



Sacramento Public Library Authority

September 26, 2019

Agenda Item 8.1: FY 2019-20 Final Budget, Position Control Listing and Fine and Fee Structure

TO: Sacramento Public Library Authority Board Members

FROM: Rivkah K. Sass, Library Director
Johnny Ea, Finance Manager
Kurt Baer, Senior Budget/Finance Analyst

RE: FY 2019-20 Final Budget, Position Control Listing and Fine and Fee Structure

RECOMMENDED ACTION:

ADOPT Resolution 19-41, approving the FY 2019-20 Sacramento Public Library Authority Final Budget, Position Control Listing and Fine and Fee Structure.

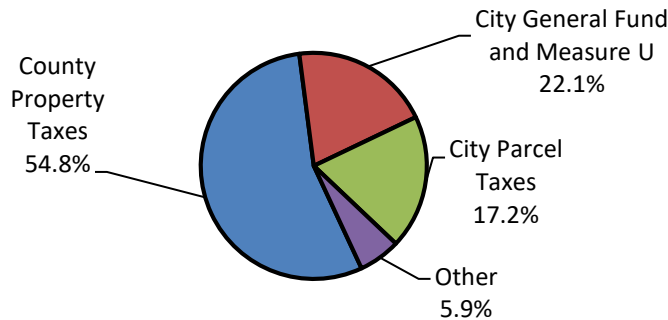
FY 2019-20 FINAL BUDGET

This budget document highlights budget changes identified since the Proposed Budget was adopted in May 2019.

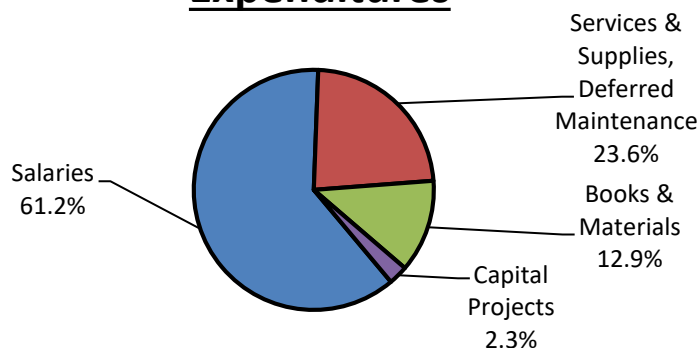
Sacramento Public Library Budget Summary – FY 2019-20

The Authority’s proposed final budget for FY 2019-20 for all services, support, operations and capital projects is \$51,486,500. The following charts provide an illustration of the FY 2019-20 final budget.

Revenues



Expenditures



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 2019-20, including detailed summaries that outline anticipated revenues and expenditures for FY 2019-20 (Exhibits A-3 and A-4) in the County/Cities Fund, and the City of Sacramento General and Parcel Tax Funds.

The County/Cities Unit is robust, with a projected unreserved fund balance of approximately \$13.9 million at June 30, 2020. Therefore, staff is recommending increasing use of fund balance in the amount of \$498,000 from the May Approved Budget to improve the collection and make necessary security upgrades. The City of Sacramento Unit, on the other hand, has a projected unreserved fund balance of approximately \$4.8 million combined. Staff is recommending increasing use of fund balance in the amount of \$332,000 from the May Approved Budget to reflect the City's commitment for improvements to the collection and necessary security upgrades. Total revenues in all funds are \$48,085,600, reflecting an increase of \$50,000 from the prior May Approved Budget. Total expenditures in all funds are \$51,486,500, reflecting an increase of \$995,500 from the May budget. The Moore and Fratt Trusts fund balance, in the amount of \$103,500, is used to supplement the collection, while \$12,000 in Hurst fund balance is used to purchase Neil Gaiman books in advance of Sacramento Public Library hosting the 50th anniversary of the May Hill Arbuthnot Lectureship next spring.

Revenues

Library funding comes from three primary sources:

- Property Tax revenues in the County/Cities 54.8%
- General Fund and Measure U contributions, City of Sacramento 22.1%
- Parcel Taxes on parcels in the City of Sacramento 17.2%

The remaining 5.9% of funding comes from fines and fees, investment earnings, the Galleria and donations. Exhibit A-3 provides FY 2019-20 revenue details by fund source. Total revenue changes of \$50,000 from the FY 2019-20 May Approved Budget are due to the City of Sacramento funding increased summer hours and programs at the Colonial Heights Library.

