

# 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:

Performance Measure	2005 Business Plan	2006 Business Plan	How are we doing?
	Results	Target	
<b>CUSTOMER SATISFACTION AND UTILIZATION OF LIBRARY SERVICES</b> <b>What:</b> Measures use of library products and services. Measures use of technology <b>Why:</b> Quantifies delivered service Identifies ROI in technology	7,052,233 items borrowed (+2%); 163,800 children attended programs (+5%); 525,000 hours of internet access provided(+11%); 996,000 remote website connections (+20%)	7,193,278 items borrowed(+2%); 168,714 children attend programs (+3%); 550,000 hours of internet access provided (+5%); 1,095,800 remote website connections (+10%)	Items borrowed and children attended programs are increasing. Public response for use of new information technology is exceeding our projections.
<b>PROGRESS IN CONSTRUCTING LIBRARY FACILITIES ON SCHEDULE AND WITHIN BUDGET</b> <b>What:</b> Measures our ability to complete construction plans providing facilities for library activity <b>Why:</b> Growing population requires increased library infrastructure	Conducted bid re-design and re-bid of Wheeler Ranch	Construct Wheeler Branch	Wheeler Branch will open in mid 2007.

### FY 2005-06 Key Project Accomplishments:

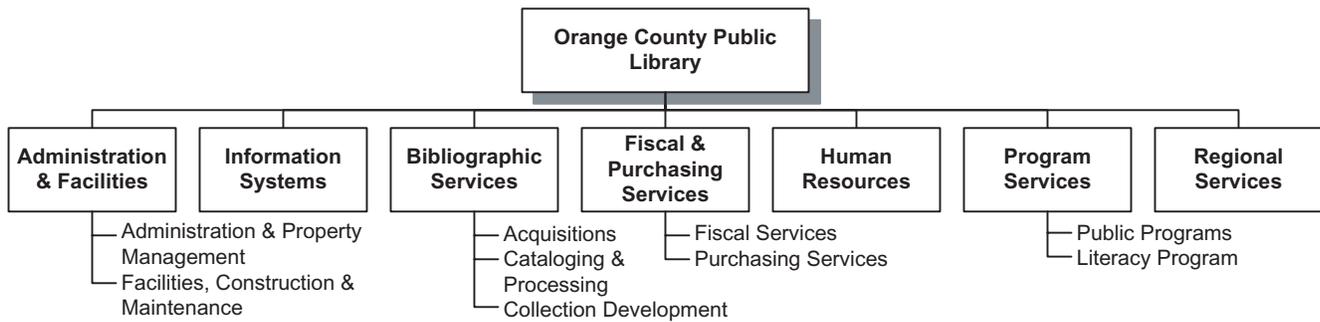
- 7,052,233 items borrowed, a 2% increase; 163,800 children attended programs, a 5% increase; 525,000 hours of internet access provided to the public, an 11% increase; 996,000 remote website connections, a 20% increase

### At a Glance:

Total FY 2005-2006 Projected Expend + Encumb:	34,806,795
Total Recommended FY 2006-2007	37,243,457
Percent of County General Fund:	N/A
Total Employees:	430.00



## 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.

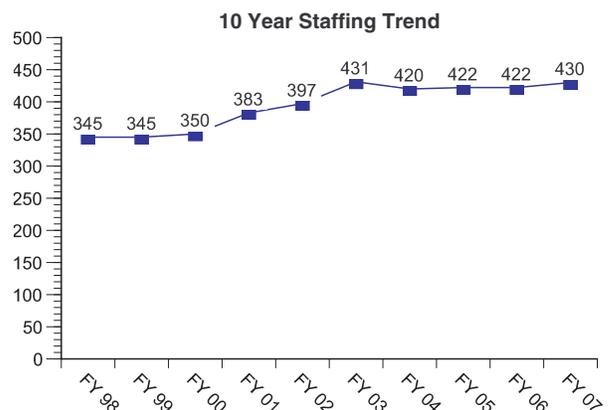
**Human Resources** - Manages all personnel and HR functions including recruitments, Performance Incentive Program coordination, staff training, disciplinary actions and departmental Labor Management Committee.

