

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	2006 Business Plan	2007 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	For 2006-07, we anticipate 7,000,000 items borrowed (+1% over 2005-06); 155,300 children attending programs (+2%); 500,000 hours of internet access provided(+5%); and 1,686,000 remote website connections (+22%)	For 2007-08, we expect 7,140,000 items borrowed(+2%); 158,400 children attend programs (+2%); 515,000 hours of internet access provided (+3%); 1,855,000 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	Construction began on Wheeler branch.	Complete construction and open branch for operation.	Wheeler Branch will open in early 2008.

FY 2006-07 Key Project Accomplishments:

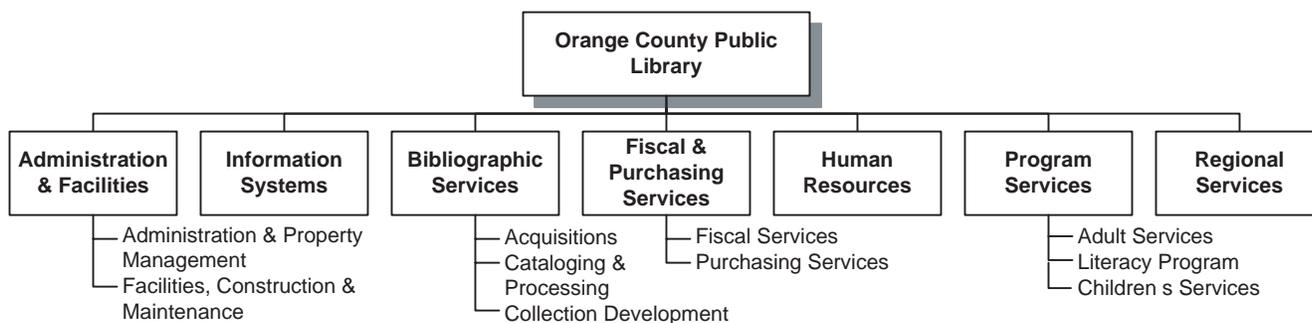
- ANTICIPATED ACCOMPLISHMENTS:
 - Increase program attendance by 5% - Attendance increased by 9.5%, for a total of 182,000 persons.
 - Increase internet use total hours by 5% - Increase is projected for 5.2%, to 500,000 hours
 - Replace all OCPL personal computers - Project on schedule
 - Award contract and begin construction for Wheeler Branch Library - Branch to open in early 2008.



■ ADDITIONAL AND UNANTICIPATED ACCOMPLISHMENTS:

- Established and hosted the first annual Literary Orange Book Festival in April 2007.
- Library Headquarters building purchased by exercising option.
- Worked with member cities to plan for expansions of Tustin, Laguna Niguel and San Juan Capistrano branches.
- County Librarian recognized as “Literacy Librarian of the Year” by California Library Association.
- Young Adult Programming series successfully expanded by 29%, for a total of 323 teen programs.

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.

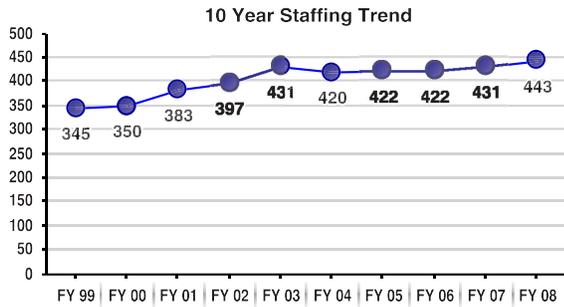
Program Services - Provides coordination of Childrens’ Services program systemwide, public relations, Orangewood Childrens’ Home Library, Adult Literacy program and Adult Services planning.

Regional Services - Manages operations of 33 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 continued to expand in FY 98-99 with the addition of more days per week of public service at branch libraries 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. Eight positions were added to provide for additional service hours at branches, mid-year FY 05-06.

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 Base Budget:

Included in the base budget is maintenance of FY 06-07 service levels at all branches, opening of the new branch Wheeler in Irvine and a \$250,000 increase to the operating reserve.

