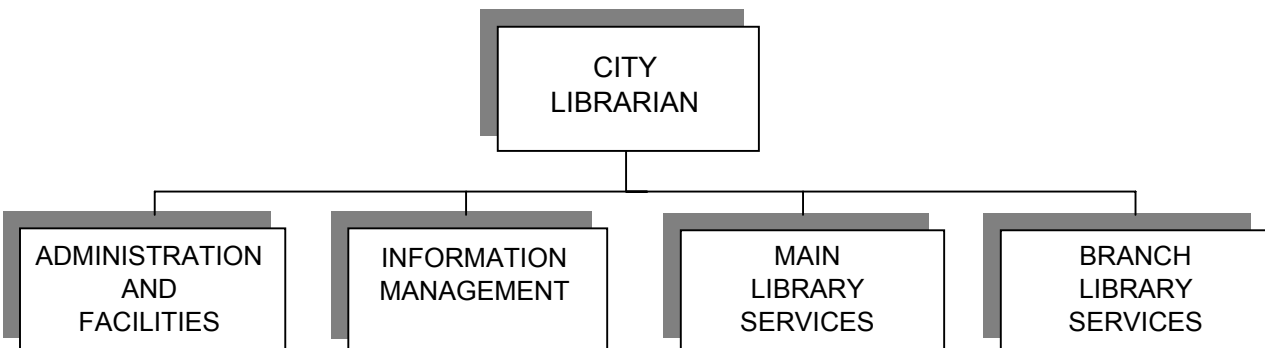


LIBRARY

MISSION STATEMENT: To perform a vital role in creating, stimulating, and supporting an informed, educated community, the Santa Monica Public Library combines outstanding resource development with exceptional service to meet the needs of each person for information, education and recreation.

DEPARTMENT ORGANIZATION



There are no organizational changes budgeted for FY 2002-03.

DEPARTMENT OBJECTIVES AND IMPLEMENTATION STRATEGIES AND RELATED PERFORMANCE MEASURES

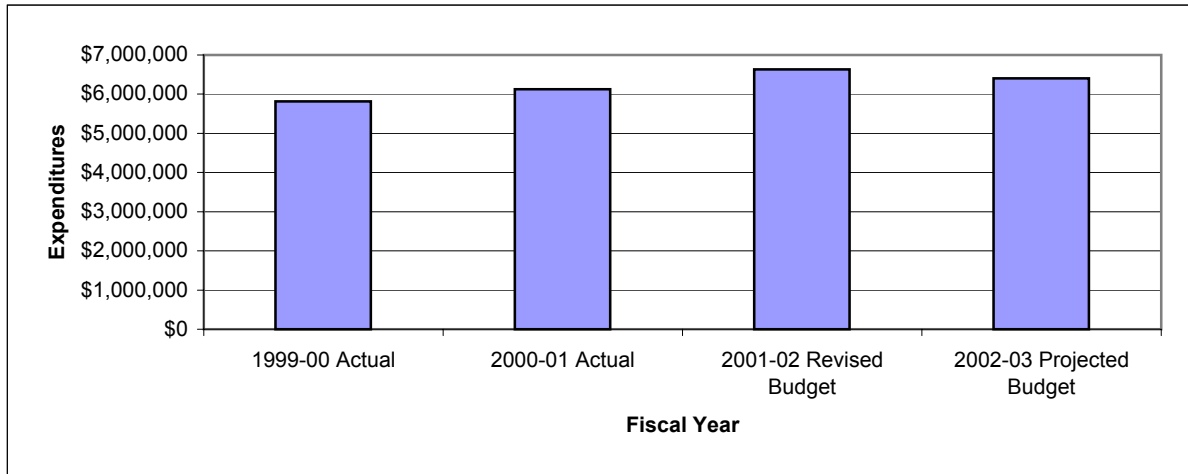
1. Library staff will coordinate with other departments to mitigate the impact of Main and Branch Library construction activity on Library patrons and communicate with local residents regarding the plans and progress of the expansion and renovation projects.
 - Community meetings, written notices and online reports will be used to update the community regarding the plans and the status of the Main and Branch Library construction activities.
 - Schedule closures to minimize the overall impact on service.
 - Work with the planning team to identify potential impacts on the community during each phase of the renovation and construction projects.
 - Develop proactive ways to mitigate the impact, such as relocating services, moving collections between facilities, and providing programming at alternate community locations.
 - Communicate with the public about service disruptions and alternatives.
 - Coordinate re-opening activities for the Montana and Fairview Branch Libraries.
 - Respond to questions, complaints and suggestions promptly.

