

COUNTY MUSEUM

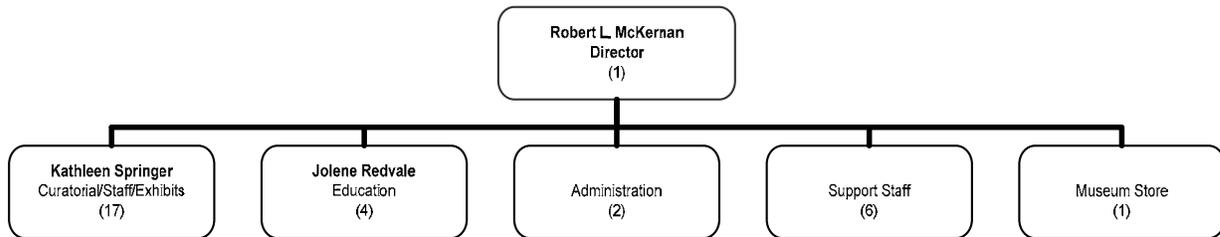
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MISSION STATEMENT

The San Bernardino County Museum maintains and develops unique cultural and natural science collections related to the region and the greater Southwest. Through responsible collection, preservation, exhibition, and education, the County Museum inspires the public to a deeper understanding of their cultural and natural history.



ORGANIZATIONAL CHART



2010-11 AND 2011-12 ACCOMPLISHMENTS

- The Museum secured, through Board of Supervisors (Board) approval in 2009-10, a grant from the California Cultural Heritage Endowment for \$1,935,000. Utilizing these state funds, four major exhibitions were completed in 2011-12 in the Hall of Geological Wonders.
- Through Board approval action, acquired the Victor Valley Museum in 2009-10. Museum staff renovated and installed all new exhibition content and an interpretative desert garden with a theme “Discover Your Backyard,” thereby meeting American Museum Accreditation standards for the facility and re-opened to the public in March 2011.
- Secured in 2009-10, the Institute of Museum and Library Services grant with Board approval for \$333,000 for refurbishments to Bird Hall and development of two exhibitions in Hall of Geological Wonders (Time Tube and Plate Tectonics), which was completed in 2011-12.
- The Museum was identified by the Southern California Earthquake Center as a California “Epicenter.” The Museum provides public outreach and education to the public and hosts The Great California ShakeOut event annually, where 500 to 1,000 students and visitors attend the Museum for earthquake preparedness and science education programming.

OPERATIONS AND COMMUNITY SERVICES



GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: ENHANCE PUBLIC AWARENESS OF MUSEUM SERVICES/PROGRAMS AND INCREASE ACCESSIBILITY TO MUSEUM COLLECTIONS.

Objective: Increase public visitation and use of the County Museum and branch sites.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage increase in Museum Visitors.	2%	3%	5%	6%	10%

GOAL 2: EXPANSION/REFURBISHMENT OF THE MUSEUM'S MAIN FACILITY IN REDLANDS.

Objective: Secure contributions to assist with interior exhibits for the new Hall of Geological Wonders and the Museum's Public Space Exhibit Galleries.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Total secured contributions to assist with interior exhibits for the new Hall of Geological Wonders and the Museum's Public Space Exhibit Galleries.	290,000	1,550,000	1,000,000	309,000	375,000

It was anticipated the Department would receive a grant in 2011-12 through the State of California Prop 84 in the amount of \$4.4 million over 3½ years to facilitate completion of the Hall of Geological Wonders' public exhibition displays; the grant was not awarded. The 2012-13 target contributions include funding for Americans with Disabilities Act (ADA) and Museum Lobby Capital Improvement Projects.



