

# **FISCAL YEAR 2013-2014 FINAL BUDGET**



**Presented to the Library District  
Joint Powers Authority Board**

**June 2013**

## CONTENTS

	Page
Annual Report.....	i
Requested Budget Summary.....	1
Expenditure and Revenue Comparison Charts.....	2
Four-Year Recap of Revenue and Expenditure.....	3
Revenue Projection Fiscal Year 2013 – 2014.....	4
Four-Year Revenue Trend Chart.....	5
Salaries and Employee Benefits Request .....	6
- Personnel Cost Allocation by Location .....	7
- Ten-Year Recap of Personnel FTE .....	8
Services & Supplies, Facilities, and Books Request.....	9
- Book Allocation by Location .....	10
Fixed Asset Request.....	11
Budgeted Reserves.....	12
Library Formula Fiscal Year 2013-2014.....	13

# FY2012-2013 Annual Report to the Santa Clara County Library District Joint Powers Authority Board

## Description of Major Services

Santa Clara County Library District is one of the top 100 libraries in the United States. For twelve years, it has ranked as one of the best in the nation for its size by *Hennen's American Public Library Ratings* which uses 15 different benchmark measures such as collections, circulation, visits and customer service. Also recognized as one of America's Star Libraries for the last five years by *Library Journal* and with more than 3.1 million visits each year, Santa Clara County Library District is one of the most-used public resources in the region. In addition, 2.1 million online visits were made to the district's growing collection of digital materials and services.

The Santa Clara County Library District serves a population of 410,001 residents of unincorporated County neighborhoods and the cities of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill and Saratoga. In 2012 the district had over 207,000 registered customers that borrowed 9.8 million items. The Santa Clara County Library District is a dependent special district governed by a Joint Powers Authority (JPA) comprised of representatives of each of these nine cities and two representatives from the Board of Supervisors.

Library services are provided to the public through seven community libraries located in Campbell, Cupertino, Gilroy, Los Altos, Milpitas, Morgan Hill and Saratoga, and a branch library in Los Altos. In each community, the library building is owned by the municipality with collections and operations provided by Santa Clara County Library District. Since 2003, the Cities of Saratoga, Cupertino, Morgan Hill, Milpitas and Gilroy have constructed new libraries. The Administrative Office of the Santa Clara County Library District, located in Los Gatos, provides a number of services including a virtual library, technical services, information technology, collection development, programming and outreach support, administration, and a central warehouse.

Three District-wide services include the Bookmobile, The Reading Program, and the PlaneTree Health Information Center. Santa Clara County Library District extends the reach of library services to the homebound and underserved populations with its Bookmobile service, taking books, DVDs, CDs and other materials to locations isolated by geography or other circumstances such as the rural South County, the mountains, nursing homes and migrant camps. The Reading Program, housed in the new Gilroy Library but serving the entire district, teaches low-literacy adults basic reading, writing, math and computer skills for free. Tutors and learners meet together at every library in the Santa Clara County Library District and classes are offered at several locations in the community. The PlaneTree Health Information Center, housed in the Cupertino Library but serving the entire district, provides relevant and reliable consumer health

and medical information to help people make healthy choices about their lives and informed decisions about their health.

## **Current and Emerging Issues**

### *Revenue Recovery*

After two years of decline, the Library District's revenues are expected to grow modestly in the near term. In addition to recovery in the housing market and the associated increases in assessed valuation, the dissolution of redevelopment agencies in four cities within the Library District's service area is producing a positive effect. Nevertheless, the effect of dissolution will not be immediate as the State is allowing obligated debt and other expenses to be paid off from the redevelopment agency successor agencies before the revenue shifts to entities that received secured property tax revenue. In general, secured property tax proceeds (the Library District's largest single revenue source) are projected to increase 2% in FY2014. This modest growth will allow the current level of service to be sustained.

Additionally, while all of the State of California's funding to support universal library access was eliminated in the "trigger cuts" enacted in FY2012, a small amount of funding from the California State Library in support of the Library District's Reading Program is expected to continue indefinitely. This \$46,000 annual grant pales in comparison to the funding in excess of \$1.4 million that disappeared with the trigger cuts.

### *Increasing Demand for Service*

The national trend is for increased use of public libraries, despite the proliferation of computers at home and at work, and increased access to the Internet. Santa Clara County Library District is also experiencing high usage with circulation over 9.8 million items in 2012, and 16,553 new library cards issued last year. A concerted effort is made to add materials to the collection in languages that reflect the diversity of the County, including Spanish, Chinese, Vietnamese, Russian, Japanese, Hindi, Korean, German and French.

The public is increasingly turning to the Library for eBooks and other downloadable materials, including, but not limited to, eAudiobooks, digital magazines, and MP3 music files. In 2012, there were over 67,000 eBook loans, a 69% increase from 2011 after several years of triple digit percentage increases.

