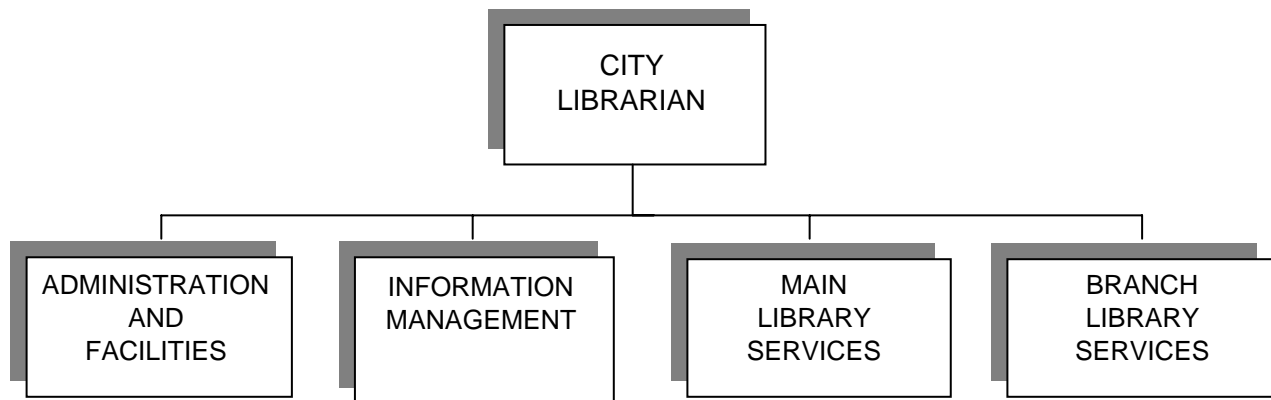


LIBRARY

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



LIBRARY

DEPARTMENT OBJECTIVES AND IMPLEMENTATION STRATEGIES AND RELATED PERFORMANCE MEASURES

1. After two years of construction and many years of planning, the new Main Library is slated to open in January 2006. This new facility will not only be a new architectural landmark in downtown Santa Monica, but it will be a rich source of services and programs, and a wonderful gathering place for the community. Library staff will work with staff from other departments, community groups and others to develop events surrounding the opening of the library.
 - Plan a grand opening celebration to introduce the new Main Library to the community.
 - Organize a month-long series of events and programs targeting various groups in the community to showcase new and ongoing programs, services and collections.
 - Work with staff and volunteers to organize a docent program to provide scripted tours of the facility.

2. Before moving into the new library staff will work with a variety of groups to finalize the building process and prepare for the transition from the temporary building.
 - Continue to work with the design team and contractor on design and construction issues.
 - Work with the construction management team and contractor to identify and resolve punchlist items.
 - Prepare plans for ongoing security, maintenance and operation of the new facility, as well as emergency plans.
 - Finalize the ordering of collections, equipment and supplies needed for the new space and coordinate the move of existing material.
 - Organize staff recruitments and training necessary for the operation of new services and programs.
 - Manage the transition of services from the temporary to the new Main Library to limit closures and mitigate the impact on library users.