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 the grants, gifts and donations report to the Authority Board for inclusion in the FY 2019-20 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 and fees, interest income, and the Sylvan Cell Tower.

Expenditures in the County/Cities fund reflect an overall net increase of \$498,000 from the May Approved Budget with increases in services and supplies, books and materials and shared cost allocation expenditures. The costs are driven by increasing the size and diversity of the collection, as well as replacing card key access equipment that has reached end of useful life, in addition to a slight increase in costs from contracting with a new security vendor. Staff has been very frugal since the Great

Recession, enabling the use of \$2,196,500 (Exhibit A-2) in fund balance in the County/Cities budget in FY 2019-20 for continued open hours, materials, and enhanced security.

City of Sacramento Budget Unit

The City of Sacramento budget unit utilizes revenue from two sources: the City General Fund supplemented with Measure U funding, and funding received from taxes 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 and fees, interest income, and the Library Galleria.

Expenditures in the City of Sacramento Funds reflect an overall net increase of \$382,000 from the May Approved Budget, with increases in services and supplies, books and materials and shared cost allocation. The costs are driven by increasing the size and diversity of the collection as well as replacing card key access equipment that has reached end of useful life, in addition to a slight increase in costs from contracting with a new security vendor.

During the “Great Recession,” the City added three new libraries: Valley Hi-North Laguna, North Natomas, and Robbie Waters Pocket-Greenhaven, without providing additional General Fund contributions for City Library operations. The Library has had to use various strategies, including the use of fund balance reserves, to address the ongoing structural deficit over the last decade. To address the budget challenges, the City of Sacramento has contributed additional General Fund contributions in the amount of \$1,250,000 in FY 2017-18 and \$1,000,000 in FY 2018-19. In addition, the City of Sacramento’s Approved Budget for Fiscal Year 2019-20 includes a step-up increase in the amount of \$750,000 and their budget forecast of General Fund contributions to the Library above the FY 2019-20 budget is as follows:

<u>Fiscal Year</u>	<u>Additional GF Contribution</u>
2020-21	\$.5 million
2021-22	\$1.25 million
2022-23	\$1.75 million

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 2019-20 expenditures minus miscellaneous revenue within the fund is \$18,344,000 which is an increase of \$200,000 or 1.1% from the May Approved Budget. As shown in Exhibit A-4, the total Shared Cost budget is allocated as follows:

• County/Cities Fund	\$10,823,000 or 59%
• Sacramento City General Fund, Measure U	\$ 3,852,000 or 21%
• Sac. City Parcel Tax Fund (X)	\$ 2,752,000 or 15%
• Sac. City Parcel Tax Fund (B)	\$ 917,000 or 5%
Total	\$18,344,000

Revenues of \$316,000 are directly attributed to the fund from cost recovery in the amount of \$121,000 for IT support to partner libraries using SPL's Sierra catalog, a State of California Literacy grant for \$55,000, plus \$140,000 for passport services.

An increase in capital expenditures from replacing card key access equipment that has reached end of useful life, an increase in services and supplies from an increase in IT software, and additional system wide recycling costs resulted in an increase in expenditures of \$200,000 from the May Approved FY 2019-20 Budget.

Mobile Services

Sacramento Public Library has a long-running Bookmobile schedule which primarily serves seniors and the outlying community of Rancho Murrieta. A First Five grant in 2014 allowed Youth Services to repurpose one of two original Bookmobiles to begin conducting stops at affordable housing sites where Early Learning and School Readiness programming and interactions were emphasized. The First Five grant ended in 2017 but the Library kept a full-time Library Associate position previously funded by the grant.

In 2018, a LSTA grant allowed the Library to lease an outreach van, hire a full-time Library Assistant and cover 75% of a Youth Service Associate's time to coordinate and run a route focused on affordable housing sites, women's shelters, new arrivals and pop-up events. The project's success, along with guaranteed future funding of \$200,000 from the Sacramento Metropolitan Air Quality Management District for two electric bookmobiles, and additional State Library grant opportunities, makes this the right time to expand Sacramento Public Library's mobile service efforts.

