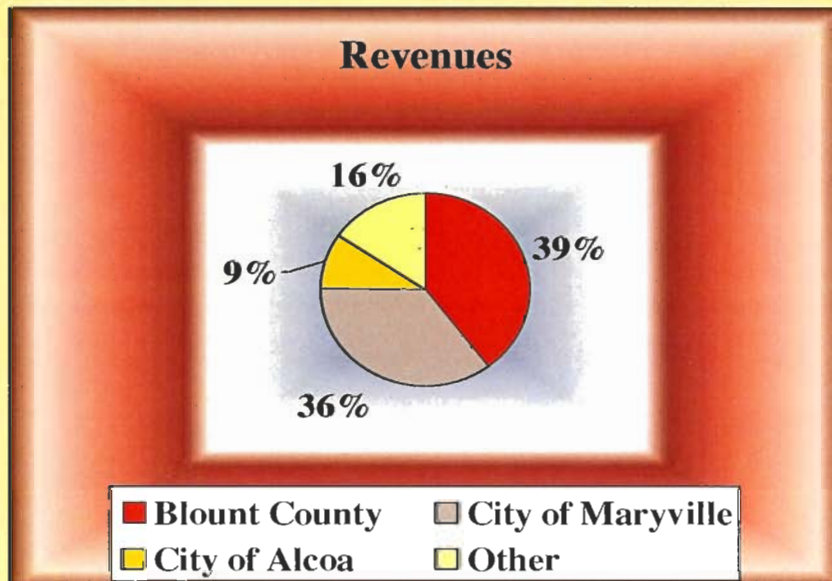
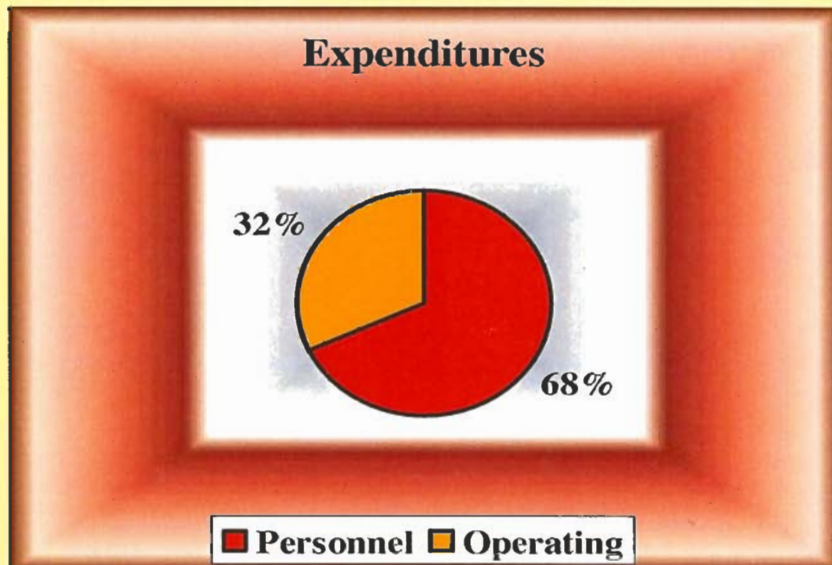


Public Library Fund

Fund 115

The Public Library Fund is used to account for transactions of the Blount County Public Library which is jointly funded by Blount County, the City of Maryville and the City of Alcoa.