SUMMARY OF BUDGET UNITS

2012-13						
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
County Museum	3,458,127	1,582,111	1,876,016			30
Total General Fund	3,458,127	1,582,111	1,876,016			30
Enterprise Fund						
Museum Store	79,407	60,000			(19,407)	1
Total Enterprise Fund	79,407	60,000			(19,407)	1
Total - All Funds	3,537,534	1,642,111	1,876,016		(19,407)	31

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Museum	4,144,827	3,114,911	3,117,899	3,450,743	3,458,127
Museum Store	93,546	103,849	71,214	68,355	79,407
Total	4,238,373	3,218,760	3,189,113	3,519,098	3,537,534

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Museum	1,520,579	1,539,021	1,615,981	1,590,195	1,582,111
Museum Store	100,000	100,000	70,366	67,000	60,000
Total	1,620,579	1,639,021	1,686,347	1,657,195	1,642,111

5-YEAR NET COUNTY COST TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Museum	2,624,248	1,575,892	1,501,918	1,860,548	1,876,016
Total	2,624,248	1,575,892	1,501,918	1,860,548	1,876,016

5-YEAR NET BUDGET TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Museum Store	6,454	(3,849)	(848)	(1,355)	(19,407)
Total	6,454	(3,849)	(848)	(1,355)	(19,407)

Note: Beginning in fiscal year 2012-13, Capital Expenditures have been included and Depreciation has been excluded in appropriation in enterprise and internal service funds for budgetary purposes. In the table above, prior years have been restated for consistency.



County Museum

DESCRIPTION OF MAJOR SERVICES

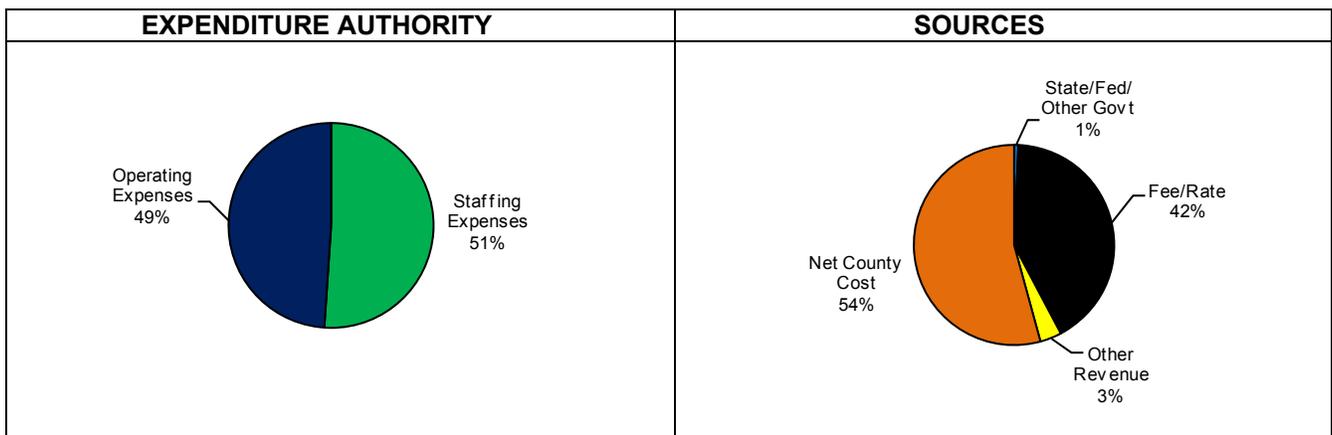
The San Bernardino County Museum ranks among the top regional museums in California. It contains an encyclopedic collection of cultural and natural heritage in public trust from the greater Southwest region. The Museum is comprised of the following divisions: Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. All divisions provide educational services for families, general public, school groups, educators, and scholars at the main Museum facility and historic sites. The Museum provides cultural and natural science educational programs and activities for the public at its facility in Redlands, as well as the following seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (John Rains House) in Rancho Cucamonga, Daggett Stone Hotel in Barstow, Asistencia Outpost of the Mission San Gabriel in Redlands, Yorba-Slaughter Families Adobe in Chino, Yucaipa Adobe in Yucaipa, and the Victor Valley Museum in Apple Valley. These programs and activities involve the preservation of cultural and natural heritage collections, display of permanent and special exhibitions, and care and preservation of historical sites depicting the history and culture of San Bernardino County and the greater southwest region.