Capital Projects

The City of Sacramento adopted a resolution at the August 13, 2019 City Council Meeting to establish and fund the Martin Luther King, Jr., Library Renovation Capital Improvement Project and the North Sacramento Library Relocation Capital Improvement Project. Project details are as follows:

Martin Luther King, Jr., Library Renovation Capital Improvement Project: This project includes replacing or improving many of the remaining systems in the building, as well as making significant operational and programming modifications. In addition to the replacement of systems in the building, the overall layout of the Library will be evaluated for modification, including an updated lobby, reception area and ADA-compliant restrooms, along with enhanced areas for children and teens, a homework help area, glass-enclosed quiet rooms, manager's office modifications with security glass, staff room casework, an enhanced and expanded community room, and all associated demolition. Some new furniture and books also are included. Preliminary project costs are estimated to be between \$4 million and \$5.5 million.

North Sacramento-Hagginwood Library Relocation Capital Improvement Project: The current North Sacramento Library lease is set to expire in March 2020. The City and the Library have found a potential building to lease, located at 1830 Del Paso Blvd. The building is a former Bank of America building and has been vacant for many years. The North Sacramento Library has the same type of programming issues as the Martin Luther King, Jr., Library and will require extensive work, including hazardous-material abatement, new electrical and mechanical systems, etc., and a complete tenant improvement. In addition, a lease will need to be structured in a way that the Library can afford the monthly lease payments. Preliminary project costs are estimated to be between \$5 million and \$7 million.

The City will need to fund the \$9 million to \$12.5 million estimated project costs prior to work commencing on the respective library locations.

The County of Sacramento is proposing an expansion of the Orangevale Library, from 4,320 square feet to 7,950 square feet at its current location, offering the community a vibrant and refreshed Library. The expanded Library will feature a community room, areas for children and teens, quiet rooms, and much more. Preliminary space-planning activities have started.

Books and Materials

The books and materials budget is \$6,641,500 (Exhibit A-5) which is an increase of \$633,500 from the FY 2019-20 May Approved Budget. The public has repeatedly informed the Library that it wants more materials. This injection brings Sacramento Public Library's per capita collection expenditure in closer alignment to the national average. This is also reflected in the increased circulation of materials in FY 2018-19 and demonstrates that Sacramento is increasingly a community of readers. Distributions from the Moore and Fratt Trusts are also contributing \$103,500 towards the collection.

Budgeted Positions/Position Control

Position Control for FY 2019-20 shows a total of 304 FTEs (Exhibit B), an increase of 2.0 FTEs from the Position Control approved in May 2019. One (.5) FTE is for a Youth Services Librarian to work system wide with children on coding programs. One and a half (1.5) FTE is for Library Assistants currently funded by an expiring LSTA grant for outreach to affordable housing sites and women's shelters.

Recent retirements and another separation in the Finance Department provided an opportunity to assess work flow and skill set needed to ensure continued timely processing and financial reporting in compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB). The vacant Accounting Specialist position will be recruited at the same level which will provide efficiencies with cross-training and coverage. The Senior Accounts Payable Technician vacant position is recommended to be reclassified to Accountant/Finance Analyst to perform professional accounting work and financial reporting. The current Senior Payroll Technician (confidential) position is recommended to be reclassified to Accountant/Payroll Analyst (confidential) to perform professional accounting and payroll work, ensuring that the day-to-day operations are maintained. Recruiting the talent and skill set needed for the above recommended changes will result in improved customer service and continued success in compliance with accounting standards, as well as related reporting requirements. The net fiscal impact of the proposed changes is approximately \$7,000 for Fiscal Year 2020, which will be absorbed by budget savings.

Fine and Fee Schedule

Staff is recommending no changes to the fine and fee schedule at this time.

Future Challenges

Inflation continues to drive up costs for services and supplies, books and materials, health care and capital projects. In addition, with CalPERS lowering its discount rate from 7.5% to 7%, the Library's employer contribution is projected to increase by approximately \$1.4 million over the next four years.

