

THE DRY CREEK PUBLIC LIBRARY BUDGET FY 2006-07

Dry Creek Public Library
525 Main Street
Dry Creek, CA 93000

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NOTES ON THE CITY OF DRY CREEK

Dry Creek, California is Charter City of nearly 76,000 people. It is located on the edge of the Central Valley. Although the City itself is near "build out" the surrounding unincorporated area (in Westland County) is rapidly being converted from agricultural uses to gated housing developments. The residents of these areas (who commute substantial distances to employment nearer the Coast) are increasingly placing pressure on the resources of the City.

The City is governed by a 7-member City Council, and managed by a City Manager. It has 821 employees, 51 of whom work for the City Library.

Dry Creek's economy, historically based on processing and marketing for agriculture, is now feeling the impact of the trend toward overseas production. The frozen food processing plants (375 employees) closed last year, and rumor has it that Westco Seeds will move to Mexico in 2008. Sales tax revenues have fallen as big generators like car, truck, and tractor dealerships have moved to larger spaces out of town. Real estate tax collections have not kept pace with city government cost increases. A new State Prison is being constructed, and although it is outside the city limits, the City hopes for an influx of cash from prison employees.

The overall City Budget is approximately \$226 million, supported by both General Fund Revenues (sales and property tax) and Enterprise and Other Funds (fees charged for services such as water or trash collection). There are nine City Departments: Human Resources, Finance, Information Technology, Police, Fire, Parks and Recreation, the Library, Public Works, and Planning. There is also a Redevelopment Agency, and budget allocations are made to the offices of the City Manager, the City Clerk, the City Attorney, and the City Council.

The City's problem is that the budget exceeds revenues. While it anticipates receiving \$66,602,601 in General Fund revenues during the FY 2006-07, it needs to spend \$70,951,601 on General Fund services. The Enterprise and Other Funds are in much better shape: roughly \$160,000,000 in anticipated revenues, and \$155,531,191 in expenditures. City has carried a General Fund deficit for the last four years, but the City Manager and the City Council believe that cuts must be made in FY 2007-08 to balance the budget. Otherwise, the City's bond rating will slip and it will not be able to borrow the funds its needs for critical capital projects. Balancing the budget is a matter of dealing with the fact of declining revenues.

NOTES ON THE DRY CREEK PUBLIC LIBRARY

SERVICE POPULATION	75,986
CHILDREN 0 TO 14	14,992 (20%)
STAFF TOTAL See Budget Document	51 FTE
GOVERNANCE: Department of City of Dry Creek; Director responsible to City Manager and Advisory Board	5 Member Advisory Board
REGISTERED ADULT BORROWERS (78% of total)	38,581
REGISTERED CHILD BORROWERS (22% of total)	10,732
Registered borrowers are 65% of service population	

MAIN LIBRARY	40,000 square feet
Construction Date:	1962
Adequacy on Scale of 1-10 More space needed, more parking	6
Collection, Items in all formats	212,000
Checkouts Last Year: Roughly 80% adult materials, 20% children's	503,600
Information Queries Handled Last Year	96,800

BARELY ADEQUATE BRANCH	15,000
Owned by Creekside Real Estate Associates	Rented space
Adequacy on Scale of 1-10 More space needed; demand from outside Dry Creek is growing rapidly, especially from families with children	4
Collection, Items in all formats	79,500
Checkouts Last Year Roughly 60% adult materials; 40% children's	188,850
Information Queries Handled Last Year	36,300

ABYSMAL BRANCH	1,250
Owned by Nonprofit Successor Board to Savior Church	Rented Space
Adequacy on Scale of 1-10 No parking, no disabled access, no staff work or other space, power source unreliable, roof leaks	0
Collection, Items in all formats	12,300
Checkouts Last Year Roughly 85% adult materials; 15% children's	15,739
Information Queries Handled Last Year	3,025

