



Sacramento Public Library Authority

September 26, 2013

Agenda Item 9.0: Final Budget FY 2013-14

TO: Sacramento Public Library Authority Board Members

FROM: Denise M. Davis, Deputy Library Director

RE: Final Budget FY 2013-14

RECOMMENDED ACTION:

Adopt Resolution 13-45, approving the FY 2013-14 Sacramento Public Library Authority Final Budget

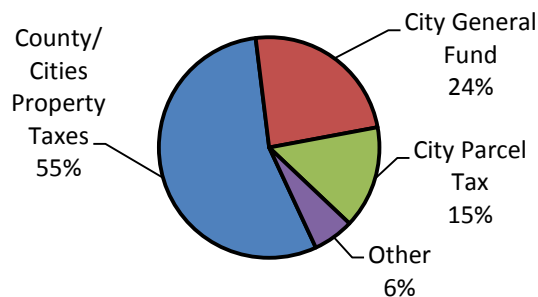
FY 2013-14 FINAL BUDGET

This budget document highlights budget changes identified since the Proposed Budget was adopted in May 2013.

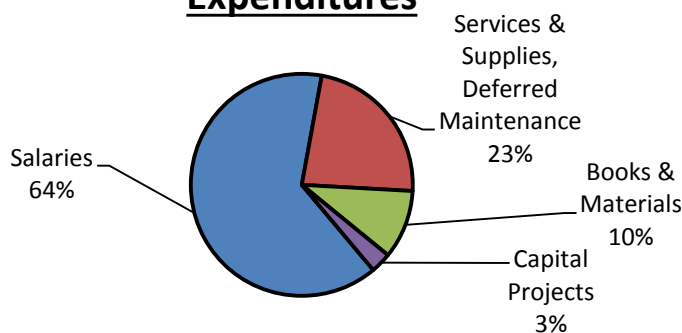
Sacramento Public Library Budget Summary – FY 2013-14

The Authority’s proposed Final Budget for FY 2013-14 for all services, support and operations is \$31,630,002. The following charts provide an illustration of the FY 2013-14 proposed final budget.

Revenues



Expenditures



For the first time in five years, the Authority’s proposed budget for FY 2013-14 reflects an overall increase in fund balance in all but one fund, the City of Sacramento General Fund. Total revenues in all

funds are projected to exceed expenses by \$268,158. The budget includes ongoing revenues of \$31,898,160, reflecting an increase of \$330,000 from the May budget. However, the use of \$404,513 in the City General Fund balance is necessary due to insufficient new revenue. Using the fund balance allows us to continue our commitment to serving our communities, albeit at reduced levels.

Attached to this report are Summary Schedules (Exhibits A-1 through A-5), which provide an overview of the Authority's Final Budget for FY 2013-14, including detailed summaries that outline anticipated revenues and expenditures for FY 2013-14 (Exhibits A-3 and A-4) in the County/Cities Fund and the City of Sacramento General and Special Tax Funds.

Revenues

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

- Property Tax revenues in the County/Cities 55%
- General Fund contributions from the City of Sacramento 24%
- Special Tax on parcels in the City of Sacramento 15%

The remaining 6% of funding comes from investment earnings, donations, fines and fees, and one-time sources. Exhibit A-3 provides FY 2013-14 revenue details by fund source, with comparisons against the FY 2013-14 May Budget.

The net result of changes in revenue figures is a total projected increase of \$330,000 reflecting the following:

- County/Cities Property Taxes \$ 80,000
 - Galleria \$ 25,000
 - City Parcel Tax \$ 225,000
- Total Revenue Increase: \$ 330,000

The County Assessor advised library staff to expect a 2.5% increase in property taxes in FY 2013-14. The net result is an \$80,000 increase over the May budget.

Staff has increased FY 2013-14 Galleria revenues by \$25,000 based on FY 2012-13 performance.

City of Sacramento Parcel Tax revenues are projected to increase \$225,000 due to a CPI increase of 2.6%.

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. Staff will present gifts, donations and grants to the Authority Board for inclusion in the FY 2013-14 Budget as they are received/awarded.

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 fines, fees and interest income.

As shown in Exhibit A-3, this budget unit's revenues increased \$80,000 from May to \$18,268,000.