Approved Budget Augmentations and Related Performance Results:

Unit Amount	Description	Performance Plan	BRASS Ser.
Add 12 Positions to Open Wheeler Branch Library in Early 2008 Amount:\$ 0	A new branch in Irvine, Wheeler, will be opening in early 2008. Twelve new positions will be needed.	Successful opening and operation of the branch will be the first goal and measurement of success.	384

Final Budget History:

Sources and Uses	FY 2005-2006	FY 2006-2007		FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Actual Percent
Total Positions	430	431	431	431	443	12	2.78
Total Revenues	35,650,645	39,658,897	39,872,313	39,872,313	42,268,174	2,395,861	6.01
Total Requirements	33,778,529	39,658,897	38,594,909	38,594,909	42,268,174	3,673,265	9.52
Balance	1,872,116	0	1,277,404	1,277,404	0	(1,277,404)	-100.00

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2006-07 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: Public Library in the Appendix on page A112

Highlights of Key Trends:

- Utilization of services and resources by the public continues to increase. Circulation of materials, hours of

Internet access to the public, attendance at children's programs, and remote website connections are all expected to reach record levels in 2007-08.



■ The staff of OCPL will continue to offer information and services to our community at an even higher level. We will complete construction of a new library in Irvine in early 2008 and will increase the materials collections at all existing branches. We will also be enhancing user

services by expanding access to audiobooks for download through our state of the art computer system and provide for self-checkout at selected branches as a pilot project - and will other enhanced user services on a 24/7 basis.

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	1,594,800	0	0	0	0	0	0	0	1,594,800
120	Public Library	9,315,256	1,722,925	6,609,603	1,318,015	376,802	1,109,857	20,970,410	845,306	42,268,174
	Total	10,910,056	1,722,925	6,609,603	1,318,015	376,802	1,109,857	20,970,410	845,306	43,862,974



120 - Public Library

Summary of Final Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2005-2006		FY 2006-2007		FY 2006-2007		FY 2007-2008		Change from FY 2006-2007	
	Actual Exp/Rev	Budget	Actual Exp/Rev ⁽¹⁾	As of 6/30/07	As of 6/30/07	Final Budget	Actual	Amount	Percent	
Taxes	\$ 31,336,436	\$ 33,957,476	\$ 34,053,542			\$ 36,264,791	\$ 2,211,249		6.49%	
Fines, Forfeitures & Penalties	8,531	6,500	15,151			7,669	(7,482)		-49.38	
Revenue from Use of Money and Property	235,347	229,800	486,255			235,265	(250,990)		-51.62	
Intergovernmental Revenues	1,536,118	1,735,325	1,873,251			1,858,033	(15,218)		-0.81	
Charges For Services	1,157,279	1,197,604	1,113,448			1,152,000	38,552		3.46	
Miscellaneous Revenues	339,394	437,291	331,652			290,909	(40,743)		-12.28	
Other Financing Sources	528,754	222,785	224,378			1,786,090	1,561,712		696.02	
Total FBA	871,028	1,872,116	1,872,116			673,417	(1,198,699)		-64.03	
Reserve For Encumbrances	(362,242)	0	(97,480)			0	97,480		-100.00	
Total Revenues	35,650,645	39,658,897	39,872,313			42,268,174	2,395,861		6.01	
Salaries & Benefits	23,389,339	25,533,752	25,278,791			27,039,109	1,760,318		6.96	
Services & Supplies	7,872,529	11,700,123	11,015,452			12,966,452	1,951,000		17.71	
Services & Supplies Reimbursements	(117,142)	(106,412)	(114,241)			(113,311)	930		-0.81	
Other Charges	725,335	737,834	675,195			650,143	(25,052)		-3.71	
Fixed Assets	36,005	103,600	49,512			395,781	346,269		699.36	
Other Financing Uses	1,872,464	1,440,000	1,440,000			1,080,000	(360,000)		-25.00	
Reserves	0	250,000	250,200			250,000	(200)		-0.08	
Total Requirements	33,778,529	39,658,897	38,594,909			42,268,174	3,673,265		9.52	
Balance	\$ 1,872,116	\$ 0	\$ 1,277,404			\$ 0	\$ (1,277,404)		-100.00%	