LIBRARY

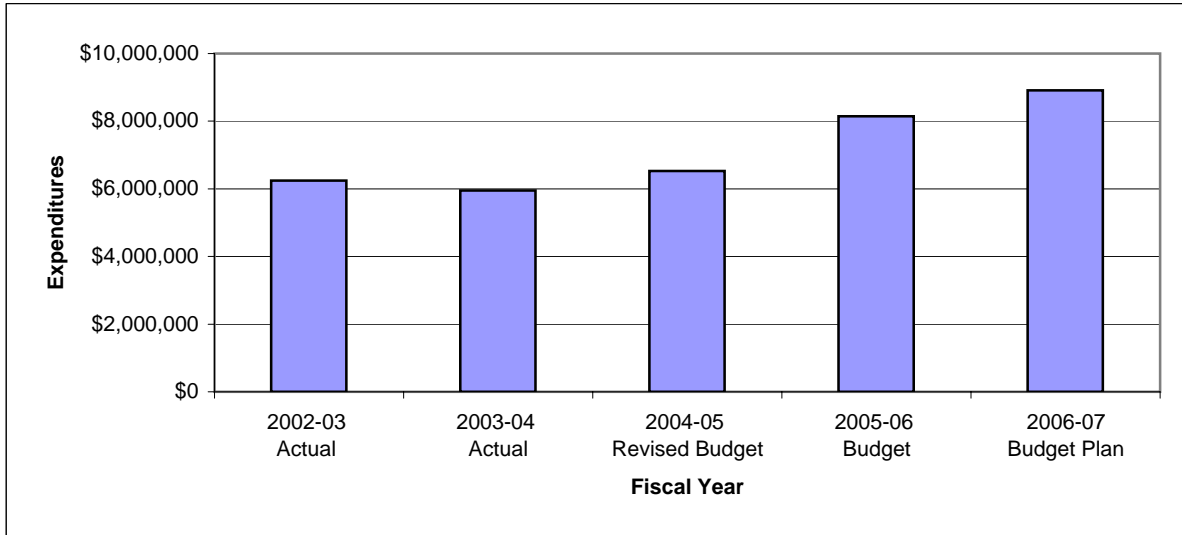
DEPARTMENT OBJECTIVES AND IMPLEMENTATION STRATEGIES AND RELATED PERFORMANCE MEASURES

3. Sustainability features are incorporated throughout the design of the new Main Library. Library staff will work with others to highlight these features and use the facility as a demonstration site for sustainable building techniques.
 - Work with the construction management team and the Environmental Programs Division (EPD) to apply for a LEED rating (Leadership in Energy and Environmental Design).
 - Develop print and online resources to describe and explain the various sustainability features of the building.
 - Include in the planned docent tours a component highlighting the 'green building' features.
 - Continue to work with EPD on the development of a special collection of material on topics associated with sustainability and provide enhanced access to these resources.
 - Organize and present programs and displays using this collection to support the Sustainable City program.

LIBRARY

FINANCIAL TREND AND SIGNIFICANT PROGRAM CHANGES

GENERAL FUND



FY2003-04 decrease primarily reflects the closure of the Main Library and the move to the smaller temporary Main Library during construction of the new facility.

FY2004-05 increase reflects employee salary and wage increases due to cost-of-living and step increases partially offset by the net deletion of 0.6 FTE positions. FY2004-05 also reflects a budgeting change that transferred employee fringe benefit costs and department related supplies and expense costs from the Non-Departmental budget into the departmental budgets.

FY2005-06 budget increase reflects higher employee salaries and wages due to step increases plus higher costs for fringe benefits. In addition, FY2005-06 includes budget increases for the planned opening of the new Main Library in mid-FY2005-06 including one-time start-up costs.

FY2006-07 increase reflects higher in employee salaries and wages for step increases, higher cost for fringe benefits plus full year funding for the new Main Library.

Department Budget Summary

410 LIBRARY
01 GENERAL FUND

EXPENDITURE CATEGORIES	2002-03 Actual	2003-04 Actual	2004-05 Revised Budget	2005-06 Budget	2006-07 Budget Plan
DIVISION					
Direct Costs:					
Administration/Facilities	\$ 1,355,981	\$ 1,247,207	\$ 1,531,707	\$ 1,978,140	\$ 2,264,072
Information Management	1,130,457	1,147,621	1,479,047	1,979,211	2,037,139
Main Library Services	2,205,367	1,873,936	2,714,823	3,237,084	3,583,528
Branch Library Services	700,291	763,123	798,177	948,659	1,025,746
Subtotal Department	<u>5,392,096</u>	<u>5,031,886</u>	<u>6,523,754</u>	<u>8,143,094</u>	<u>8,910,485</u>
Fringe Benefits (estimate)*	<u>848,900</u>	<u>919,056</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Department	<u>\$ 6,240,996</u>	<u>\$ 5,950,942</u>	<u>\$ 6,523,754</u>	<u>\$ 8,143,094</u>	<u>\$ 8,910,485</u>