# Santa Clara County Library District - Fiscal Year 2013-2014

## REQUESTED BUDGET SUMMARY

### Estimated Revenue:

Property Taxes	24,551,000
State Sources	46,000
Special Tax	5,692,051
City/ County Contribution	855,410
Fines & Fees	940,000
Other	410,000
<b>TOTAL Current Revenue</b>	<b><u>32,494,461</u></b>

Transfer from Reserve      1,695,191

**TOTAL    \$34,189,652**

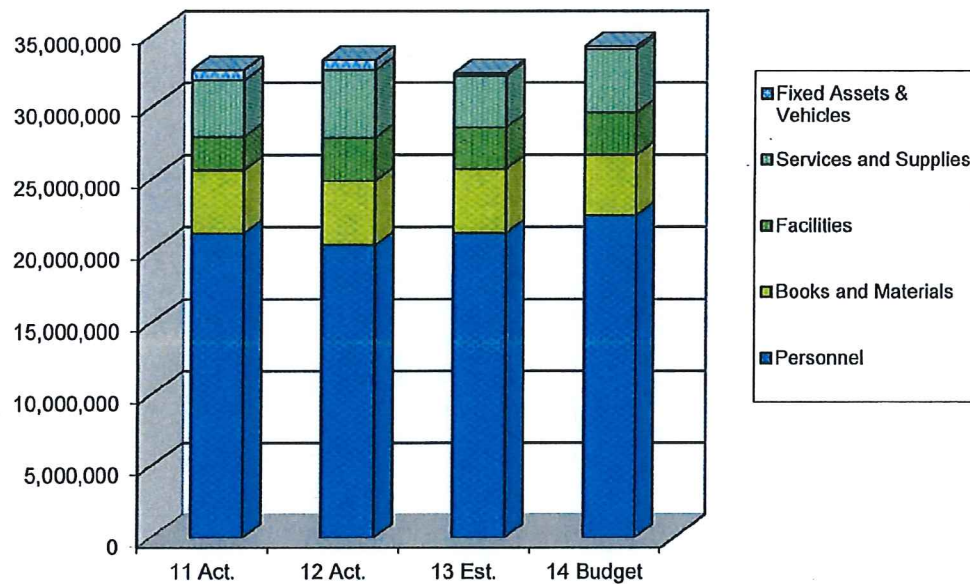
### Requested Expenditures:

Personnel	22,427,967
Books and Materials	4,210,000
Facilities	2,939,246
Services and Supplies	4,400,693
<b>TOTAL Operating Budget</b>	<b><u>33,977,906</u></b>