Staff will present recommended Mid-Year Budget Adjustments for FY 2019-20 in early 2020. This Mid-Year Budget will include updates on funding from the County and the City of Sacramento, as well as refinements to expenditure amounts.

ATTACHMENT(S):

Resolution 19-41: Adopting the FY 2019-20 Sacramento Public Library Authority Final Budget, Position Control Listing and Fines and Fees Structure.



Sacramento Public Library Authority

RESOLUTION NO. 19-41

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

SEPTEMBER 26, 2019

APPROVING THE FY 2019-20 FINAL BUDGET, POSITION CONTROL LISTING, AND FINE AND FEE SCHEDULE FOR THE SACRAMENTO PUBLIC LIBRARY AUTHORITY

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

1. The Sacramento Public Library Authority’s FY 2019-20 Final Budget totaling \$51,486,500, as presented in Exhibits A-1 through A-5, is approved.
2. The Sacramento Public Library Authority’s FY 2019-20 Position Control Listing, as presented in Exhibit B, is approved.
3. The Sacramento Public Library Authority’s FY 2019-20 Fines and Fees Structure, 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 Parcel Tax X Fund	Sac City Parcel Tax B Fund	Total
Reserves for Cash Flow/ Economic Uncertainty	\$10,234,175	\$2,057,510	\$1,186,175	\$369,580	\$13,847,440

This designated reserve will be maintained at the level of 35% of budgeted operating expenditures in the County/Cities Fund and 17% of budgeted operating expenditures in Sacramento City Funds for the purpose of absorbing unforeseen contingencies and allowing continuation of Approved Budget program levels.

Darren Suen, Chair
Sue Frost, Vice Chair



Sacramento Public Library Authority

ATTEST:

Rivkah K. Sass, Secretary

By: _____
Roxana Puerner, Assistant Secretary

ATTACHMENT(S):

- Exhibit A-1: Budget Summary by Fund FY 2019-20
- Exhibit A-2: Final Budget Summary FY 2019-20
- Exhibit A-3: Revenue Details by Fund Source FY 2019-20
- Exhibit A-4: Expense Details by Fund Source FY 2019-20
- Exhibit A-5: Books and Materials Fund FY 2019-20
- Exhibit B: Sacramento Public Library Authority Position Control Listing for FY 2019-20
- Exhibit C: Fine and Fee Structure for FY 2019-20

Sacramento Public Library Authority
Budget Summary by Fund
Fiscal Year 2019-20

Fund	Beginning Fund Balance 06/30/18	Estimated Activity FY 2018-19		Estimated Fund Balance 06/30/19	Proposed Budget FY 2019-20		Cash Flow / Economic Uncertainty Reserve	Unreserved Fund Balance 06/30/20
		Revenues	Expenses		Revenues	Expenses		
County/Cities	\$ 26,937,063	\$ 25,827,346	\$ 26,439,000	\$ 26,325,409	\$ 27,044,000	\$ 29,240,500	\$ 10,234,175	\$ 13,894,734
Sacramento City	2,449,290	11,180,562	10,490,000	3,139,852	11,936,600	12,103,000	2,057,510	915,942
Sac City Parcel Tax X	5,419,637	5,955,461	5,641,000	5,734,098	6,184,000	6,977,500	1,186,175	3,754,423
Sac City Parcel Tax B	208,600	2,196,000	1,997,000	407,600	2,275,000	2,174,000	369,580	139,020
Tech/Equip Replace	2,153,545	163,000	600,000	1,716,545	250,000	475,000	-	1,491,545
Other	2,475,843	222,752	227,752	2,470,843	80,000	200,500	-	2,350,343
Shared Cost *	-	362,068	362,068	-	316,000	316,000	-	-
Total	\$ 39,643,978	\$ 45,907,189	\$ 45,756,820	\$ 39,794,347	\$ 48,085,600	\$ 51,486,500	\$ 13,847,440	\$ 22,546,007