**DRY CREEK PUBLIC LIBRARY
STAFF**

TOTAL STAFF: FTE REGULAR: 51

LIBRARIANS: 14

ALL OTHER: 37

POSITION	TOTAL	ASSIGNED TO
Director	1	Administration
Division Heads	2	Technical Services
		Public Services
Branch Librarian	1	Manager, Barely Adequate Branch
Journey Level Librarians	5	Tech Services X 1
		Central Reference X 3
		Youth Services X 1
Entry Level Librarians	5	Central Reference X 2
		Youth Services X 1
		Bookmobile X 1
		Barely Adequate Branch X 1
Library Technicians	8	Tech Services X 2
		Public Services X 3
		Barely Adequate Branch X 2
		Manager, Abysmal Branch
Library Assistants	20	Tech Services X 4
		Central Circulation X 6
		Central Youth Services X 2
		Barely Adequate Branch X 6
		Abysmal Branch X 2
Info Systems Specialist	1	Tech Services X 1
Microcomputer Technician	1	Tech Services X 1
Admin Assistants	2	Administration
Courier/Drivers	2	Inter-Branch Deliveries X 1
		Bookmobile X 1
Building Maintenance Wker	1	Floats as needed
Janitors	2	Central Library
Pages	8,840 hrs	Central: 5,000 hrs
		Barely Adequate Branch : 3,000 hrs
		Abysmal Branch: 840 hrs
Substitutes	533 hrs	Courier/Drivers

**DRY CREEK LIBRARY SALARY SCHEDULE
FY 2006-07**

#	POSITION	ANNUAL SALARY	BENEFITS at 35%	TOTAL PER EMPLOYEE
1	Director	\$ 119,952	\$ 41,983	\$ 161,935
2	Division Heads	\$ 75,480	\$ 26,418	\$ 101,898
1	Branch Librarian	\$ 69,252	\$ 24,238	\$ 93,490
5	Journey Librarian	\$ 69,252	\$ 24,238	\$ 93,490
5	Entry Librarian	\$ 60,288	\$ 21,101	\$ 81,389
8	Library Technician	\$ 56,232	\$ 19,681	\$ 75,913
20	Library Assistant	\$ 39,000	\$ 13,650	\$ 52,650
1	InfoSystem Specialist	\$ 57,048	\$ 19,967	\$ 77,015
1	Microcomputer Tech	\$ 51,864	\$ 18,152	\$ 70,016
2	Admin Assistant	\$ 56,232	\$ 19,681	\$ 75,913
2	Courier/Driver	\$ 39,000	\$ 13,650	\$ 52,650
1	Bldg. Maint. Worker	\$ 56,232	\$ 19,681	\$ 75,913
2	Janitors	\$ 39,000	\$ 13,650	\$ 52,650
	Pages	\$ 10.82/hr		
	On-Call Substitutes	\$ 18.75/hr		
	DCSALARIES.LST			
	1/31/2007			

**DRY CREEK LIBRARY REVENUE SOURCES
FY 2006-07**

Trusts & Gifts for Library Materials	\$ 165,737
Trusts & Gifts Carryover from FY 05-06	\$ 10,200
CLSA/TBR	\$ 178,000
California Public Library Fund	\$ 43,687
Miscellaneous Fees	\$ 2,500
Fines @ \$0.06/circulation	\$ 58,978
City Appropriation	\$ 4,929,357
TOTAL	\$ 5,388,459
DCREVSOURCE.LST	
3/31/2007	