The Library Expansion and Renovation Project will enhance the resources available in the community. During construction periods, however, some existing services will be interrupted. Library staff will use available resources to continue to provide excellent service to patrons in order to meet their need for information. To involve and inform the community, communication efforts will address ongoing activities, upcoming plans and mitigation efforts.

LIBRARY

FINANCIAL TREND AND SIGNIFICANT PROGRAM CHANGES

GENERAL FUND



The increase in FY2000-01 was due to reclassification of a position and one-time grants. Increase in FY2001-02 is due to reclassifications, equity and MOU-related salary adjustments and general inflation. The decrease in FY2002-03 is due to the transfer of 1.0 FTE position to the Information Systems Division and a reduction in funding due to City fiscal constraints.

NOTE: Fringe benefit estimates are included in total expenditures.

Department Budget Summary

410 LIBRARY
01 GENERAL FUND

EXPENDITURE CATEGORIES	1999-00 Actual	2000-01 Actual	2001-02 Revised Budget	2002-03 Budget
DIVISION				
Direct Costs:				
Administration/Facilities	\$ 1,413,531	\$ 1,451,404	\$ 1,480,362	\$ 1,307,400
Information Management	1,063,520	1,209,889	1,326,046	1,255,400
Main Library Services	1,980,119	2,053,887	2,347,093	2,314,100
Branch Library Services	<u>650,709</u>	<u>674,253</u>	<u>673,300</u>	<u>674,400</u>
Subtotal Department	<u>5,107,879</u>	<u>5,389,433</u>	<u>5,826,801</u>	<u>5,551,300</u>
Fringe Benefits (estimate)	<u>711,300</u>	<u>738,000</u>	<u>804,100</u>	<u>848,900</u>
Total Department	<u>\$ 5,819,179</u>	<u>\$ 6,127,433</u>	<u>\$ 6,630,901</u>	<u>\$ 6,400,200</u>

MAJOR ACCOUNT GROUPS

Salaries and Wages	\$ 3,641,752	\$ 3,868,970	\$ 4,172,801	\$ 4,067,500
Supplies and Expenses	1,379,600	1,470,158	1,629,000	1,483,800
Capital Outlay	<u>86,527</u>	<u>50,305</u>	<u>25,000</u>	<u>0</u>
Subtotal	<u>5,107,879</u>	<u>5,389,433</u>	<u>5,826,801</u>	<u>5,551,300</u>
Fringe Benefits	<u>711,300</u>	<u>738,000</u>	<u>804,100</u>	<u>848,900</u>
Total Department	<u>\$ 5,819,179</u>	<u>\$ 6,127,433</u>	<u>\$ 6,630,901</u>	<u>\$ 6,400,200</u>

PERSONNEL (FULL-TIME EQUIVALENTS)	1999-00 Revised Budget	2000-01 Revised Budget	2001-02 Revised Budget	2002-03 Budget
PERMANENT POSITIONS	61.5	61.5	61.5	60.5
OVERTIME	0.7	0.7	0.7	0.4
TEMPORARY	<u>32.6</u>	<u>32.6</u>	<u>32.6</u>	<u>32.6</u>
Total Department	<u>94.8</u>	<u>94.8</u>	<u>94.8</u>	<u>93.5</u>