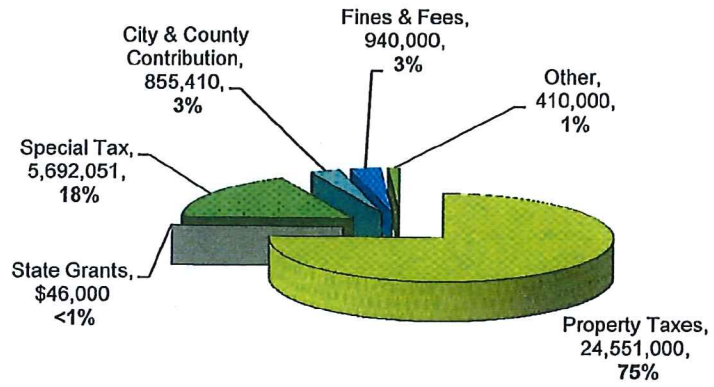
Fixed Assets & Vehicles      211,746

**TOTAL    \$34,189,652**

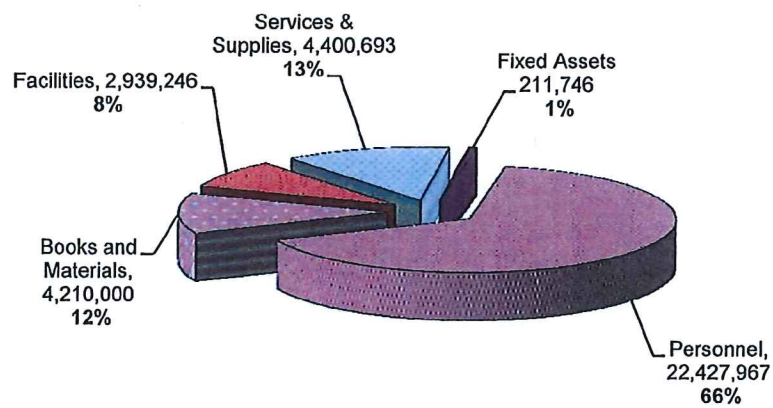
**Four-Year Expenditure Trend**



### Fiscal Year 2013-14 Library Revenue



### Fiscal Year 2013-14 Library Expenditures



## Santa Clara County Library Budget Fiscal Year 2013 - 2014

	11 Actual	12 Actual	13 Approved	13 Estimated	14 Budget
<b>REVENUE</b>					
Property Taxes	23,290,738	23,511,212	23,849,700	24,509,814	24,551,000
State Grants	1,548,022	310,708	0	99,383	46,000
Special Tax	5,997,288	5,570,175	5,697,000	5,690,000	5,692,051
City & County Contribution	1,264,144	1,221,607	843,428	843,428	906,410
Fines & Fees	679,744	1,109,955	940,000	940,000	940,000
Other	1,036,524	969,562	420,000	783,000	359,000
<b>TOTAL</b>	<b>33,816,460</b>	<b>32,693,219</b>	<b>31,750,128</b>	<b>32,865,625</b>	<b>32,494,461</b>
Transfer from reserves/rebudgets	<u>0</u>	<u>555,771</u>	<u>1,432,684</u>	<u>0</u>	<u>1,695,191</u>
<b>TOTAL FINANCING AVAILABLE</b>	<b>33,816,460</b>	<b>33,816,460</b>	<b>33,182,812</b>	<b>32,865,625</b>	<b>34,189,652</b>

### EXPENSES

Personnel	21,201,859	20,386,715	21,642,347	21,214,162	22,427,967
Books and Materials	4,387,507	4,464,215	4,250,000	4,450,000	4,210,000
Facilities	2,322,038	3,002,014	2,790,940	2,879,378	2,939,246
Services and Supplies	3,921,738	4,683,592	4,331,225	3,596,213	4,400,693
Fixed Assets & Vehicles	711,665	712,454	168,300	168,300	211,746
<b>TOTAL</b>	<b>32,544,807</b>	<b>33,248,990</b>	<b>33,182,812</b>	<b>32,308,053</b>	<b>34,189,652</b>



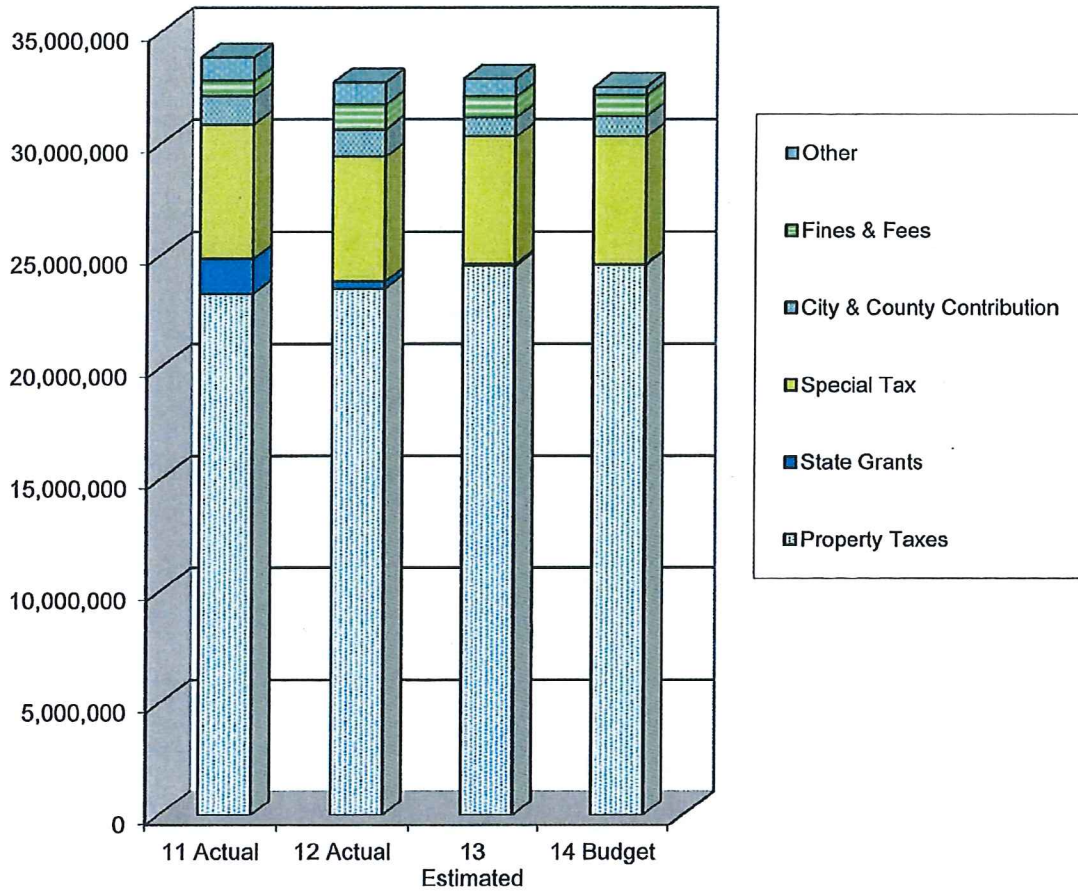
**Fiscal Year 2013-14**  
**REVENUE PROJECTION**