Budget at a Glance	
Total Expenditure Authority	\$3,458,127
Total Sources	\$1,582,111
Net County Cost	\$1,876,016
Total Staff	30
Funded by Net County Cost	54%

Museum programs (including school programs, research symposiums, museum internships, travel programs, special events, and guest lecture series) promote learning and awareness through community outreach, partnerships with educational institutions, and research that enhances both the collections and educational services. Approximately 2.0 million permanent and loaned collections are preserved for the benefit of the public and the scientific community. The County Museum has been accredited from the American Association of Museums since February 23, 1973. In 2002, the Museum received its reaccreditation that will continue through 2015.

Furthermore, all divisions are active in discipline related research programs that contribute directly to public benefit by enhancing museum exhibit content through primary information acquired through research activities. In addition, Anthropology/Archeological Information Center provides archeological land use information for public and private sector based on the Museum fee schedule. The Biological Sciences and the Geological Science Divisions conduct scientific field research and studies for public and private agencies which is a revenue source for the Museum. This field research results in valuable collections being accessioned into the museum collections that are curated and exhibited for public education and benefit at the main facility and historic sites.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
Authorized Positions	2010-11 Final	2011-12 Adopted	2011-12 Final	2012-13 Adopted					
Regular	31	24	22	22					
Limited Term	13	8	8	8					
Total	44	32	30	30					
Staffing Expenses	\$2,312,848	\$1,830,837	\$1,829,837	\$1,765,067					

ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Operations and Community Services
 DEPARTMENT: County Museum
 FUND: General

BUDGET UNIT: AAA CCM
 FUNCTION: Recreation and Cultural Services
 ACTIVITY: Culture

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	2,751,774	2,502,258	2,312,848	1,829,324	1,829,837	1,765,067	(64,770)
Operating Expenses	991,795	616,253	955,311	1,688,820	1,689,906	1,693,060	3,154
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	3,743,569	3,118,511	3,268,159	3,518,144	3,519,743	3,458,127	(61,616)
Reimbursements	(93,622)	(3,600)	(150,261)	(69,675)	(69,000)	0	69,000
Total Appropriation	3,649,947	3,114,911	3,117,898	3,448,469	3,450,743	3,458,127	7,384
Operating Transfers Out	450,000	0	0	0	0	0	0
Total Requirements	4,099,947	3,114,911	3,117,898	3,448,469	3,450,743	3,458,127	7,384
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	62,167	402,613	822,589	86,137	85,250	24,250	(61,000)
Fee/Rate	1,027,774	800,622	413,179	744,603	745,945	1,437,935	691,990
Other Revenue	109,735	230,178	380,188	759,078	759,000	107,950	(651,050)
Total Revenue	1,199,676	1,433,413	1,615,956	1,589,818	1,590,195	1,570,135	(20,060)
Operating Transfers In	387,936	105,606	0	0	0	11,976	11,976
Total Sources	1,587,612	1,539,019	1,615,956	1,589,818	1,590,195	1,582,111	(8,084)
Net County Cost	2,512,335	1,575,892	1,501,942	1,858,651	1,860,548	1,876,016	15,468
Budgeted Staffing					30	30	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Appropriation for staffing expenses has a modest \$64,000 decrease primarily attributed to a net zero staffing change that reflects the deletion of a higher cost regular position and the addition of a lower cost contract position for different programmatic purposes. This staffing expense savings helped offset the \$69,000 decrease in reimbursements. Departmental revenue has only an overall \$8,000 decrease; although, there are large shifts in revenue amounts that are attributed to budgeting for the revenues within the proper source categories.



MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$1,765,067 fund 30 budgeted positions that provide program services and oversight for the main Museum facility and 7 regional historic sites. Operating expenses of \$1,693,060 include services and supplies expenses of \$396,380 required for educational programming, exhibits, and advertising of Museum activities/programs; COWCAP charges of \$683,288; central services charges of \$399,929 for Facilities Management and Information Services Department (ISD) charges; travel of \$65,000; and transfers of \$148,463 primarily related to Museum’s off-site storage. Departmental revenue of \$1,582,111 is derived from admission fees, educational services revenues, and various contract-based sources.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing changes in the 2012-13 budget have an overall net “zero” impact. The increase of staffing costs from the contract paleontological project facilitator position approved by the Board of Supervisors on March 13, 2012 (which is incorporated in the 2012-13 budget) is offset by the decrease in staffing costs of a vacant Administrative Supervisor I position as part of the 2012-13 budget process. As a result of these staffing changes, the Museum programmatic impact is manageable from the stand point of the existing level of service.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	3	0	3	3	0	0	3
Curatorial/Staff/Exhibits	9	8	17	17	0	0	17
Education	4	0	4	4	0	0	4
Support Staff	6	0	6	5	1	0	6
Total	22	8	30	29	1	0	30

