

Library

Mission Statement

The Glendale Public Library provides services, materials and activities to enrich life, foster literacy, inspire intellectual curiosity and stimulate the imagination.

FY 2002/03 Accomplishments

- Completed Library service area assessment of Glendale Public Libraries.
- Selected a new web-based Library Catalog System to provide improved public access to the Library's catalog.
- In preparation of the opening of the Pacific Park Branch Library:
 - Cataloged and processed the existing Edison School collection, the opening day collection that was purchased by the Library and several thousand donated books.
 - Purchased all furniture and equipment for the site.
 - Accepted grants from Kiwanis Club of Glendale, Soroptomist International of Glendale and the California Retired Teachers Association.
- Completed remodel of the Automation Services Department at Central Library.
- Purchased and set up a new adaptive workstation for visually impaired patrons.
- Reached over 600 students through the Library's Literacy programming.
- Conducted 79 computer workshops introducing the public to the basics of the Internet, word processing and computer hardware. 54 of the workshops were tailored to address the computer needs of seniors. With State funding, produced a video version of the senior computer workshop that will be aired on Channel 6 and available for loan from the Library.
- Presented 13 programs for all levels of readers as part of the John Steinbeck and The Grapes of Wrath Month. This program was partially funded by State Library.
- Participated in a city-wide remembrance of the Armenian Genocide with a variety of programming focused on diversity. Introduced the Genocide Memorial Collection with the purpose of increasing community awareness of all genocides.
- Procured over \$240,000 in grant funding, including second year First 5 L.A. grant funding and implemented programming related to preschoolers and their families
- Reference librarians answered over 2,000 questions through participation in Metropolitan Cooperative Library System's 24/7 online reference service, over 2,500 questions through direct email and approximately 280,000 questions through personal interaction with library users.

FY 2003/04 Goals

- Open Pacific Park Branch Library with appropriate festivities.
- Acquire and install a new web-based library catalog. Train the staff and public on use of new system.
- Complete space utilization project at Central Library to include:
 - Addition of used bookstore operated by the Friends of the Glendale Public Library and expected to raise revenue up to \$50,000 per year.
 - Section for Genocide Memorial Collection
 - Expanded space for International materials collection
 - Enlarged space for Teen Services
 - New Computer lab provided by state funding
 - 2 additional conference rooms for meetings and study
 - Updated area for audio visual materials
 - Upgraded entrance including space for self service check out of materials
 - Increased shelving space to accommodate growing materials collection
 - New carpet throughout all public spaces
- Seek funding through State Library to provide services for people with disabilities related to aging.
- Implement Year 3, First 5 L.A. grant to provide outreach to preschoolers and their families.
- Automate scheduling of all public computer workstations to provide improved efficiency and customer service.
- Continue high level of children’s programming to encourage reading readiness.

2003/04 Budget Adopted Appropriations

	<u>Salaries and Benefits</u>	<u>Maintenance and Operation</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>General Fund</u>				
Administration	655,321	447,193	-	1,102,514
Adult Services	1,642,586	519,845	-	2,162,431
Brand Library	478,600	158,329	-	636,929
Children’s Services	623,796	115,832	-	739,628
Literacy	122,055	17,221	16,000	155,276
Neighborhood Libraries	1,262,265	309,225	-	1,571,490
Budgeted Underexpenditures				(40,000)
Total General Fund	4,784,623	1,567,645	16,000	6,328,268
				-
<u>Library Grant Fund</u>	272,153	192,089	40,532	504,774
<u>Capital Improvement Fund</u>	-	-	300,000	300,000
Total Adopted Appropriation	5,056,776	1,759,734	356,532	7,133,042

	<u>Budget 2003-2004</u>
Total Personnel	59.00

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	655,321
Maintenance & Operation	-	-	-	-	447,193
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	(8,000)
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,094,514</u>

