

120 - PUBLIC LIBRARY

Operational Summary

Mission:

To enhance the quality of life for County residents by offering access to information and other resources for leisure opportunities, learning, business and community interaction.

Strategic Goals:

- Provide opportunities for the population to meet their learning and leisure needs through a variety of media and delivery systems.
- Promote and facilitate community interaction in learning, cultural and recreational activities.

Key Outcome Indicators:

At a Glance:

Total FY 2004-2005 Projected Expend + Encumb:	30,592,729
Total Recommended FY 2005-2006	32,525,854
Percent of County General Fund:	N/A
Total Employees:	422.00

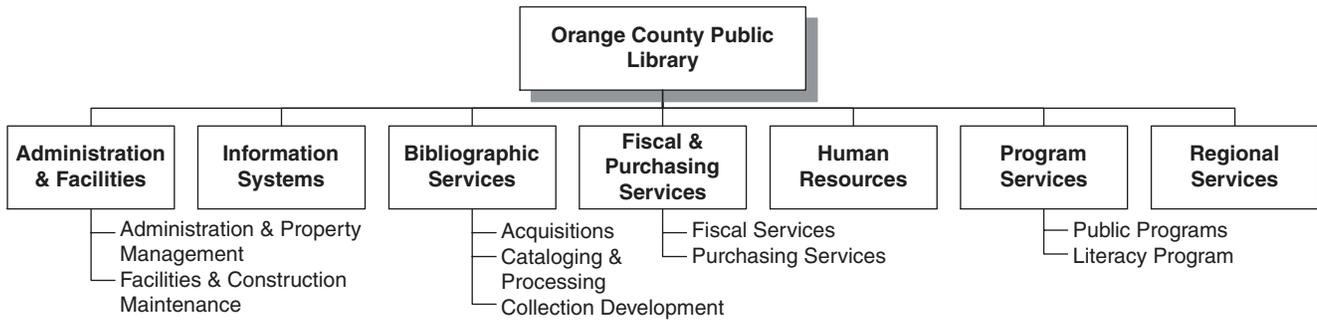
Performance Measure	2004 Business Plan	2005 Business Plan	How are we doing?
	Results	Target	
CUSTOMER SATISFACTION AND UTILIZATION OF LIBRARY SERVICES What: Measures use of library products and services. Measures use of technology Why: Quantifies delivered service Identifies ROI in technology	6,875,502 items borrowed (+6%); 144,173 children attended programs (+9%); 450,000 hours of internet access provided(+5%); 440,000 remote website connections (+11%)	7,013,012 items borrowed(+2%); 148,498 children attend programs (+3%); 475,000 hours of internet access provided (+5.5%); 485,000 remote website connections (+10%)	Items borrowed and children attended programs are increasing. Public response for use of new information technology is exceeding our projections.
PROGRESS IN CONSTRUCTING LIBRARY FACILITIES ON SCHEDULE AND WITHIN BUDGET What: Measures our ability to complete construction plans providing facilities for library activity Why: Growing population requires increased library infrastructure	Began bid process for Wheeler Branch July 2004.	Begin re bid process for Wheeler Branch January 2006.	Wheeler Branch will open in mid 2007.

FY 2004-05 Key Project Accomplishments:

- 7,013,012 items borrowed, a 2% increase.
- 148,498 children attended programs, a 10% increase.
- Conduct survey of users and nonusers of the library.
- 475,000 hours of internet access provided to the public, a 6% increase.
- 485,000 remote website connections, a 10% increase.



Organizational Summary



Administration & Facilities - Manages maintenance and construction of all library facilities, real estate functions, overall administrative coordination, delivery service, warehouse operations, and support for the Library Advisory Board.

Information Systems - Provides support, planning and management of all library computer systems including internal operations network, interfaces with other County systems, circulation and other internal mainframe functions, patron access catalog and remote access databases, public and staff internet access, and library web site.

Bibliographic Services - Manages evaluation and selection of books, databases, periodicals and all other library materials, orders and receives all new materials, catalogs and processes new materials for use in libraries and repairs damaged materials.