Department Budget Summary

410 LIBRARY
01 GENERAL FUND

GENERAL FUND FINANCING FROM NON-TAX SOURCES	1999-00 Actual	2000-01 Actual	2001-02 Revised Budget	2002-03 Budget
General Fund	\$ 5,819,179	\$ 6,127,433	\$ 6,630,901	\$ 6,400,200
Less: Program Revenues and Reimbursements:				
Library Fines/Fees	\$ 159,645	\$ 158,142	\$ 155,000	\$ 116,000
Library Fees	11,048	16,612	15,500	11,000
Library Parking Lot	158,058	144,594	155,000	103,000
Library Book Loan Program	212,940	297,583	305,000	152,000
Video Rental Fees	63,228	68,931	0	0
Information Navigator	44,402	15,468	0	0
Digitizing Local Newspaper Index	0	22,390	0	0
Youth Services Materials	5,000	0	0	0
Gates Library Initiative	58,429	0	0	0
Library Copiers and Printers	7,900	4,170	2,000	2,000
Library Meeting Room Rental	5,793	16,099	13,000	6,000
Public Library Foundation Program	158,705	159,920	131,214	131,214
California Literacy Campaign	4,055	3,236	2,900	2,900
Library Staff Education Grant	<u>0</u>	<u>5,013</u>	<u>0</u>	<u>0</u>
Subtotal	<u>\$ 889,203</u>	<u>\$ 912,158</u>	<u>\$ 779,614</u>	<u>\$ 524,114</u>
Balance Required from General Fund	<u>\$ 4,929,976</u>	<u>\$ 5,215,275</u>	<u>\$ 5,851,287</u>	<u>\$ 5,876,086</u>

Division Program Highlights

613 ADMINISTRATION AND FACILITIES
410 LIBRARY
01 GENERAL FUND

DIVISION DESCRIPTION

The Administration and Facilities Division plans and directs the activities of the Library system, including services to the public, collection development, and facilities operation and maintenance, and assuring the cost effective operation of the system. The Administration and Facilities Division also prepares the budget, develops policies and procedures, administers personnel and payroll records, coordinates hiring of permanent personnel, provides for staff development and training, oversees Library security, coordinates publicity and public relations, and supervises the use of the art gallery and meeting rooms. The City Librarian also acts as staff to the Library Board.

