



**CITY  
OF  
SEMINOLE**

**ADMINISTRATION  
DEPARTMENT**

**LIBRARY  
DIVISION**

## **LIBRARY DIVISION**

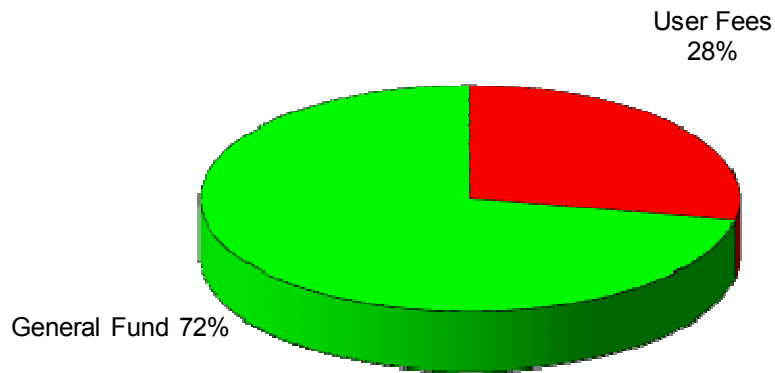
### MISSION STATEMENT

The Seminole Community Library at St. Petersburg College, Seminole Campus, will strive to deliver excellent service in dynamic, innovative, and technologically advanced ways. The library will strive to provide a community commons where all people can meet, learn, and exchange ideas, promote lifelong and formal learning, enhance library patrons' ability to effectively use information and digital media, and enable library patrons to explore and engage current topics and popular titles.