Fiscal & Purchasing Svcs - Manages the overall financial operations of the Library, including the budget, purchasing, developer agreement management, operational allocation process, payroll and accounts payable.

Human Resources - Manages all personnel and HR functions including recruitments, Performance Incentive Program coordination, staff training, disciplinary actions and departmental Labor Management Committee.

Program Services - Provides coordination of Childrens' Services program systemwide, public relations, Orangewood Childrens' Home Library, Adult Literacy program and Adult Services planning.

Regional Services - Manages operations of 29 branch libraries, public services provided in libraries, and coordination of construction/renovation projects.

County Librarian - Provides overall management of department and serves as staff to Library Advisory Board.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- Staffing generally decreased until FY 97-98 because of the loss of funds due to the ERAF shift. Staffing has expanded starting in FY 97-98 with the addition of more days per week of public service at all branch libraries, with the assumption of the decentralized functions of Human Resources, Purchasing, Facilities maintenance and construction and the addition of new libraries in Aliso Viejo, Costa Mesa, Laguna Hills, Foothill Ranch and Ladera Ranch which opened in September 2003. A net reduction of 10 positions in FY 2003-04 from the Final Budget in FY 2002-03 was used to help offset a reduction in State Public Library Fund revenue. The addition of 2 position for FY 2004-05 was to pre-

pare for the opening of Wheeler Ranch. Three positions are requested for FY 2005-06; an Assistant County Librarian to redistribute the span of control, a Facilities Mechanic to service library branches and a Staff Specialist for the Literacy Program.

Budget Summary

Plan for Support of the County's Strategic Priorities:

The Orange County Public Library will continue to work with the Library Advisory Board to provide and develop services responsive to the communities we serve. Staff will continue to implement and refine the organizational measurement program (ROG) and the employee pay for performance program (PIP). In line with the Strategic Plan, the Library will continue to operate solely through dedicated Library Fund revenue sources, maintaining a Net County Cost of zero.

Changes Included in the Recommended Base Budget:

Included for the base budget is maintenance of FY 04-05 service levels at all branches and a 35% increase in the book and library material budget.

Requested Budget Augmentations and Related Performance Results:

Unit Amount	Description	Performance Plan	Brass Ser.
ADD 1 STAFF SPECIALIST FOR LITERACY PROGRAM Amount:\$ 0	Staff Specialist will serve as the Literacy Learner Coordinator in the Literacy Program.	Orient, assess, intake, & match potential learners, maintain contact & increase retention.	1262
ADD 1 FACILITIES MECHANIC POSITION Amount:\$ 0	A Facilities Mechanic will provide general facilities maintenance for the branch Library system.	Maintain library facilities at current service levels & respond to priority or emergency jobs.	1312
ADD 1 ASSISTANT COUNTY LIBRARIAN POSITION Amount:\$ 0	The Assistant County Librarian (ACL) will supervise the public & library technical services units.	Supervise 7 managers, improve interface of units, increase efficiency & eliminate duplication.	1313
ESTABLISH PASSPORT PROGRAM AT COSTA MESA BRANCH LIBRARY Amount:\$ 25,504	Establish a pilot program for collecting passport applications at the Costa Mesa Branch Library.	Fee collections will be examined to verify revenues meet twice the costs for salaries & benefits.	2670

Proposed Budget History:

Sources and Uses	FY 2003-2004	FY 2004-2005	FY 2004-2005	FY 2005-2006	Change from FY 2004-2005	
	Actual	Budget As of 3/31/05	Projected ⁽¹⁾ At 6/30/05	Recommended	Projected Amount	Percent
Total Positions	-	422	422	422	0	0.00
Total Revenues	31,924,581	30,584,415	31,151,848	32,525,854	1,374,006	4.41
Total Requirements	31,949,308	30,596,113	30,987,894	32,525,854	1,537,960	4.96
Balance	(24,726)	(11,698)	163,955	0	(163,955)	-100.00

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2004-05 projected requirements included in "At a Glance" (Which exclude these).



