

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. |

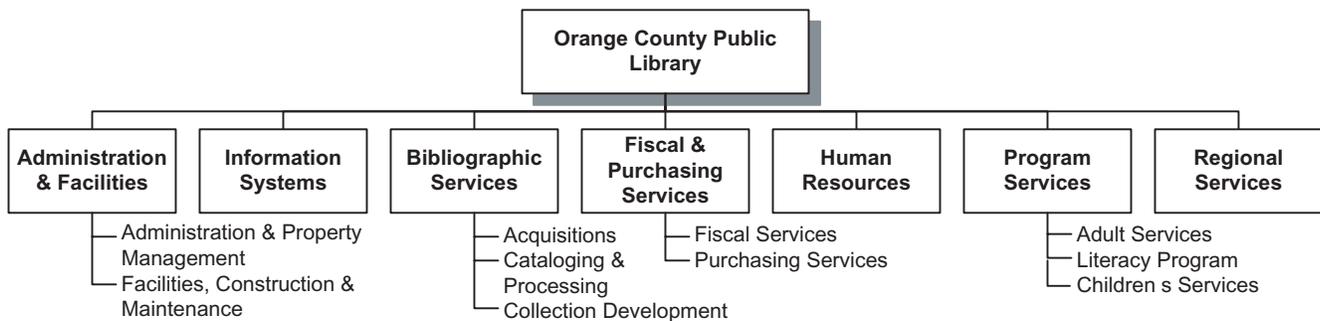
FY 2006-07 Key Project Accomplishments:

- 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 Assn.
- 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.

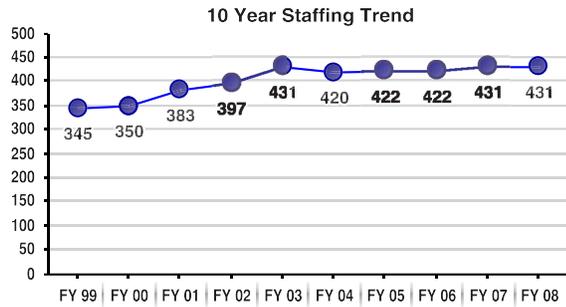
Human Resources - Manages all personnel and HR functions including recruitments, Performance Incentive Program coordination, staff training, disciplinary actions and departmental Labor Management Committee.

Program Services - Provides coordination of Children's Services program systemwide, public relations, Orangewood Children's 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 Recommended 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.

Requested 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 |

Proposed Budget History:

| Sources and Uses | FY 2005-2006 | FY 2006-2007 | | FY 2007-2008 | Change from FY 2006-2007 | |
|--------------------|--------------|----------------------|-------------------------------------|--------------|--------------------------|-------------------|
| | Actual | Budget As of 3/31/07 | Projected ⁽¹⁾ At 6/30/07 | Recommended | Projected Amount | Projected Percent |
| Total Positions | 430 | 431 | 431 | 431 | 0 | 0.00 |
| Total Revenues | 35,650,645 | 39,546,477 | 40,563,447 | 42,268,174 | 1,704,727 | 4.20 |
| Total Requirements | 33,778,529 | 39,546,477 | 39,890,031 | 42,268,174 | 2,378,144 | 5.96 |
| Balance | 1,872,116 | 0 | 673,417 | 0 | (673,417) | -100.00 |

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2006-07 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 A600



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 | 9,316,296 | 1,722,925 | 6,609,603 | 1,318,015 | 376,802 | 1,109,857 | 20,970,410 | 844,266 | 42,268,174 |
| | Total | 10,911,096 | 1,722,925 | 6,609,603 | 1,318,015 | 376,802 | 1,109,857 | 20,970,410 | 844,266 | 43,862,974 |