Personnel Classification Detail

	Budget <u>2003-2004</u>
Administrative Analyst	0.00
Administrative Assistant	0.00
Administrative Associate	1.00
Asst. Director of Libraries	1.00
Bookmobile Operator	0.00
Customer Service Representative	0.00
Customer Service Supervisor	0.00
Director of Libraries	1.00
Executive Analyst	0.00
Executive Secretary	1.00
Librarian	0.00
Library Assistant	0.00
Library Circulation Supervisor	0.00
Library Services Administrator	0.26
Library Supervisor	0.00
Library Technician	0.00
Office Services Specialist II	0.00
Senior Administrative Analyst	1.26
Senior Customer Service Rep	0.00
Senior Library Supervisor	1.00
Senior Office Services Assistant	0.00
Senior Office Specialist	0.00
Senior Office Services Specialist	0.00
Technical Staff Assistant	0.52
TOTAL	<u><u>7.04</u></u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	543,476
41200 Overtime	-	-	-	-	910
41300 Hourly Wages	-	-	-	-	43,042
41600 Compensated Absences	-	-	-	-	8,152
41700 Other Benefits	-	-	-	-	1,651
41800 Life Insurance	-	-	-	-	816
41900 Disability Insurance	-	-	-	-	3,566
42000 Vision Insurance	-	-	-	-	931
42100 Medical Insurance	-	-	-	-	33,110
42200 Dental Insurance	-	-	-	-	3,950
42300 Unemployment Insurance	-	-	-	-	543
42400 Compensation Insurance	-	-	-	-	8,967
42500 Medicare	-	-	-	-	5,731
42600 Social Security	-	-	-	-	476
Total	\$ -	\$ -	\$ -	\$ -	\$ 655,321
Maintenance & Operation Detail					
42800 Auto Allowance	-	-	-	-	4,582
43060 Utilities	-	-	-	-	199,927
43080 Rent	-	-	-	-	-
43110 Contractual Services	-	-	-	-	84,450
44100 Repairs to Equipment	-	-	-	-	1,800
44120 Repairs to Office Equipment	-	-	-	-	11,000
44200 Advertising	-	-	-	-	2,000
44300 Telephone	-	-	-	-	1,859
44350 Vehicle Maintenance	-	-	-	-	-
44450 Postage	-	-	-	-	977
44550 Travel	-	-	-	-	3,500
44650 Training	-	-	-	-	4,000
44700 Computer Software	-	-	-	-	3,120
44750 Insurance & Surety Bonds	-	-	-	-	101,422
44800 Membership & Dues	-	-	-	-	700
45050 Periodicals & Newspapers	-	-	-	-	-
45100 Books	-	-	-	-	-
45150 Furniture & Equipment	-	-	-	-	7,822
45250 Office Supplies	-	-	-	-	6,246
45300 Small Tools	-	-	-	-	-

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
45350 General Supplies	-	-	-	-	4,000
46000 Depreciation	-	-	-	-	3,188
46900 Business Meetings	-	-	-	-	600
47000 Miscellaneous	-	-	-	-	6,000
47010 Discount Earned & Lost	-	-	-	-	
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 447,193</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	1,642,586
Maintenance & Operation	-	-	-	-	519,845
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	(8,000)
Total	\$ -	\$ -	\$ -	\$ -	\$ 2,154,431

