

LIBRARY BOARD OF TRUSTEES MEETING
Tuesday, April 13, 2010
4:30 p.m.
LOCAL HISTORY ROOM
PORTERVILLE PUBLIC LIBRARY

AGENDA

I. CALL TO ORDER

- II. ROLL CALL
- | | |
|-------------------------------------|-----------|
| Ellen Nichols, Chair | (10/2012) |
| Obdulia Guzmán Alvarado, Vice Chair | (10/2010) |
| Joe Moreno | (10/2011) |
| Catherine E. May | (10/2010) |
| Joseph Carter | (10/2012) |

III. ORAL/WRITTEN COMMUNICATIONS FROM PUBLIC

All items not scheduled should be addressed to the Library Board at this time during Oral Communication. Anyone wishing to address the Library Board should state their name for the record. In order to proceed in a timely manner, please limit the duration of your comments to three (3) minutes.

IV. APPROVAL OF MINUTES

Last regularly scheduled meeting, March 9, 2010 – Consider

V. SCHEDULED MATTERS

- A) Library Highlights –review notable library events and programs for March
- B) Library Budget – review and discuss budget framework
- C) Summer Hiatus – consider meeting between May and September
- D) Wal-Mart Donations – discuss and consider expected donations
- E) Measure H / LFPC – consider status of Measure H and Library Facility Planning issues
- F) Other Matters, Future Agenda Items and Announcements

VI. ADJOURNMENT

Establish next meeting date & time

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the Office of City Clerk at (559) 782-7464. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting and/or provision of an appropriate alternative format of the agenda and documents in the agenda packet.

Materials related to an item on this Agenda submitted to the Library Board of Trustees after distribution of the Agenda packet are available for public inspection during normal business hours at the Library, 41 West Thurman Avenue, Porterville, CA 93257.

The mission of the Porterville Public Library is to be a visible learning center for our community by providing materials and services to area residents of all ages for personal enrichment, the power of information, and the joy of reading.

LIBRARY BOARD OF TRUSTEES

Tuesday, April 13, 2010

4:30 p.m.

STAFF COMMENTS

A) Library Highlights

- March 2010, staff started two new workshops Job Now and Windows, Resumes & Business Cards.
- March 16th, 2010, the Library held a "St. Patrick's Day Story Time". Staff read, sang songs and had crafts, for the kids. Refreshments were served to 44 participants.
- March 27th, 2010, staff held a computer class on Websites & Search Engines.
- March 30th, 2010, Easter Egg Hunt Story hour, library staff read books, sang songs and had an Egg hunt for the children in the library.

B) Library Budget

The City's 2010-2011 Budget is in the process of review by the City Manager. Jim Perrine will provide a Budget Framework for discussion. See attachment.

C) Summer Hiatus

The Library Board generally meets on the second Tuesday of each month, September through May. The Library Board traditionally takes a summer hiatus during the months of June, July and August. The scheduled meeting times and dates of the Library Board are subject to revision by the Library Board. Additionally, the Library Board Chair may, at his/her discretion, call a special session of the Library Board to discuss urgent matters. This is an opportunity for the Library Board members to consider future meeting dates and times.

D) Wal-Mart Donations

Library Board member Joseph Carter communicated with Wal-Mart administration regarding donations to the library. It was the desire of the Library Board members to receive more information from Joseph Carter before making any recommendations to earmark the funds.

E) Measure H / LFPC

Review and discuss negative comments, both verbal and in print, being made against:

- Library planning
- Library Needs
- Library Measure H Fund expenditures

Library Board Chair, Ellen Nichols, suggests counterbalance action.

F) Other Matters, Future Agenda Items and Announcements

Any other matters and future agenda items will be at the discretion of the Board. The items will be added to the agenda for the next regular meeting currently scheduled for Tuesday, May 11, 2010.

LIBRARY BOARD OF TRUSTEES MEETING
MEETING MINUTES
Tuesday, March 9, 2010

I. CALL TO ORDER

The Regular Session of the library Board of Trustees was called to order at 4:32 pm in the Library's Local History Room.