REVENUE SOURCE	FY 11--12 Actual	FY 12-13 Budget	FY 12-13 Projected	FY 13-14 Budget	Variance from Approved
Supplemental Roll	\$ 334,218	\$ 230,000	\$ 302,000	\$ 300,000	\$ 70,000
Property Tax - Current Secure	18,466,499	19,079,700	19,079,700	19,461,000	381,300
Property Tax - Current Unsecured	1,513,186	1,460,000	1,900,000	1,605,000	145,000
Property Tax - Unitary Roll	654,574	630,000	630,000	630,000	0
Property Tax- Prior Year Adj.	0	0	0	0	0
Property Tax- VLF in lieu	2,167,176	2,100,000	2,237,000	2,200,000	100,000
RDA- Property Tax Pass-thru	375,560	350,000	361,114	355,000	5,000
Subtotal All Property Tax	\$23,511,213	\$23,849,700	\$24,509,814	\$24,551,000	\$701,300
Library Fines and Fees	\$ 1,109,955	\$ 940,000	\$ 940,000	\$ 940,000	\$ -
Interest Earnings	151,572	155,000	140,000	140,000	(15,000)
Homeowner Prop. Tax Relief	155,036	150,000	153,000	155,000	5,000
State LSCA	300,249	0	49,383	46,000	46,000
Other State Grants	10,459	0	50,000	0	0
Contributions from Cities	1,170,607	843,428	843,428	855,410	11,982
Special Tax - CFD	5,570,175	5,697,000	5,690,000	5,692,051	(4,949)
Other Library Services	13,731	14,000	14,000	14,000	0
Contributions & Donations	482,355	10,000	366,000	10,000	0
Misc. Income	130,132	10,000	29,000	10,000	0
Transfer from County	51,000	51,000	51,000	51,000	0
Federal Medicare Credit	36,736	30,000	30,000	30,000	0
Subtotal All Other Sources	\$9,182,007	\$7,900,428	\$8,355,811	\$7,943,461	\$43,033
TOTAL	32,693,220	\$31,750,128	\$32,865,625	\$32,494,461	\$744,333
Transfer from Reserves		\$1,195,530		\$1,695,191	\$499,661
GRAND TOTAL	\$32,693,220	\$32,945,658	\$32,865,625	\$34,189,652	\$1,243,994

Secured property tax proceeds are projected to increase 2%; supplemental, unsecured, and RDA "pass-through" property tax sources are forecasted to improve based on estimates from the County Controller's Office. The 3.3% increase in Secured property tax proceeds from FY 2012 to FY 2013 reflects additional revenues from the dissolution of the redevelopment agencies within the County Library District boundaries. With the exception of "VLF in lieu" funding, all other revenue sources remain relatively flat. While nearly all state funding was eliminated, the state will continue to fund a \$46,000 grant for literacy programs. The transfer from reserves is necessary to fund replacement technology projects to be undertaken in FY 2014, including a replacement of the Integrated Library System that was not completed in FY 2013.



### Four-Year Revenue Trend



## **FISCAL YEAR 2013-2014 PERSONNEL REQUEST**

The fiscal year 2012-13 budget is expected to end \$400,000 under the approved budget due to a number of vacancies throughout the fiscal year.

The proposed personnel budget of \$22,427,967 reflects a \$785,620 increase from the original JPA-approved fiscal year 2012-13 personnel budget. Over \$400,000 of this change is attributed to an increase in retiree healthcare charges. In addition, the \$131,000 in furlough savings in fiscal year 2012-13 is not expected to continue in the upcoming fiscal year.

The balance of the increase is attributable to increased salary, benefit, and employee retirement contributions associated with the following proposed personnel actions:

- The addition of two half-time floating librarians to fill in for vacancies or short-term projects throughout the library system;
- The addition of 832 extra Librarian hours for the PlaneTree Health Information Center;
- The addition of five half-time Library Pages, one full-time Librarian, and two half-time Librarians throughout the library system;
- The conversion of one half-time Electronic Resources Librarian to full-time;
- Reductions of 31,616 extra help hours to offset the above additions and to meet the County's goal of reducing reliance on extra help.

No filled positions are eliminated in the proposed budget.