Detailed budget by expense category and by activity is presented for agency: Public Library in the Appendix on page page 568

Highlights of Key Trends:

- Utilization of services and resources by the public continue to increase. Circulation count of items borrowed from libraries is expected to set an all time high record of some 7 million items borrowed in FY 2004-05. An increase of 2% is expected for FY 2005-06.
- Access to library collection, databases and services from remote locations via the library website are increasing significantly as more functionality is added to the site; an expected increase of 10% for FY 2004-05 and another 5% for FY 2005-06.

Budget Units Under Agency Control:

No.	Agency Name	Administration & Facilities	Information Systems	Bibliographic Services	Fiscal & Purchasing Svcs	Human Resources	Program Services	Regional Services	County Librarian	Total
119	Public Library - Capital	3,475,514	0	0	0	0	0	0	0	3,475,514
120	Public Library	5,876,363	1,013,250	4,927,066	1,214,162	317,957	972,879	17,768,534	435,643	32,525,854
	Total	9,351,877	1,013,250	4,927,066	1,214,162	317,957	972,879	17,768,534	435,643	36,001,368



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Summary of Proposed Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2003-2004		FY 2004-2005		FY 2004-2005		FY 2005-2006		Change from FY 2004-2005	
	Actual		Budget		Projected ⁽¹⁾		Recommended		Projected	
			As of 3/31/05		As of 6/30/05				Amount	Percent
Taxes	\$ 25,445,262	\$	27,385,427	\$	27,707,696	\$	29,555,239	\$	1,847,543	6.66%
Fines, Forfeitures & Penalties	7,681		8,178		7,809		8,043		234	2.99
Revenue from Use of Money and Property	87,977		120,600		82,649		84,127		1,478	1.78
Intergovernmental Revenues	1,291,476		1,600,194		1,490,110		1,268,012		(222,098)	-14.90
Charges For Services	1,052,409		1,189,358		1,194,231		1,183,931		(10,300)	-0.86
Miscellaneous Revenues	301,784		305,384		283,608		262,547		(21,061)	-7.42
Other Financing Sources	1,115,980		0		0		0		0	0.00
Total FBA	2,278,540		(24,726)		(24,726)		163,955		188,681	-763.07
Reserve For Encumbrances	343,472		0		410,472		0		(410,472)	-100.00
Total Revenues	31,924,581		30,584,415		31,151,848		32,525,854		1,374,006	4.41
Salaries & Benefits	22,086,062		22,252,379		22,362,529		23,238,125		875,596	3.91
Services & Supplies	8,124,185		7,831,609		8,112,248		8,735,949		623,701	7.68
Services & Supplies Reimbursements	(110,103)		(141,150)		(141,087)		(155,395)		(14,308)	10.14
Other Charges	1,840,071		653,275		654,204		687,175		32,971	5.03
Fixed Assets	9,093		0		0		20,000		20,000	0.00
Total Requirements	31,949,308		30,596,113		30,987,894		32,525,854		1,537,960	4.96
Balance	\$ (24,726)	\$	(11,698)	\$	163,955	\$	0	\$	(163,955)	-100.00%

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2004-05 projected requirements included in "At a Glance" (Which exclude these).

Proposed Budget Summary of Administration & Facilities:

Revenues/Appropriations	FY 2003-2004		FY 2004-2005		FY 2004-2005		FY 2005-2006		Change from FY 2004-2005	
	Actual		Budget		Projected ⁽¹⁾		Recommended		Projected	
			As of 3/31/05		As of 6/30/05				Amount	Percent
Revenue from Use of Money and Property	\$ 34,958	\$	0	\$	0	\$	0	\$	0	0.00%
Charges For Services	680		0		0		0		0	0.00
Other Financing Sources	515,980		0		0		0		0	0.00
Total Revenues	551,618		0		0		0		0	0.00
Salaries & Benefits	1,385,265		1,434,931		1,453,723		1,523,481		69,758	4.79
Services & Supplies	3,548,455		3,562,170		3,928,722		3,804,455		(124,267)	-3.16
Services & Supplies Reimbursements	(110,103)		(141,150)		(141,087)		(155,395)		(14,308)	10.14