**DRY CREEK LIBRARY BUDGET
FY 2006-07**

		ADMIN	FACILITIES	TECHSERV	PUBSERV	TOTAL	% OF
		3510	3515	3520	3530		TOTAL
PERSONNEL							
	Salaries	232,440	178,232	521,924	1,819,221	2,751,817	
	Benefits	81,354	60,631	180,923	603,250	926,158	
	TOTAL	313,794	238,863	702,847	2,422,471	3,677,975	68%
SUPPLIES & SERVICES							
52135	Professional Services/Fiscal	\$ 4,500				\$ 4,500	
52199	Professional Services/Other	\$ 1,000				\$ 1,000	
52201	Water/Sewer/Refuse		\$ 35,439			\$ 35,439	
52211	Janitorial Services/Outside		\$ 16,820			\$ 16,820	
52223	Vehicle O&M/Inside	\$ 11,458				\$ 11,458	
52240	Office Equipment O&M	\$ 1,750				\$ 1,750	
52244	Other Equipment O&M	\$ 2,500				\$ 2,500	
52246	Building O&M		\$ 96,414			\$ 96,414	
52247	Landscaping Services		\$ 22,000			\$ 22,000	
52248	Software Maintenance Services			\$ 62,000		\$ 62,000	
52249	Hardware Maintenance Services			\$ 15,375		\$ 15,375	
52261	Building Rentals		\$ 306,000			\$ 306,000	
52302	Travel	\$ 3,500		\$ 2,500	\$ 3,000	\$ 9,000	
52304	Training	\$ 7,540				\$ 7,540	
52402	Telecommunications/Inside	\$ 35,430				\$ 35,430	
52403	Telecommunications/Outside			\$ 14,183		\$ 14,183	
52932	Insurance/Inside	\$ 13,322				\$ 13,322	
52933	Insurance/Outside		\$ 10,213			\$ 10,213	
52960	Advertising	\$ 1,500				\$ 1,500	
52961	Dues/Memberships	\$ 4,627				\$ 4,627	
52972	Printing	\$ 4,000		\$ 3,000	\$ 5,000	\$ 12,000	
53101	Postage	\$ 12,000				\$ 12,000	
53102	Office Supplies	\$ 13,500				\$ 13,500	
53106	Library Materials				\$ 678,200	\$ 678,200	
53107	Preservation			\$ 1,500		\$ 1,500	
53108	Safety Clothing/Equipment		\$ 1,140			\$ 1,140	
53109	Copier Supplies				\$ 3,240	\$ 3,240	
53110	Computer Supplies			\$ 9,500		\$ 9,500	
53112	Library Functional Supplies			\$ 130,760		\$ 130,760	
53113	Janitorial Supplies		\$ 9,500			\$ 9,500	
53311	Electricity		\$ 82,350			\$ 82,350	
53312	Natural Gas		\$ 15,000			\$ 15,000	
54990	Misc. Supplies & Services	\$ 1,500			\$ 5,000	\$ 6,500	
	TOTAL	\$ 118,127	\$ 594,876	\$ 238,818	\$ 694,440	\$ 1,646,261	31%
CAPITAL EQUIPMENT							
57401	Office Furniture/Equipment	\$ 15,231					
57402	HVAC System Repair	\$ 25,000					
57403	Vehicles	-					
57409	Computer Equipment	\$ 15,000					
47903	Capital Equip. under \$5,000	\$ 8,992					
	TOTAL	\$ 64,223				\$ 64,223	1%
GRAND TOTAL EXPENDITURES						\$ 5,388,459	

**CAPITAL PROJECTS & EQUIPMENT PURCHASES
FY 20006-07**

WHAT	WHO	AMOUNT	
3510-57401 Office Furn/Equipment			
Shelving Various			
CD Bins	Main	\$ 720	
Slatwall End Panels	Barely Adq.	\$ 1,350	
Slotted 3 ft shelves X 8	Main YP	\$ 2,000	
DF 90" Shelves X 2	Barely Adq.	\$ 2,149	
Shelving Total		\$ 6,219	
Automatic Disc Repair Machine	TechServ	\$ 7,200	
SUBTOTAL		\$ 13,419	
Tax and Shipping @ 13.5%		\$ 1,812	\$ 15,231
3510-57402 Building Remodeling			
Main Library HVAC Repair	Main	\$ 25,000	\$ 25,000
3510-57409 Computer Equipment			
Annual Replacement Cycle			
SUBTOTAL			\$ 15,000
3510-57903 Capital Equipment Under \$5000			
Delivery Crates X 100	TechServ	\$ 3,500	
Mini-Blinds	Abysmal	\$ 600	
Book ends	Barely Adq.	\$ 515	
Laminating Machine	Barely Adq.	\$ 200	
Mat Board Trimmer/Cutter	Barely Adq.	\$ 250	
Literature Organizer	Barely Adq.	\$ 206	
Easel/Dry Erase Board	Abysmal	\$ 354	
Adjust. Ergo. Chairs @ \$383.00	Main X 6	\$ 2,298	
SUBTOTAL		\$ 7,923	
Tax and Shipping @ 13.5%		\$ 1,070	
SUBTOTAL			\$ 8,992
GRAND TOTAL			\$ 64,223