The County/Cities fund reflects an overall expenditure increase of \$533,519 or 3.1% from the May Approved Budget with increases in salaries, services and supplies, books and materials, and shared cost allocation. (Exhibit A-4) There is no use of fund balance in the County/Cities budget.

Staff recommends retaining FY 2013-14 excess revenue to begin restoring services and rebuilding the reserve balance and not to distribute Supplemental Funds to member jurisdictions. Continued restoration of services and Supplemental Funds distribution in FY 2014-15 will be evaluated based on actual funding.

City of Sacramento Budget Unit

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

As shown in Exhibit A-3, revenues in the City of Sacramento's two funds increased \$250,000 since May. The parcel tax increased \$225,000 due to a CPI increase of 2.6%. The Galleria's revenues increased \$25,000 due to increased bookings in FY 2012-13. The use of fund balance in the amount of \$404,513 is necessary in the City General Fund because current contribution levels are insufficient to fund the cost of operations.

Expenditures in the City of Sacramento Fund reflect an overall increase of \$131,540 or 1.5% from the May Approved Budget with decreases in salaries offset by increases in deferred maintenance and shared cost allocation expenditures. The deferred maintenance increase is for the Galleria (\$56,104) and consolidation of all City of Sacramento branch costs to the General Fund only. Staff specifically request that the Galleria's prior year net revenues be earmarked for deferred maintenance and that any unspent funds in FY 2013-14 be classified at year end as "Assigned Fund Balance" to help establish a reserve for the Galleria's future ongoing deferred maintenance expenses.

Expenditures in the Sacramento City Special Tax Fund show an increase of \$222,792 or 4.9% from the May Approved FY 2013-14 Budget. Decreases from salary savings and the movement of \$22,000 in deferred maintenance to the City General Fund per Authority Counsel are offset by an increase in books and materials and an increase in shared cost allocation.

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 2013-14 expenditures minus miscellaneous revenue within the fund is \$11,531,726, which is an increase of \$242,447 or 2% from the May Approved Budget. As shown in Exhibit A-4, the total Shared Cost budget is allocated as follows:

- County/Cities Fund \$6,688,401 or 58%
- Sacramento City General Fund \$2,998,249 or 26%
- Sac. City Special Tax Fund \$1,845,076 or 16%

Revenues of \$150,000 are directly attributed to the fund from cost recovery in the amount of \$100,000 for IT support to partner libraries using SPL's Sierra catalog; and, \$50,000 for passport services.

Estimated salary savings from a decrease in worker's compensation insurance premiums are offset by increases in services and supplies and capital projects for a net increase in expenditures of \$242,447 from the May Approved FY 2013-14 Budget. Software maintenance agreements are the driver behind the increase in services and supplies. The capital project increase is for print services for wireless users.

Budgeted Positions/Position Control

Reclassified three (3) vacant .5 FTE Library Services Assistant to create three (3) .5 FTE Technology Assistant. This recommendation is in response to the high demand from Library patrons for technology assistance.

Staff is recommending adding one (1) FTE Technology Assistant and one (1) .5 FTE Library Services Assistant to Rio Linda library staffing. The Rio Linda library has doubled its size and staff anticipates an increase in business, in particular technology assistance. The Library Services Assistant will remain vacant until staff can access the increase in activity due to the expansion of the library.

The Fair Oaks Library is one of the busiest branches in the Library system, even more so with the newly renovated early literacy space. Staff recommends restoring one (1) FTE Librarian with a primary focus on early literacy programming.

Fine and Fee Schedule

Staff recommends additional Board-approved fees to the Tsakopoulos Library Galleria Fine and Fee Structure. These include fees for use of conference phone, remote clicker, converter cable, and stage. Staff recommends rate changes for New Year's Eve and weekday Wedding and Prom packages. All changes are reflected in the Library's proposed Fine and Fee Structure (Exhibit C).

Future Challenges

The major challenge facing the Authority is City of Sacramento funding. The City Special Parcel Tax, which provides 38% of City contributions, is set to expire in FY 2016-17. A ballot measure to continue the parcel tax is being considered in 2014. If the measure is not approved, the City's General Fund contribution would need to increase commensurate with the Special Parcel Tax amount to maintain the 12 City branches at current service levels. City of Sacramento branches continue operating within 2003 funding levels, ultimately requiring increases in the General Fund contribution regardless of a renewed Special Parcel Tax.