Proposed Budget Summary of Administration & Facilities:

Revenues/Appropriations	FY 2003-2004	FY 2004-2005		FY 2005-2006	Change from FY 2004-2005	
	Actual	Budget As of 3/31/05	Projected ⁽¹⁾ As of 6/30/05	Recommended	Projected Amount	Percent
Other Charges	837,791	650,200	650,198	683,822	33,624	5.17
Fixed Assets	9,093	0	0	20,000	20,000	0.00
Total Requirements	5,670,500	5,506,151	5,891,556	5,876,363	(15,193)	-0.25
Balance	\$ (5,118,883)	\$ (5,506,151)	\$ (5,891,556)	\$ (5,876,363)	\$ 15,193	-0.25%

Proposed Budget Summary of Information Systems:

Revenues/Appropriations	FY 2003-2004	FY 2004-2005		FY 2005-2006	Change from FY 2004-2005	
	Actual	Budget As of 3/31/05	Projected ⁽¹⁾ As of 6/30/05	Recommended	Projected Amount	Percent
Salaries & Benefits	\$ 755,689	\$ 736,641	\$ 746,035	\$ 772,317	\$ 26,282	3.52%
Services & Supplies	215,096	282,288	263,885	240,933	(22,952)	-8.69
Total Requirements	970,785	1,018,929	1,009,920	1,013,250	3,330	0.32
Balance	\$ (970,785)	\$ (1,018,929)	\$ (1,009,920)	\$ (1,013,250)	\$ (3,330)	0.32%

Proposed Budget Summary of Bibliographic Services:

Revenues/Appropriations	FY 2003-2004	FY 2004-2005		FY 2005-2006	Change from FY 2004-2005	
	Actual	Budget As of 3/31/05	Projected ⁽¹⁾ As of 6/30/05	Recommended	Projected Amount	Percent
Salaries & Benefits	\$ 1,877,375	\$ 1,972,864	\$ 1,984,190	\$ 2,091,156	\$ 106,966	5.39%
Services & Supplies	2,520,533	2,165,701	2,083,724	2,835,910	752,186	36.09
Total Requirements	4,397,907	4,138,565	4,067,914	4,927,066	859,152	21.12
Balance	\$ (4,397,907)	\$ (4,138,565)	\$ (4,067,914)	\$ (4,927,066)	\$ (859,152)	21.12%

Proposed Budget Summary of Fiscal & Purchasing Svcs:

Revenues/Appropriations	FY 2003-2004	FY 2004-2005		FY 2005-2006	Change from FY 2004-2005	
	Actual	Budget As of 3/31/05	Projected ⁽¹⁾ As of 6/30/05	Recommended	Projected Amount	Percent
Salaries & Benefits	\$ 1,057,126	\$ 1,085,591	\$ 1,089,288	\$ 1,115,952	\$ 26,664	2.44%
Services & Supplies	44,943	75,378	73,618	98,210	24,592	33.40
Total Requirements	1,102,069	1,160,969	1,162,906	1,214,162	51,256	4.40
Balance	\$ (1,102,069)	\$ (1,160,969)	\$ (1,162,906)	\$ (1,214,162)	\$ (51,256)	4.40%

Proposed Budget Summary of Human Resources:

Revenues/Appropriations	FY 2003-2004		FY 2004-2005		FY 2004-2005		Change from FY 2004-2005	
	Actual	Budget	As of 3/31/05	Projected ⁽¹⁾	As of 6/30/05	Recommended	Projected	Percent
Salaries & Benefits	\$ 328,934	\$ 328,934	\$ 335,831	\$ 341,529	\$ 341,529	\$ 308,742	\$ (32,787)	-9.60%
Services & Supplies	5,969	5,969	8,111	6,734	6,734	9,215	2,481	36.84
Total Requirements	334,904	334,904	343,942	348,263	348,263	317,957	(30,306)	-8.70
Balance	\$ (334,904)	\$ (334,904)	\$ (343,942)	\$ (348,263)	\$ (348,263)	\$ (317,957)	\$ 30,306	-8.70%

