



Library



Department Description

The San Diego Public Library System serves the residents of the City of San Diego, which encompasses an area of 342 square miles. The Library System consists of the Central Library, 35 branch libraries, and the adult literacy program office (READ/San Diego). The Department serves the educational, cultural, business, and recreational needs of San Diego's diverse communities through its collection of more than 3.4 million books and audio-visual materials, 4,012 periodical subscriptions, 1.6 million government documents, and over 265,000 books in 25 languages other than English. Electronic access is provided to the library catalog and many index and full-text databases in all library facilities and via the Internet.

The Department's mission is:

To inspire lifelong learning through connections to knowledge and each other

Goals and Objectives

The following goals and objectives represent the action plan for the Department.

Goal 1: Create inspiring places that are accessible, safe, and a source of pride

Creating and maintaining facilities that are valued for its accessibility, comfort, and beauty is a high priority for the Department. The Department wants all libraries to have a welcoming environment that encourages use by all members of the community. The Department will move towards accomplishing this goal by focusing on the following objectives.

- Provide an appropriately-sized library system
- Improve library facilities and their accessibility

Goal 2: Effectively manage library collections

Having a well-managed library collection ensures that a diverse range of books and other media are readily available to its patrons. The Department will move towards accomplishing this goal by focusing on the following objectives.

- Assure collection meets the needs of customers
- Improve access to library materials

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Goal 3: Provide high quality library programs and services

Providing quality programs and services allows the Library to meet the various needs of its patrons. The Department will move towards accomplishing this goal by focusing on the following objectives.

- Develop and offer programs that address the needs and interests of our community
- Improve the delivery of information and readers advisory services
- Sustain or improve total operating hours

Goal 4: Develop and sustain a thriving library system

Maintaining the necessary funding and resources is essential to operation of a library system capable of supporting one of the largest cities in the United States. The Department will move towards accomplishing this goal by focusing on the following objectives.

- Maintain and expand external revenue sources
- Incorporate state-of-the-art technology to optimize efficiency

Goal 5: Provide a trained, skilled, and responsive workforce

Building and developing a trained and skilled workforce is essential to the success of the Department. Ensuring that its employees are trained and have access to the necessary resources it needs will create a higher performing organization that operates more efficiently and effectively. The Department will move towards accomplishing this goal by focusing on the following objectives.

- Create a learning organization structure for the Department
- Encourage career development and advancement

Service Efforts and Accomplishments

In Fiscal Year 2007, more than 6 million patrons visited City libraries, borrowed over 7.1 million items, used an additional 1.8 million items in libraries, and had over 1.6 million reference questions answered by Library staff. More than 1.6 million customers signed up to use the Internet on a Library workstation and nearly 700,000 online database searches were conducted. Attendance exceeded 218,000 at 7,256 programs offered throughout the library system, including the Chamber Music Series and Film Series at the Central Library, representing a 10 percent increase over the previous fiscal year.

Library fund raising also had a strong year, raising more than \$3 million and exceeding budget targets. New records were set in donations for operations, which increased 14 percent over the previous year. There were also increases to the number of active contributors and Carnegie Society members. These members, who have included the Library in their estate plans, have contributed \$1 million in new bequest gifts during Fiscal Year 2007. Private funding was also secured to provide Sunday hours at three branch libraries and enhance the Summer Reading Program at 13 branch libraries in underserved neighborhoods.

The Library Department made significant technological advances that benefit the public and enhance department efficiencies. The Department successfully migrated from a text-based automated library system to a new web-based, integrated library system that manages acquisitions, cataloging, and circulation functions. *SchoolRooms*, a new online portal for K-12 students that is tied to the State school curriculum, allows students to search interactive media and website materials hand-picked by librarians and educators. San Diego Public Library is one of the first libraries in the country to implement *SchoolRooms* and has become a model program for the State of California. The Library also will have installed 21 of the 40 Express Check machines planned for installation in branch libraries by the end of Fiscal Year 2008. These machines allow adults and children to check out their own materials, which saves them time and frees staff to focus on other more complex customer-related services.