Administration	Curatorial/Staff/Exhibits	Education
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director	1 Senior Curator	1 Museum Educator
1 Accounting Technician	4 Museum Curator	2 Museum Education Specialist
1 Fiscal Assistant	1 Museum Associate Curator	1 Education Program Presenter
<u>3 Total</u>	3 Museum Excavation Tech	<u>4 Total</u>
	3 Historic Site Manager	
	3 Resident Caretaker	
	1 Museum Preparator	
	1 Contract Project Facilitator	
	<u>17</u>	
Support Staff		
<u>Classification</u>		
1 Security Tech II		
1 Media Specialist		
1 Registrar		
1 General Maintenance Worker		
1 Secretary		
1 General Service Worker II		
<u>6 Total</u>		



Museum Store

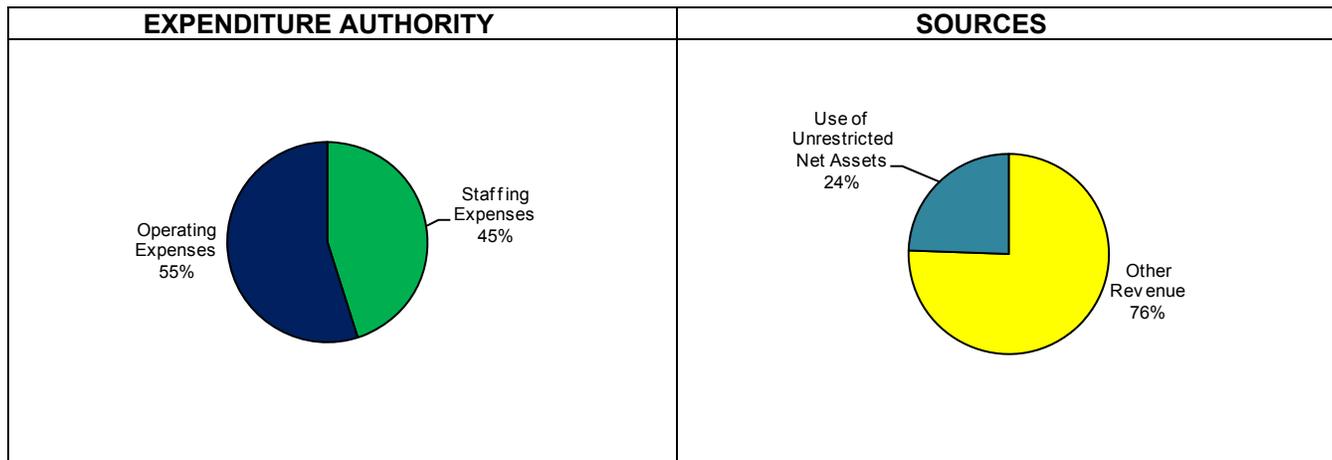
DESCRIPTION OF MAJOR SERVICES

The Museum Store operates as an enterprise fund under the management of the San Bernardino County Museum. The Store is considered an essential part of the visitor experience and provides many museum related items for sale including books and publications, educational toys, thematic novelty items for exhibitions, jewelry, minerals, and souvenirs. The Garden Café offers snack products, pastries and bottled beverages and food items for events to enhance the visitor experience.