BUDGET FORM
2006-07

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object:: PROFESSIONAL SERVICES FISCAL

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52135	\$ 4,500.00

City charge for Library's share of annual audit.

52135

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object:: PROFESSIONAL SERVICES OTHER

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52199	\$ 1,000.00

Placeholder for possible architectural or other professional services.

52199

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: 50-FACILITIES
Object:: WATER/SEWER/REFUSE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52201	\$ 35,439

\$2,000 increase over last year is due to City raising Refuse pick-up rates.
Estimate is from City Public Works Department.

52201

2006-07

SUPPLIES & SERVICES

Department: LIBRARY

Activity: FACILITIES

Object: JANITORIAL SERVICES OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52211	\$ 16,820

The Library contracts for outside janitorial services at our two Library Branches. While the branch staffs are not entirely satisfied with the work of the janitorial service (Clean Buildings, Inc.) management believes contracting for this service is the best answer to supervisory and other problems when custodians work at night with no on-site direction.

52211

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
 Activity: ADMINISTRATION
 Object: VEHICLE OPERATIONS & MAINTENANCE INSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52223	\$ 11,458

The City Corporation Yard provides the maintenance and fuel for the Library vehicles that are included in this budget line.

##	TYPE/USE	YEAR ACQUIRED	FY YEAR REPLACE*	FY 06-07 ASSIGNMENT
528	Cargo Van/Bldg Maintenance [biodiesel]	7/2005	2012-13	No Change
531	Cargo Van /Deliveries	6/2001	2008-09	No Change
536	Bookmobile	11/1998	2014-15	No Change

*City practice is to replace vehicles every seven years except the Bookmobile, which has a fifteen-year life.

CITY OF DRY CREEK
BUDGET FORM
2006-07

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: OFFICE EQUIPMENT O&M

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52240	\$ 1,750.00

Admin Office Copier Maintenance Agreement; \$0.15/copy X 50,000	\$ 750.00
Misc. repairs to Shredders, Typewriter, Fax Machine etc.	\$ 1,000.00
TOTAL	\$ 1,750.00

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: OTHER EQUIPMENT O&M

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52244	\$ 2,500.00

Funds allocated for the maintenance of the Library's ADA and microfilm/fiche equipment, plus the Checkpoint security systems at each facility.

52244

CITY OF DRY CREEK
BUDGET FORM
2006-07

SUPPLIES & SERVICES

Department: LIBRARY
Activity: FACILITIES
Object: BUILDING O&M

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52246	\$ 96,414

FACILITY	FY 2006-07	SUBTOTAL
Central		
HVAC Contract @ \$1,470/quarter	\$ 5,880.00	
HVAC Filters	\$ 2,000.00	
Elevator Prevent. Maint. @ \$200/month	\$ 2,400.00	
Exterior Power Wash	\$ 500.00	
Fire Alarm/First Alarm @ \$70/month	\$ 840.00	
First Alarm Night Security @ \$700/month	\$ 8,400.00	\$ 20,020.00
Barely Adequate Branch		
HVAC Prevent. Maint. @ \$445/quarter	\$ 1,780.00	
Fire Alarm/First Alarm @ \$125/quarter	\$ 500.00	\$ 2,280.00
Abysmal Branch		
HVAC Check 1/year	\$ 130.00	
Fire Alarm/First Alarm @ \$107/month	\$ 1,284.00	\$ 1,414.00
Library-wide Costs		
Blinds/Drapes Cleaning	\$ 700.00	
Gutter/Window Maintenance	\$ 2,300.00	
Carpet/Furniture Cleaning	\$ 4,500.00	
Uniforms/Mats/Laundry	\$ 5,200.00	
Building Supplies	\$ 12,000.00	
Janitorial Equipment Repairs	\$ 3,000.00	
Plumbing Emergencies	\$ 4,000.00	
Electrical Emergencies & etc.	\$ 3,500.00	
Keys/Locks/Safes/Security	\$ 2,500.00	
Contingencies	\$ 35,000.00	\$ 72,700.00
TOTAL	\$ 96,414.00	