Staff will present recommended Mid-Year Budget adjustments for FY 2013-14 in early 2014. This Mid-Year Budget will include updates on funding from the County and the City of Sacramento, as well as refinements to expenditure amounts as a result of cost-saving measures.

ATTACHMENT(S):

Resolution 13-45, adopting the FY 2013-14 Final Budget for the Sacramento Public Library Authority



Sacramento Public Library Authority

RESOLUTION NO. 13-45

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

September 26, 2013

A RESOLUTION APPROVING THE FY 2013-14 FINAL BUDGET, POSITION CONTROL LISTING, AND FINE AND FEE SCHEDULE FOR THE SACRAMENTO PUBLIC LIBRARY AUTHORITY

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

1. The Sacramento Public Library Authority's FY 2013-14 Final Budget totaling \$31,630,002 as presented in Exhibit A is approved.
2. The Sacramento Public Library Authority's revised FY 2013-14 Position Control Listing as presented in Exhibit B is approved.
3. The Sacramento Public Library Authority's revised FY 2013-14 Fine and Fee Schedule as presented in Exhibit C is approved.
4. All increases or decreases to operating appropriations in excess of \$50,000 shall be approved by the Library Authority Board.
5. Authority Reserves are appropriated as follows:

	County/ Cities Fund	Sac City Fund	Sac City Special Tax Fund	Total
Reserves for Economic Uncertainty	\$1,826,800	\$822,860	\$500,156	\$3,149,816

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.