Personnel Classification Detail

	<u>Budget</u> <u>2003-2004</u>
Administrative Analyst	0.00
Administrative Assistant	0.00
Administrative Associate	0.00
Asst. Director of Libraries	0.00
Bookmobile Operator	0.00
Customer Service Representative	3.50
Customer Service Supervisor	0.00
Director of Libraries	0.00
Executive Analyst	0.00
Executive Secretary	0.00
Librarian	7.34
Library Assistant	1.00
Library Circulation Supervisor	0.70
Library Services Administrator	0.26
Library Supervisor	2.34
Library Technician	2.02
Office Services Specialist II	0.37
Senior Administrative Analyst	0.26
Senior Customer Service Rep	0.70
Senior Library Supervisor	0.00
Senior Office Services Assistant	0.00
Senior Office Specialist	0.70
Senior Office Services Specialist	1.00
Technical Staff Assistant	0.52
TOTAL	<u><u>20.71</u></u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	1,049,242
41200 Overtime	-	-	-	-	24,185
41300 Hourly Wages	-	-	-	-	422,119
41600 Compensated Absences	-	-	-	-	17,209
41700 Other Benefits	-	-	-	-	3,486
41800 Life Insurance	-	-	-	-	1,722
41900 Disability Insurance	-	-	-	-	7,527
42000 Vision Insurance	-	-	-	-	1,965
42100 Medical Insurance	-	-	-	-	69,891
42200 Dental Insurance	-	-	-	-	8,339
42300 Unemployment Insurance	-	-	-	-	1,147
42400 Compensation Insurance	-	-	-	-	18,930
42500 Medicare	-	-	-	-	12,098
42600 Social Security	-	-	-	-	4,726
Total	\$ -	\$ -	\$ -	\$ -	\$ 1,642,586
Maintenance & Operation Detail					
42800 Auto Allowance	-	-	-	-	745
43060 Utilities	-	-	-	-	-
43080 Rent	-	-	-	-	800
43110 Contractual Services	-	-	-	-	192,559
44100 Repairs to Equipment	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	-
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	4,984
44350 Vehicle Maintenance	-	-	-	-	-
44450 Postage	-	-	-	-	3,064
44550 Travel	-	-	-	-	-
44650 Training	-	-	-	-	-
44700 Computer Software	-	-	-	-	3,120
44750 Insurance & Surety Bonds	-	-	-	-	-
44800 Membership & Dues	-	-	-	-	-
45050 Periodicals & Newspapers	-	-	-	-	146,196
45100 Books	-	-	-	-	155,001
45150 Furniture & Equipment	-	-	-	-	1,753
45250 Office Supplies	-	-	-	-	11,623
45300 Small Tools	-	-	-	-	-

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
45350 General Supplies	-	-	-	-	-
46000 Depreciation	-	-	-	-	-
46900 Business Meetings	-	-	-	-	-
47000 Miscellaneous	-	-	-	-	-
47010 Discount Earned & Lost	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 519,845

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	478,600
Maintenance & Operation	-	-	-	-	158,329
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	(8,000)
Total	\$ -	\$ -	\$ -	\$ -	\$ 628,929

Personnel Classification Detail

	Budget 2003-2004
Administrative Analyst	0.00
Administrative Assistant	0.00
Administrative Associate	0.00
Asst. Director of Libraries	0.00
Bookmobile Operator	0.00
Customer Service Representative	1.00
Customer Service Supervisor	0.00
Director of Libraries	0.00
Executive Analyst	0.00
Executive Secretary	0.00
Librarian	1.15
Library Assistant	0.00
Library Circulation Supervisor	0.00
Library Services Administrator	0.12
Library Supervisor	1.15
Library Technician	0.45
Office Services Specialist II	0.00
Senior Administrative Analyst	0.12
Senior Customer Service Rep	1.00
Senior Library Supervisor	1.00
Senior Office Services Assistant	0.00
Senior Office Specialist	0.00
Senior Office Services Specialist	0.00
Technical Staff Assistant	0.23
TOTAL	<u>6.21</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	350,514
41200 Overtime	-	-	-	-	403
41300 Hourly Wages	-	-	-	-	83,081
41600 Compensated Absences	-	-	-	-	5,258
41700 Other Benefits	-	-	-	-	1,065
41800 Life Insurance	-	-	-	-	526
41900 Disability Insurance	-	-	-	-	2,300
42000 Vision Insurance	-	-	-	-	600
42100 Medical Insurance	-	-	-	-	21,354
42200 Dental Insurance	-	-	-	-	2,548
42300 Unemployment Insurance	-	-	-	-	351
42400 Compensation Insurance	-	-	-	-	5,784
42500 Medicare	-	-	-	-	3,696
42600 Social Security	-	-	-	-	1,120
Total	\$ -	\$ -	\$ -	\$ -	\$ 478,600
Maintenance & Operation Detail					
42800 Auto Allowance	-	-	-	-	60
43060 Utilities	-	-	-	-	40,224
43080 Rent	-	-	-	-	-
43110 Contractual Services	-	-	-	-	35,599
44100 Repairs to Equipment	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	-
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	1,092
44350 Vehicle Maintenance	-	-	-	-	-
44450 Postage	-	-	-	-	2,343
44550 Travel	-	-	-	-	-
44650 Training	-	-	-	-	-
44700 Computer Software	-	-	-	-	1,380
44750 Insurance & Surety Bonds	-	-	-	-	-
44800 Membership & Dues	-	-	-	-	-
45050 Periodicals & Newspapers	-	-	-	-	22,471
45100 Books	-	-	-	-	45,435
45150 Furniture & Equipment	-	-	-	-	3,541
45250 Office Supplies	-	-	-	-	5,984
45300 Small Tools	-	-	-	-	-