CITY OF DRY CREEK
BUDGET FORM
2006-07

SUPPLIES & SERVICES

Department: LIBRARY
Activity: FACILITIES
Object: LANDSCAPE SERVICES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52247	\$ 22,000.00

A landscape contractor, selected by competitive bid, will take over the Library's landscaping services in FY 2006-07. Previously, the City Public Works crew had provided these services, and billed the Library. Staff has not been satisfied with the level of service provided, and was glad when Public Works decided to eliminate it. The contracted service will cost roughly the same as the annual bill from Public Works.

In previous years Library management has been queried on why such large amounts are budgeted for contingencies. The answer is that we never know how much the unexpected will cost. Last year, for example, the irrigation system at the Central Library had to be entirely replaced at a cost of more than \$4,000. Setting aside emergency funds is a prudent practice.

FACILITY	MONTHLY	AMOUNT
Central	\$ 460.00	\$ 5,520.00
Barely Adequate	\$ 300.00	\$ 3,600.00
Abysmal	\$ 125.00	\$ 1,500.00
SUBTOTAL CONTRACTS		\$ 10,620.00
Library-wide Services		
Tree Maintenance		\$ 4,540.00
Weed Abatement		\$ 500.00
Contingencies		\$ 3,000.00
Plant Lady Services	\$ 195.00	\$ 2,340.00
SUBTOTAL		\$ 11,380.00
TOTAL		\$ 22,000.00

CITY OF DRY CREEK
BUDGET FORM
2006-07

SUPPLIES & SERVICES

Department: LIBRARY
Activity: TECHNICAL SERVICES
Object: SOFTWARE MAINTENANCE SERVICES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	52248	\$ 62,000.00

	FY 2006-07
Vendor Software Maintenance Agreement	\$ 30,000.00
Vendor Network Easy Access	\$ 9,397.00
Trend Micro (anti-virus software) Maintenance	\$ 1,900.00
Eigen Alpha Maintenance (Alpha Software)	\$ 450.00
Process Software Corp. Multinet Maintenance	\$ 2,900.00
Network Solutions SSL Certificate	\$ 600.00
Utility Databases	\$ 15,753.00
Emergencies	\$ 1,000.00
TOTAL	\$ 62,000.00
Utility Database Detail	
OCLC Access for Cataloging, ILL, & Internet	\$ 6,164.70
B&T Web Acquisitions Access	\$ 9,588.00
SUBTOTAL	\$ 15,752.70

52248

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: TECHNICAL SERVICES
Object: 52249

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	52249	\$ 15,375.00

	FY 2006-07
DEC Hardware Maintenance Agreement	\$ 7,000.00
CISCO Router Maintenance	\$ 1,400.00
PC Maintenance, Spare Parts, etc.	\$ 5,000.00
Venture Forth (Printer Maintenance)	\$ 975.00
Emergencies	\$ 1,000.00
TOTAL	\$ 15,375.00

52249

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: FACILITIES
Object: BUILDING RENTALS

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52261	\$ 306,000.00

Barely Adequate Branch	
\$1.60 sq ft X 15,000 sq ft	
for six months	\$ 144,000.00
\$1.64 sq ft X 15,000 sq ft	
for six months per CPI increase	\$ 147,600.00
Abysmal Branch	
1,250 @ \$1,200/month	\$ 14,400.00
TOTAL	\$ 306,000.00

We lease the space our Barely Adequate Branch occupies from Creekside Real Estate Associates. The lease mandates an upward adjustment annually based on the CPI. The Board and staff committee tasked with developing a plan to replace rented space with a building we own continues to meet.