**Personnel Budget  
FY 2013-2014**

**Expenditure & Revenue Recap**

2013-14	Traditional	CFD	Local/Gifts	Transfer	TOTAL
<b>REVENUES</b>					
	\$25,947,000	\$5,692,051	\$855,410	\$1,695,191	\$34,189,652
<b>EXPENDITURES</b>					
Operating	\$5,856,494			\$1,559,191	\$7,415,685
Capital				\$136,000	\$136,000
Books, Etc.	\$3,046,590	\$1,138,410	\$25,000		\$4,210,000
Personnel	\$17,043,917	\$4,553,641	\$830,410		\$22,427,967
<b>TOTAL</b>	<b>\$25,947,000</b>	<b>\$5,692,051</b>	<b>\$855,410</b>	<b>\$1,695,191</b>	<b>\$34,189,652</b>

**Community Facilities District Recap**

CFD REVENUES		Personnel	Books
Campbell	\$548,971	\$384,280	\$109,794
Cupertino	\$748,263	\$523,784	\$149,653
Gilroy	\$654,819	\$458,373	\$130,964
Los Altos/Wo	\$491,121	\$343,785	\$98,224
Milpitas	\$1,009,238	\$706,467	\$201,848
Morgan Hill	\$543,759	\$380,631	\$108,752
Saratoga/MS	\$433,904	\$303,733	\$86,781
Subtotal	\$4,430,075	\$3,101,053	\$886,015
Unassigned	\$1,261,976	\$883,383	\$252,395
<b>Total</b>	<b>\$5,692,051</b>	<b>\$3,984,436</b>	<b>\$1,138,410</b>

**Salary and Benefit Recap**

PERSONNEL	Formula Share	Traditional by Platform	Remainder by Formula	100% CFD Return	Unincorp CFD by formula	Specific Place \$ (City/NCLA)	FY14 TOTAL	FY13 Budgeted	Change from FY13
Campbell	10.48%	\$1,092,323	\$238,256	\$384,280	\$92,595		\$1,807,454	\$1,765,019	\$42,435
Cupertino	22.12%	\$1,749,138	\$502,741	\$523,784	\$195,385	\$350,399	\$3,321,447	\$3,242,083	\$79,364
Gilroy	10.43%	\$926,746	\$236,972	\$458,373	\$92,096		\$1,714,187	\$1,665,481	\$48,706
Los Altos/Woodland	16.44%	\$1,494,834	\$373,582	\$343,785	\$145,188	\$480,011	\$2,837,400	\$2,759,490	\$77,910
Milpitas	17.06%	\$1,430,818	\$387,720	\$706,467	\$150,683		\$2,675,689	\$2,627,517	\$48,172
Morgan Hill	10.10%	\$943,071	\$229,583	\$380,631	\$89,225		\$1,642,511	\$1,577,060	\$65,451
Saratoga	13.38%	\$1,220,465	\$304,164	\$303,733	\$118,210		\$1,946,572	\$1,912,276	\$34,296
Sub-Total Libraries	100%	\$8,857,397	\$2,273,018	\$3,101,053	\$883,383	\$830,410	\$15,945,260	\$15,548,926	\$396,334
Headquarters		\$5,348,558			\$569,205		\$5,917,763	\$5,569,985	\$347,778
The Reading Program		\$277,215					\$277,215	\$241,593	\$35,622
Bookmobile		\$287,728					\$287,728	\$281,843	\$5,885
<b>GRAND TOTAL</b>		<b>\$14,770,898</b>	<b>\$2,273,018</b>	<b>\$3,101,053</b>	<b>\$1,452,588</b>	<b>\$830,410</b>	<b>\$22,427,966</b>	<b>\$21,656,000</b>	<b>\$771,966</b>

**Santa Clara County Library District**  
**FTE from FY 2003-04 to FY 2013-14**

The following totals included benefited positions, extra help positions and allocations of extra hours for part-time employees:

<b>Headquarters</b>	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
Administration	5.0	4.0	4.0	4.0	5.0	6.0	6.0	6.0	6.0	6.0	6.5
Business Office	14.7	14.25	14.75	14.50	14.50	14.50	14.80	14.8	13.9	14.0	13.5
Public Services	7.9	5.9	4.9	5.2	5.2	5.2	5.2	5.3	5.6	6.2	6.2
Computer Support	5.0	5.0	5.0	6.0	6.0	6.3	6.3	6.9	7.3	7.1	7.1
Technical Services	23.1	22.9	20.5	19.3	19.5	17.8	18.3	18.4	16.8	16.7	16.7
Subtotal	55.70	52.00	49.15	49.00	50.20	49.70	50.60	51.3	49.5	50.0	50.0
Percent of total	20.7%	20.3%	20.3%	20.2%	20.4%	19.3%	18.6%	19.2%	19.5%	19.6%	20.0%
<b>Direct Service</b>	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
Alum Rock	10.6	10.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Centr. Pub. Svc.			3.5	4.5	4.5	5.0	5.8	5.5	5.5	5.5	6.9
Bookmobile	5.2	4.5	3.8	3.5	3.5	3.5	3.5	3.4	3.3	3.2	3.2
Campbell	26.1	23.5	21.7	22.2	22.2	22.2	23.3	22.3	20.6	21.3	20.7
Cupertino	36.9	35.0	31.6	32.3	33.8	38.1	39.2	39.3	37.8	40.8	38.8
Gilroy	19.7	18.8	17.8	17.4	18.1	19.5	22.2	20.9	20.4	21.1	20.5
Literacy	2.0	1.0	1.0	1.0	1.0	1.0	1.0	2.5	2.5	2.9	2.9
Los Altos	30.0	30.0	32.1	32.1	31.9	32.0	32.7	31.7	30.0	29.7	28.8
Woodland	5.2	4.7	4.2	4.1	4.1	4.1	4.6	4.1	4.1	4.1	4.1
Milpitas	36.9	35.7	36.5	36.5	34.9	37.8	39.3	40.0	37.7	32.6	30.9
Morgan Hill	17.9	17.7	17.3	16.9	17.4	20.0	21.9	20.8	19.5	20.3	20.0
Saratoga	22.5	22.5	23.2	22.7	24.2	24.9	27.3	25.2	22.9	23.9	23.4
Subtotal	213.0	203.9	192.7	193.2	195.6	208.1	220.8	215.4	204.1	205.3	200.1
Percent of total	79.3%	79.7%	79.7%	79.8%	79.6%	80.7%	81.4%	80.8%	80.5%	80.4%	80.0%
<b>Total FTE</b>	<b>268.7</b>	<b>255.9</b>	<b>241.9</b>	<b>242.2</b>	<b>245.8</b>	<b>257.8</b>	<b>271.4</b>	<b>266.8</b>	<b>253.6</b>	<b>255.2</b>	<b>250.1</b>