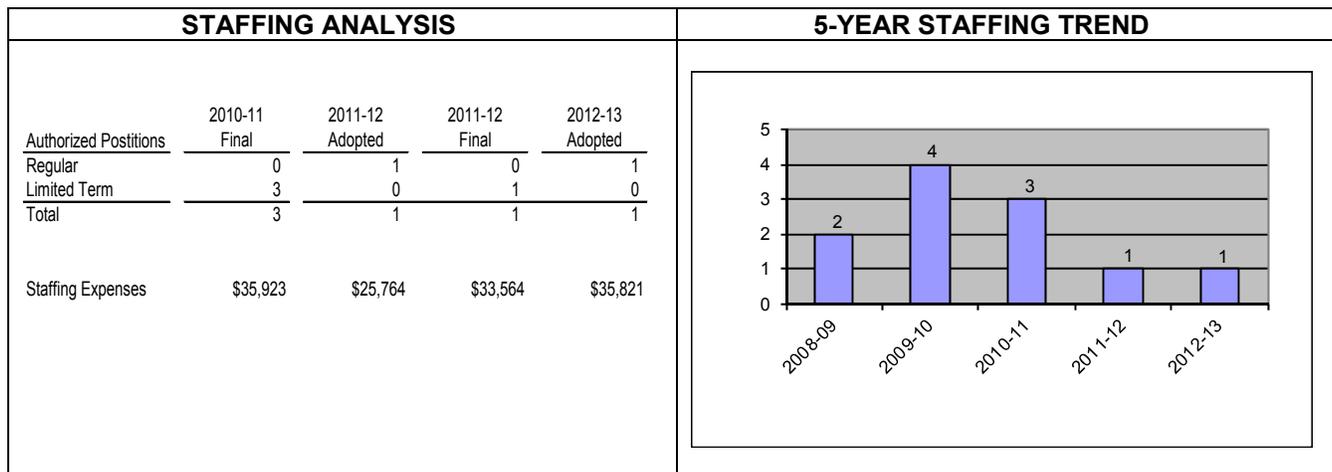
Budget at a Glance

Total Expenditure Authority	\$79,407
Total Sources	\$60,000
Net Budget	(\$19,407)
Estimated Unrestricted Net Assets	\$59,800
Use of Unrestricted Net Assets	\$19,407
Total Staff	1

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: County Museum
FUND: Museum Store

BUDGET UNIT: EMM CCR
FUNCTION: Recreation and Cultural Services
ACTIVITY: Culture

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	47,288	50,191	35,923	33,537	33,564	35,821	2,257
Operating Expenses	50,311	26,806	21,788	127	250	43,586	43,336
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	34,541	0	(34,541)
Total Exp Authority	97,599	76,997	57,711	33,664	68,355	79,407	11,052
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	97,599	76,997	57,711	33,664	68,355	79,407	11,052
Operating Transfers Out	10,000	0	0	0	0	0	0
Total Requirements	107,599	76,997	57,711	33,664	68,355	79,407	11,052
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	93,196	72,041	70,366	66,566	67,000	60,000	(7,000)
Total Revenue	93,196	72,041	70,366	66,566	67,000	60,000	(7,000)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	93,196	72,041	70,366	66,566	67,000	60,000	(7,000)
Net Budget	(14,403)	(4,956)	12,655	32,902	(1,355)	(19,407)	(18,052)
				Budgeted Staffing	1	1	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses are increasing for the one General Services Worker II position, as the position is budgeted at the proper level for 2012-13, based on the conversion from a Public Service Employee to this classification as part of the 2011-12 budget process. Contingencies for unanticipated expenses are eliminated, and instead the appropriation authority is included within operating expenses to purchase store inventory. The revenue budget has been adjusted to reflect a lower level of anticipated sales of museum novelty items/souvenirs. The department plans to explore out-sourcing opportunities for the Museum Store program, as it has become increasingly difficult for staff to operate it in a profitable manner.

MAJOR EXPENDITURES AND REVENUE INCLUDED IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$35,821 fund 1 position that operates the Museum Store. Operating expenses of \$43,586 are specific to purchases for resale (inventory). Departmental revenue of approximately \$60,000 is generated from novelty items/souvenirs product sales, and is intended to be the financing source for the aforementioned inventory purchases and salary expenses.

STAFFING CHANGES AND OPERATIONAL IMPACT

There are no staffing changes for 2012-13.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Museum Store	1	0	1	1	0	0	1
Total	1	0	1	1	0	0	1

Museum Store	
Classification	
1	General Services Worker II
1	Total

OPERATIONS AND COMMUNITY SERVICES