Phil Serna, Chair
Angelique Ashby, Vice Chair

ATTESTED: Rivkah K. Sass, Secretary

By:
Linda J. Beymer, Assistant Secretary



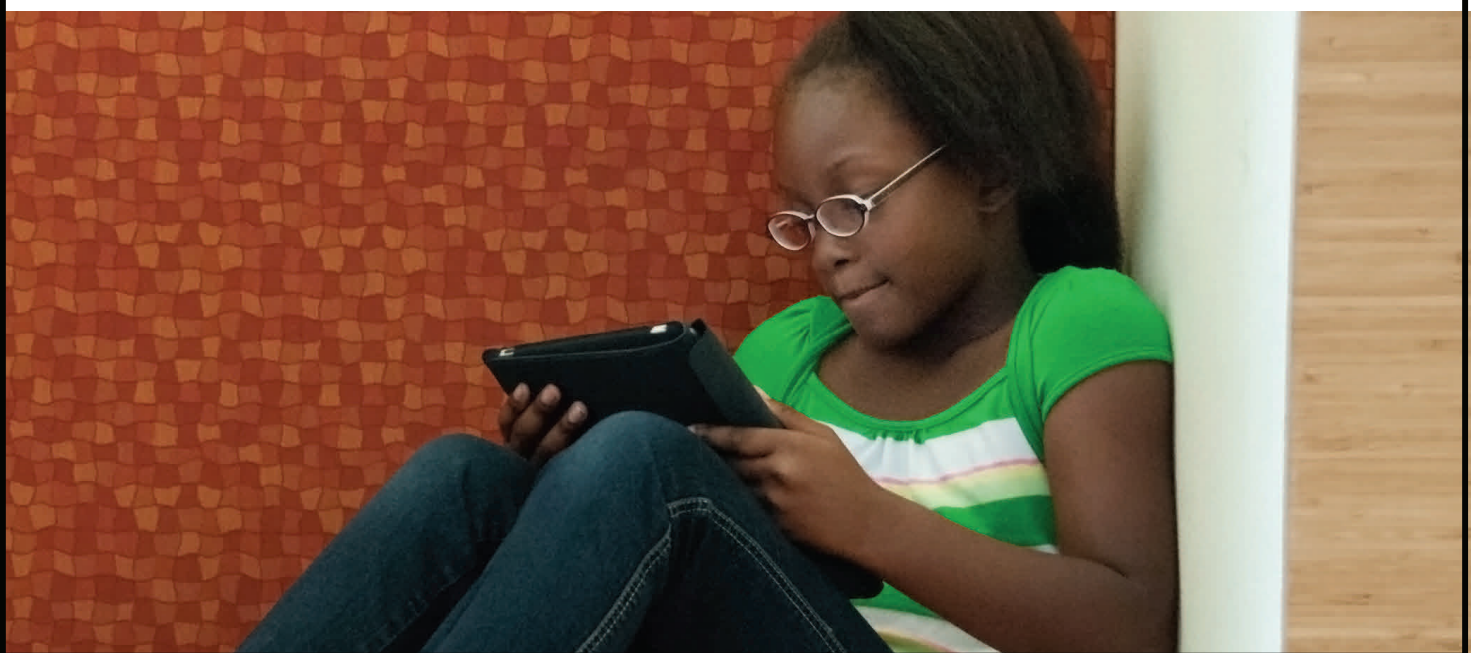
Sacramento Public Library Authority

EXHIBIT(S):

- A-1: Fund Balance/Economic Uncertainty Reserve 2013-14
- A-2: Budget Summary FY 2013-14
- A-3: Sources of Funds FY 2013-14
- A-4: Expenses Detail by Fund FY 2013-14
- A-5: Books and Materials Fund FY 2013-14
- B: Position Control FY 2013-14
- C: Fine and Fee Schedule FY 2013-14



FY 2013-14 FINAL BUDGET EXHIBITS



Sacramento Public Library Authority Budget Summary by Fund Fiscal Year 2013-14											
Fund	Beginning Fund Balance 06/30/12	Estimated Activity FY 2012-13		Estimated Fund Balance 06/30/13	Proposed Budget FY 2013-14		Estimated Fund Balance 06/30/14	Economic Uncertainty Reserve	Unreserved Fund Balance 06/30/14		
		Revenues	Expenses		Revenues	Expenses					
County/Cities	\$ 20,349,734	\$ 18,086,000	\$ 16,799,200	\$ 21,636,534	\$ 18,268,000	\$ 17,852,657	\$ 22,051,877	\$ 1,826,800	\$ 20,225,077		
Sacramento City	2,573,762	8,390,000	8,469,500	2,494,262	8,228,600	8,633,113	2,089,749	822,860	1,266,889		
Sac City Special Tax	2,972,411	4,907,000	4,169,000	3,710,411	5,001,560	4,794,232	3,917,739	500,156	3,417,583		
Tech/Equip Replace	367,894	313,500	435,000	246,394	250,000	200,000	296,394	-	296,394		
Shared Cost *	-	100,000	100,000	-	150,000	150,000	-	-	-		
Total	\$ 26,263,801	\$ 31,796,500	\$ 29,972,700	\$ 28,087,601	\$ 31,898,160	\$ 31,630,002	\$ 28,355,759	\$ 3,149,816	\$ 25,205,943		
Note: * Direct revenues and expenses											

SACRAMENTO PUBLIC LIBRARY AUTHORITY BUDGET SUMMARY FISCAL YEAR 2013-14				
	FY 13-14 APPROVED BUDGET (MAY)	FY 13-14 FINAL BUDGET	CHANGE (Increase/(Decrease))	
Total Sources of Funds	\$ 31,568,160	\$ 31,898,160	\$ 330,000	1.0%
Salaries and Benefits	20,256,129	20,284,129	28,000	0.1%
Services and Supplies	6,639,888	6,913,635	273,747	4.1%
Materials/Books	2,800,000	3,300,000	500,000	17.9%
Equipment/Capital Projects	904,634	934,634	30,000	3.3%
Deferred Maintenance	141,500	197,604	56,104	39.6%
Total Expenses	\$ 30,742,151	\$ 31,630,002	\$ 887,851	2.9%
Surplus/(Deficit)				
County/Cities Fund	868,862	415,343	(453,519)	-52.2%
Sac City Fund	(297,973)	(404,513)	(106,540)	35.8%
Sac City Special Tax	205,119	207,328	2,209	1.1%
400s Fund	50,000	50,000	-	0.0%
Net Surplus	826,009	268,158	(557,851)	-67.5%