### DESCRIPTION OF RESPONSIBILITIES

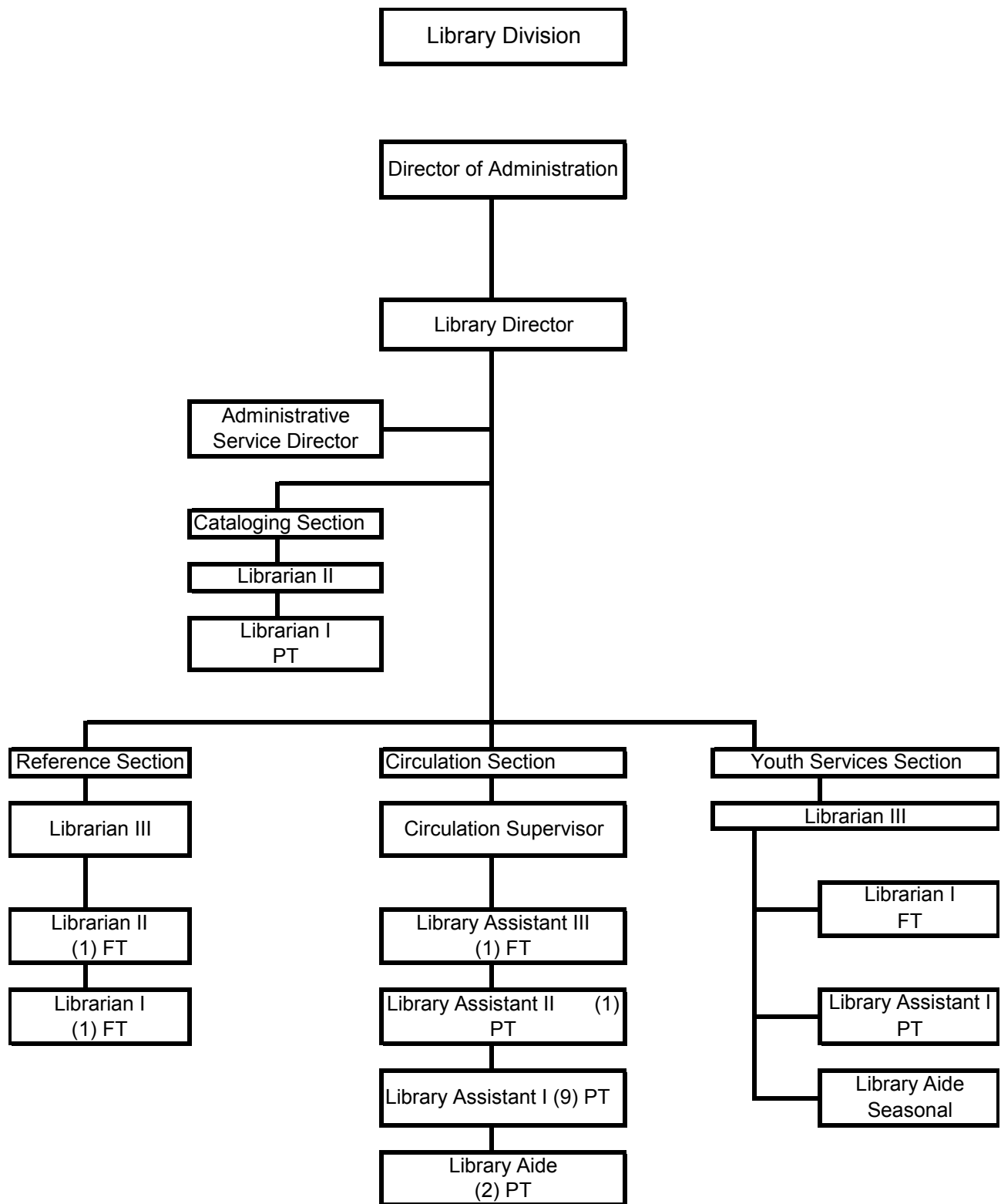
- **Technical Services:** This section is responsible for the cataloging of new acquisitions and donations, including books, videos, audio books, and compact disks. Other responsibilities include processing of all items for shelf-readiness, repairing damaged materials, and discarding obsolete or badly damaged materials.
- **Circulation Services:** This section has responsibility for all aspects of circulation of library materials – check-out, check-in, reserves, overdues, fines and library card registration. The circulation supervisor also has responsibility for coordinating the use of library meeting rooms and general supervision of library volunteers.
- **Reference Services:** The primary duty of the reference section is helping people obtain information they require in virtually any subject. Patrons' questions are answered using the library's print collection, electronic databases or the World Wide Web. Questions are received in person, by telephone, or via electronic mail. Reference staff members also assist patrons using the library's online catalog and public Internet computers, select materials for the adult and young adult (teen) collections, provide interlibrary loan services, maintain the library's web site, and troubleshoot the library's computers.
- **Children's Services:** This section selects children's materials in various formats (books, magazines, audio cassettes, videos); provides reader advisory service for recreational reading and school assignments; conducts programming for pre-school and elementary school age children in the library and through outreach visits; and conducts tours for Scout troops, school classes, etc.
- **Administration:** Library administration provides oversight of all library functions and the library facility; manages the operational and capital improvements budgets; monitors and evaluates employee performance; and coordinates relations with other city departments and divisions, and with other libraries and library organizations.

### **FY10 Library Funding Sources**



This chart shows the source of funding for Library expenditures. The largest sources are the general fund followed by Library Coop contribution and SPC Funding.

The Library receives funding from the Pinellas County Library Cooperative based on an agreement that allows residents from other cities and the unincorporated areas in the county access to our library services. The City also has a joint use agreement with St. Petersburg College concerning the library. The college reimburses the city for the staffing needed to extend the hours of operation required when the school is in session. The College is also responsible for utilities, security, building insurance, building repair and maintenance and custodial expenses. These payments are paid directly by the college and not reflected in the percentages above.