The Abysmal Branch is rented from a nonprofit board that manages property owned by the (former) Savior Church that vacated the building in 1951. This amount is an increase from \$1,000 per month, but the board has justified it based on the need to re-roof the structure. The Library would certainly like to see an end to constant leaks. As it is, the space is inadequate for library needs.

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: TRAVEL

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52302	\$ 3,500.00

Conference Registration and partial expenses offset, all staff.

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: TECHNICAL SERVICES
Object: TRAVEL

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	52302	\$ 2,500.00

Travel reimbursement rate will be \$0.485/miles.

Technical Services/Automation staff visit branches for repairs etc, and travel to Annual User Conference sponsored by our ILS vendor.

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: PUBLIC SERVICES
Object:: TRAVEL

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3530	52302	\$ 3,000.00

Staff travel for training, conferences, meetings, etc. Reimbursement rate is \$0.485/mile.

52302

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: TRAINING

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52304	\$ 7,540.00

1	MOU Tuition Reimbursement @	
	\$500/employee X 4	\$ 2,000.00
2	Youth Services staff ACL Workshop @	
	\$65/employee X 6	\$ 390.00
3	Support Staff COLT Workshop @ \$60/employee	\$ 360.00
	X 6 employees	
4	INFOPEOPLE Training to be determined [either	\$ 2,000.00
	workshops or individual on-line workshops]	
5	Ergonomic individual assessments @ \$150/hr X 2	\$ 300.00
6	Staff Morning	\$ 1,000.00
7	All Staff Ergonomic Refresher Training	\$ 700.00
8	FIT New Employee Training @ \$60/employee X 4	\$ 240.00
9	Workbooks, CD-Roms, other Training Materials	\$ 150.00
10	Unexpected Training Opportunities	\$ 400.00
	TOTAL	\$ 7,540.00

52304

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: TELECOMMUNICATIONS-INSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52402	\$ 35,430.00

Library's share of City's Voice PBX System for Central Library and both Branches.

52402

CITY OF DRY CREEK
BUDGET FORM
2006-07

SUPPLIES & SERVICES

Department: LIBRARY
Activity: TECHNICAL SERVICES
Object:: TELECOMMUNICATIONS--OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	52403	\$ 14,183.00

	AVER/MO	ANNUAL
Bookmobile Connectivity via Cell Phone	\$208	\$2,493
Frame Relay Service via 3 ch Lines	\$1,749	\$20,988
ISP T1 Service via Pacific Bell	\$207	\$2,482
Bookmobile Modem	\$200	\$2,402
TOTAL		\$28,365
Includes taxes and surcharges @ 10%		

The Library anticipates significant discounting from the State E-rate program and Teleconnect fund, and therefore half the amount required is budgeted.

52403

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: INSURANCE--INSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52932	\$ 13,322.00

The City bills the Library for its pro-rated share of property insurance. The City Risk Manager makes insurance cost projections and handles the Library's insurance accounts.

52932

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: FACILITIES
Object: INSURANCE--OUTSIDE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	52933	\$ 10,213.00

	FY 2006-07
Primary Package Liability	\$ 2,880.00
Excess Liability	\$ 3,000.00
Vehicle Insurance	\$ 4,333.00
TOTAL	\$ 10,213.00

Primary Package: liability each location per listing on policy

Excess Liability: over primary auto/general liability

Total liability coverage for nay one occurrence or accident is \$11,000,000

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: ADVERTISING

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52960	\$ 1,500.00

Bid advertising, public hearings, etc.