**Program Services** - Provides coordination of Children's Services program systemwide, public relations, Orangewood Children's 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, Foot-hill 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. Eight positions were added to provide for additional service hours at branches, mid-year FY 05-06.

### Changes Included in the Recommended Base Budget:

Included in the base budget is maintenance of FY 05-06 service levels at all branches, a \$250,000 increase to the operating reserve and an increase in the book and library material budget.

## 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.

### Requested Budget Augmentations and Related Performance Results:

Unit Amount	Description	Performance Plan	BRASS Ser.
<b>Add 1 Library Assistant to Meet Increased Cataloging Demand Amount:\$ 0</b>	Cataloging/processing of new materials, gift titles, digitizing historical images/documents	Provide public with more and varied access to information, books and new materials	4735

### Proposed Budget History:

Sources and Uses	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual	Budget As of 3/31/06	Projected <sup>(1)</sup> At 6/30/06	Recommended	Projected Amount	Projected Percent
Total Positions	421	430	430	430	0	0.00
Total Revenues	31,635,645	34,911,108	36,270,364	37,243,457	973,093	2.68
Total Requirements	30,764,617	34,911,108	35,275,282	37,243,457	1,968,175	5.58
Balance	871,028	0	995,082	0	(995,082)	-100.00

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2005-06 projected requirements included in "At a Glance" (Which exclude these).

Columns may not total correctly due to rounding.

Detailed budget by expense category and by activity is presented for agency: Public Library in the Appendix on page A111

### Highlights of Key Trends:

- Utilization of services and resources by the public continue to increase. Circulation count of items borrowed from the Library is expected to set an all time high record of some seven million items borrowed in FY 05-06. An increase of two percent is expected for FY 06-07.
- 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 twenty percent for FY 05-06 and another ten percent for FY 06-07.



**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	6,589,740	0	0	0	0	0	0	0	6,589,740
120	Public Library	7,606,616	1,564,842	6,086,146	1,256,143	332,057	1,017,087	18,593,176	787,390	37,243,457
	<b>Total</b>	<b>14,196,356</b>	<b>1,564,842</b>	<b>6,086,146</b>	<b>1,256,143</b>	<b>332,057</b>	<b>1,017,087</b>	<b>18,593,176</b>	<b>787,390</b>	<b>43,833,197</b>

## 120 - Public Library

### Summary of Proposed Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006		FY 2005-2006		Change from FY 2005-2006	
	Actual	Budget	Projected <sup>(1)</sup>	FY 2006-2007	Projected	Amount	Percent	
Taxes	\$ 28,497,860	\$ 30,911,905	\$ 31,361,859	\$ 33,159,171	\$ 1,797,312	5.73%		
Fines, Forfeitures & Penalties	6,129	8,043	6,313	6,500	187	2.96		
Revenue from Use of Money and Property	131,071	103,915	125,927	124,800	(1,127)	-0.89		
Intergovernmental Revenues	1,587,838	1,479,735	1,652,181	1,428,009	(224,172)	-13.57		
Charges For Services	1,184,192	1,209,435	1,150,678	1,187,604	36,926	3.21		
Miscellaneous Revenues	348,072	327,047	332,300	317,291	(15,009)	-4.52		
Other Financing Sources	0	0	264,815	25,000	(239,815)	-90.56		
Total FBA	(24,726)	871,028	871,028	995,082	124,054	14.24		
Reserve For Encumbrances	(94,791)	0	505,263	0	(505,263)	-100.00		
<b>Total Revenues</b>	<b>31,635,645</b>	<b>34,911,108</b>	<b>36,270,364</b>	<b>37,243,457</b>	<b>973,093</b>	<b>2.68</b>		
Salaries & Benefits	22,573,742	23,523,287	23,396,559	24,463,144	1,066,585	4.56		
Services & Supplies	7,527,005	8,891,185	9,365,168	10,704,940	1,339,772	14.31		
Services & Supplies Reimbursements	(141,149)	(117,142)	(117,142)	(106,412)	10,730	-9.16		
Other Charges	655,019	706,175	708,407	518,185	(190,222)	-26.85		
Fixed Assets	0	35,139	49,826	38,600	(11,226)	-22.53		
Other Financing Uses	150,000	1,872,464	1,872,464	1,375,000	(497,464)	-26.57		
Reserves	0	0	0	250,000	250,000	0.00		
<b>Total Requirements</b>	<b>30,764,617</b>	<b>34,911,108</b>	<b>35,275,282</b>	<b>37,243,457</b>	<b>1,968,175</b>	<b>5.58</b>		
<b>Balance</b>	<b>\$ 871,028</b>	<b>\$ 0</b>	<b>\$ 995,082</b>	<b>\$ 0</b>	<b>\$ (995,082)</b>	<b>-100.00%</b>		

