

# VENTURA COUNTY LIBRARY

## Budget Policies

(Revised June 4, 2002)

1. The Memorandum of Understanding sets forth a baseline level of service for hours at each library.
2. Property tax, including vehicle license fee revenue, is to be used to support library expenditures within the service area where it was generated.
3. In the event that service area property tax, including vehicle license fee revenue, is more than sufficient to operate a library at the baseline level, any unbudgeted balance will be spent within the service area from which it was generated, whether for library materials, equipment, or building needs.
4. Additional funds generated within service areas, such as parcel tax revenues, general fund contributions, donations, etc. can be used for any library purpose within the service area from which the funds originated. Additional or enhanced funding is not to be used to backfill the deficit of any service area.
5. First priority for use of state Public Library Fund revenue will be to ensure the baseline level of service at all libraries.
6. The cost to expand existing buildings, to undertake extensive major renovation, or to construct new buildings shall be the responsibility of the respective city for Service Areas #1-7, and the county for Service Area #8, except that an unbudgeted balance from the property tax, including vehicle license fee revenue, as defined in Budget Policy #3, may be used for building funds, provided that any interest generated accrues back to the building fund or is used for library operations, including enhancing the level of service.

7. Henceforth, any increase in maintenance costs due to expansion, renovation, or new construction is the responsibility of the service area jurisdiction.

The service area jurisdiction is responsible for costs over and above those for current space. For instance, if current space is 10,000 square feet, and 10,000 more square feet is added, the library district will continue to pay for the costs of the original square footage, and the service area jurisdiction will be responsible for those costs attributable to the additional space. Even though new construction may prove more energy efficient and thus, less costly, the existing costs remain the base for which the library district is responsible.

Additional staff required by additional space will be a responsibility of the service area jurisdiction. The need will be determined either by consultants or by library administration, in consultation with the service area. In some cases, it may be possible to expand without requiring more staff, but this requires careful space and operations planning.

If any service area jurisdiction is unsatisfied with the standard of care provided, they should provide the service themselves, with the knowledge that any savings on the part of the library district will be applied to services or materials at that library.

8. A target contingency fund of 2 ½ % of proposed expenditures is to be included in each fiscal year budget. This contingency percentage will be adjusted downward if, in the future, it requires any service area to utilize local tax resources to fund such a level of expenditure.
9. A target capital repair or replacement reserve of 4% of proposed expenditures is to be included in each fiscal year budget. This capital reserve percentage will be adjusted downward if, in the future, it requires any service area to utilize additional local tax resources to fund such a level of expenditure.
10. If actual revenues from any given service exceed estimates and, therefore, require no Public Library Fund backfill, then those additional PLF revenues should be reserved for the purchase of books and materials and distributed proportionately to all the service areas on an equally weighted population/circulation percentage basis.

Approved by the Library Services Commission: May 9, 2002  
Approved by the Board of Supervisors: June 4, 2002