

6060900000—County Library

Education

Monica Nino, County Administrator

Special Revenue Fund	2017-2018 Actual	2018-2019 Adjusted	2019-2020 Requested	2019-2020 Recommended	Increase/ (Decrease)
Expenditures					
Services & Supplies	\$124,622	\$120,000	\$120,000	\$120,000	\$0
Other Charges & Uses	6,445,800	6,240,000	7,299,527	7,299,527	1,059,527
<i>Total Appropriations</i>	\$6,570,422	\$6,360,000	\$7,419,527	\$7,419,527	\$1,059,527
Earned Revenues By Source					
Taxes	\$7,002,771	\$7,458,900	\$7,937,370	\$7,937,370	\$478,470
Interest/Rents	6,879	3,300	5,240	5,240	1,940
Aid From Other Governments	170,873	175,600	95,000	95,000	(80,600)
Charges For Services	114,798	140,000	220,000	220,000	80,000
Fund Balance	(724,899)	(1,417,800)	(838,083)	(838,083)	579,717
<i>Total Revenues</i>	\$6,570,422	\$6,360,000	\$7,419,527	\$7,419,527	\$1,059,527
Net County Cost	\$0	\$0	\$0	\$0	\$0

Purpose

This budget provides the County’s share of the cost for the City/County Library System. The Library System serves the cities of Escalon, Lathrop, Manteca, Ripon, Stockton, and Tracy as well as the unincorporated areas of the County. Through an agreement between the County and the City of Stockton, the City operates the City/County Library System. The County’s funding for Library services is comprised of a library-specific dedicated property tax allocation, a pro rata share of Library fines and materials fees relative to County branch circulation, and any accumulated available balance from unspent prior years’ activities.

- \$80,000 Increase in Library services charges.
- (\$80,600) Decrease in State funding.

Major Budget Changes

Other Charges

- \$1,059,527 Increase in funding for Library services.

Revenues

- \$478,470 Increase in property tax revenue.
- \$579,717 Reduction in County fund balance retention.

Program Discussion

The County’s share of funding is primarily driven by property tax revenue. The overall increase in home prices and new construction activities in 2018-2019 resulted in a 6.41% increase in the County’s property tax revenue for Library services. Based on the preliminary forecast, it is projected that \$7,419,527 will be available for Library operations in 2019-2020, an increase of \$1,059,527 from the 2018-2019 adjusted budget, and will:

- Fund the Library’s share of the property tax administration fee of \$120,000.
- Provide a total program budget of \$7,299,527 for Library services, including \$896,874 for position changes, budgeting and procurement of system upgrades, and equipment and furniture replacement.
- Provide \$838,083 for Library fund balance reserve.

Library Services

In November 2016, voters approved the Strong Communities Initiative (Measure M), adding a quarter cent sales tax, for a period of 16 years to fund City of Stockton library and

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recreational services. Based on this additional revenue, the Library completed hiring nine new staff members in 2018-2019 to support the enhancement of programs and services system-wide.

To support the onboarding of new staff and the enhancement of programs and services to benefit all community residents, the Library focused on training and staff development in 2018-2019. Trainings on improving marketing of programs, accessing technology and delivering technology-based programs, and supporting youth literacy were provided to all staff with the accompanying requirement to develop plans for implementation based on training received.

The Library worked with the Mountain House Community Services District to design the new library, which plans to open by early 2020. The Library plans to add one Librarian position to the Mountain House Library in 2019-2020. In terms of capital projects prioritized in the Measure M spending plan, staff has been working with an architect team to design a new Library/Community Center in North Stockton. Also in alignment with Measure M, the Library opened two micro libraries in City of Stockton community centers, thereby increasing access to Library programs and services in underserved neighborhoods.

In 2019-2020, the Library will continue assessing County and City of Stockton Library branch facilities to address safety and maintenance issues and complete small projects to make the spaces welcoming for community residents. Weekly hours for County branches, including additional hours funded by the respective municipalities are listed below. The weekly hours do not reflect holidays when the branches are closed.

