is approved.
2. The Revised Fine & Fee Structure as presented in Exhibit B is approved.
3. The Library Director is authorized to take the necessary actions to implement budget changes as noted herein.



Sophia Scherman, Chair

ATTEST: Rivkah K. Sass, Secretary

By: 

Brenda Haggard, Assistant Secretary

ATTACHMENTS:

- Exhibit A: Sacramento Public Library Authority FY 2011-12 Proposed Mid-Year Budget
Exhibit B: Sacramento Public Library Authority – Fine & Fee Structure FY 2011-12

**Sacramento Public Library Authority
Proposed Mid-Year Budget Changes
FY 2011-12**

	101	111	201	202	203	300's	600's	Total
	Shared	Sys Wide Books	County	City	Special Tax	Donations	Grants & Projects	
REVENUES								
September Adopted Budget - Revenue	378,865		18,038,067	7,904,689	4,580,626		-	30,902,247
Carryover and Encumbrances funded from prior year fund balance							-	-
Use of fund balance			1,429,256	1,798,227	1,058,324	197,466		4,483,274
Internal transfers to Book Fund		2,602,303	(1,790,814)	(122,190)	(689,299)			-
Total Resources Available - September Adopted Budget	378,865	2,602,303	17,676,509	9,580,726	4,949,651	197,466		35,385,521
Previously Appropriated								
Donations 1st Quarter	3,855	66	22,813	17,635	2,469	500		47,337
Donations 2nd Quarter	8,360	887	7,311	11,935	1,287	3,946	86,950	120,675
Big Read Grant	(13,600)						13,600	-
LSTA Grant - Espresso Book Machine	(240,265)						240,265	-
PLF & TBR		148,489	(221,800)	(118,200)				(191,511)
Grant								
Literacy Grant	(25,000)							(25,000)
Revenues								
Fines & Fees			(58,000)	(28,000)	(14,000)			(100,000)
Galleria				(25,000)				(25,000)
Investments			38,000	5,500	6,500			50,000
Cell Tower			1,725					1,725
I Street Press							10,000	10,000
Mid-Year Revenue Adjustment	(266,650)	149,441	(209,952)	(136,130)	(3,745)	4,446	350,815	(111,775)
Transfer In	13,491	550,000	14,000			8,398	65,040	650,929
Total Resources Available - Mid-Year Adopted Budget	125,706	3,301,744	17,480,557	9,444,596	4,945,907	210,311	415,855	35,924,675
EXPENSES								
September Adopted Budget - Expense	13,209,225		12,025,714	6,110,415	3,842,700	197,466		35,385,521
Shared Cost Allocation	(12,830,360)		7,441,808	3,592,501	1,796,251			-
Internal transfers to Book Fund		2,602,303	(1,790,814)	(122,190)	(689,299)			-
Total Use of Funds - September Adopted Budget	378,865	2,602,303	17,676,508	9,580,726	4,949,652	197,466		35,385,521
Previously Appropriated								
Donations 1st Quarter	3,855	66	22,813	17,635	2,469	500		47,337
Donations 2nd Quarter	8,360	887	7,311	11,935	1,287	3,946	86,950	120,675
PLF & TBR		148,489	(221,800)	(118,200)				(191,511)
Big Read	(13,600)						13,600	-
LSTA Grant - Espresso Book Machine	(240,265)						240,265	-
LSTA Grant - Circulating eReaders							37,920	-
LSTA Grant - Wonder of Reading							25,823	-
LSTA Grant - Volunteer Technology Training							1,297	-
Grants								
Literacy Grant	(25,000)							(25,000)
Operating Expenses								
Salary Savings			(394,915)	(421,739)	(209,988)			(1,026,642)
Youth Programmer & Public Services Manager	217,845		(217,845)					-
CEN Books		50,000		(50,000)				-
Downtown Navigator	(57,000)			57,000				-
I Street Press							10,000	10,000
Books/Materials		500,000						500,000
Mid-Year Expense Adjustment	(105,805)	699,441	(804,436)	(503,369)	(206,233)	4,446	415,855	(500,101)
Transfer Out	46,318		369,314	196,297	25,000	14,000		650,929
Total Use of Funds - Mid-Year Adopted Budget	319,378	3,301,744	17,241,386	9,273,654	4,768,419	215,912	415,855	35,536,349
Difference between Resources Available & Use of Funds	(193,672)	-	239,172	170,942	177,487	(5,602)	-	388,327
Shared Cost Allocation	193,672	-	(112,330)	(54,228)	(27,114)			-
Net Additional Inc/Dec to Fund Balance at Mid-Year	-	-	126,842	116,714	150,373	(5,602)	-	388,327
Projected Fund Balance at 6/30/12 (Sept Final)	-	-	17,263,936	1,093,886	2,185,260	-	-	20,543,082
Projected Fund Balance at 6/30/12 (Mid-Year)	-	-	17,390,778	1,210,600	2,335,633	(5,602)	-	20,931,409

SACRAMENTO PUBLIC LIBRARY
FINE/FEE STRUCTURE
Approved February 23, 2012

Categories	Current Fees
FINES	
Periodicals	\$0.05/day to \$1.00 maximum
All Juvenile and Young Adult (YA) Materials	\$0.05/day to \$1.00 maximum
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
Holds Not Picked Up	\$1.00 per item
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 photocopying	\$0.15/page
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-operated Microform, Fax)	Updated Fee: \$0.15/page
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
Replacement of Library Card	\$2.00
Damaged Material (repairable)	\$2.50 Juvenile and Young Adult Materials \$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 Fees	\$5.00 - \$500.00* *Fee to be determined per program/class activity

**SACRAMENTO PUBLIC LIBRARY
FINE/FEE STRUCTURE**

Approved February 23, 2012

INTER LIBRARY LOAN FEES	
ILL Request (SPL customers)	\$5.00
ILL fee to send a book to out-of-state library	\$20.00
LOST LIBRARY MATERIALS	
Lost periodical	\$5.00
Lost item (ILL) fee charged to SPL customer	\$60.00 minimum to cost of item (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 Adult item (cataloged)	Unit cost of item or "Default 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 staff/security must open or secure a meeting room when the library is not open).	\$50.00
Excessive clean up costs: Charge for post-event cleaning beyond normal custodial duty assignments	Actual costs including labor, materials and outside services
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 and Conflict of Interest Statements (FPPC)	\$0.10 per page
FPPC Document Retrieval Fee (Statements older than five years)	\$5.00 per request
Authority Board Agenda Packets (Copy and Send by Mail)	\$20.00 per packet
Authority Board Agenda Packets (Copy/Send by Federal Express)	\$30.00 per packet

**SACRAMENTO PUBLIC LIBRARY
FINE/FEE STRUCTURE
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LIBRARY GALLERIA MEETING ROOMS:

	<u>Mon- 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
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Reception Space and Equipment Fees	
Space Rental	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

Wedding and Prom Packages	Friday or 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