Since 1997, the Library Department will have opened 10 new replacement or expanded facilities. This represents an increase of 126,893 square feet of branch library space in the last 10 years, including the new 16,020 square foot North University Community Branch Library opened in September 2007. In December 2007, construction began on the new Logan Heights Branch Library. Partially funded by a Proposition 14 Grant from the State of California, this new 25,000 square foot facility will replace the current 3,967 square foot facility built in 1927.

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The San Diego Public Library System received state and national recognition. The North University Community Branch Library, along with the Nobel Athletic Area and Recreation Center/Gymnasium, received the American Public Works Association (APWA - Chapter) 2007 Project of the Year Award. This project was also designed to meet Leadership in Energy and Environmental Design (LEED)® Silver Certification for sustainable design. Live Homework Help was recognized for outstanding innovation and creativity in partnering and funding. The Wangenheim Room rare book collection loaned items to the San Diego Natural History Museum for the world renowned Dead Sea Scrolls exhibit. The Library Department received the *Award of Excellence for Historic Preservation* from the City's Historical Resources Board for its efforts to preserve, inventory, and catalog a collection of 91,000 documents representing nearly 100 years of San Diego's water history. The Digital Storytelling Station has become a model for the State Library's grant funding of other digital storytelling stations across the state. It was highlighted at the American Library Association Annual Conference in June 2008. Two of the Library team members produced videos entitled, *Refuge Voices* and *Telling the Streets*, which premiered at the Latino Film Festival in March 2008.

Budget Dollars at Work: Performance Expectations

Goal 1: Create inspiring places that are accessible, safe, and a source of pride

Performance Measure	Baseline FY2007	Actual FY2008	Target FY2009
1. Total operating hours for branches	71,653	73,785	73,785
2. Total operating hours for the Central Library	2,604	2,604	2,604
3. Percent of survey respondents who find library facilities accessible and in satisfactory condition	N/A	N/A	90%

Goal 2: Effectively manage library collections

Performance Measure	Baseline FY2007	Actual FY2008	Target FY2009
1. Circulation per capita	5.44	5.44	5.44
2. Number of users of the library's website, catalog and databases	3,646,428	3,529,874	3,900,000

Goal 3: Provide high quality library programs and services

Performance Measure	Baseline FY2007	Actual FY2008	Target FY2009
1. Attendance at adult programs	42,454	44,614	44,614 ¹
2. Attendance at juvenile programs	138,614	144,575	144,575 ²
3. Percent of survey respondents who find that Library programs meet the needs and interests of the community	N/A	N/A	90%
4. Number of juvenile library card holders	100,778	116,616	105,817
5. Percent of survey respondents who find reference services provided satisfactory	N/A	N/A	90%

¹ Original target was modified from 40,331 to 44,614 based on City Council's reinstatement of Library staff (12.50 Library Assistant and 3.00 Librarian II full-time equivalent positions) that provides direct service to the public.

² Original target was modified from 131,683 to 144,575 based on City Council's reinstatement of Library staff (12.50 Library Assistant and 3.00 Librarian II full-time equivalent positions) that provides direct service to the public.

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Goal 4: Develop and sustain a thriving library system

Performance Measure	Baseline FY2007	Actual FY2008	Target FY2009
1. Total funds secured (income) for donations and grants from non-General Fund sources	\$1.75M	\$2.02M	\$1.30M
2. Number of individual contributors	5,246	5,246	5,246
3. Percent of Express Check plan implemented	4%	26.5%	50%
4. Percent of items checked out via Express Check machines	N/A	4.80%	40%
5. Customer satisfaction rating on library technology	N/A	N/A	90%
6. Percent of hold and overdue notices sent via phone and email	24.05%	56.15%	70%
7. Percent of renewals automated	53.65%	61.11%	70%

Goal 5: Provide a trained, skilled, and responsive workforce

Performance Measure	Baseline FY2007	Actual FY2008	Target FY2009
1. Average number of hours of training per employee per month	N/A	N/A	4