MAJOR ACCOUNT GROUPS

Salaries and Wages	\$ 4,072,586	\$ 3,931,663	\$ 5,170,880	\$ 6,062,034	\$ 6,577,000
Supplies and Expenses	1,319,510	1,100,224	1,352,874	2,081,060	2,333,485
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	<u>5,392,096</u>	<u>5,031,886</u>	<u>6,523,754</u>	<u>8,143,094</u>	<u>8,910,485</u>
Fringe Benefits*	<u>848,900</u>	<u>919,056</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Department	<u>\$ 6,240,996</u>	<u>\$ 5,950,942</u>	<u>\$ 6,523,754</u>	<u>\$ 8,143,094</u>	<u>\$ 8,910,485</u>

* Beginning in FY2004-05, fringe benefit estimates were moved to the Salaries and Wages account group.

PERSONNEL (FULL-TIME EQUIVALENTS)	2002-03 Revised Budget	2003-04 Revised Budget	2004-05 Revised Budget	2005-06 Budget	2006-07 Budget Plan
PERMANENT POSITIONS	60.5	58.0	57.0	68.5	68.5
OVERTIME	0.4	0.4	0.4	0.3	0.3
TEMPORARY	<u>32.6</u>	<u>26.1</u>	<u>26.5</u>	<u>36.6</u>	<u>36.6</u>
Total Department	<u>93.5</u>	<u>84.5</u>	<u>83.9</u>	<u>105.4</u>	<u>105.4</u>

Department Budget Summary

410 LIBRARY
01 GENERAL FUND

GENERAL FUND FINANCING FROM NON-TAX SOURCES	2002-03 Actual	2003-04 Actual	2004-05 Estimated Actual	2005-06 Budget	2006-07 Budget Plan
General Fund	\$ 6,240,996	\$ 5,950,942	\$ 6,523,754	\$ 8,143,094	\$ 8,910,485
Less: Program Revenues and Reimbursements:					
Library Fines	\$ 133,553	\$ 122,311	\$ 105,000	\$ 150,000	\$ 170,000
Library Fees	13,460	12,619	12,000	15,000	17,000
Library Parking Lot	121,571	37,212	35,000	40,000	40,000
Library Book Loan Program	300,771	164,025	135,000	180,000	220,000
Library Copiers and Printers	1,861	45	0	1,000	1,000
Library Meeting Room Rental	6,367	3,868	2,000	5,000	15,000
Public Library Foundation Program	(79,458)	40,112	40,112	40,112	40,112
Miscellaneous Library Grants	(1,000)	0	1,950	0	0
California Literacy Campaign	(1,044)	0	0	0	0
Library Staff Education Grant	0	6,903	7,355	0	0
Subtotal	\$ 496,081	\$ 387,095	\$ 338,417	\$ 431,112	\$ 503,112
Balance Required from General Fund	\$ 5,744,915	\$ 5,563,847	\$ 6,185,337	\$ 7,711,982	\$ 8,407,373

Division Program Highlights

613 ADMINISTRATION AND FACILITIES
410 LIBRARY
01 GENERAL FUND

DIVISION DESCRIPTION

The Administration and Facilities Division plans, directs and oversees the activities of the Library system, including services to the public, collection development, and facilities operation and maintenance, and assures 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 personnel, provides for staff development and training, oversees Library security, coordinates publicity and public relations, and supervises the use of the meeting rooms. The City Librarian also acts as staff to the Library Board.