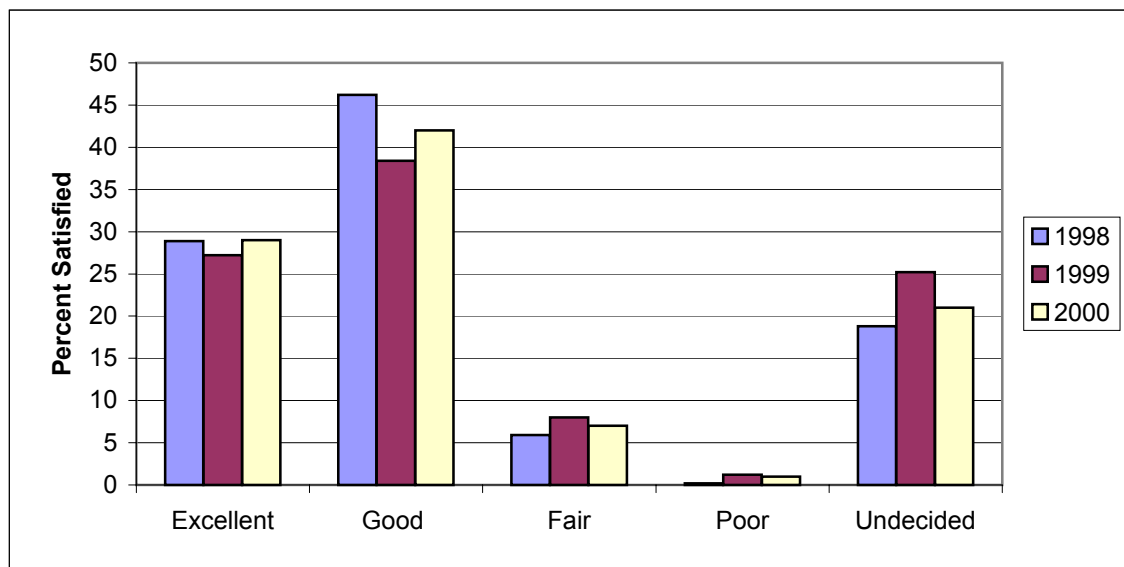
	1999-00 Revised Budget	2000-01 Revised Budget	2001-02 Revised Budget	2002-03 Budget
PERSONNEL (FULL-TIME EQUIVALENTS)				
PERMANENT POSITIONS				
City Librarian	1.0	1.0	1.0	1.0
Assistant City Librarian	1.0	1.0	1.0	1.0
Administrative Analyst	1.0	2.0	0.0	0.0
Administrative Analyst - Library Fiscal Services	0.0	0.0	1.0	1.0
Administrative Analyst - Library Administrative Services	0.0	0.0	1.0	1.0
Business Assistant	1.0	0.0	0.0	0.0
Staff Assistant III	1.0	1.0	1.0	1.0
Library Building Technician	1.0	1.0	1.0	1.0
Lead Library Inspector	0.0	0.0	1.0	1.0
Library Inspector	<u>2.0</u>	<u>2.0</u>	<u>1.0</u>	<u>1.0</u>
Subtotal	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>
OVERTIME	0.1	0.1	0.1	0.1
TEMPORARY	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>
Subtotal	<u>1.7</u>	<u>1.7</u>	<u>1.7</u>	<u>1.7</u>
Total Division	<u>9.7</u>	<u>9.7</u>	<u>9.7</u>	<u>9.7</u>

Division Program Highlights

613 ADMINISTRATION AND FACILITIES
410 LIBRARY
01 GENERAL FUND

PERFORMANCE MEASURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated Actual	2002-03 Budget
EFFECTIVENESS:				
Percent of users satisfied with the overall quality of Library service	99%	99%	98%	98%
Percent of users indicating they are satisfied that Library materials meet their needs	90.5%	89.5%	93%	93%

Community Satisfaction with Library Services:



This data is based upon November 1998-2000 telephone survey of residents which asked respondents how they would rate Santa Monica's public library services overall. The 2001 survey did not address this question.

Division Program Highlights

614 INFORMATION MANAGEMENT
410 LIBRARY
01 GENERAL FUND

DIVISION DESCRIPTION

The Information Management Division is responsible for planning, implementing and managing all aspects of library automation projects, including the automated library system, hardware/software installation and maintenance, the CD-ROM LAN, public access to the Internet and other remote electronic resources, and providing staff training in the use of information technology. This division is also responsible for acquiring and cataloging library materials in all formats, maintaining bibliographic databases for public access, processing library materials for public use and preserving the collections in good physical condition.

PERSONNEL (FULL-TIME EQUIVALENTS)	1999-00 Revised Budget	2000-01 Revised Budget	2001-02 Revised Budget	2002-03 Budget
PERMANENT POSITIONS				
Principal Librarian	1.0	1.0	1.0	1.0
Librarian III	1.0	1.0	1.0	1.0
Librarian I	1.0	1.0	1.0	1.0
Technical Staff Assistant II	1.0	1.0	1.0	0.0
Business Assistant-Library	1.0	1.0	1.0	1.0
Library Assistant	1.0	1.0	1.0	1.0
Staff Assistant II	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
Subtotal	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>8.0</u>
OVERTIME	0.0	0.0	0.0	0.0
TEMPORARY	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>
Subtotal	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>
Total Division	<u>10.6</u>	<u>10.6</u>	<u>10.6</u>	<u>9.6</u>