**CITY OF SEMINOLE**  
**FY10 PERSONNEL SUMMARY**  
**Library Division**

<b>POSITION</b>	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>
Library Director	1	1	1	1	1	1	1
Admin Service Dir.	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Circulation Supervisor	1	1	1	1	1	1	1
Librarian III	1	1	1	1	1	1	1
" "	1	1	1	1	1	1	1
Librarian II	1	1	1	1	1	1	1
" "	1	1	1	1	1	1	1
" "	1	1	0	0	0	0	0
Librarian I	1	1	1	1	1	1	1
" "	0	0	1	1	1	1	1
	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Library Assistant III	0	1	1	1	1	1	1
Library Assistant II	0.625	0.625	0.625	0.625	0.625	0.625	0.625
	0	0	0	0.8	0.8	0	0
Library Assistant I	1	0	0	0	0	0.8	0.8
" "	0.75	0.75	0.75	0.75	0.75	0.75	0.75
" "	0.625	0.625	0.625	0.625	0.625	0.625	0.625
	0	0	0	0.5	0.5	0.5	0.5
" "	0.5	0.5	0.5	0.5	0.5	0.5	0.5
" "	0.5	0.5	0.5	0.5	0.5	0.5	0.5
" "	0.5	0.5	0.5	0.5	0.5	0.5	0.5
" "	0.5	0.5	0.5	0.5	0.5	0.5	0.5
" "	0.5	0.5	0.5	0.5	0.5	0.5	0.5
" "	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Library Aide	0.5	0.5	0.5	0.5	0.5	0.5	0.5
" "	0.5	0.5	0.5	0.5	0.5	0.5	0.5
" "	0.5	0.5	0.5	0	0	0	0
<b>TOTAL FTE</b>	<b>16.75</b>	<b>16.75</b>	<b>16.75</b>	<b>17.55</b>	<b>17.55</b>	<b>17.55</b>	<b>17.55</b>
<b>Summer Staff</b>							
Library Aide (10wks @ 40hrs)	1	1	1	1	1	1	1
Total Seasonal	1	1	1	1	1	1	1