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2005-06 projected requirements included in "At a Glance" (Which exclude these).

Columns may not total correctly due to rounding.

### Proposed Budget Summary of Administration & Facilities:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006		FY 2005-2006		Change from FY 2005-2006	
	Actual	Budget	Projected <sup>(1)</sup>	FY 2006-2007	Projected	Amount	Percent	
Revenue from Use of Money and Property	\$ 26,201	\$ 0	\$ 0	\$ 0	\$ 0	0.00%		
Charges For Services	283	0	0	0	0	0.00		
<b>Total Revenues</b>	<b>26,485</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>		
Salaries & Benefits	1,469,721	1,544,409	1,538,489	1,622,727	84,238	5.48		
Services & Supplies	3,452,758	3,910,391	4,196,501	4,163,116	(33,385)	-0.80		
Services & Supplies Reimbursements	(141,149)	(117,142)	(117,142)	(106,412)	10,730	-9.16		

### Proposed Budget Summary of Administration & Facilities:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual	Budget As of 3/31/06	Projected <sup>(1)</sup> At 6/30/06	Recommended	Projected Amount	Percent
Other Charges	651,945	702,150	704,382	513,585	(190,797)	-27.09
Fixed Assets	0	20,139	22,677	38,600	15,923	70.22
Other Financing Uses	150,000	1,872,464	1,872,464	1,375,000	(497,464)	-26.57
<b>Total Requirements</b>	<b>5,583,275</b>	<b>7,932,411</b>	<b>8,217,371</b>	<b>7,606,616</b>	<b>(610,755)</b>	<b>-7.43</b>
<b>Balance</b>	<b>\$ (5,556,790)</b>	<b>\$ (7,932,411)</b>	<b>\$ (8,217,371)</b>	<b>\$ (7,606,616)</b>	<b>\$ 610,755</b>	<b>-7.43%</b>

### Proposed Budget Summary of Information Systems:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual	Budget As of 3/31/06	Projected <sup>(1)</sup> At 6/30/06	Recommended	Projected Amount	Percent
Salaries & Benefits	\$ 785,802	\$ 772,317	\$ 775,482	\$ 788,609	\$ 13,127	1.69%
Services & Supplies	211,462	254,263	267,302	776,233	508,931	190.40
Fixed Assets	0	15,000	13,015	0	(13,015)	-100.00
<b>Total Requirements</b>	<b>997,264</b>	<b>1,041,580</b>	<b>1,055,799</b>	<b>1,564,842</b>	<b>509,043</b>	<b>48.21</b>
<b>Balance</b>	<b>\$ (997,264)</b>	<b>\$ (1,041,580)</b>	<b>\$ (1,055,799)</b>	<b>\$ (1,564,842)</b>	<b>\$ (509,043)</b>	<b>48.21%</b>