Division Program Highlights

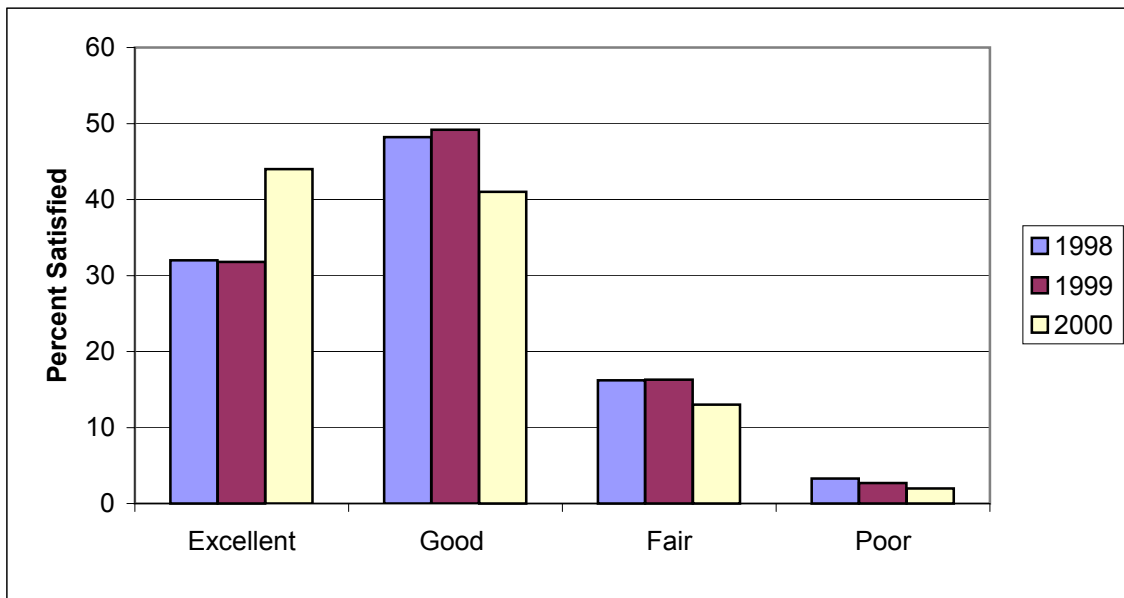
614 INFORMATION MANAGEMENT
410 LIBRARY
01 GENERAL FUND

PERFORMANCE MEASURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated Actual	2002-03 Budget
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OUTPUT:

Total Number of New Items Processed and Added to the Library's Collection	29,330	27,555	30,000	30,000
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Community Rating of the Availability of Materials:



This data is based upon November 1998-2000 telephone survey of residents which asked respondents who reported that their household had used the library or a library service during the past year how they would rate the availability of materials at the library. The 2001 survey did not address this question.

Division Program Highlights

615 MAIN LIBRARY SERVICES
410 LIBRARY
01 GENERAL FUND

DIVISION DESCRIPTION

The Main Library Division consists of two programs: Reference Services, which includes reference, periodicals, and community outreach; and Public Services which includes Circulation, Audiovisual, and Youth services. The Reference Services staff answers reference questions, selects materials, maintains collections, and assists the public in the use of the library. Circulation staff circulates materials, issues library cards and sends overdue notices. Audiovisual Services staff selects, circulates and maintains non-print collections. Youth Services staff selects and maintains the collection of children's materials and presents story times and other programs for preschool and school-age children.