	2002-03 Revised Budget	2003-04 Revised Budget	2004-05 Revised Budget	2005-06 Budget	2006-07 Budget Plan
PERSONNEL (FULL-TIME EQUIVALENTS)					
PERMANENT POSITIONS					
City Librarian	1.0	1.0	1.0	0.0	0.0
Director of Library System/City Librarian	0.0	0.0	0.0	1.0	1.0
Assistant City Librarian	1.0	1.0	1.0	1.0	1.0
Administrative Analyst - Library Fiscal Services	1.0	1.0	1.0	1.0	1.0
Administrative Analyst - Library Administrative Services	1.0	1.0	1.0	1.0	1.0
Staff Assistant III	1.0	1.0	1.0	1.0	1.0
Library Building Technician	1.0	1.0	0.0	0.0	0.0
Building Systems Technician	0.0	0.0	1.0	2.0	2.0
Lead Library Inspector	1.0	1.0	0.0	0.0	0.0
Library Inspector	1.0	1.0	0.0	0.0	0.0
Library Services Officer	<u>0.0</u>	<u>0.0</u>	<u>2.0</u>	<u>4.0</u>	<u>4.0</u>
Subtotal	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>	<u>11.0</u>	<u>11.0</u>
OVERTIME	0.1	0.1	0.1	0.1	0.1
TEMPORARY	<u>1.6</u>	<u>3.1</u>	<u>3.1</u>	<u>3.5</u>	<u>3.5</u>
Subtotal	<u>1.7</u>	<u>3.2</u>	<u>3.2</u>	<u>3.6</u>	<u>3.6</u>
Total Division	<u>9.7</u>	<u>11.2</u>	<u>11.2</u>	<u>14.6</u>	<u>14.6</u>

Division Program Highlights

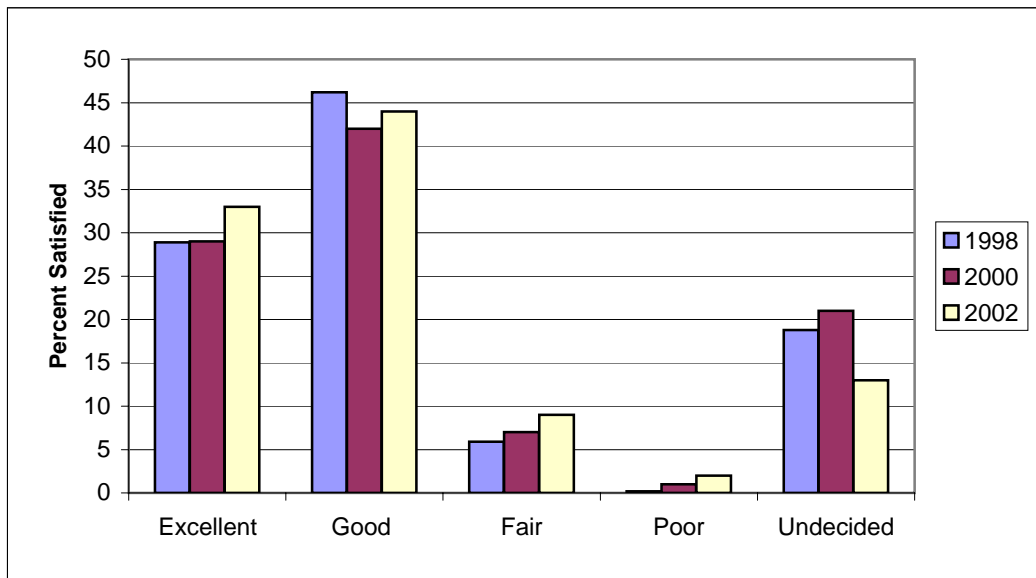
613 ADMINISTRATION AND FACILITIES
410 LIBRARY
01 GENERAL FUND

PERFORMANCE MEASURES	2002-03	2003-04	2004-05	2005-06	2006-07
	Actual	Actual	Estimated Actual	Target	Target

EFFECTIVENESS:

Percent of Users Satisfied with the Overall Quality of Library Service	N/A	94%	94%	95%	97%
Percent of Users Indicating They are Satisfied that Library Materials meet Their Needs	N/A	90%	90%	92%	94%

Community Satisfaction with Library Services:



This data is based upon November 1998-2002 telephone survey of residents which asked respondents how they would rate Santa Monica's public library services overall.

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, 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.