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
45350 General Supplies	-	-	-	-	200
46000 Depreciation	-	-	-	-	-
46900 Business Meetings	-	-	-	-	-
47000 Miscellaneous	-	-	-	-	-
47010 Discount Earned & Lost	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 158,329</u>

Account Summary	<u>Expenditures Actual 2001-02</u>	<u>Current Year Appropriation 2002-03</u>	<u>Year to Date Expenditures 12/31/02</u>	<u>Estimated Expenditures 2002-03</u>	<u>Budget 2003-04</u>
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	623,796
Maintenance & Operation	-	-	-	-	115,832
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	(8,000)
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 731,628</u>

Personnel Classification Detail

	<u>Budget</u> <u>2003-2004</u>
Administrative Analyst	0.00
Administrative Assistant	0.00
Administrative Associate	0.00
Asst. Director of Libraries	0.00
Bookmobile Operator	0.00
Customer Service Representative	1.25
Customer Service Supervisor	0.00
Director of Libraries	0.00
Executive Analyst	0.00
Executive Secretary	0.00
Librarian	2.13
Library Assistant	0.00
Library Circulation Supervisor	0.25
Library Services Administrator	0.59
Library Supervisor	1.13
Library Technician	0.39
Office Services Specialist II	0.63
Senior Administrative Analyst	0.09
Senior Customer Service Rep	0.25
Senior Library Supervisor	0.00
Senior Office Services Assistant	0.00
Senior Office Specialist	0.25
Senior Office Services Specialist	0.00
Technical Staff Assistant	0.18
TOTAL	<u><u>7.14</u></u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	386,931
41200 Overtime	-	-	-	-	7,928
41300 Hourly Wages	-	-	-	-	178,959
41600 Compensated Absences	-	-	-	-	5,804
41700 Other Benefits	-	-	-	-	1,176
41800 Life Insurance	-	-	-	-	581
41900 Disability Insurance	-	-	-	-	2,539
42000 Vision Insurance	-	-	-	-	663
42100 Medical Insurance	-	-	-	-	23,572
42200 Dental Insurance	-	-	-	-	2,812
42300 Unemployment Insurance	-	-	-	-	387
42400 Compensation Insurance	-	-	-	-	6,384
42500 Medicare	-	-	-	-	4,080
42600 Social Security	-	-	-	-	1,980
Total	\$ -	\$ -	\$ -	\$ -	\$ 623,796
Maintenance & Operation Detail					
42800 Auto Allowance	-	-	-	-	175
43060 Utilities	-	-	-	-	-
43080 Rent	-	-	-	-	-
43110 Contractual Services	-	-	-	-	70,262
44100 Repairs to Equipment	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	-
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	1,432
44350 Vehicle Maintenance	-	-	-	-	-
44450 Postage	-	-	-	-	1,098
44550 Travel	-	-	-	-	-
44650 Training	-	-	-	-	-
44700 Computer Software	-	-	-	-	1,080
44750 Insurance & Surety Bonds	-	-	-	-	-
44800 Membership & Dues	-	-	-	-	-
45050 Periodicals & Newspapers	-	-	-	-	1,100
45100 Books	-	-	-	-	33,782
45150 Furniture & Equipment	-	-	-	-	1,145
45250 Office Supplies	-	-	-	-	4,673
45300 Small Tools	-	-	-	-	-