	<b>2012/13</b>	<b>2013/14</b>
<b>Benefited FTE:</b>	<b>198.8</b>	<b>204.8</b>
<b>Extra Help FTE:</b>	<b>44.2</b>	<b>29.0</b>
<b>Extra Hours FTE:</b>	<b>12.2</b>	<b>16.4</b>
<b>TOTAL:</b>	<b>255.2</b>	<b>250.2</b>



## Fiscal Year 2013-2014 Services and Supplies Request

EXPENDITURE CATEGORY	FY 11-12 ACTUAL	FY 12-13 Budget (Adj)	FY 12-13 Projected	FY 13-14 Proposed Budget	Change
Safety Shoes	877	1,600	\$ 1,600	1,600	\$ -
Communications & Phone	330,101	350,000	350,000	398,287	48,287
Communications & Phone- Co.	34,632	1,037	6,000	8,884	7,847
Insurance Premiums	8,727	8,500	9,032	9,100	600
Insurance	92,196	117,403	117,403	106,251	(11,152)
Maintenance- Equipment	448,419	543,847	543,847	611,288	67,441
Maintenance- Struct.& Improve.	577,979	507,000	507,000	590,510	83,510
Membership Dues & Fees	18,973	30,000	30,000	30,000	0
Office Expense	384,519	445,000	445,000	445,818	818
Postage Expense-External	6,873	27,000	27,000	132,957	105,957
Postage Expense- Internal	22,456	32,000	32,000	32,000	0
Printing- External	26,063	194,500	181,500	45,000	(149,500)
Printing- Internal	9,256	25,000	25,000	25,000	0
PC Software	315,828	1,113,122	378,492	1,136,557	23,435
Education Exp.- Other	5,143	21,800	21,800	15,800	(6,000)
Workshops, Conf. & Seminars	9,722	30,000	30,000	25,000	(5,000)
Professional Services	284,848	586,900	586,900	381,013	(205,887)
Contract Services	0	13,166	13,166	0	(13,166)
Data Proc. Servc.- External	60,145	35,000	35,000	73,200	38,200
Professional Servc.- Internal	1,214	1,125	1,125	1,247	122
Legal Services	28,907	21,500	23,518	25,800	4,300
Lease- Equipment- Other	113,030	121,000	121,000	152,300	31,300
Rent & Lease Building & Improve.	710,273	692,000	834,943	764,489	72,489
Small Tools & Intstru.	79,389	107,950	107,950	110,279	2,329
PC Hardware	1,707,445	180,112	180,112	359,846	179,734
Library Books	4,464,215	4,250,000	4,450,000	4,210,000	(40,000)
County Overhead	917,173	605,431	605,431	582,598	(22,833)
Furniture	436,411	125,000	155,000	85,725	(39,275)
Garage Fleet Services	123,029	106,225	106,225	128,635	22,410
Fuel	20,301	28,047	28,047	23,855	(4,192)
Mileage	22,674	25,900	25,900	25,900	0
Business Travel	29,176	35,000	35,000	35,000	0
Local Meals and Meetings	1,364	0	1,600	0	0
Utilities	811,696	990,000	900,000	976,000	(14,000)
Misc. Expenses -- Other	9,362	0	9,000	0	0
Low Value Assets	37,407	0	0	0	0
<b>TOTAL</b>	<b>\$12,149,823</b>	<b>\$11,372,165</b>	<b>\$10,925,591</b>	<b>\$11,549,939</b>	<b>\$177,774</b>

### Services and Supplies Summary:

The overall Services and Supplies budget remains relatively flat. The two largest increases are for PC Hardware items (\$100,000 to expand WiFi Coverage, \$50,000 for digital early literacy resources, and \$30,000 to expand the "Tech Toolbar" pilot), and Postage (to encourage more Library District residents to obtain library cards. The Books budget is unchanged, although contributions received during the year will increase the amount available. Also included is a rebudget of \$734,630 to upgrade or replace the ILS (Horizon) system application as detailed in the Technology Replacement and Improvement Plan.