	2002-03 Revised Budget	2003-04 Revised Budget	2004-05 Revised Budget	2005-06 Budget	2006-07 Budget Plan
PERSONNEL (FULL-TIME EQUIVALENTS)					
PERMANENT POSITIONS					
Principal Librarian - Information Management	1.0	1.0	1.0	1.0	1.0
Librarian III - Information Management	1.0	1.0	1.0	1.0	1.0
Librarian I	1.0	1.0	1.0	2.0	2.0
Business Assistant-Library	1.0	1.0	1.0	1.0	1.0
Library Assistant	1.0	2.0	2.0	2.0	2.0
Staff Assistant II	<u>3.0</u>	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>	<u>3.0</u>
Subtotal	<u>8.0</u>	<u>9.5</u>	<u>9.5</u>	<u>10.5</u>	<u>10.0</u>
OVERTIME	0.0	0.0	0.0	0.0	0.0
TEMPORARY	<u>1.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>
Subtotal	<u>1.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>
Total Division	<u>9.6</u>	<u>12.1</u>	<u>12.1</u>	<u>13.1</u>	<u>12.6</u>

Division Program Highlights

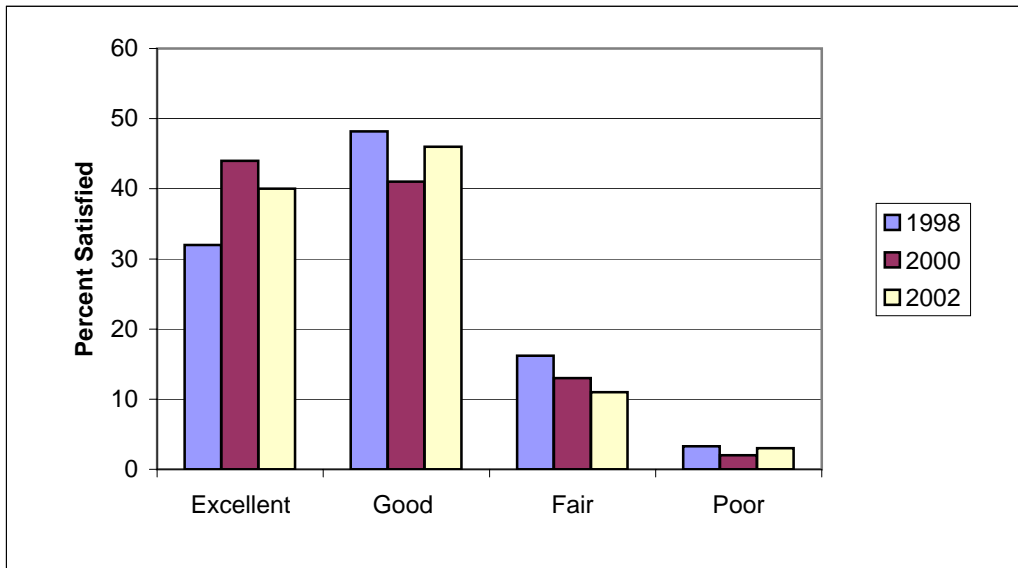
614 INFORMATION MANAGEMENT
410 LIBRARY
01 GENERAL FUND

PERFORMANCE MEASURES	2002-03	2003-04	2004-05	2005-06	2006-07
	Actual	Actual	Estimated Actual	Target	Target

OUTPUT:

Total Number of New Items Processed and Added to the Library's Collection	27,743	31,879	32,000	36,000	42,000
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Community Rating of the Availability of Materials:



This data is based upon November 1998-2002 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.

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 Collection Development and Public Services which includes Circulation, programming, community outreach, and Youth services. The Reference Services staff answers reference questions, selects material, maintains collections, and assists the public in the use of the library. Public Services staff manages patron accounts and circulates materials, selects and maintains material for youth, presents programs for all ages, and coordinates the use of volunteers.