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
45350 General Supplies	-	-	-	-	1,000
46000 Depreciation	-	-	-	-	-
46900 Business Meetings	-	-	-	-	85
47000 Miscellaneous	-	-	-	-	-
47010 Discount Earned & Lost	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 115,832</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	122,055
Maintenance & Operation	-	-	-	-	17,221
Capital	-	-	-	-	16,000
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 155,276

Personnel Classification Detail

	Budget 2003-2004
Administrative Analyst	0.00
Administrative Assistant	0.00
Administrative Associate	1.00
Asst. Director of Libraries	0.00
Bookmobile Operator	0.00
Customer Service Representative	0.25
Customer Service Supervisor	0.00
Director of Libraries	0.00
Executive Analyst	0.00
Executive Secretary	0.00
Librarian	0.02
Library Assistant	0.00
Library Circulation Supervisor	0.05
Library Services Administrator	0.02
Library Supervisor	0.02
Library Technician	0.06
Office Services Specialist II	0.00
Senior Administrative Analyst	0.02
Senior Customer Service Rep	0.05
Senior Library Supervisor	0.00
Senior Office Services Assistant	0.00
Senior Office Specialist	0.05
Senior Office Services Specialist	0.00
Technical Staff Assistant	0.03
TOTAL	<u>1.56</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	83,433
41200 Overtime	-	-	-	-	665
41300 Hourly Wages	-	-	-	-	27,306
41600 Compensated Absences	-	-	-	-	1,251
41700 Other Benefits	-	-	-	-	254
41800 Life Insurance	-	-	-	-	125
41900 Disability Insurance	-	-	-	-	547
42000 Vision Insurance	-	-	-	-	143
42100 Medical Insurance	-	-	-	-	5,083
42200 Dental Insurance	-	-	-	-	606
42300 Unemployment Insurance	-	-	-	-	83
42400 Compensation Insurance	-	-	-	-	1,377
42500 Medicare	-	-	-	-	880
42600 Social Security	-	-	-	-	302
Total	\$ -	\$ -	\$ -	\$ -	\$ 122,055
Maintenance & Operation Detail					
42800 Auto Allowance	-	-	-	-	13
43060 Utilities	-	-	-	-	-
43080 Rent	-	-	-	-	-
43110 Contractual Services	-	-	-	-	12,759
44100 Repairs to Equipment	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	-
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	965
44350 Vehicle Maintenance	-	-	-	-	-
44450 Postage	-	-	-	-	178
44550 Travel	-	-	-	-	-
44650 Training	-	-	-	-	-
44700 Computer Software	-	-	-	-	180
44750 Insurance & Surety Bonds	-	-	-	-	-
44800 Membership & Dues	-	-	-	-	-
45050 Periodicals & Newspapers	-	-	-	-	-
45100 Books	-	-	-	-	1,817
45150 Furniture & Equipment	-	-	-	-	101
45250 Office Supplies	-	-	-	-	1,208
45300 Small Tools	-	-	-	-	-

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
45350 General Supplies	-	-	-	-	-
46000 Depreciation	-	-	-	-	-
46900 Business Meetings	-	-	-	-	-
47000 Miscellaneous	-	-	-	-	-
47010 Discount Earned & Lost	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,221</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	1,262,265
Maintenance & Operation	-	-	-	-	309,225
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	(8,000)
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,563,490</u>