<i>County Branch</i>	<i>Base Weekly Hours</i>	<i>Extra Hours Funded by Cities</i>
<i>Escalon</i>	31	-
<i>Lathrop</i>	30	-
<i>Linden</i>	30	-
<i>Manteca</i>	40	8
<i>Mountain House</i>	40	11
<i>Ripon</i>	40	5
<i>Thornton</i>	30	-
<i>Tracy</i>	40	13

All branches within the Stockton/County Public Library System will be closed during 2019-2020 on the following days in observance of holidays:

Branches Closed - Holidays

- *July 4, 2019*
- *September 2, 2019*
- *October 14, 2019*
- *November 11, 28 and 29, 2019*

Branches Closed - Holidays

- *December 25, 2019*
- *January 1 and 20, 2020*
- *February 10 and 17, 2020*
- *May 25, 2020*

Matching Materials Program

In 1998-1999, the Board of Supervisors established the Intergovernmental Partnership Program to further promote cooperation among the cities and the County in improving the Library System and public services. In 2011-2012, the Board renamed the Program to the Matching Materials Program (MMP), and allowed organizations other than cities to participate. The MMP provides a maximum of \$120,000 per year, with a maximum of \$15,000 per branch, regardless of the funding source.

In 2018-2019, there were no contributions from the participating cities. This is primarily due to sufficient funding for books and materials in the 2018-2019 Library budget. In 2019-2020, no contribution from the participating cities is anticipated.

Objective and Key Results (OKR)

Having completed most of the goals of the 2014-2017 Strategic Plan, the Library has moved to an Objective and Key Results (OKR) model to plan, deliver, and measure programs and services. Guided by three OKRs, the Library plans to accomplish the following activities in 2019-2020:

Tell Our Story

1. Increase the number of non-library users by 10%.
2. Collaborate with community partners to deliver cultural programs, particularly those representative of marginalized groups.

Earn a Reputation for Excellence

3. Make Library spaces safe and welcoming for community members of all ages.
4. Develop structured learning experiences promoting the Library's electronic resources.

Build a Ladder for Youth Success

5. Develop "Human Library" programs to inspire career curiosity in youth.
6. Incorporate kindergarten readiness skills into preschool storytimes to support the development of the community's 0-5 year olds.

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Fund Balances

County Fund Balance

The County maintains a Library Fund in which designated revenues are collected and later dispersed to the City of Stockton based on County projections. As of March 31, 2019, the County's Library Fund fund balance (#20018) was \$4,986,747. The projected fund balance for June 30, 2019, is approximately \$7.0 million. This amount is included in the County Treasury.

During 2019-2020, the County will be evaluating reserve policy related to library operations.

City of Stockton Fund Balance

Similarly, the City of Stockton operates the City/County Library System through a Governmental Fund. As part of the agreement, the City of Stockton reports this fund balance annually to the County. As of June 30, 2018, the County's portion of the City's Governmental Fund fund balance for the Library was \$1.1 million. This amount is included in the City Treasury and represents the unspent County advances to the City for the City/County Library System primarily resulting from salary savings and the delay of the new Mountain House Library. In 2017-2018, \$1.0 million of the County's portion from the City Treasury was budgeted to cover County Library operations. The projected fund balance for June 30, 2019, is approximately \$1.0 million.

Library Fund Balance Reserve

The Library intends to develop a fund balance reserve sufficient to protect service levels at the County branches against future decreases in funding that may result from short-term adverse economic conditions.

The 2016-2017 adopted budget retained \$1.5 million in anticipated Library revenue as part of a plan to move the County Library Fund fund balance reserve to the County Treasury. The 2017-2018 adopted budget retained \$500,000 of anticipated Library revenue and the 2018-2019 adopted budget retained \$500,000 of anticipated Library revenue. The 2019-2020 recommended budget retains \$838,083 of anticipated Library revenue. The fund balances will be evaluated during 2019-2020 in preparation for the development of the 2020-2021 budget.