SACRAMENTO PUBLIC LIBRARY SOURCES OF FUNDS FISCAL YEAR 2013-14				
SOURCES OF FUNDS	FY 13-14 APPROVED BUDGET (MAY)	FY 13-14 FINAL BUDGET	CHANGE (Increase/(Decrease))	
COUNTY/CITIES FUND				
County Contributions	\$ 17,520,000	\$ 17,600,000	\$ 80,000	0.5%
State Appropriations	-	-	-	0.0%
Interest Income	308,000	308,000	-	0.0%
Fines and Fees	333,000	333,000	-	0.0%
Other Revenue	27,000	27,000	-	0.0%
TOTAL	\$ 18,188,000	\$ 18,268,000	\$ 80,000	0.4%
SAC CITY FUND				
City Contributions	\$ 7,635,600	\$ 7,635,600	\$ -	0.0%
State Appropriations	-	-	-	0.0%
Galleria	325,000	350,000	25,000	7.7%
Interest Income	19,000	19,000	-	0.0%
Fines and Fees	224,000	224,000	-	0.0%
Other Revenue	-	-	-	0.0%
TOTAL	\$ 8,203,600	\$ 8,228,600	\$ 25,000	0.3%
SAC CITY SPECIAL TAX				
Special Taxes	\$ 4,625,000	\$ 4,850,000	\$ 225,000	4.9%
Interest Income	58,000	58,000	-	0.0%
Fines and Fees	83,000	83,000	-	0.0%
Other Revenue	10,560	10,560	-	0.0%
TOTAL	\$ 4,776,560	\$ 5,001,560	225,000	4.7%
SHARED FUND				
State Foundation/Grants	\$ -	\$ -	\$ -	0.0%
Other Revenue	150,000	150,000	-	0.0%
TOTAL	\$ 150,000	\$ 150,000	\$ -	0.0%
400s FUND				
E-rate Rebate	250,000	250,000	-	0.0%
TOTAL	\$ 250,000	\$ 250,000	\$ -	0.0%
GRAND TOTAL	\$ 31,568,160	\$ 31,898,160	\$ 330,000	1.0%

**SACRAMENTO PUBLIC LIBRARY
EXPENSE DETAILS BY FUND
FISCAL YEAR 2013-14**

EXPENSE	FY 13-14 APPROVED BUDGET (MAY)	FY 13-14 FINAL BUDGET	CHANGE (Increase/(Decrease))	
COUNTY/CITIES FUND				
Salaries and Benefits	6,785,360	6,878,960	\$ 93,600	1.4%
Services and Supplies	1,932,410	1,941,710	9,300	0.5%
Materials/Books	1,932,000	2,222,000	290,000	15.0%
Capital Projects	42,086	42,086	-	0.0%
Deferred Maintenance	79,500	79,500	-	0.0%
Cost Allocation (58%)	6,547,782	6,688,401	140,619	2.1%
TOTAL	\$ 17,319,138	\$ 17,852,657	\$ 533,519	3.1%
SAC CITY FUND				
Salaries and Benefits	4,338,327	4,328,727	\$ (9,600)	-0.2%
Services and Supplies	1,018,733	1,018,733	-	0.0%
Materials/Books	168,000	168,000	-	0.0%
Capital Projects	1,300	1,300	-	0.0%
Deferred Maintenance	40,000	62,000	22,000	55.0%
Galleria Deferred Maintenance	-	56,104	56,104	100.0%
Cost Allocation (26%)	2,935,213	2,998,249	63,036	2.1%
TOTAL	\$ 8,501,573	\$ 8,633,113	\$ 131,540	1.5%
SAC CITY SPECIAL TAX				
Salaries and Benefits	1,820,736	1,816,736	\$ (4,000)	-0.2%
Services and Supplies	222,420	222,420	-	0.0%
Materials/Books	700,000	910,000	210,000	30.0%
Capital Projects	-	-	-	0.0%
Deferred Maintenance	22,000	-	(22,000)	-100.0%
Cost Allocation (16%)	1,806,285	1,845,076	38,792	2.1%
TOTAL	\$ 4,571,441	\$ 4,794,232	\$ 222,792	4.9%
SHARED FUND				
Direct Expenses	150,000	150,000	-	0.0%
TOTAL	\$ 150,000	\$ 150,000	\$ -	0.0%
400s FUND				
Equipment	\$ 200,000	\$ 200,000	-	0.0%
TOTAL	\$ 200,000	\$ 200,000	\$ -	0.0%
GRAND TOTAL	\$ 30,742,151	\$ 31,630,002	\$ 887,851	2.9%