**Books and Materials Budget  
FY 2013-2014**

**Expenditure & Revenue Recap**

2013-14	Traditional	CFD	Local/Gifts	Transfer	TOTAL
<b>REVENUES</b>					
	\$25,947,000	\$5,692,051	\$855,410	\$1,695,191	\$34,189,652
<b>EXPENDITURES</b>					
Operating	\$5,856,494			\$1,559,191	\$7,415,685
Capital				\$136,000	\$136,000
Books, Etc.	\$3,046,590	\$1,138,410	\$25,000		\$4,210,000
Personnel	\$17,043,916	\$4,553,641	\$830,410		\$22,427,967
<b>TOTAL</b>	<b>\$25,947,000</b>	<b>\$5,692,051</b>	<b>\$855,410</b>	<b>\$1,695,191</b>	<b>\$34,189,652</b>

**Community Facilities District Recap**

CFD REVENUES		Personnel	Books
Campbell	\$548,971	\$384,280	\$109,794
Cupertino	\$748,263	\$523,784	\$149,653
Gilroy	\$654,819	\$458,373	\$130,964
Los Altos/Wo	\$491,121	\$343,785	\$98,224
Milpitas	\$1,009,238	\$706,467	\$201,848
Morgan Hill	\$543,759	\$380,631	\$108,752
Saratoga/MS	\$433,904	\$303,733	\$86,781
Subtotal	\$4,430,075	\$3,101,053	\$886,015
Unassigned	\$1,261,976	\$883,382	\$252,395
<b>Total</b>	<b>\$5,692,051</b>	<b>\$3,984,435</b>	<b>\$1,138,410</b>

**Books and Materials Recap**

MATERIALS	Formula Share	Traditional by Formula	CFD Return	Unincorp CFD by formula	Specific Place \$ (City/NCLA)	FY14 TOTAL	FY13 Budgeted	Change from FY13
Campbell	10.48%	\$295,442	\$109,794	\$26,456		\$431,692	\$430,478	\$1,214
Cupertino	22.12%	\$623,409	\$149,653	\$55,824		\$828,886	\$828,743	\$143
Gilroy	10.43%	\$293,850	\$130,964	\$26,313		\$451,127	\$442,359	\$8,768
Los Altos/Woodland	16.44%	\$463,250	\$98,224	\$41,482	\$25,000	\$627,957	\$680,560	(\$52,603)
Milpitas	17.06%	\$480,781	\$201,848	\$43,052		\$725,681	\$725,451	\$230
Morgan Hill	10.10%	\$284,688	\$108,752	\$25,493		\$418,933	\$395,843	\$23,090
Saratoga	13.38%	\$377,169	\$86,781	\$33,774		\$497,725	\$508,566	(\$10,841)
Sub-Total Libraries	100%	\$2,818,590	\$886,015	\$252,395	\$25,000	\$3,982,000	\$4,012,000	(\$30,000)
Gifts						\$0	\$10,000	(\$10,000)
Headquarters*		\$228,000				\$228,000	\$228,000	\$0
<b>GRAND TOTAL</b>		<b>\$3,046,590</b>	<b>\$886,015</b>	<b>\$252,395</b>	<b>\$25,000</b>	<b>\$4,210,000</b>	<b>\$4,250,000</b>	<b>(\$40,000)</b>

\*includes Bookmobile, Literacy, Tech



## **FIXED ASSET and VEHICLE REQUEST**

**Fiscal Year 2013-2014**

### **Fixed Assets**

The following fixed asset requests will be funded with a transfer from the Technology Reserve.

<b>E-Reader Devices</b>	<b>\$120,081</b>
-------------------------	------------------

Pilot to lend e-reader devices pre-loaded with e-books.

<b>Microfilm Scanner</b>	<b>\$66,871</b>
--------------------------	-----------------

The purchase of a microfilm scanner will enable customers to scan documents to USB devices.

<b>Group Work Stations</b>	<b>\$16,600</b>
----------------------------	-----------------

This line item will fund group workstations for patrons to collaborate, and will include large monitors and devices for multiple laptops to plug in and display.

<b>Tally Printer</b>	<b>\$8,194</b>
----------------------	----------------

The current tally printer will be replaced. This printer is used to print overdue notices.