Note: * Direct revenues and expenses

**SACRAMENTO PUBLIC LIBRARY AUTHORITY
BUDGET SUMMARY
FISCAL YEAR 2019-20**

	FY 19-20 APPROVED BUDGET	FY 19-20 FINAL BUDGET	CHANGE Increase/(Decrease)	
Total Sources of Funds	\$ 48,035,600	\$ 48,085,600	\$ 50,000	0.1%
Salaries and Benefits	31,500,000	31,500,000	-	0.0%
Services and Supplies	11,702,000	11,964,000	262,000	2.2%
Materials/Books	6,008,000	6,641,500	633,500	10.5%
Equipment/Capital Projects	1,075,000	1,175,000	100,000	9.3%
Deferred Maintenance	206,000	206,000	-	0.0%
Total Expenses	\$ 50,491,000	\$ 51,486,500	\$ 995,500	2.0%
Surplus/(Deficit)				
County/Cities Fund	(1,698,500)	(2,196,500)	(498,000)	29.3%
Sac City Fund	600	(166,400)	(167,000)	-27833%
Sac City Parcel Tax Measure X	(535,500)	(793,500)	(258,000)	48.2%
Sac City Parcel Tax Measure B	8,000	101,000	93,000	1162.5%
400s Fund	(225,000)	(225,000)	-	0.0%
Other Funds	(5,000)	(120,500)	(115,500)	2310.0%
Net Surplus/(Deficit)	\$ (2,455,400)	\$ (3,400,900)	\$ (945,500)	38.5%

Note: FY 19-20 Final Budget includes use of \$3,400,900 from Fund Balance reserves.

SACRAMENTO PUBLIC LIBRARY SOURCES OF FUNDS FISCAL YEAR 2019-20					
SOURCES OF FUNDS	FY 19-20 APPROVED BUDGET	FY 19-20 FINAL BUDGET	CHANGE		
			Increase/(Decrease)		
COUNTY/CITIES FUND					
County Contributions	\$ 26,350,000	\$ 26,350,000	\$ -		0.0%
State Appropriations	-	-	-		0.0%
Interest Income	400,000	400,000	-		0.0%
Fines and Fees	260,000	260,000	-		0.0%
Other Revenue	34,000	34,000	-		0.0%
TOTAL	\$ 27,044,000	\$ 27,044,000	\$ -		0.0%
SAC CITY FUND					
City Contributions	\$ 10,635,600	\$ 10,635,600	\$ -		0.0%
State Appropriations	-	-	-		0.0%
Galleria	450,000	450,000	-		0.0%
Interest Income	25,000	25,000	-		0.0%
Fines and Fees	150,000	150,000	-		0.0%
Other Revenue	135,000	185,000	50,000		37.0%
CEN Distribution X-fer in	491,000	491,000	-		0.0%
TOTAL	\$ 11,886,600	\$ 11,936,600	\$ 50,000		0.4%
SAC CITY PARCEL TAX X					
Parcel Tax	\$ 5,995,000	\$ 5,995,000	\$ -		0.0%
Interest Income	94,000	94,000	-		0.0%
Fines and Fees	55,000	55,000	-		0.0%
Other Revenue	40,000	40,000	-		0.0%
TOTAL	\$ 6,184,000	\$ 6,184,000	\$ -		0.0%
SAC CITY PARCEL TAX B					
Parcel Tax	\$ 2,274,000	\$ 2,274,000	\$ -		0.0%
Interest Income	1,000	1,000	-		0.0%
Other Revenue	-	-	-		0.0%
TOTAL	\$ 2,275,000	\$ 2,275,000	\$ -		0.0%
SHARED FUND					
State Foundation/Grants	\$ 55,000	\$ 55,000	\$ -		0.0%
Other Revenue	261,000	261,000	-		0.0%
TOTAL	\$ 316,000	\$ 316,000	\$ -		0.0%
400s FUND TOTAL	\$ 250,000	\$ 250,000	\$ -		0.0%
OTHER FUNDS					
Other Revenue	\$ 80,000	\$ 80,000	\$ -		0.0%
TOTAL	\$ 80,000	\$ 80,000	\$ -		0.0%
GRAND TOTAL	\$ 48,035,600	\$ 48,085,600	\$ 50,000		0.1%