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: DUES/MEMBERSHIPS

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52961	\$ 4,627.00

POSITION	ORGANIZATION	MEMBERSHIP TYPE	AMOUNT
Director	American Library Assoc.	Personal	\$ 195.00
Director	California Library Assoc.	Personal	\$ 140.00
Director	California City Librarians	Personal	\$ 35.00
Other Management	Profession Dues as per MOU at \$300 each X 3	Personal	\$ 900.00
Other Professionals	Professional Dues Match at \$100 each X 12	Personal	\$ 1,200.00
Technicians	Dues match @ \$30 each X 8	Personal	\$ 240.00
Library Board	CALTAC @ \$13/each X 9	Personal	\$ 117.00
Library	ILS System User Group		\$ 100.00
Library	California Library Assoc.	Institutional	\$ 1,200.00
Library	Chamber of Commerce, Business Associations, etc.		\$ 500.00
TOTAL			\$ 4,627.00

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2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: PRINTING

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	52972	\$ 4,000.00

Standard printing costs for office/administration forms, letterhead, business cards, etc. and all publications of the Library.

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2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: TECHNICAL SERVICES
Object: PRINTING

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	52972	\$ 3,000.00

Printing costs for all Technical Services functions: circulation, processing, cataloging, acquisitions, etc.

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SUPPLIES & SERVICES

Department: LIBRARY
Activity: PUBLIC SERVICES
Object: PRINTING

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3530	52972	\$ 5,000.00

Printing for public service programs, both youth and adult. Includes book marks, book lists, Summer Reading Program materials, etc.

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SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: POSTAGE

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	53101	\$ 12,000.00

Covers postage and shipping costs for all Divisions (including overdue noticing to users). Handling fee at City of Dry Creek Mailing Center is also included. \$500 increase over last year is due to major increase in number of Interlibrary Loan Requests being handled.

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SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: OFFICE SUPPLIES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	53102	\$ 13,500.00

The Office Supplies account covers supplies for the Library Administration function, as well as standard office supplies for the two Branch libraries. Also included are small office equipment such as pencil sharpeners and waste baskets, and copy machine paper for both the Central Branch office.

*CITY OF DRY CREEK
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SUPPLIES & SERVICES

Department: LIBRARY
Activity: PUBLIC SERVICES
Object: LIBRARY MATERIALS

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3530	53106	\$ 678,200.00

This amount constitutes 12.59% of the total proposed library budget. The Library's target is to spend at least 15% of the total budget on library materials.

21% of the total materials budget is allocated to youth services. 23% is allocated to reference materials and reference databases for both adults and children.

**REVENUE SOURCES
LIBRARY MATERIALS BUDGET**

	2006-07
Tuchman Social Sciences Trust	\$ 75,000.00
Friends Book Fund	\$ 7,000.00
Science for the People Annual Allocation	\$ 29,000.00
Mayberly Music Bequest	\$ 850.00
Bequest Carryover, FY 05-06	\$ 10,200.00
California Public Library Fund	\$ 43,687.00
Tax Revenue Sources	\$ 512,463.00
TOTAL	\$ 678,200.00
Subtotal, Non-City Sources	\$ 165,737.00

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: TECHNICAL SERVICES
Object: PRESERVATION

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	53107	\$ 1,500.00

The Library is slowing converting its collection of historic photographs to digital format.

*CITY OF DRY CREEK
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SUPPLIES & SERVICES

Department: LIBRARY
Activity: FACILITIES
Object: SAFETY CLOTHING/EQUIPMENT

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	53108	\$ 1,140.00

	FY 2006-07
Fire Extinguisher Maintenance, all sites	\$ 250.00
Safety shoes, Building Maintenance Worker and Courier/Drivers @ \$130 each X 3	\$ 390.00
First Aid Kit supply service, all sites	\$ 250.00
Miscellaneous Safety Supplies: disposal kits, ear muff/plugs, disposable gloves, CPR kits	\$ 100.00
Update Emergency Kits	\$ 150.00
TOTAL	\$ 1,140.00

The MOU with the collective bargaining unit requires the Library to pay for safety shoes for the Building Maintenance worker and the Courier/Drivers. Other safety equipment items are in the Capital Outlay budget.