Funding Request

In 2019-2020, the Library requested funding totaling \$896,874 for position changes, budgeting and procurement of system upgrades, and equipment and furniture replacement. This includes \$100,317 for the addition of a Librarian I position for the Mountain House Library and a staffing reclassification at the Tracy Library, \$16,800 for on-going technology system notification, and \$779,757 in one-time funding requested for the following:

<i>One-Time Service/Equipment</i>	<i>Cost</i>
<i>Enterprise Resource Planning Software share of cost</i>	<i>\$516,952</i>
<i>Color copiers (every branch)</i>	<i>56,000</i>
<i>Furnishing, fixtures, and equipment (Mountain House)</i>	<i>50,000</i>
<i>Interior renovation (Lathrop)</i>	<i>50,000</i>
<i>Interior renovation (Tracy)</i>	<i>48,000</i>
<i>Interior renovation (Thornton)</i>	<i>40,000</i>
<i>Furniture (Escalon)</i>	<i>12,000</i>
<i>Self-check machines (every branch)</i>	<i>3,605</i>
<i>Phone Decentralization (every branch)</i>	<i>3,200</i>
Total	\$779,757

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Branch Funding				
<i>Library Site or Classification</i>	<i>Site #</i>	Actual 2017-2018	Est./Act. 2018-2019	Projected 2019-2020
<i>Mountain House</i>	3540	\$519,175	\$533,407	\$844,493
<i>Neighborhood Services: Countywide</i>	3541	789,748	669,602	643,839
<i>Manteca</i>	3542	856,289	911,730	1,086,393
<i>Tracy</i>	3543	886,435	957,196	1,097,803
<i>Ripon</i>	3544	535,565	543,182	614,179
<i>Escalon</i>	3545	340,719	351,259	365,647
<i>Lathrop</i>	3546	329,987	330,950	330,000
<i>Linden</i>	3547	273,372	301,587	339,612
<i>Thornton</i>	3548	284,104	278,035	307,180
Total Funding		\$4,815,394	\$4,876,948	\$5,629,146

Workload Data						
	Actual			Est./Act. 2018-2019	Projected 2019-2020	
	2015-2016	2016-2017	2017-2018			
All Branches						
<i>Library Materials Circulated*</i>	1,572,380	1,363,048	1,433,580	1,507,761	1,583,149	
<i>Residents with Library Cards**</i>	189,595	190,049	209,054	229,959	252,954	
<i>Annual Visits to the Library</i>	977,766	773,374	788,496	803,913	844,108	
<i>Program Attendance</i>	87,505	84,658	91,630	99,176	104,134	
<i>Computer Use***</i>	1,084,629	944,726	821,912	800,000	810,000	
<i>Annual Hours of Service</i>	23,571	23,790	24,468	26,914	27,000	
<p><i>*Includes digital downloads and Link + checkouts that are not included in individual branch counts.</i></p> <p><i>**Includes all residents whose library card expiration date is four years or less (2015-present).</i></p> <p><i>***Includes access to Library Website.</i></p>						
Branch	Items Checked		Visits		Program Attendance	
	2016-2017	2017-2018	2016-2017	2017-2018	2016-2017	2017-2018
<i>Escalon</i>	29,635	26,081	23,881	30,837	5,133	4,472
<i>Lathrop</i>	38,590	29,794	21,238	21,017	2,561	4,435
<i>Linden</i>	22,271	16,389	14,262	13,320	1,441	1,135
<i>Manteca</i>	158,014	125,969	105,035	109,535	14,612	14,842
<i>Mountain House</i>	151,730	111,947	65,556	71,143	8,519	7,419
<i>Ripon</i>	81,399	73,093	48,962	45,870	8,570	8,081
<i>Stockton Branches</i>	496,726	416,380	314,104	305,650	28,375	33,090
<i>Thornton</i>	10,578	7,366	16,969	14,603	2,737	3,159
<i>Tracy</i>	255,509	169,442	160,752	147,340	12,710	15,888
<i>Bookmobile</i>	7,175	7,574	2,615	2,500	N/A	N/A
Total	1,251,627	984,035	773,374	761,815	84,658	92,521