II. ROLL CALL

Present:	Ellen Nichols, Chair	(10/2012)
	Joe Moreno	(10/2011)
	Catherine E. May	(10/2010)

Excused Absence:	Obdulia Guzmán Alvarado, Vice Chair	(10/2010)
	Joseph Carter	(10/2012)

Staff Present:	Jim Perrine, Director of Parks and Leisure Services Dept.
	Vikki Cervantes, City Librarian
	Anthony Arellano, Library Supervisor

III. ORAL/WRITTEN COMMUNICATIONS FROM THE PUBLIC

None, there were no members of the public present.

IV. APPROVAL OF MINUTES

Joe Moreno motioned for approval of the minutes of the regularly scheduled meeting on February 9, 2009, Catherine E. May seconded, and the motion passed unanimously.

V. SCHEDULED MATTERS

A) Library Highlights

The Library Board reviewed the Library Highlights. No action taken.

B) Wal-Mart Donations

Board members decided to make this an agenda item for next month when Joseph Carter would be available to participate in the discussion. No other action taken.

C) Summer Reading Programs (SRP)

The Library Board received the information about the Summer Reading Program themes scheduled for the summer 2010. No action taken.

D) Library & Community Room Space Use

The library staff continues to work on this project. No action taken.

E) Other Matters, Future Agenda Items and Announcements

Future Agenda Items

- Request for budget framework for discussion
- Whether or not to meet between May and September
- Wal-Mart Donations when Joseph Carter will be here
- Announcements
- Jim distributed a 2010/2011 Budget Calendar to Library Board members in order to give them a timeline to reference should they wish to schedule the Budget as Future Agenda Item.

IV. NEXT MEETING

The next regular meeting of the Board will be Tuesday, April 13 at 4:30 p.m. in the Library Local History Room.

V. ADJOURNMENT: 5:05 pm

Respectfully Submitted:



Anthony Arellano, Library Supervisor

LIBRARY BOARD AGENDA: APRIL 13, 2010

SUBJECT: LIBRARY BUDGET FRAMEWORK

COMMENT: The budget for the Library facility and services is a component of the overall Parks & Leisure Services Department budget. There are many different sources of funding that are utilized to support the Library facility and services. As a result, there are multiple components or accounts for the various categories of funding.

The largest source of this funding is the City General Fund, or general governmental taxes that the City has great discretion on how to utilize. The Library facility and services is a component of the full Parks & Leisure Services Department, and therefore shares in the limited allocation of City General Funds made available to the department in any given year. Services, activities, and resources are shared and coordinated across the divisions of the department on a regular basis for cost efficiency and operational effectiveness.

The second largest source of funding for Library facility and services has become the Measure H, Public Safety tax. There are more limitations on the use of these funds, and an allocation of these funds is potentially more volatile than City General Funds.

Other sources of funding for Library facility and services are in the category of special grants or donations. Annual applications and reports are submitted for special library, literacy and similar program funds that are available through very limited grant programs administered by the State Library. One of these sources of special grants is the State Public Library Fund. This source requires that the City maintain a minimum "level of effort" by budgeting for the Library no less than 90% of the total funding from all sources allocated in the previous year.

A budget summary sheet for the Parks & Leisure Services Department is attached to this report to illustrate how the Library facility and services are intertwined with the Department budget. The lines of expenditure amounts indicated under each of the department categories are summaries of the detailed budget accounting in order to reduce paper waste and simplify the data. The full Parks & Leisure Services Department operational budget comprised 75 pages in the current year budget worksheets.

Across the summary pages are columns which provide the actual expenditures for the budget years ending June 30, 2008 and June


Director

30, 2009, and the City Council authorized budget for the budget year to end June 30, 2010. The far right column provides the department's response or plan to the current projected budget deficit. The Department must do its part in reducing General Fund expenses to 95% or less of the authorized current year budget. Therefore, a portion of the expenditure reduction or 5% cost savings has been assigned to the Library portion of the budget. More than \$18,000 of expense, which was planned to occur before June 30, 2010, has now been identified for suspension, shift of expense to another funding source, or elimination. A separate sheet is attached to this report to illustrate the Library expenditure reductions identified as of March 1, 2010. This is an evolving process that staff will monitor and adjust as needed to ensure that the Department's full share of cost savings is achieved while taking advantage of other cost savings that become available.