120 - Public Library

Summary of Proposed 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 | Budget | As of 3/31/07 | Projected ⁽¹⁾ | At 6/30/07 | Recommended | Projected | Amount | Percent | |
| Taxes | \$ 31,336,436 | \$ 33,957,476 | \$ 33,957,476 | \$ 34,126,325 | \$ 34,126,325 | \$ 36,264,791 | \$ 2,138,466 | 6.27% | | |
| Fines, Forfeitures & Penalties | 8,531 | 6,500 | 6,500 | 7,446 | 7,446 | 7,669 | 223 | 2.99 | | |
| Revenue from Use of Money and Property | 235,347 | 229,800 | 229,800 | 280,021 | 280,021 | 235,265 | (44,756) | -15.98 | | |
| Intergovernmental Revenues | 1,536,118 | 1,720,325 | 1,720,325 | 1,744,964 | 1,744,964 | 1,858,033 | 113,069 | 6.48 | | |
| Charges For Services | 1,157,279 | 1,197,604 | 1,197,604 | 1,146,954 | 1,146,954 | 1,152,000 | 5,046 | 0.44 | | |
| Miscellaneous Revenues | 339,394 | 437,291 | 437,291 | 392,752 | 392,752 | 290,909 | (101,843) | -25.93 | | |
| Other Financing Sources | 528,754 | 125,365 | 125,365 | 125,365 | 125,365 | 1,786,090 | 1,660,725 | 1,324.71 | | |
| Total FBA | 871,028 | 1,872,116 | 1,872,116 | 1,872,116 | 1,872,116 | 673,417 | (1,198,699) | -64.03 | | |
| Reserve For Encumbrances | (362,242) | 0 | 0 | 867,504 | 867,504 | 0 | (867,504) | -100.00 | | |
| Total Revenues | 35,650,645 | 39,546,477 | 39,546,477 | 40,563,447 | 40,563,447 | 42,268,174 | 1,704,727 | 4.20 | | |
| Salaries & Benefits | 23,389,339 | 25,531,902 | 25,531,902 | 25,473,094 | 25,473,094 | 26,707,319 | 1,234,225 | 4.85 | | |
| Services & Supplies | 7,872,529 | 11,623,423 | 11,623,423 | 12,063,585 | 12,063,585 | 13,298,242 | 1,234,657 | 10.23 | | |
| Services & Supplies Reimbursements | (117,142) | (106,412) | (106,412) | (138,695) | (138,695) | (113,311) | 25,384 | -18.30 | | |
| Other Charges | 725,335 | 703,964 | 703,964 | 703,634 | 703,634 | 650,143 | (53,491) | -7.60 | | |
| Fixed Assets | 36,005 | 103,600 | 103,600 | 98,412 | 98,412 | 395,781 | 297,369 | 302.17 | | |
| Other Financing Uses | 1,872,464 | 1,440,000 | 1,440,000 | 1,440,000 | 1,440,000 | 1,080,000 | (360,000) | -25.00 | | |
| Reserves | 0 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 0 | 0.00 | | |
| Total Requirements | 33,778,529 | 39,546,477 | 39,546,477 | 39,890,031 | 39,890,031 | 42,268,174 | 2,378,144 | 5.96 | | |
| Balance | \$ 1,872,116 | \$ 0 | \$ 0 | \$ 673,417 | \$ 673,417 | \$ 0 | \$ (673,417) | -100.00% | | |

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2006-07 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 2005-2006 | | FY 2006-2007 | | FY 2006-2007 | | FY 2007-2008 | | Change from FY 2006-2007 | |
|------------------------------------|--------------|-----------|---------------|--------------------------|--------------|------------------|------------------|-------------|--------------------------|--|
| | Actual | Budget | As of 3/31/07 | Projected ⁽¹⁾ | At 6/30/07 | Recommended | Projected | Amount | Percent | |
| Charges For Services | \$ 1,442 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 0.00% | | |
| Other Financing Sources | 0 | 0 | 0 | 0 | 0 | 1,500,000 | 1,500,000 | 0.00 | | |
| Total Revenues | 1,442 | 0 | 0 | 0 | 0 | 1,500,000 | 1,500,000 | 0.00 | | |
| Salaries & Benefits | 1,608,776 | 1,678,143 | 1,678,143 | 1,670,885 | 1,670,885 | 1,785,553 | 114,668 | 6.86 | | |
| Services & Supplies | 3,471,677 | 4,461,000 | 4,461,000 | 4,927,555 | 4,927,555 | 5,806,880 | 879,325 | 17.85 | | |
| Services & Supplies Reimbursements | (117,142) | (106,412) | (106,412) | (138,695) | (138,695) | (113,311) | 25,384 | -18.30 | | |
| Other Charges | 721,310 | 699,364 | 699,364 | 699,210 | 699,210 | 645,353 | (53,857) | -7.70 | | |