Public Library Fund

	<u>ACTUAL FY 2003-04</u>	<u>ACTUAL FY 2004-05</u>	<u>BUDGET FY 2005-06</u>	<u>BUDGET FY 2006-07</u>
BEGINNING BALANCE WITH RESERVES	\$ 335,445	\$ 312,768	\$ 479,772	\$ 452,569
REVENUES/SOURCES				
Charges for Current Services	\$ 97,765	\$ 96,808	\$ 93,000	\$ 91,000
Other Local Revenues	64,532	157,267	149,800	178,000
State of Tennessee	-	4,800	-	-
Other Govt & Citizens Groups	637,916	791,064	807,223	931,393
Other Sources	636,895	791,065	807,224	827,115
TOTAL	<u>\$ 1,437,108</u>	<u>\$ 1,841,004</u>	<u>\$ 1,857,247</u>	<u>\$ 2,027,508</u>
EXPENDITURES/USES				
County Buildings	\$ 121,349	\$ 129,585	\$ 162,526	\$ 175,545
Libraries	1,338,436	1,544,415	1,721,924	1,909,723
TOTAL	<u>\$ 1,459,785</u>	<u>\$ 1,674,000</u>	<u>\$ 1,884,450</u>	<u>\$ 2,085,268</u>
ENDING BALANCE				
Changes in Reserves	\$ (22,677)	\$ 167,004	\$ (27,203)	\$ (57,760)
TOTAL	<u>\$ 312,768</u>	<u>\$ 479,772</u>	<u>\$ 452,569</u>	<u>\$ 394,809</u>
Designated/Reserved	\$ 62,204	\$ 88,434	\$ -	\$ -
Undesignated Fund Balance	250,564	391,338	452,569	394,809
TOTAL	<u>\$ 312,768</u>	<u>\$ 479,772</u>	<u>\$ 452,569</u>	<u>\$ 394,809</u>

County Buildings

51800

The Library seeks to maintain its facility in such a way as to maximize its life cycle through regular janitorial service, routine maintenance and preventative measures. Other planned or preventative maintenance beyond the capability or expertise of the maintenance/custodial staff are contracted (or bid when appropriate).

PERFORMANCE OBJECTIVES

Provide a program of routine and preventative maintenance to ensure maximum cost life cycle utilization of the facility at minimum cost.

Provide the public with a facility which is safe, clean, orderly, odor- and pest-free through regular janitorial service.

PERFORMANCE MEASUREMENTS

Activity	Actual FY 04-05	Estimated FY 05-06	Projected FY 06-07
Conduct routine janitorial tasks 5 of the 7 days each week the Library is open. (Note: A 6th day of limited janitorial service is provided by the day. Custodian/porter funded in cost center 56500.)	Yes	Yes	Yes
Inspect HVAC, metal roof, fire extinguishers, fire alarm, security, elevator and sprinkler systems annually	Yes	Yes	Yes
Perform routine repair to facility	Yes	Yes	Yes

BUDGET CATEGORY SUMMARY

Budget Category	Actual FY 04-05	Estimated FY 05-06	Adopted FY 06-07
Salaries and Wages	\$85,985	\$92,240	\$102,411
Employee Benefits	36,642	43,372	42,180
Contracted Services	5,326	17,088	19,300
Supplies and Materials	1,490	5,000	6,500
Other Charges	142	145	154
Capital Outlay	0	0	5,000
Total	<u>\$129,585</u>	<u>\$157,845</u>	<u>\$175,545</u>

PERSONNEL SCHEDULE

	Actual	Estimated	Budget
Full-Time: (Full Time Equivilant)	FY 04-05	FY 05-06	FY 06-07
Custodial Personnel	<u>3</u>	<u>3</u>	<u>4</u>
Maintenance Personnel	<u>1</u>	<u>1</u>	<u>1</u>
	<u>4</u>	<u>4</u>	<u>5</u>
Part-Time:			
Temporary/Part-Time (* Full Time Equivilant)	<u>0.75</u>	<u>1.5</u>	<u>1.5</u>

It is the stated mission of the Blount County Public Library to "satisfy our customers' need to know." To carry out that mission, the Library provides a diverse collection of materials and services for information, education, cultural enrichment, enjoyment and facilitates access to resources existing outside our own.

The Library is open seven days a week. The Library is currently staffed by a combination of full-time and part-time employees. The Library also recruits and trains volunteers. Fully automated, the Library's collection of over 150,000 items was heavily used in FY 05-06 when total circulation exceeded 722,000.

It is the goal of the Library to conduct its business so as to be an effective and responsible steward of public monies while assuring that its employees have available to them resources to support the numerous activities which are conducted within the Library. While the director of the Library is the primary administrative officer, she is aided by an assistant director and an administrative team which oversee library functions such as reference, budget and facilities management, technical services and children's services.

The new Library, which opened to the public in May 2002, is expected to help meet many of the community's ongoing informational, educational and recreational needs for all age groups.