The purpose of the above information is to respond to the request of the Library Board for information that will assist with their knowledge of the Library facility and services portion of the City budget. In doing so, staff wishes to keep the Board aware of the current budget issues and services limits. Additional clarification can be provided by staff at the meeting, or if necessary, can be compiled for the May 11, 2010 meeting.

The next budget year commences July 1, 2010 and staff is in the midst of preparation of projected expenditure needs and program adjustments to be responsive to the anticipated budget constraints. Staff's information is provided to the City Manager and it is his role to compile a recommended budget for presentation to the City Council. It is currently planned that the City Manager's preliminary budget recommendation will be distributed to the City Council on May 18, 2010 and that a study session will be conducted on May 25, 2010. Adoption of the upcoming budget isn't anticipated until June 15, 2010 or later. The Library Board can be provided with the budget recommendations on or after May 19, 2010. In turn, the Library Board can provide to the City Council whatever recommendations that are deemed appropriate for the May 25, June 15, or subsequent City Council budget meetings.

RECOMMENDATION: That the Library Board consider the budget framework information.

ATTACHMENTS: Parks & Leisure Services Budget Summary
Library Expenditure Reductions through June 30, 2010

**PARKS AND LEISURE SERVICES
BUDGET SUMMARY**

	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY2009/10 BUDGET	FY 2009/10 85% TARGET
PARKS				
Salaries, regular	657,284	721,777	778,578	
Salaries, part-time	59,088	63,014	85,200	
Salaries, overtime	18,017	23,965	25,225	
Benefits	274,295	256,600	309,382	
Utilities	188,512	188,286	217,780	
Other expense	550,299	561,705	588,051	
Capital outlay	19,042	58,965	19,800	
	<u>1,768,338</u>	<u>1,882,311</u>	<u>2,020,018</u>	<u>1,846,016</u>
OHV State Grant	-	151,000	119,000	119,000
PARKS less OHV Grant	1,768,338	1,731,311	1,901,018	1,727,016
LEISURE				
Salaries, regular	174,431	219,089	222,224	
Salaries, part-time	768,065	966,087	1,016,752	
Salaries, overtime	759	1,201	2,000	
Benefits	114,541	131,052	130,541	
Other expense	148,166	140,772	169,850	
Capital outlay	-	18,826	2,581	
	<u>1,225,863</u>	<u>1,478,826</u>	<u>1,543,728</u>	<u>1,807,827</u>
YES Programs	664,955	893,787	911,192	911,192
LEISURE less YES	561,008	583,039	632,536	596,735
COMMUNITY CENTERS				
Salaries, regular	41,941	48,793	50,060	
Salaries, part-time	2,835	117	500	
Salaries, overtime	448	510	500	
Benefits	19,028	19,257	22,548	
Utilities	29,394	31,510	33,000	
Other expense	18,151	21,271	18,800	
Capital outlay	-	-	-	
	<u>111,697</u>	<u>121,456</u>	<u>125,408</u>	<u>123,639</u>
SWIMMING POOL				
Salaries, regular	10,529	13,029	11,000	
Salaries, part-time	79,736	78,228	89,550	
Salaries, overtime	6,818	8,398	8,400	
Benefits	8,703	9,329	9,143	
Utilities	22,659	19,999	24,000	
Other expense	24,925	25,276	18,650	
Capital outlay	-	-	900	
	<u>153,169</u>	<u>154,259</u>	<u>161,643</u>	<u>161,643</u>
LIBRARY				
Salaries, regular	307,681	351,339	366,235	
Salaries, part-time	17,399	-	-	
Salaries, overtime	475	362	-	
Benefits	121,393	112,679	123,467	
Utilities	30,880	28,712	30,000	
Other expense	131,009	99,453	114,457	
Capital outlay	-	5,630	-	
	<u>608,836</u>	<u>598,174</u>	<u>634,159</u>	<u>615,795</u>
YOUTH CENTER				
Salaries, regular	46,354	49,516	55,451	
Salaries, part-time	31,112	32,992	32,400	
Salaries, overtime	111	-	-	
Benefits	19,835	16,924	21,590	
Other expense	15,484	10,986	6,174	
	<u>112,896</u>	<u>110,418</u>	<u>115,615</u>	<u>115,615</u>
	3,980,598	4,343,445	4,600,569	4,370,635