Proposed 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 | Budget As of 3/31/07 | Projected ⁽¹⁾ At 6/30/07 | Recommended | Projected Amount | Percent |
| Fixed Assets | 21,871 | 38,600 | 78,011 | 110,781 | 32,770 | 42.01 |
| Other Financing Uses | 1,872,464 | 1,440,000 | 1,440,000 | 1,080,000 | (360,000) | -25.00 |
| Total Requirements | 7,578,957 | 8,210,695 | 8,676,966 | 9,315,256 | 638,290 | 7.36 |
| Balance | \$ (7,577,515) | \$ (8,210,695) | \$ (8,676,966) | \$ (7,815,256) | \$ 861,710 | -9.93% |

Proposed 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 | Budget As of 3/31/07 | Projected ⁽¹⁾ At 6/30/07 | Recommended | Projected Amount | Percent |
| Salaries & Benefits | \$ 778,084 | \$ 822,541 | \$ 818,087 | \$ 864,477 | \$ 46,390 | 5.67% |
| Services & Supplies | 287,165 | 1,271,360 | 1,249,987 | 573,448 | (676,539) | -54.12 |
| Fixed Assets | 0 | 65,000 | 11,416 | 285,000 | 273,584 | 2,396.47 |
| Total Requirements | 1,065,249 | 2,158,901 | 2,079,490 | 1,722,925 | (356,565) | -17.15 |
| Balance | \$ (1,065,249) | \$ (2,158,901) | \$ (2,079,490) | \$ (1,722,925) | \$ 356,565 | -17.15% |

Proposed 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 | Budget As of 3/31/07 | Projected ⁽¹⁾ At 6/30/07 | Recommended | Projected Amount | Percent |
| Salaries & Benefits | \$ 2,107,684 | \$ 2,343,724 | \$ 2,339,658 | \$ 2,465,147 | \$ 125,489 | 5.36% |
| Services & Supplies | 2,371,433 | 3,971,438 | 3,000,576 | 4,144,456 | 1,143,880 | 38.12 |
| Fixed Assets | 14,134 | 0 | 0 | 0 | 0 | 0.00 |
| Total Requirements | 4,493,251 | 6,315,162 | 5,340,234 | 6,609,603 | 1,269,369 | 23.77 |
| Balance | \$ (4,493,251) | \$ (6,315,162) | \$ (5,340,234) | \$ (6,609,603) | \$ (1,269,369) | 23.77% |

Proposed 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 | Budget As of 3/31/07 | Projected ⁽¹⁾ At 6/30/07 | Recommended | Projected Amount | Percent |
| Salaries & Benefits | \$ 1,076,789 | \$ 1,227,842 | \$ 1,221,299 | \$ 1,255,308 | \$ 34,009 | 2.78% |
| Services & Supplies | 45,095 | 75,660 | 69,632 | 62,707 | (6,925) | -9.95 |
| Total Requirements | 1,121,883 | 1,303,502 | 1,290,931 | 1,318,015 | 27,084 | 2.10 |
| Balance | \$ (1,121,883) | \$ (1,303,502) | \$ (1,290,931) | \$ (1,318,015) | \$ (27,084) | 2.10% |

Proposed 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 | Budget As of 3/31/07 | Projected ⁽¹⁾ At 6/30/07 | Recommended | Projected Amount | Percent |
| Salaries & Benefits | \$ 297,941 | \$ 333,188 | \$ 331,193 | \$ 365,233 | \$ 34,040 | 10.28% |
| Services & Supplies | 25,866 | 21,917 | 19,625 | 11,569 | (8,056) | -41.05 |
| Total Requirements | 323,807 | 355,105 | 350,818 | 376,802 | 25,984 | 7.41 |
| Balance | \$ (323,807) | \$ (355,105) | \$ (350,818) | \$ (376,802) | \$ (25,984) | 7.41% |