**CITY OF SEMINOLE**  
**FY10 BUDGET**  
**Administration Department - Library Division**

ACCOUNT	Dept/Div Acct. #571	FY 05	FY06	FY 07	FY08	FY09	FY09	Y.T.D.	FY10	% Change FY09 TO FY10
		Actual	Actual	Actual	Actual	Adopted	Final Budget	3/31/09	Adopted	
Salaries - Regular	1200	368,403	342,592	367,858	363,100	396,936	396,936	209,182	392,045	-1.2%
Salaries- Seasonal	1300	0	3,688	3,182	2,831	3,404	3,404	0	3,404	0.0%
Salaries - Part Time	1310	195,448	220,014	233,916	241,764	244,151	244,151	130,250	246,993	1.2%
Salaries- Overtime	1400	1,269	1,526	444	1,050	3,020	3,020	437	2,934	-2.8%
Special Education	1503	9,240	8,580	10,560	9,020	11,880	11,880	0	10,560	-11.1%
FICA	2100	43,341	43,498	46,452	46,591	50,693	50,693	25,667	50,349	-0.7%
FRS	2210	17,953	33,963	60,134	60,220	64,058	64,058	33,337	63,884	-0.3%
ICMA	2220	13,965	17,514	0	0	0	0	0	0	0.0%
Health/Life Insurance	2310	42,881	45,590	50,370	47,660	57,316	57,316	26,269	56,665	-1.1%
L/T Disability Insurance	2320	2,810	2,659	2,966	2,771	3,191	3,191	1,501	3,240	1.5%
Workers Compensation	2400	1,656	1,328	1,606	1,144	2,315	2,315	925	1,630	-29.6%
<b>People Costs</b>		<b>696,966</b>	<b>720,952</b>	<b>777,488</b>	<b>776,151</b>	<b>836,964</b>	<b>836,964</b>	<b>427,568</b>	<b>831,704</b>	<b>-0.6%</b>
Prof. Svcs - Cataloging	3170	7,117	2,824	4,996	0	0	0	0	0	0.0%
Prof. Svcs - Other*	3190	0	0	804	5,838	8,430	8,430	2,140	8,430	0.0%
Travel/Per Diem	4000	906	339	1,261	587	750	750	32	750	0.0%
Telephone	4110	63	0	0	0	500	500	0	500	0.0%
Postage/UPS	4120	3,325	2,737	2,753	2,518	3,000	3,000	381	3,000	0.0%
Rental/Lease - Brodart *	4450	0	0	0	3,810	4,000	4,000	1,956	0	-100.0%
Insurance	4500	0	1,226	1,544	1,463	2,452	2,452	944	1,459	-40.5%
Insurance - vehicles	4520	380	400	296	233	396	396	137	235	-40.7%
R & M - Copiers	4610	1,404	0	0	424	1,200	1,200	540	2,000	66.7%
R & M - Computer	4620	234	0	111	16	500	500	480	500	0.0%
R & M - Computer Software	4630	0	0	0	0	350	350	0	350	0.0%
R & M - Vehicles	4660	413	377	75	40	450	450	202	450	0.0%
Printing	4790	1,497	1,244	539	1,909	2,000	2,000	460	2,000	0.0%
Office Supplies*	5110	7,399	8,775	10,440	9,602	11,000	11,000	3,980	11,000	0.0%
Operating Supplies Children	5221	1,484	1,969	1,641	2,071	1,500	1,500	774	1,500	0.0%
Operating Supplies Teen pro	5222	912	467	1,243	830	750	750	368	750	0.0%
Operating Supplies Adult pro	5223	3,111	2,894	3,626	4,011	3,500	3,710	2,708	3,500	-5.7%
Fuel	5240	224	241	307	332	325	325	145	300	-7.7%
Operating Supplies- General	5290	6,499	14,660	8,604	10,190	14,000	14,000	3,842	12,500	-10.7%
Books/Publications	5410	416	480	300	331	400	400	384	400	0.0%
Subscriptions	5420	730	10,335	8,565	10,497	10,500	10,500	8,244	3,500	-66.7%
Dues/Memberships	5430	1,255	1,285	1,295	1,260	1,500	1,500	1,283	1,500	0.0%
Conf./ Training/Education	5440	2,538	844	575	640	1,000	1,000	270	1,000	0.0%
<b>Operational Costs</b>		<b>41,286</b>	<b>51,097</b>	<b>48,975</b>	<b>56,602</b>	<b>68,503</b>	<b>68,713</b>	<b>29,270</b>	<b>55,624</b>	<b>-19.0%</b>
Capital Outlay - Computers	6401	0	0	0	699	0	0	0	0	0.0%
Books/Publications & Lib Ma	6600	80,000	75,000	71,630	76,092	80,000	80,849	42,680	80,000	-1.1%
<b>Capital Outlay</b>		<b>80,000</b>	<b>75,000</b>	<b>71,630</b>	<b>76,791</b>	<b>80,000</b>	<b>80,849</b>	<b>42,680</b>	<b>80,000</b>	<b>-1.1%</b>
<b>Interfund Transfer</b>	<b>6900</b>	<b>5,749</b>	<b>1,820</b>	<b>10,190</b>	<b>11,908</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>		<b>824,001</b>	<b>848,869</b>	<b>908,283</b>	<b>921,452</b>	<b>985,467</b>	<b>986,526</b>	<b>499,518</b>	<b>967,328</b>	<b>-1.9%</b>

\* Expenses previously funded entirely or in part by State Aid to Libraries program. This program was eliminated by the legislature in FY08.

\*\* Expenses in this account funded by SPC

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***CITY OF SEMINOLE***  
***Fiscal Year 2010***  
***Library Division***

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**PERSONNEL COSTS**

**Salaries -- Regular – 1200**

**\$392,045** -- Wages for nine full-time employee positions in the Library Division.

**Salaries – Seasonal – 1300**

**\$3,404** – Wages for one full-time employee for 10 weeks in the Library Division.

**Salaries – Part Time - 1310**

**\$246,993** – Wages for 15 part-time employee positions in the Library Division.

**Salaries – Overtime - 1400**

**\$2,934** – Overtime needed due to illness, vacations, and attendance at staff meetings and workshops.

**Special Education – 1503**

**\$10,560** – Education Special Pay is for completed work related degree programs.

**FICA - 2100**

**\$50,349** – FICA is budgeted at a rate of 7.65% of salary.

**FRS - 2210**

**\$63,884** – Pension benefits for the Florida Retirement plan.

**Health/Life Insurance - 2310**

**\$56,665** – Health and Life insurance coverage for Library Division employees.

**L/T Disability Insurance – 2320**

**\$3,240** – Long Term Disability insurance coverage for Library Division employees.

**Workers' Compensation - 2400**

**\$1,630** – Workers' compensation at a rate of .25% for clerical positions.

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***CITY OF SEMINOLE***  
***Fiscal Year 2010***  
***Library Division***

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**OPERATIONAL COSTS**

**Professional Services/Other – 3190**

**\$8,430** – Adding bibliographic records of new material to the OCLC database (\$1,930); interlibrary loan searches in OCLC database (\$4,800); Sunline port maintenance with Tampa Bay Library Consortium (\$1,700).