**Total Request: \$211,746**

## BUDGETED RESERVES

### Fiscal Year 2013-2014

#### **Capital Development (Building) Reserve**

**Amount Added: \$ 0**

The designated Building Reserve serves to identify funding for future significant building repair and maintenance obligations. The amount requested to be transferred from this reserve in Fiscal Year 2013-14 is \$136,000 for the following projects:

Replace the circulation desk at Los Altos Library: \$61,000

Increase the budget to replace all public furniture in the Woodland Library: \$25,000

Assess and fix or replace the public address system at Campbell Library: \$50,000

The current balance in this reserve: \$ 1,690,000.

#### **Reserve for Future Operation (Technology)**

**Amount Added: \$0**

The Board established this designated reserve to accrue financing for large, costly computer system upgrades and equipment replacement. In January 2013, the JPA Board considered the three-year comprehensive plan for technology replacement and upgrade and designated funds for technology improvements through 2016. The amount requested to be transferred from this reserve in Fiscal Year 2013-14 is \$762,152. It is needed to pay for the items detailed in the Fixed Asset request and certain Services and Supplies items.

The current balance in this reserve: \$5,631,690

Reserves Recap: The *estimated* status of reserves/ fund balance, following adoption of the FY 2013-14 Budget, is as follows.

\$1,554,000	Building Reserve
\$4,869,538	Technology Reserve
2,242,797	Fund Balance- Economic Uncertainty Designation
1,460,885	Whipple Estate – Los Altos
(1,620,435)	State Prop 1A Property Tax Loan
\$9,096,418	Undesignated Fund Balance

#### **Carryover Budget**

The following amounts budgeted in Fiscal Year 2012-13 are requested to be re-budgeted into Fiscal Year 2013-14:

Replace the Integrated Library (Horizon) System application: \$734,630

Audio-visual and telecommunications equipment for the Dell Avenue building: \$62,409

# Santa Clara County Library District Formula 2013-2014

Library	Population 1-1-12	Percent	Assessed Valuation	Percent	Circulation	Percent	FY 13-14 Formula	FY 12- 13
<b>Campbell</b>	39,882		6,481,228,024					
Unincorporated	8,338		1,574,739,023					
Redevelopment			-685,861,697					
RDA Pass-thru			603,484,089					
RDA Dissolution			<u>82,377,608</u>					
	48,220	13.401%	8,055,967,047	10.766%	704,363	7.278%	<b>10.48%</b>	10.47
<b>Cupertino</b>	59,022		14,621,780,341					
Unincorporated	3,946		463,349,136					
Redevelopment			-165,012,794					
RDA Pass-thru			18,822,634					
RDA Dissolution			<u>53,384,922</u>					
	62,968	17.500%	14,992,324,239	20.036%	2,788,739	28.817%	<b>22.12%</b>	22.17
<b>Gilroy</b>	50,158		5,806,144,639					
Unincorporated	7,549		<u>1,094,540,827</u>					
	57,707	16.037%	6,900,685,466	9.222%	582,234	6.016%	<b>10.43%</b>	10.21
<b>Los Altos</b>	29,460		10,202,177,182					
Los Altos Hills	8,027		5,319,601,025					
Unincorporated	4,224		<u>996,686,674</u>					
	41,711	11.592%	16,518,464,881	22.076%	1,513,395	15.639%	<b>16.44%</b>	16.89
<b>Milpitas</b>	66,966		11,900,711,799					
Unincorporated	307		64,804,075					
Redevelopment			-4,819,409,537					
RDA Pass-thru			192,211,190					
RDA Dissolution			<u>1,663,416,986</u>					
	67,273	18.696%	9,001,734,513	12.030%	1,978,633	20.446%	<b>17.06%</b>	17.08
<b>Morgan Hill</b>	39,127		6,202,955,104					
Unincorporated	7,518		1,720,548,192					
Redevelopment			-1,982,371,575					
RDA Pass-thru			113,040,213					
RDA Dissolution			<u>548,561,370</u>					
	46,645	12.963%	6,602,733,304	8.824%	823,887	8.514%	<b>10.10%</b>	9.41
<b>Saratoga</b>	30,363		10,655,858,904					
Monte Sereno	3,373		1,532,704,711					
Unincorporated	1,562		<u>565,739,575</u>					
	35,298	9.810%	12,754,303,190	17.045%	1,286,063	13.289%	<b>13.38%</b>	13.77
Percentages are based on assigned								
	Population		Assessed Valuation		Circulation			
Total	412,732		85,568,369,860		9,833,350			
Assigned	359,823		74,826,212,640		9,677,314			
Cities	326,378		72,723,161,729					
Unincorporated	33,445		6,480,407,502					
Unassigned	52,909		6,364,800,629		156,036	(Bookmobile, HQ)		
Redevelopment			-4,377,356,591					

Total Unincorp      86,354      12,845,208,131