The Library seeks to maintain its facility and grounds in such a way as to maximize its life cycle through daily janitorial service, routine maintenance and preventive measures.

The Library secures (by competitive pricing and bid) grounds maintenance and pest control each year. In addition, the Library uses the service of off-duty Maryville policemen to provide additional security in the evenings.

PERFORMANCE OBJECTIVES

Provide Blount County residents of all ages access to timely, accurate, and useful library materials, programs, and services to support informational, educational, and recreational needs;

Provide Blount County residents with special needs full access to library information services designed to meet those needs;

Provide Blount County residents with a library staff adequate in number and training so as to be effective and efficient;

Secure adequate funding from diverse sources to remain vital community asset and meet all other objectives.

Activity

Supply the Library Board and funding bodies with regular financial and activity reports;

Provide the library staff with supplies and equipment in quantity and quality so as to enhance their effectiveness and productivity;

Provide the library staff with appropriate continuing education opportunities so as to serve Blount County residents with professionalism and courtesy;

Provide the public with a facility which is safe, clean, orderly, odor- and pest-free through regular and "as needed" custodial and porter services

Plan and implement a grounds maintenance program;

Plan and implement a pest control program; and

Plan & implement a long range plan to improve library services to exceed minimum standards for Tennessee Libraries and includes completion of lower level.

PERFORMANCE MEASUREMENTS

<u>Activity</u>	<u>Actual FY 04-05</u>	<u>Estimated FY 05-06</u>	<u>Projected FY 06-07</u>
Increase collection by 10,000 items annually	10,823	8,000	8,000
Increase library card holders by 5% annually	-1.50% (Purged)	5.70%	5.00%
Circulate 3% more items each year (usage of Library changing)	2.90%	2.50%	2.00%
Increase attendance by 5% annually	1.60%	5.00%	5.00%
Increase Internet use 5% each year	3.00%	5.00%	5.00%

Activity	Actual FY 04-05	Estimated FY 05-06	Projected FY 06-07
Remove outdated, worn or damaged items from the collection; remove from the Library's database items lost in circulation, approximately 3% annually	2.80%	3.00%	3.00%
Retain membership in Chamber of Commerce, Fort Loudoun Regional Library System and the Tennessee Library Association	Yes	Yes	Yes
Provide opportunities for cultural enrichment through programming; increase by 5% annually	97%	5%	5%
Conduct routine tasks of a janitor/porter	Yes	Yes	Yes
Conduct grounds maintenance from March 1 through December 30 by contract with outside firm	Yes	Yes	Yes
Contract with off-duty policemen to provide security during evening and heavy use weekend hours	Yes	Yes	Yes
Spray for pests monthly throughout the year	Yes	Yes	Yes

BUDGET CATEGORY SUMMARY

Budget Category	Actual FY 04-05	Estimated FY 05-06	Adopted FY 06-07
Salaries and Wages	\$800,284	\$841,559	\$945,607
Employee Benefits	236,425	265,478	309,044
Contracted Services	88,640	95,996	133,500
Supplies and Materials	376,060	409,190	477,403
Other Charges	22,184	22,162	22,669
Capital Outlay	11,111	11,800	21,500
Total	<u>\$1,534,704</u>	<u>\$1,646,185</u>	<u>\$1,909,723</u>

BUDGET COMMENTS

The Library Café cost center 56900 is also included under this cost center.

PERSONNEL SCHEDULE

	Actual FY 04-05	Estimated FY 05-06	Budget FY 06-07
Full-Time: (Full Time Equivalent)			
Director	1	1	1
Director of Collection Development	1	1	1
Business Manager	1	1	1
Community Outreach Coordinator	1	1	1
Administrative Assistant	1	1	1
Assistants (incl. Reference Personnel)	14	14	16
Clerical Personnel	1	1	1
Custodial Personnel	1	0	0
	<u>21</u>	<u>20</u>	<u>22</u>
Part-Time:			
Administrative Assistant	0.8	0.8	0.8
Temporary/Part-Time*	11.3	12.3	14.3
	<u>12.0</u>	<u>13.0</u>	<u>15.0</u>

*Fluctuates due to number of hours students are able to work.