Proposed 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 | Budget As of 3/31/07 | Projected ⁽¹⁾ At 6/30/07 | Recommended | Projected Amount | Percent |
| Miscellaneous Revenues | \$ 17 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 0.00% |
| Total Revenues | 17 | 0 | 0 | 0 | 0 | 0.00 |
| Salaries & Benefits | 737,720 | 835,064 | 826,986 | 878,873 | 51,887 | 6.27 |
| Services & Supplies | 252,273 | 250,817 | 291,905 | 230,984 | (60,921) | -20.87 |
| Total Requirements | 989,992 | 1,085,881 | 1,118,891 | 1,109,857 | (9,034) | -0.81 |
| Balance | \$ (989,976) | \$ (1,085,881) | \$ (1,118,891) | \$ (1,109,857) | \$ 9,034 | -0.81% |

Proposed 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 | Budget As of 3/31/07 | Projected ⁽¹⁾ At 6/30/07 | Recommended | Projected Amount | Percent |
| Revenue from Use of Money and Property | \$ 19,517 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 0.00% |
| Charges For Services | 1,144,616 | 0 | 0 | 0 | 0 | 0.00 |
| Miscellaneous Revenues | 237,912 | 0 | 0 | 0 | 0 | 0.00 |
| Total Revenues | 1,402,045 | 0 | 0 | 0 | 0 | 0.00 |
| Salaries & Benefits | 16,508,413 | 17,888,575 | 17,867,738 | 18,675,542 | 807,804 | 4.52 |
| Services & Supplies | 1,402,147 | 1,479,255 | 1,471,144 | 1,958,288 | 487,144 | 33.11 |
| Other Charges | 4,024 | 4,600 | 4,424 | 4,790 | 366 | 8.27 |
| Fixed Assets | 0 | 0 | 8,985 | 0 | (8,985) | -100.00 |
| Total Requirements | 17,914,585 | 19,372,430 | 19,352,291 | 20,638,620 | 1,286,329 | 6.65 |
| Balance | \$ (16,512,540) | \$ (19,372,430) | \$ (19,352,291) | \$ (20,638,620) | \$ (1,286,329) | 6.65% |

Proposed Budget Summary of County Librarian:

| Revenues/Appropriations | FY 2005-2006 | FY 2006-2007 | FY 2006-2007 | FY 2007-2008 | Change from FY 2006-2007 | |
|--|----------------------|-------------------------|--|----------------------|--------------------------|---------------|
| | Actual | Budget As of 3/31/07 | Projected ⁽¹⁾ At 6/30/07 | Recommended | Projected Amount | Percent |
| Taxes | \$ 31,336,436 | \$ 33,957,476 | \$ 34,126,325 | \$ 36,264,791 | \$ 2,138,466 | 6.27% |
| Fines, Forfeitures & Penalties | 8,531 | 6,500 | 7,446 | 7,669 | 223 | 2.99 |
| Revenue from Use of Money and Property | 215,830 | 229,800 | 280,021 | 235,265 | (44,756) | -15.98 |
| Intergovernmental Revenues | 1,536,118 | 1,720,325 | 1,744,964 | 1,858,033 | 113,069 | 6.48 |
| Charges For Services | 11,220 | 1,197,604 | 1,146,954 | 1,152,000 | 5,046 | 0.44 |
| Miscellaneous Revenues | 101,464 | 437,291 | 392,752 | 290,909 | (101,843) | -25.93 |
| Other Financing Sources | 528,754 | 125,365 | 125,365 | 286,090 | 160,725 | 128.21 |
| Total FBA | 871,028 | 1,872,116 | 1,872,116 | 673,417 | (1,198,699) | -64.03 |
| Reserve For Encumbrances | (362,242) | 0 | 867,504 | 0 | (867,504) | -100.00 |
| Total Revenues | 34,247,141 | 39,546,477 | 40,563,447 | 40,768,174 | 204,727 | 0.50 |
| Salaries & Benefits | 273,932 | 402,825 | 397,248 | 417,186 | 19,938 | 5.02 |
| Services & Supplies | 16,874 | 91,976 | 1,033,162 | 509,910 | (523,252) | -50.65 |
| Reserves | 0 | 250,000 | 250,000 | 250,000 | 0 | 0.00 |
| Total Requirements | 290,806 | 744,801 | 1,680,410 | 1,177,096 | (503,314) | -29.95 |
| Balance | \$ 33,956,336 | \$ 38,801,676 | \$ 38,883,037 | \$ 39,591,078 | \$ 708,041 | 1.82% |