### Proposed Budget Summary of Bibliographic Services:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual	Budget As of 3/31/06	Projected <sup>(1)</sup> At 6/30/06	Recommended	Projected Amount	Percent
Charges For Services	\$ (20)	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
<b>Total Revenues</b>	<b>(20)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
Salaries & Benefits	1,954,913	2,091,156	2,086,479	2,202,253	115,774	5.55
Services & Supplies	2,143,148	2,893,657	3,151,815	3,883,893	732,078	23.23
Fixed Assets	0	0	14,134	0	(14,134)	-100.00
<b>Total Requirements</b>	<b>4,098,061</b>	<b>4,984,813</b>	<b>5,252,428</b>	<b>6,086,146</b>	<b>833,718</b>	<b>15.87</b>
<b>Balance</b>	<b>\$ (4,098,081)</b>	<b>\$ (4,984,813)</b>	<b>\$ (5,252,428)</b>	<b>\$ (6,086,146)</b>	<b>\$ (833,718)</b>	<b>15.87%</b>

### Proposed Budget Summary of Fiscal & Purchasing Svcs:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual	Budget As of 3/31/06	Projected <sup>(1)</sup> At 6/30/06	Recommended	Projected Amount	Percent
Salaries & Benefits	\$ 1,054,862	\$ 1,115,952	\$ 1,111,127	\$ 1,180,483	\$ 69,356	6.24%
Services & Supplies	72,462	99,810	67,666	75,660	7,994	11.81
<b>Total Requirements</b>	<b>1,127,324</b>	<b>1,215,762</b>	<b>1,178,793</b>	<b>1,256,143</b>	<b>77,350</b>	<b>6.56</b>
<b>Balance</b>	<b>\$ (1,127,324)</b>	<b>\$ (1,215,762)</b>	<b>\$ (1,178,793)</b>	<b>\$ (1,256,143)</b>	<b>\$ (77,350)</b>	<b>6.56%</b>



### Proposed Budget Summary of Human Resources:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006		FY 2006-2007		Change from FY 2005-2006	
	Actual	Budget As of 3/31/06	Projected <sup>(1)</sup> At 6/30/06	Projected <sup>(1)</sup> At 6/30/06	Recommended	Projected Amount	Projected Percent	
Salaries & Benefits	\$ 320,565	\$ 308,742	\$ 303,407	\$ 303,407	\$ 319,621	\$ 16,214	5.34%	
Services & Supplies	6,107	34,048	34,411	34,411	12,436	(21,975)	-63.86	
<b>Total Requirements</b>	<b>326,672</b>	<b>342,790</b>	<b>337,818</b>	<b>337,818</b>	<b>332,057</b>	<b>(5,761)</b>	<b>-1.71</b>	
<b>Balance</b>	<b>\$ (326,672)</b>	<b>\$ (342,790)</b>	<b>\$ (337,818)</b>	<b>\$ (337,818)</b>	<b>\$ (332,057)</b>	<b>\$ 5,761</b>	<b>-1.71%</b>	

### Proposed Budget Summary of Program Services:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006		FY 2006-2007		Change from FY 2005-2006	
	Actual	Budget As of 3/31/06	Projected <sup>(1)</sup> At 6/30/06	Projected <sup>(1)</sup> At 6/30/06	Recommended	Projected Amount	Projected Percent	
Miscellaneous Revenues	\$ 705	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%	
<b>Total Revenues</b>	<b>705</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	
Salaries & Benefits	664,316	753,993	754,820	754,820	797,322	42,502	5.63	
Services & Supplies	266,847	275,016	277,351	277,351	219,765	(57,586)	-20.76	
<b>Total Requirements</b>	<b>931,163</b>	<b>1,029,009</b>	<b>1,032,171</b>	<b>1,032,171</b>	<b>1,017,087</b>	<b>(15,084)</b>	<b>-1.46</b>	
<b>Balance</b>	<b>\$ (930,458)</b>	<b>\$ (1,029,009)</b>	<b>\$ (1,032,171)</b>	<b>\$ (1,032,171)</b>	<b>\$ (1,017,087)</b>	<b>\$ 15,084</b>	<b>-1.46%</b>	