**SACRAMENTO PUBLIC LIBRARY
EXPENSE DETAILS BY FUND
FISCAL YEAR 2019-20**

EXPENSE	FY 19-20 APPROVED BUDGET	FY 19-20 FINAL BUDGET	CHANGE Increase/(Decrease)	
COUNTY/CITIES FUND				
Salaries and Benefits	10,644,000	10,644,000	-	0.0%
Services and Supplies	3,006,000	3,073,000	67,000	2.2%
Materials/Books	3,619,000	3,932,000	313,000	8.6%
Capital Projects	345,000	345,000	-	0.0%
Deferred Maintenance	57,000	57,000	-	0.0%
Cost Allocation (59%)	10,705,000	10,823,000	118,000	1.1%
Central Distribution	366,500	366,500	-	0.0%
TOTAL	\$ 28,742,500	\$ 29,240,500	\$ 498,000	1.7%
SAC CITY FUND				
Salaries and Benefits	5,750,000	5,750,000	-	0.0%
Services and Supplies	1,572,000	1,636,000	64,000	4.1%
Materials/Books	605,000	716,000	111,000	18.3%
Capital Projects	-	-	-	0.0%
Deferred Maintenance	149,000	149,000	-	0.0%
Cost Allocation (21%)	3,810,000	3,852,000	42,000	1.1%
TOTAL	\$ 11,886,000	\$ 12,103,000	\$ 217,000	1.8%
SAC CITY PARCEL TAX X				
Salaries and Benefits	1,903,000	1,903,000	-	0.0%
Services and Supplies	361,000	374,000	13,000	3.6%
Materials/Books	1,775,000	1,855,000	80,000	4.5%
Capital Projects	-	-	-	0.0%
Cost Allocation (15%)	2,722,000	2,752,000	30,000	1.1%
Central Distribution	93,500	93,500	-	0.0%
TOTAL	\$ 6,854,500	\$ 6,977,500	\$ 123,000	1.8%
SAC CITY PARCEL TAX B				
Salaries and Benefits	1,170,000	1,170,000	-	0.0%
Services and Supplies	15,000	21,000	6,000	40.0%
Materials/Books	9,000	35,000	26,000	288.9%
Cost Allocation (5%)	907,000	917,000	10,000	1.1%
Central Distribution	31,000	31,000	-	0.0%
TOTAL	\$ 2,132,000	\$ 2,174,000	\$ 42,000	2.0%
SHARED FUND				
TOTAL DIRECT EXPENSES	\$ 316,000	\$ 316,000	\$ -	0.0%
400s FUND TOTAL	\$ 475,000	\$ 475,000	\$ -	0.0%
500s FUND TOTAL	\$ -	\$ 103,500	\$ 103,500	100.0%
OTHER FUNDS				
TOTAL EXPENSES	\$ 85,000	\$ 97,000	\$ 12,000	14.1%
TOTAL	\$ 50,491,000	\$ 51,486,500	\$ 995,500	1.9%

**SACRAMENTO PUBLIC LIBRARY
BOOKS AND MATERIALS FUND
FISCAL YEAR 2019-20**

	FY 19-20 APPROVED BUDGET	FY 19-20 FINAL BUDGET	CHANGE Increase/(Decrease)	
REVENUES				
Transfers in from:				
County/Cities Fund	3,619,000	3,932,000	313,000	8.6%
Sac City Fund	605,000	716,000	111,000	18.3%
Sac City Measure X	1,775,000	1,855,000	80,000	4.5%
Sac City Measure B	9,000	35,000	26,000	288.9%
Moore/Fratt Fund	-	103,500	103,500	100.0%
TOTAL	\$ 6,008,000	\$ 6,641,500	\$ 633,500	10.5%
EXPENDITURES				
Books/Materials	6,008,000	6,641,500	633,500	10.5%
TOTAL	\$ 6,008,000	\$ 6,641,500	\$ 633,500	10.5%

**SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
September 26, 2019**

	FY 2019-20	FY 2019-20	Change
	Approved May 23, 2019	Proposed September 26, 2019	
Accountant/Finance Analyst	0	1	1
Accountant/Payroll Analyst	0	1	1
Accounting Specialist	2	2	
Administrative Analyst	2	2	
Administrative Assistant	2	2	
Adult Learning and Literacy Supervisor	1	1	
Building Maintenance Worker	2	2	
Circulation Supervisor	20	20	
Collection Services Manager	1	1	
Communications Assistant	1	1	
Communications Manager	1	1	
Community Engagement Manager	1	1	
Creative Project Coordinator	1	1	
Custodial and Logistics Supervisor	1	1	
Custodian	13.5	13.5	
Deputy Director	2	2	
Early Learning Specialist	1	1	
Events Coordinator	0.5	0.5	
Facilities Manager	1	1	
Facilities Projects Manager	2	2	
Field Custodial Supervisor	1	1	
Finance Manager	1	1	
General Library Worker	3	3	
General Services Worker	6.5	6.5	
Human Resources Analyst	2	2	
Human Resources Manager I/II	1	1	
Human Resources Technician	1	1	
Information Technology Analyst	1	1	
Information Technology Supervisor	1	1	
Information Technology Technician	2	2	
Integrated Library Services Supervisor	1	1	
K-12 Specialist	1	1	
Librarian	50.5	51	0.5
Library Assistant	107.5	109	1.5
Library Associate	6	6	
Library Communications Analyst	1	1	
Library Director	1	1	
Library Galleria Coordinator	1	1	
Library Program Specialist	1	1	
Library Security Officer	2	2	
Library Supervisor I	9	9	
Library Supervisor II	11	11	
Library Supervisor III	13	13	
Materials Handler	4.5	4.5	
Procurement and Contracts Coordinator	1	1	
Public Information Coordinator	1	1	
Public Services Manager	3	3	
Safety/Security Coordinator	1	1	
Safety and Security Manager	1	1	
Senior Accounts Payable Technician	1	0	-1
Senior Budget/Finance Analyst	1	1	
Senior Information Technology Analyst	2	2	
Senior Information Technology Technician	2	2	
Senior Payroll Technician	1	0	-1
Special Projects and Remodeling Coordinator	1	1	
Visual Communications Specialist	1	1	
Volunteer Coordinator	1	1	
Youth Services Manager	1	1	
Total FTEs	302.0	304.0	2.0

FTEs are full-time equivalent positions, equating part time positions into fraction of a full time position.

SACRAMENTO PUBLIC LIBRARY
FINES/FEES STRUCTURE
Final Budget: September 26, 2019

Categories	Current Fees
FINES	
Periodicals	\$0.05/day to \$1.00 maximum
All Juvenile and Young Adult (YA) materials	\$0.00
All Adult materials (on juvenile and teen cards?)	\$0.25/day to \$5.00 maximum
All visual media	\$0.25/day to \$5.00 maximum
Mobile Devices (Hotspots, Laptops or Tablets)	Replacement cost of item
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
Collection agency processing fee	\$10.00
Returned check service fee	\$30.00
Damaged material (unusable)	Unit cost of item
Programs, classes, publishing fees	\$5.00 - \$500.00* *Fee to be determined per program/class activity
Passport fees	\$15 - \$35

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INTERLIBRARY LOAN FEES	
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"*
Lost item (cataloged paperback)	Unit cost of item or "default cost"*
*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

LIBRARY GALLERIA MEETING ROOMS:

	Mon-Thurs	Friday	Saturday	Sunday
Main Floor (5 hrs.)	\$1,000	\$1,300	\$2,300	\$1,300
Main Floor (9 hrs.)	\$1,500	\$2,000	\$3,000	\$2,000
2nd Floor Balcony (5 hrs.)	\$300	\$450	\$500	\$450
2nd Floor Balcony (9 hrs.)	\$450	\$650	\$800	\$650

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Meeting Room (1/2 Day)	\$400	\$400	\$400	\$400
Meeting Room (Full Day)	\$500	\$500	\$500	\$500
Meeting Room (Evening 6 PM+)	\$500	\$500	\$500	\$500

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

Reception Space and Equipment Fees	
Space Rental	Per Use
Old Library Foyer entrance only	\$ 100

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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	\$ 200

Wedding and Prom Packages	Sunday-Friday	Saturday
Wedding reception, main floor only	\$ 1,500	\$ 2,500
Wedding, main floor and balcony	\$ 1,950	\$ 3,000
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	