**Travel/Per Diem – 4000**

**\$750** – Travel, lodging, and meals for staff attendance at meetings, conferences, classes, and continuing education workshops sponsored by the Chamber of Commerce (\$100), Florida Library Association (\$300), and Library Days Legislative Advocacy (\$100).

**Telephone – 4110**

**\$500** – Toll and long distance telephone service. *Cost of local telephone service assumed by St. Petersburg College under terms of Intergovernmental Agreement.*

**Postage/UPS – 4120**

**\$3,000** – Postage and package delivery for overdue notices, correspondence, orders, inter-library loan, OCLC orders and returns, borrow service.

**Insurance - 4500**

**\$1,459** – Estimated cost for insurance coverage for the Library.

**Insurance / Vehicles – 4520**

**\$235** – Insurance for vehicle shared by Library and Recreation Divisions.

**R & M / Copiers – 4610**

**\$2,000** – Repair and maintenance service for the main staff copier/printer.

**R&M / Computer Hardware – 4620**

**\$500** – Repair and maintenance of staff computers.

**R & M / Computer Software – 4630**

**\$350** – Covers computer software upgrades.

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***Library Division***

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**R & M / Vehicles – 4660**

**\$450** – Estimated repair costs on City vehicle shared by Library and Recreation Divisions.

**Printing – 4790**

**\$2,000** – Printing of library bookmarks, brochures, stationery, business cards.

**Office Supplies – 5110**

**\$11,000** – Copier paper, copier/printer supplies, pens, pencils, labels, tape, rubber stamps and pads, binders, adhesives, batteries, file folders, cash register tape, poster board, foam board, etc.

**Operating Supplies / Children’s Programming – 5221**

**\$1,500** – Programming expenses for children: summer reading club materials, refreshments, prizes, game and craft materials, decorations, promotional materials, special guests and entertainers.

**Operating Supplies / Teen Programming – 5222**

**\$750** – Programming expenses for teens: summer reading club materials, refreshments, prizes, decorations, promotional materials, special guests and entertainers.

**Operating Supplies / Adult Programming – 5223**

**\$3,500** – Friends of the Library Luncheon (\$1,500); Volunteer Appreciation Luncheon (\$2,000).

**Operating Supplies / Fuel – 5240**

**\$300** – Fuel for vehicle shared with Recreation Division.

**Operating Supplies / General – 5290**

**\$12,500** – Library supplies: audio and video cases, signage, bottled water and cups, signs and badges, barcode readers, security cases, tags, and detacher, date due cards, book carts, disposal of used electronic equipment, book pockets, labels, sign and brochure holders, bookends, batteries, flags, coffee, cups, refreshments from Cherubs Café for meetings hosted by the library.

**Books/Publications/Subscriptions – 5410**

**\$400** – Professional publications for continuing education for staff.

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***CITY OF SEMINOLE***  
***Fiscal Year 2010***  
***Library Division***

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**Subscriptions – 5420**

**\$3,500** – Subscriptions to magazines, newspapers, book reviews, and journals for the public and staff.

**Dues/Memberships – 5430**

**\$1,500** – Memberships for supervisory and professional staff in the American Library Association (6 staff -- \$1,000) and Florida Library Association (9 staff -- \$500).

**Conferences/Training/Education – 5440**

**\$1,000** – Registration and tuition fees for staff attendance at conferences, classes, and continuing education workshops sponsored by St. Petersburg College (3-4 staff -- \$200), Florida Library Association (2 staff -- \$300), annual staff development day (\$500).

**Books/Publications & Library Materials – 6600**

**\$80,000** – Books, audio-visual materials, subscriptions to electronic databases, cataloging and processing of library materials.