Personnel Classification Detail

	Budget 2003-2004
Administrative Analyst	0.00
Administrative Assistant	0.00
Administrative Associate	0.00
Asst. Director of Libraries	0.00
Bookmobile Operator	1.00
Customer Service Representative	4.00
Customer Service Supervisor	0.00
Director of Libraries	0.00
Executive Analyst	0.00
Executive Secretary	0.00
Librarian	4.36
Library Assistant	0.00
Library Circulation Supervisor	0.00
Library Services Administrator	0.76
Library Supervisor	4.36
Library Technician	1.08
Office Services Specialist II	0.00
Senior Administrative Analyst	0.26
Senior Customer Service Rep	0.00
Senior Library Supervisor	0.00
Senior Office Services Assistant	0.00
Senior Office Specialist	0.00
Senior Office Services Specialist	0.00
Technical Staff Assistant	0.52
TOTAL	<u>16.34</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	886,270
41200 Overtime	-	-	-	-	910
41300 Hourly Wages	-	-	-	-	262,244
41600 Compensated Absences	-	-	-	-	13,294
41700 Other Benefits	-	-	-	-	2,693
41800 Life Insurance	-	-	-	-	1,330
41900 Disability Insurance	-	-	-	-	5,815
42000 Vision Insurance	-	-	-	-	1,518
42100 Medical Insurance	-	-	-	-	53,992
42200 Dental Insurance	-	-	-	-	6,442
42300 Unemployment Insurance	-	-	-	-	886
42400 Compensation Insurance	-	-	-	-	14,624
42500 Medicare	-	-	-	-	9,346
42600 Social Security	-	-	-	-	2,901
Total	\$ -	\$ -	\$ -	\$ -	\$ 1,262,265
Maintenance & Operation Detail					
42800 Auto Allowance	-	-	-	-	924
43060 Utilities	-	-	-	-	92,226
43080 Rent	-	-	-	-	-
43110 Contractual Services	-	-	-	-	77,637
44100 Repairs to Equipment	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	-
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	3,539
44350 Vehicle Maintenance	-	-	-	-	4,000
44450 Postage	-	-	-	-	1,040
44550 Travel	-	-	-	-	-
44650 Training	-	-	-	-	-
44700 Computer Software	-	-	-	-	3,120
44750 Insurance & Surety Bonds	-	-	-	-	-
44800 Membership & Dues	-	-	-	-	-
45050 Periodicals & Newspapers	-	-	-	-	12,233
45100 Books	-	-	-	-	87,165
45150 Furniture & Equipment	-	-	-	-	12,944
45250 Office Supplies	-	-	-	-	14,312
45300 Small Tools	-	-	-	-	-

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
45350 General Supplies	-	-	-	-	-
46000 Depreciation	-	-	-	-	-
46900 Business Meetings	-	-	-	-	85
47000 Miscellaneous	-	-	-	-	-
47010 Discount Earned & Lost	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 309,225</u>

LIBRARY GRANT
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2004
FUND 275

	Actual Resources 2001-02	Original Estimate 2002-2003	Year to Date 12/31/02	Revised Estimated 2002-2003	Budget 2003-2004
<u>Estimated Financing Resources</u>					
<i>Revenue</i>					
Use of Money & Property	-	-	-	-	-
Revenue From Other Agencies	225,137	500,000	141,133	491,886	321,700
Misc & Non Operating Revenues	10,098	11,000	2,507	5,000	6,000
Fund Balance - Prior Year	35,850	427,831	67,883	-	177,074
Total Estimated Financing Resources	<u>\$ 271,085</u>	<u>\$ 938,831</u>	<u>\$ 211,523</u>	<u>\$ 496,886</u>	<u>\$ 504,774</u>
 <i>Estimated Requirements</i>					
Salaries & Benefits	89,099	482,777	131,237	217,121	272,153
Maintenance & Operation	179,682	406,456	73,974	123,327	192,089
Capital	2,305	49,599	6,313	13,555	40,532
Charges To Other Funds	-	-	-	-	-
Capital Projects	-	-	-	-	-
Unallocated	-	-	-	142,883	-
Total Estimated Requirements	<u>\$ 271,085</u>	<u>\$ 938,831</u>	<u>\$ 211,523</u>	<u>\$ 496,886</u>	<u>\$ 504,774</u>