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SUPPLIES & SERVICES

Department: LIBRARY
Activity: 50- 3530
Object: COPIER SUPPLIES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3530	53109	\$ 3,240.00

This line includes the public copying costs paid by the library, which are provided by a vendor contract. The contract has two components:

1. Paper Copying: The vendor supplies five copy machines for public use at three facilities, providing all supplies (paper, ink cartridges, toner) and service. The machines are coin-operated or debit-card activated. The vendor collects and keeps all revenue from the machines. Copy charges are \$0.15 per page, which does not cover the cost of the low-use machine at the Abysmal Branch. The Library therefore pays \$210/month in rental/use charges, as well as for Bypass copying by staff. These are copies for staff/library use (since the copy machines are the only ones in the two Branch) or to solve the public's problems. Bypass copying charges average \$60/month.
2. Microfilm Reader/Printers: The vendor supplies one debit card reader for the library's microfilm Reader/Printers, charging for copies at a price of \$0.15/page.

Vendor Contract, Copy Machines & Microfilm Reader/Printers @ \$210/month X 12	\$ 2,520.00
Bypass Charges @ \$60/month X 12	\$ 720.00
TOTAL	\$ 3,240.00

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: TECHNICAL SERVICES
Object: COMPUTER SUPPLIES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	53110	\$ 9,500.00

This Object is used for the items such as disks, tapes, toner cartridges, etc. used by the staff and public in association with the automation system.

53110

*CITY OF DRY CREEK
BUDGET FORM
2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: 50-3520
Object: LIBRARY FUNCTIONAL SUPPLIES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3520	53112	\$ 130,760.00

LIBRARY FUNCTIONAL SUPPLIES

1	In-House materials processing @ \$1.00 X 6,000 items	\$ 6,000.00
2	Contract Processing @ 15% of B&T/BWI budget	\$ 60,782.00
3	AV Processing Supplies/Shipping	\$ 15,000.00
4	Interlibrary Loan Supplies	\$ 2,500.00
5	Added ILL Delivery	\$ 3,000.00
6	Barcode labels	\$ 4,500.00
7	Date Due Cards	\$ 5,000.00
8	Borrower Cards X 12,000	\$ 5,000.00
7	Notices @ 12,000	\$ 1,200.00
8	Binding/Tape Replacement	\$ 8,000.00
9	Content Café	\$ 4,500.00
10	Cooperative Dues	\$ 9,500.00
11	CALIFA Consortium Dues	\$ 278.00
12	Miscellaneous Supplies	\$ 5,500.00
	TOTAL	\$ 130,760.00

*CITY OF DRY CREEK
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SUPPLIES & SERVICES

Department: LIBRARY
Activity: 50-3515
Object: JANITORIAL SUPPLIES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	53113	\$ 9,500.00

Toilet paper, power towels, hand soap, cleaning supplies, etc.

53113

*CITY OF DRY CREEK
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2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: FACILITIES
Object: ELECTRICITY

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	53311	\$ 82,350.00

Electricity at all facilities; City of Dry Creek Finance Department makes estimate.

53311

*CITY OF DRY CREEK
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2006-07*

SUPPLIES & SERVICES

Department: LIBRARY
Activity: FACILITIES
Object: NATURAL GAS

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3515	53312	\$ 15,000.00

Natural gas at all facilities; City of Dry Creek Finance Department makes estimate.

53312

CITY OF DRY CREEK
BUDGET FORM
2006-07

SUPPLIES & SERVICES

Department: LIBRARY
Activity: ADMINISTRATION
Object: MISC. SUPPLIES & SERVICES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3510	54990	\$ 1,500.00

Volunteer Recognition	\$ 500.00
New Staff Recognition	\$ 100.00
Hosted Meetings & Misc.	\$ 900.00
TOTAL	\$ 1,500.00

CITY OF DRY CREEK
BUDGET FORM
2006-07

SUPPLIES & SERVICES

Department: LIBRARY
Activity: PUBLIC SERVICES
Object: MISC. SUPPLIES & SERVICES

Fund	Sub Fund	Dept	Activity	Object	Amount Requested
951	36	50	3530	54990	\$ 5,000.00

Outreach Services	\$ 300.00
Volunteer Fingerprinting @ \$65 each X 6	\$ 390.00
Public Programming	\$ 4,700.00
TOTAL	\$ 5,000.00

54990