### Proposed Budget Summary of Regional Services:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006		FY 2006-2007		Change from FY 2005-2006	
	Actual	Budget As of 3/31/06	Projected <sup>(1)</sup> At 6/30/06	Projected <sup>(1)</sup> At 6/30/06	Recommended	Projected Amount	Projected Percent	
Revenue from Use of Money and Property	\$ 7,277	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%	
Charges For Services	1,166,196	0	0	0	0	0	0.00	
Miscellaneous Revenues	298,635	0	0	0	0	0	0.00	
<b>Total Revenues</b>	<b>1,472,108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	
Salaries & Benefits	15,982,519	16,573,754	16,499,621	16,499,621	17,165,623	666,002	4.04	
Services & Supplies	1,357,488	1,381,729	1,334,892	1,334,892	1,422,953	88,061	6.60	
Other Charges	3,075	4,025	4,025	4,025	4,600	575	14.29	
<b>Total Requirements</b>	<b>17,343,082</b>	<b>17,959,508</b>	<b>17,838,538</b>	<b>17,838,538</b>	<b>18,593,176</b>	<b>754,638</b>	<b>4.23</b>	
<b>Balance</b>	<b>\$ (15,870,973)</b>	<b>\$ (17,959,508)</b>	<b>\$ (17,838,538)</b>	<b>\$ (17,838,538)</b>	<b>\$ (18,593,176)</b>	<b>\$ (754,638)</b>	<b>4.23%</b>	

## Proposed Budget Summary of County Librarian:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006		FY 2006-2007		Change from FY 2005-2006	
	Actual	Budget As of 3/31/06	Projected <sup>(1)</sup> At 6/30/06	Projected <sup>(1)</sup> At 6/30/06	Recommended	Projected Amount	Projected Percent	
Taxes	\$ 28,497,860	\$ 30,911,905	\$ 31,361,859	\$ 31,361,859	\$ 33,159,171	\$ 1,797,312	5.73%	
Fines, Forfeitures & Penalties	6,129	8,043	6,313	6,313	6,500	187	2.96	
Revenue from Use of Money and Property	97,592	103,915	125,927	125,927	124,800	(1,127)	-0.89	
Intergovernmental Revenues	1,587,838	1,479,735	1,652,181	1,652,181	1,428,009	(224,172)	-13.57	
Charges For Services	17,733	1,209,435	1,150,678	1,150,678	1,187,604	36,926	3.21	
Miscellaneous Revenues	48,732	327,047	332,300	332,300	317,291	(15,009)	-4.52	
Other Financing Sources	0	0	264,815	264,815	25,000	(239,815)	-90.56	
Total FBA	(24,726)	871,028	871,028	871,028	995,082	124,054	14.24	
Reserve For Encumbrances	(94,791)	0	505,263	505,263	0	(505,263)	-100.00	
<b>Total Revenues</b>	30,136,366	34,911,108	36,270,364	36,270,364	37,243,457	973,093	2.68	
Salaries & Benefits	341,043	362,964	327,134	327,134	386,506	59,372	18.15	
Services & Supplies	16,733	42,271	35,231	35,231	150,884	115,653	328.27	
Reserves	0	0	0	0	250,000	250,000	0.00	
<b>Total Requirements</b>	357,777	405,235	362,365	362,365	787,390	425,025	117.29	
<b>Balance</b>	\$ 29,778,590	\$ 34,505,873	\$ 35,907,999	\$ 35,907,999	\$ 36,456,067	\$ 548,068	1.53%	