Proposed Budget Summary of Program Services:

Revenues/Appropriations	FY 2003-2004		FY 2004-2005		FY 2004-2005		Change from FY 2004-2005	
	Actual	Budget	As of 3/31/05	Projected ⁽¹⁾	As of 6/30/05	Recommended	Projected	Percent
Salaries & Benefits	\$ 641,544	\$ 641,544	\$ 650,660	\$ 655,552	\$ 655,552	\$ 686,216	\$ 30,664	4.67%
Services & Supplies	258,272	258,272	389,212	388,581	388,581	286,663	(101,918)	-26.22
Total Requirements	899,815	899,815	1,039,872	1,044,133	1,044,133	972,879	(71,254)	-6.82
Balance	\$ (899,815)	\$ (899,815)	\$ (1,039,872)	\$ (1,044,133)	\$ (1,044,133)	\$ (972,879)	\$ 71,254	-6.82%

Proposed Budget Summary of Regional Services:

Revenues/Appropriations	FY 2003-2004		FY 2004-2005		FY 2004-2005		Change from FY 2004-2005	
	Actual	Budget	As of 3/31/05	Projected ⁽¹⁾	As of 6/30/05	Recommended	Projected	Percent
Charges For Services	\$ 1,051,258	\$ 1,051,258	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Miscellaneous Revenues	233,590	233,590	0	0	0	0	0	0.00
Total Revenues	1,284,848	1,284,848	0	0	0	0	0	0.00
Salaries & Benefits	15,691,368	15,691,368	15,709,459	15,764,367	15,764,367	16,405,582	641,215	4.06
Services & Supplies	1,513,706	1,513,706	1,333,162	1,351,773	1,351,773	1,359,599	7,826	0.57
Other Charges	1,002,280	1,002,280	3,075	4,006	4,006	3,353	(653)	-16.30
Total Requirements	18,207,354	18,207,354	17,045,696	17,120,146	17,120,146	17,768,534	648,388	3.78
Balance	\$ (16,922,506)	\$ (16,922,506)	\$ (17,045,696)	\$ (17,120,146)	\$ (17,120,146)	\$ (17,768,534)	\$ (648,388)	3.78%



Proposed Budget Summary of County Librarian:

Revenues/Appropriations	FY 2003-2004	FY 2004-2005		FY 2004-2005	FY 2005-2006	Change from FY 2004-2005	
	Actual	Budget	Projected ⁽¹⁾	As of 6/30/05	Recommended	Projected	Percent
		As of 3/31/05				Amount	
Taxes	\$ 25,445,262	\$ 27,385,427	\$ 27,707,696	\$ 29,555,239	\$ 1,847,543	6.66%	
Fines, Forfeitures & Penalties	7,681	8,178	7,809	8,043	234	2.99	
Revenue from Use of Money and Property	53,019	120,600	82,649	84,127	1,478	1.78	
Intergovernmental Revenues	1,291,476	1,600,194	1,490,110	1,268,012	(222,098)	-14.90	
Charges For Services	472	1,189,358	1,194,231	1,183,931	(10,300)	-0.86	
Miscellaneous Revenues	68,194	305,384	283,608	262,547	(21,061)	-7.42	
Other Financing Sources	600,000	0	0	0	0	0.00	
Total FBA	2,278,540	(24,726)	(24,726)	163,955	188,681	-763.07	
Reserve For Encumbrances	343,472	0	410,472	0	(410,472)	-100.00	
Total Revenues	30,088,116	30,584,415	31,151,848	32,525,854	1,374,006	4.41	
Salaries & Benefits	348,762	326,402	327,845	334,679	6,834	2.08	
Services & Supplies	17,211	15,587	15,210	100,964	85,754	563.80	
Total Requirements	365,973	341,989	343,055	435,643	92,588	26.98	
Balance	\$ 29,722,142	\$ 30,242,426	\$ 30,808,793	\$ 32,090,211	\$ 1,281,418	4.15%	