	2002-03 Revised Budget	2003-04 Revised Budget	2004-05 Revised Budget	2005-06 Budget	2006-07 Budget Plan
PERSONNEL (FULL-TIME EQUIVALENTS)					
PERMANENT POSITIONS					
Principal Librarian	2.0	2.0	2.0	2.0	2.0
Librarian III	2.0	2.0	2.0	2.0	2.0
Librarian III - Reference Services	1.0	1.0	1.0	1.0	1.0
Librarian II	3.0	3.0	3.0	3.0	3.0
Librarian I	11.0	10.5	11.5	14.5	14.5
Library Literacy Program Coordinator	1.0	1.0	0.0	0.0	0.0
Library Assistant	2.5	1.5	1.5	1.5	1.5
Circulation Assistant	1.0	1.0	1.0	1.0	1.0
Staff Assistant IV	1.0	1.0	0.0	0.0	0.0
Staff Assistant II	<u>9.0</u>	<u>8.5</u>	<u>8.5</u>	<u>11.0</u>	<u>11.5</u>
Subtotal	<u>33.5</u>	<u>31.5</u>	<u>30.5</u>	<u>36.0</u>	<u>36.5</u>
OVERTIME	0.2	0.2	0.2	0.2	0.2
TEMPORARY	<u>24.3</u>	<u>15.3</u>	<u>15.3</u>	<u>25.0</u>	<u>25.0</u>
Subtotal	<u>24.5</u>	<u>15.5</u>	<u>15.5</u>	<u>25.2</u>	<u>25.2</u>
Total Division	<u>58.0</u>	<u>47.0</u>	<u>46.0</u>	<u>61.2</u>	<u>61.7</u>

Division Program Highlights

615 MAIN LIBRARY SERVICES
410 LIBRARY
01 GENERAL FUND

PERFORMANCE MEASURES	2002-03 Actual	2003-04 Actual	2004-05 Estimated Actual	2005-06 Target	2006-07 Target
OUTPUT:					
Reference Questions	218,687	177,973	150,000	250,000	300,000
Computer Assistance	45,926	20,779	16,000	20,000	35,000
Total Circulation	1,040,220	539,868	515,000	1,000,000	2,000,000
Registration of Borrowers	18,127	15,639	15,000	20,000	25,000
Program Attendance	15,447	9,319	9,000	20,000	25,000

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 staff maintain their collections of adult and children's books and recordings, offer reference assistance, plan adult and children's programs, issue library cards, circulate material and oversee the use of meeting rooms.

	2002-03 Revised Budget	2003-04 Revised Budget	2004-05 Revised Budget	2005-06 Budget	2006-07 Budget Plan
PERSONNEL (FULL-TIME EQUIVALENTS)					
PERMANENT POSITIONS					
Librarian III	3.0	1.0	1.0	3.0	3.0
Librarian I	2.5	2.5	2.5	2.5	2.5
Library Assistant	0.5	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>	<u>5.0</u>
Subtotal	<u>11.0</u>	<u>9.0</u>	<u>9.0</u>	<u>11.0</u>	<u>11.0</u>
OVERTIME	0.1	0.1	0.1	0.0	0.0
TEMPORARY	<u>5.1</u>	<u>5.1</u>	<u>5.5</u>	<u>5.5</u>	<u>5.5</u>
Subtotal	<u>5.2</u>	<u>5.2</u>	<u>5.6</u>	<u>5.5</u>	<u>5.5</u>
Total Division	<u>16.2</u>	<u>14.2</u>	<u>14.6</u>	<u>16.5</u>	<u>16.5</u>

Division Program Highlights

616 BRANCH LIBRARY SERVICES
410 LIBRARY
01 GENERAL FUND

PERFORMANCE MEASURES	2002-03	2003-04	2004-05	2005-06	2006-07
	Actual	Actual	Estimated Actual	Target	Target
OUTPUT:					
Reference Questions	61,950	57,909	59,000	59,000	55,000
Computer Assistance	8,716	12,877	14,000	14,000	12,000
Total Circulation	326,468	495,036	455,000	430,000	400,000
Program Attendance	30,380	41,994	35,000	35,000	35,000