**PARKS AND LEISURE SERVICES
BUDGET SUMMARY**

	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 BUDGET	FY 2009/10 85% TARGET
TOTAL PARKS AND LEISURE (GF - Special Grants)				
Salaries, regular	1,238,219	1,403,541	1,481,548	
Salaries, part-time	978,035	1,140,438	1,224,402	
Salaries, overtime	27,328	34,438	36,125	
Benefits	557,795	545,840	616,671	
Utilities	271,244	276,507	304,780	
Other expense	888,034	859,463	913,782	
Capital outlay	19,942	83,220	23,281	
	<u>3,980,598</u>	<u>4,343,445</u>	<u>4,600,589</u>	<u>4,370,635</u>
YES Programs	664,955	893,787	911,192	911,192
OHV State Grant	-	151,000	119,000	119,000
ADJUSTED TOTAL	3,315,643	3,449,657	3,689,377	3,469,443

TOTAL SPECIAL GRANTS

Salaries, regular	10,143	16,252	16,831	
Salaries, part-time	8,416	-	-	
Benefits	5,850	5,420	5,798	
Relief ARRA tree care	-	-	13,425	
Other expense	20,924	21,783	23,860	
Capital outlay	-	3,198	-	
	<u>45,133</u>	<u>46,652</u>	<u>59,912</u>	<u>59,912</u>

MEASURE H FUNDS

Salaries, regular	102,008	112,362	129,252	
Salaries, part-time	16,693	41,657	61,000	
Benefits	43,825	41,789	49,214	
Other expense	57,861	144,003	124,534	
Capital outlay	132	-	63,500	
	<u>220,519</u>	<u>339,810</u>	<u>427,500</u>	<u>427,500</u>

TOTAL ALL LIBRARY & LIT.	874,288	984,636	1,108,146	1,089,782
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ZALUD HOUSE

Salaries, regular	-	-	-	
Salaries, part-time	17,259	18,451	18,700	
Salaries, overtime	-	-	-	
Benefits	572	605	589	
Utilities	3,833	2,328	3,000	
Other expense	7,590	9,391	3,919	
Capital outlay	-	-	-	
	<u>29,054</u>	<u>30,775</u>	<u>26,208</u>	<u>23,208</u>

GOLF COURSE

Salaries, regular	89,402	108,473	94,776	
Salaries, part-time	10,020	10,710	10,050	
Salaries, overtime	1,419	2,357	3,200	
Benefits	35,334	38,963	36,075	
Utilities	51,511	48,160	53,000	
Other expense	188,608	182,319	188,254	
Capital outlay	-	-	-	
	<u>374,294</u>	<u>390,982</u>	<u>385,355</u>	<u>385,355</u>

LIGHTING & LANDSCAPE DISTRICTS

Salaries, regular	1,382	-	150	
Salaries, part-time	-	-	-	
Salaries, overtime	-	-	-	
Benefits	280	-	-	
Utilities	38,471	48,023	52,747	
Other expense	104,619	108,957	162,867	
	<u>144,732</u>	<u>154,980</u>	<u>215,764</u>	<u>189,390</u>

OPERATIONS GRAND TOTAL	4,794,330	5,306,644	5,715,308	5,458,000
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Library General Fund Strategy FY 2009-2010

Redirected General Fund Expenditures to Public Library Fund includes:

- A) Building & Grounds Maintenance – routine expenses that cover, ceiling tiles, filters, replacement of damage fixtures, and other items for building upkeep.**
- B) RFID (Radio Frequency Identification) equipment maintenance contract that supports self-check and staff equipment for daily operation**
- C) Postage covers mailings to the public of various notices, mailings to the State Library, and occasional returns of materials to vendors**
- D) Professional services covers elevator maintenance contract, janitorial products, heating/air services, and front door services**

Redirected General Fund Expenditures to Measure H

- A) Printing – program flyers, computer literacy instruction handouts, weekly story time handouts, library card applications, and library welcome sheet**
- B) Supplies and Materials – tape, labels, protective cases for media, book jacket covers, printer ink, RFID tags, copy paper, and other program related supplies**

The redirection of general fund expenditures to PLF created the following outcomes:

- Reduction of 2010 Summer Reading Program consumables and performers**
- Elimination of the annual volunteer recognition event**
- Elimination of the RFID equipment maintenance contract**
- Reduction to Library book expenditure**