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2006-07 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Final Budget Summary of Administration & Facilities:

Revenues/Appropriations	FY 2005-2006		FY 2006-2007		FY 2006-2007		FY 2007-2008		Change from FY 2006-2007	
	Actual Exp/Rev	Budget	Actual Exp/Rev ⁽¹⁾	As of 6/30/07	As of 6/30/07	Final Budget	Actual	Amount	Percent	
Charges For Services	\$ 1,442	\$ 0	\$ 2,041			\$ 0	\$ (2,041)		-100.00%	
Miscellaneous Revenues	0	0	83			0	(83)		-100.00	
Other Financing Sources	0	0	0			1,500,000	1,500,000		0.00	
Total Revenues	1,442	0	2,124			1,500,000	1,497,876		70,519.81	
Salaries & Benefits	1,608,776	1,678,143	1,738,007			1,785,553	47,546		2.74	
Services & Supplies	3,471,677	4,420,688	4,199,485			5,806,880	1,607,395		38.28	
Services & Supplies Reimbursements	(117,142)	(106,412)	(114,241)			(113,311)	930		-0.81	
Other Charges	721,310	733,234	670,947			645,353	(25,594)		-3.81	

Final Budget Summary of Administration & Facilities:

Revenues/Appropriations	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Percent
Fixed Assets	21,871	38,600	23,007	110,781	87,774	381.50
Other Financing Uses	1,872,464	1,440,000	1,440,000	1,080,000	(360,000)	-25.00
Total Requirements	7,578,957	8,204,253	7,957,205	9,315,256	1,358,051	17.07
Balance	\$ (7,577,515)	\$ (8,204,253)	\$ (7,955,081)	\$ (7,815,256)	\$ 139,825	-1.76%

Final Budget Summary of Information Systems:

Revenues/Appropriations	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Percent
Salaries & Benefits	\$ 778,084	\$ 822,541	\$ 864,278	\$ 864,477	\$ 199	0.02%
Services & Supplies	287,165	1,271,995	1,203,194	573,448	(629,746)	-52.34
Fixed Assets	0	65,000	17,520	285,000	267,480	1,526.74
Total Requirements	1,065,249	2,159,536	2,084,992	1,722,925	(362,067)	-17.37
Balance	\$ (1,065,249)	\$ (2,159,536)	\$ (2,084,992)	\$ (1,722,925)	\$ 362,067	-17.37%

Final Budget Summary of Bibliographic Services:

Revenues/Appropriations	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Percent
Charges For Services	\$ 0	\$ 0	\$ 16	\$ 0	\$ (16)	-100.00%
Total Revenues	0	0	16	0	(16)	-100.00
Salaries & Benefits	2,107,684	2,343,724	2,314,532	2,465,147	150,615	6.51
Services & Supplies	2,371,433	4,016,171	3,773,450	4,144,456	371,006	9.83
Fixed Assets	14,134	0	0	0	0	0.00
Total Requirements	4,493,251	6,359,895	6,087,981	6,609,603	521,622	8.57
Balance	\$ (4,493,251)	\$ (6,359,895)	\$ (6,087,965)	\$ (6,609,603)	\$ (521,638)	8.57%

Final Budget Summary of Fiscal & Purchasing Svcs:

Revenues/Appropriations	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Percent
Salaries & Benefits	\$ 1,076,789	\$ 1,227,842	\$ 1,233,379	\$ 1,255,308	\$ 21,929	1.78%
Services & Supplies	45,095	75,660	60,120	62,707	2,587	4.30
Total Requirements	1,121,883	1,303,502	1,293,499	1,318,015	24,516	1.90
Balance	\$ (1,121,883)	\$ (1,303,502)	\$ (1,293,499)	\$ (1,318,015)	\$ (24,516)	1.90%

Final Budget Summary of Human Resources:

Revenues/Appropriations	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Percent
Salaries & Benefits	\$ 297,941	\$ 333,188	\$ 305,029	\$ 365,233	\$ 60,204	19.74%
Services & Supplies	25,866	21,917	(110)	11,569	11,679	-10,613.45
Total Requirements	323,807	355,105	304,919	376,802	71,883	23.57
Balance	\$ (323,807)	\$ (355,105)	\$ (304,919)	\$ (376,802)	\$ (71,883)	23.57%

Final Budget Summary of Program Services:

Revenues/Appropriations	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Percent
Intergovernmental Revenues	\$ 0	\$ 15,000	\$ (1,047)	\$ 0	\$ 1,047	-100.00%
Miscellaneous Revenues	17	0	500	0	(500)	-100.00
Total Revenues	17	15,000	(547)	0	547	-100.00
Salaries & Benefits	737,720	835,064	830,600	878,873	48,273	5.81
Services & Supplies	252,273	249,817	241,240	230,984	(10,256)	-4.25
Total Requirements	989,992	1,084,881	1,071,839	1,109,857	38,018	3.55
Balance	\$ (989,976)	\$ (1,069,881)	\$ (1,072,386)	\$ (1,109,857)	\$ (37,471)	3.49%

Final Budget Summary of Regional Services:

Revenues/Appropriations	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Percent
Revenue from Use of Money and Property	\$ 19,517	\$ 0	\$ 26,221	\$ 0	\$ (26,221)	-100.00%
Charges For Services	1,144,616	0	1,100,913	0	(1,100,913)	-100.00
Miscellaneous Revenues	237,912	0	275,178	0	(275,178)	-100.00
Total Revenues	1,402,045	0	1,402,312	0	(1,402,312)	-100.00
Salaries & Benefits	16,508,413	17,890,425	17,691,950	19,007,332	1,315,382	7.43
Services & Supplies	1,402,147	1,482,595	1,478,691	1,958,288	479,597	32.43
Other Charges	4,024	4,600	4,248	4,790	542	12.75
Fixed Assets	0	0	8,985	0	(8,985)	-100.00
Total Requirements	17,914,585	19,377,620	19,183,875	20,970,410	1,786,535	9.31
Balance	\$ (16,512,540)	\$ (19,377,620)	\$ (17,781,563)	\$ (20,970,410)	\$ (3,188,847)	17.93%

Final Budget Summary of County Librarian:

Revenues/Appropriations	FY 2005-2006		FY 2006-2007		FY 2006-2007		Change from FY 2006-2007	
	Actual Exp/Rev		Budget	Actual Exp/Rev ⁽¹⁾	FY 2007-2008		Actual	
	Actual Exp/Rev	As of 6/30/07	As of 6/30/07	As of 6/30/07	Final Budget	Amount	Percent	
Taxes	\$ 31,336,436	\$ 33,957,476	\$ 34,053,542	\$ 36,264,791	\$ 2,211,249	6.49%		
Fines, Forfeitures & Penalties	8,531	6,500	15,151	7,669	(7,482)	-49.38		
Revenue from Use of Money and Property	215,830	229,800	460,034	235,265	(224,769)	-48.86		
Intergovernmental Revenues	1,536,118	1,720,325	1,874,298	1,858,033	(16,265)	-0.87		
Charges For Services	11,220	1,197,604	10,477	1,152,000	1,141,523	10,895.02		
Miscellaneous Revenues	101,464	437,291	55,892	290,909	235,017	420.49		
Other Financing Sources	528,754	222,785	224,378	286,090	61,712	27.50		
Total FBA	871,028	1,872,116	1,872,116	673,417	(1,198,699)	-64.03		
Reserve For Encumbrances	(362,242)	0	(97,480)	0	97,480	-100.00		
Total Revenues	34,247,141	39,643,897	38,468,408	40,768,174	2,299,766	5.98		
Salaries & Benefits	273,932	402,825	301,016	417,186	116,170	38.59		
Services & Supplies	16,874	161,280	59,381	178,120	118,739	199.96		
Reserves	0	250,000	250,200	250,000	(200)	-0.08		
Total Requirements	290,806	814,105	610,598	845,306	234,708	38.44		
Balance	\$ 33,956,336	\$ 38,829,792	\$ 37,857,810	\$ 39,922,868	\$ 2,065,058	5.45%		