SACRAMENTO PUBLIC LIBRARY BOOKS AND MATERIALS FUND FISCAL YEAR 2013-14					
		FY 13-14 APPROVED BUDGET (MAY)		FY 13-14 FINAL BUDGET	CHANGE Increase/(Decrease)
REVENUES					
Transfers in from:					
County/Cities Fund		1,932,000		2,222,000	290,000 13.9%
Sac City Fund		168,000		168,000	- 0.0%
Sac City Special Tax		700,000		910,000	210,000 27.7%
TOTAL		\$ 2,800,000		\$ 3,300,000	\$ 500,000 16.6%
EXPENDITURES					
Books/Materials		2,800,000		3,300,000	500,000 16.6%
TOTAL		\$ 2,800,000		\$ 3,300,000	500,000 16.6%

**SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
September 26, 2013**

PROPOSED FY 2013-14 POSITION CONTROL

	FY 2013-14 Approved August 22, 2013	FY 2013-14 Proposed September 26, 2013	
Accounting Specialist	2	2	
Administrative Assistant	2	2	
Administrative Analyst	1	1	
Administrative Technician	1	1	
Accountant/Budget Analyst	1	1	
Building Maintenance Worker	2	2	
Capital Projects Manager	1	1	
Circulation Supervisor	16	16	
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	1	1	
Director of Facilities	1	1	
Events Coordinator	0.5	0.5	
Field Custodial Supervisor	1	1	
Finance Manager	1	1	
General Services Worker	5.5	5.5	
Human Resources Analyst	2	2	
Human Resources Manager	1	1	
Human Resources Technician	1	1	
Information Technology Manager	1	1	
Information Technology Supervisor	2	2	
Information Technology Technician	1	1	
Librarian	41.5	42.5	1
Library Associate	3	3	
Library Communications Analyst	1	1	
Library Director	1	1	
Library Program Specialist	1	1	
Library Services Assistant	87.5	86.5	-1
Library Services Specialist	1	1	
Library Supervisor I	14	14	
Library Supervisor II	10	10	
Library Supervisor III	13	13	
Library Technician	3	3	
Literacy and Homework Center Supervisor	1	1	
Materials Handler	1	1	
Procurement-Contract Coordinator	1	1	
Public Information Coordinator	1	1	
Public Services Manager	3	3	
Safety/Security Coordinator	1	1	
Senior Accounts Payable Technician	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	

**FY 2013-14
Approved
August 22, 2013**

**FY 2013-14
Proposed
September 26, 2013**

Technology Assistant	10	12.5	2.5
Visual Communications Specialist	1	1	
	259.5	262.0	

*FTEs are fulltime equivalent positions, equating part time positions into fraction of a full time position

SACRAMENTO PUBLIC LIBRARY
FINE/FEE STRUCTURE
Proposed: September 26, 2013

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
Link + books	\$1.00/day to \$15.00 maximum
Interlibrary 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 Prints of digital scans CD with images Shipping charge per CD if mailed	\$10/per scan \$15/per print \$5.00/CD \$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
Passport fees	\$15 - \$25
Reshelving fee	\$1 per item

**SACRAMENTO PUBLIC LIBRARY
FINE/FEE STRUCTURE**

Proposed: September 26, 2013

INTERLIBRARY 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 items (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 cleanup 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
Photocopies	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
Proposed: September 26, 2013**

LIBRARY GALLERIA MEETING ROOMS:

	Mon-Thurs	Friday	Saturday	Sunday
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
New Year's Eve (see Sat. rates)				

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 that have been formed to improve conditions in their respective neighborhoods
- Public forums that 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 Setup				
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 26, 2013

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
Conference phone	\$ 50
Remote clicker	\$ 25
Mac to VGA converter	\$ 25
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
Stage	\$ 100

Wedding and Prom Packages	Sunday-Friday	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 & balcony	\$ 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
New Year's Eve (see Saturday rates)		
Hourly rates after hours		
Galleria	\$ 175	
Balcony	\$ 50	