PERSONNEL (FULL-TIME EQUIVALENTS)	1999-00 Revised Budget	2000-01 Revised Budget	2001-02 Revised Budget	2002-03 Budget
PERMANENT POSITIONS				
Principal Librarian	2.0	2.0	2.0	2.0
Librarian III	2.0	2.0	2.0	2.0
Librarian III - Reference Services	0.0	0.0	1.0	1.0
Librarian II	4.0	4.0	3.0	3.0
Librarian I	11.0	11.0	11.0	11.0
Library Literacy Program Coordinator	1.0	1.0	1.0	1.0
Library Assistant	2.5	2.5	2.5	2.5
Circulation Assistant	1.0	1.0	1.0	1.0
Staff Assistant IV	1.0	1.0	1.0	1.0
Staff Assistant II	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>
Subtotal	<u>33.5</u>	<u>33.5</u>	<u>33.5</u>	<u>33.5</u>
OVERTIME	0.5	0.5	0.5	0.2
TEMPORARY	<u>24.3</u>	<u>24.3</u>	<u>24.3</u>	<u>24.3</u>
Subtotal	<u>24.8</u>	<u>24.8</u>	<u>24.8</u>	<u>24.5</u>
Total Division	<u>58.3</u>	<u>58.3</u>	<u>58.3</u>	<u>58.0</u>

Division Program Highlights

615 MAIN LIBRARY SERVICES
410 LIBRARY
01 GENERAL FUND

PERFORMANCE MEASURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated Actual	2002-03 Budget
OUTPUT:				
Reference Questions	876,768	410,630	350,000	300,000
Computer Assistance			40,000	30,000
Total Circulation	1,098,708	1,118,524	1,100,000	800,000
Registration of Borrowers	20,089	19,916	20,000	12,000
Program Attendance	11,960	15,182	19,000	10,000

The Main Library Expansion project is due to begin construction in 2003. The Performance Measures reflect a decrease due to the estimated impact of this project.

A new performance measure has been added to reflect the number of computer assistance requests received from the public. This number was previously included in Reference Questions. In addition, the procedures for calculating reference questions have been changed to comply with ICMA standards. Patron questions related to Library operations will no longer be included in the reference count.

Division Program Highlights

616 BRANCH LIBRARY SERVICES
410 LIBRARY
01 GENERAL FUND

DIVISION DESCRIPTION

The Montana Avenue Branch, Fairview Branch and Ocean Park Branch extend library services to local neighborhoods with special emphasis on the various ethnic and cultural populations within their service areas. Branch staffs select and maintain their collections of adult and children's books and recordings, offer reference assistance, plan adult and children's programs, issue library cards, and circulate materials. The Fairview and Ocean Park branches have meeting rooms available for public use.

PERSONNEL (FULL-TIME EQUIVALENTS)	1999-00 Revised Budget	2000-01 Revised Budget	2001-02 Revised Budget	2002-03 Budget
PERMANENT POSITIONS				
Librarian III	3.0	3.0	3.0	3.0
Librarian I	2.5	2.5	2.5	2.5
Library Assistant	0.5	0.5	0.5	0.5
Staff Assistant II	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>
Subtotal	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>
OVERTIME	0.1	0.1	0.1	0.1
TEMPORARY	<u>5.1</u>	<u>5.1</u>	<u>5.1</u>	<u>5.1</u>
Subtotal	<u>5.2</u>	<u>5.2</u>	<u>5.2</u>	<u>5.2</u>
Total Division	<u>16.2</u>	<u>16.2</u>	<u>16.2</u>	<u>16.2</u>

Division Program Highlights

616 BRANCH LIBRARY SERVICES
410 LIBRARY
01 GENERAL FUND

PERFORMANCE MEASURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated Actual	2002-03 Budget
OUTPUT:				
Reference Questions	201,700	155,734	85,000	75,000
Computer Assistance			8,000	5,000
Total Circulation	501,953	460,704	330,000	350,000
Program Attendance	40,143	44,050	20,000	25,000

The Branch Improvement construction project has begun and will continue in FY2002-03. The Montana Branch is due to reopen in Fall 2002 and the Fairview Branch is expected to close for three months in Summer 2002. The Performance Measures reflect a decrease due to the estimated impact of this project.

A new performance measure has been added to reflect the number of computer assistance requests received from the public. This number was previously included in Reference Questions. In addition, the procedures for calculating reference questions have been changed to comply with ICMA standards. Patron questions related to Library operations will no longer be included in the reference count.