LIBRARY GRANT
 DETAIL OF FINANCIAL RESOURCES
 FUND 275

<u>Source</u>	Actual Resources 2001-02	Original Estimate 2002-03	Year to Date 12/31/02	Revised Estimated 2002-03	Budget 2003-04
<u>Revenue From Other Agencies</u>					
33100 State Library Grant	16,733	303,000	1,000	180,000	180,000
33110 J. Paul Getty Grant	-	-	-	-	-
33120 State Library Literacy Grant	20,340	20,000	-	27,000	27,000
33130 Library Families for Literacy	16,827	20,000	10,500	20,000	20,000
33140 Library CBET Grant	17,000	17,000	-	-	-
33141 Enhance Child Care/Early Learn	41,073	80,000	37,747	65,000	80,000
33142 Whale Tails Program Grant	113,164	-	4,136	4,136	-
33150 Library ELLI Grant	-	60,000	87,750	195,750	14,700
	<u>\$ 225,137</u>	<u>\$ 500,000</u>	<u>\$ 141,133</u>	<u>\$ 491,886</u>	<u>\$ 321,700</u>
<u>Misc & Non Operating Revenue</u>					
38000 Interest & Inv. Revenue	8,914	11,000	2,507	5,000	6,000
38005 Interest & Inv. (GASB 31)	1,184	-	-	-	-
Total	<u>\$ 10,098</u>	<u>\$ 11,000</u>	<u>\$ 2,507</u>	<u>\$ 5,000</u>	<u>\$ 6,000</u>
Total Revenue	<u><u>\$ 235,235</u></u>	<u><u>\$ 511,000</u></u>	<u><u>\$ 143,640</u></u>	<u><u>\$ 496,886</u></u>	<u><u>\$ 327,700</u></u>

Account Summary	<u>Actual Expenditures 2001-2002</u>	<u>Current Year Appropriation 2002-03</u>	<u>Year to Date Expenditures 12/31/02</u>	<u>Estimated Expenditures 2002-03</u>	<u>Budget 2003-04</u>
<u>Financial</u>					
Salaries & Benefits	89,099	482,777	131,237	217,121	272,153
Maintenance & Operation	179,682	406,456	73,974	123,327	192,089
Capital	2,305	49,599	6,313	13,555	40,532
Charges-Other Depts	-	-	-	-	-
Total	<u>\$ 271,085</u>	<u>\$ 938,831</u>	<u>\$ 211,523</u>	<u>\$ 354,003</u>	<u>\$ 504,774</u>

	Actual Expenditures 2001-2002	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
<u>Salaries & Benefits</u>					
41100 Salaries	-	49,468	-	-	-
41300 Hourly Wages	89,063	433,309	128,159	212,121	271,432
41700 Other Benefits	-	-	3,078	5,000	721
42600 Social Security	35	-	-	-	-
Total	<u>89,099</u>	<u>482,777</u>	<u>131,237</u>	<u>217,121</u>	<u>272,153</u>
<u>Maintenance & Operation Detail</u>					
42800 Auto Allowance	545	600	116	232	287
43110 Contractual Services	78,823	165,166	843	900	-
44300 Telephone	49	-	42	70	100
44450 Postage	134	400	50	225	742
44550 Travel	1,663	5,612	1,847	2,200	3,250
44650 Training	5,973	6,121	887	2,200	2,555
44700 Computer Software	140	200	-	1,400	2,200
44800 Membership and Dues	205	-	-	-	500
45050 Periodicals & Newspapers	115	-	300	300	-
45100 Books	78,021	171,900	67,832	100,000	148,899
45250 Office Supplies	3,359	1,586	240	1,900	100
45350 General Supplies	442	6,346	9	600	7,354
46900 Business Meetings	1,621	500	1,062	3,300	3,000
47000 Miscellaneous	8,593	48,025	746	10,000	23,102
Total	<u>\$ 179,682</u>	<u>\$ 406,456</u>	<u>\$ 73,974</u>	<u>\$ 123,327</u>	<u>\$ 192,089</u>