Budget Dollars at Work: Sizing, Workload and Utilization Data

	Actual FY2005	Actual FY2006	Actual FY2007	Actual FY2008	Target FY2009
Sizing Data					
Amount of square footage for branches	366,304	382,339	393,105	408,105	408,105
Amount of square footage for the Central Library	144,524	144,524	144,524	144,524	144,524
Amount of square footage per capita	0.4	0.4	0.4	0.4	0.4
Number of public access workstations	584	706	744	824	769
Number of periodical subscriptions	4,111	4,122	4,012	4,012	4,012
Number of government documents	1,588,595	1,612,364	1,632,277	1,644,687	1,673,340
Number of available books in foreign languages	225,373	245,564	264,217	273,268	268,140
Library materials expenditures per capita ³	\$2.95	\$4.20	\$2.86	\$2.86	\$2.86
Workload Data					
Number of library facilities operated	35	35	35	36	36
Number of reference questions answered	1,803,178	1,694,801	1,643,873	1,648,196	1,514,832
Number of new books and media added	321,591	270,565	256,952	241,254	244,104
Number of books and audio-visual items maintained	3,300,086	3,409,831	3,428,594	3,626,002	3,497,500
Utilization Data					
Number of patron visits	6,435,446	6,017,790	6,040,091	6,234,038	6,062,440
Number of Central Library visits	629,671	603,229	562,610	563,370	573,860
Number of registered borrowers served ⁴	680,936	464,679	437,047	528,855	441,420
Amount of Central Library circulation	551,363	627,163	698,711	635,198	755,655
Amount of annual circulation (check-outs)	7,293,262	7,003,040	7,167,104	7,374,378	7,167,104

³ The per capita calculation is based on the San Diego population of 1,316,837 million from the San Diego Association of Governments (SANDAG) current estimates (2007) www.sandag.org

⁴ Database purged of inactive borrowers in Fiscal Year 2006

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	Actual FY2005	Actual FY2006	Actual FY2007	Actual FY2008	Target FY2009
Number of patrons signed up to use the Internet on a Library workstation	1,286,856	1,418,525	1,667,308	1,782,612	1,750,675
Number of online database searches conducted	1,238,343	1,039,144	691,585	821,354	698,500

Department Summary

Library				
	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 FINAL	FY 2008-2009 CHANGE
Positions	425.96	388.36	375.21	(13.15)
Personnel Expense	\$ 29,560,521	\$ 28,840,999	\$ 27,800,936	\$ (1,040,063)
Non-Personnel Expense	\$ 9,864,213	\$ 9,521,038	\$ 9,212,621	\$ (308,417)
TOTAL	\$ 39,424,734	\$ 38,362,037	\$ 37,013,557	\$ (1,348,480)

Department Staffing

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 FINAL
GENERAL FUND			
Library			
Administration	23.00	19.00	17.00
Branch Libraries	241.11	226.51	224.27
Building Services	6.00	6.00	6.00
Central Library	84.00	75.50	75.44
Development Program	3.25	3.25	1.00
READ/San Diego	6.00	5.50	6.00
Technical Services	54.00	44.00	45.50
Total	417.36	379.76	375.21
LIBRARY GRANTS FUND			
Library Grant Funds			
State Library Foundation	8.60	8.60	0.00
Total	8.60	8.60	0.00
DEPARTMENT TOTAL	425.96	388.36	375.21

Department Expenditures

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 FINAL
GENERAL FUND			
Library			
Administration	\$ 1,966,658	\$ 1,840,178	\$ 1,743,008
Branch Libraries	\$ 18,074,479	\$ 17,720,420	\$ 17,831,303
Building Services	\$ 4,541,928	\$ 4,649,727	\$ 4,652,701
Central Library	\$ 6,916,843	\$ 6,829,359	\$ 7,003,006
Development Program	\$ 1,390,374	\$ 1,422,870	\$ 1,623,964
Library Department	\$ (268,008)	\$ 179,691	\$ (612,688)
READ/San Diego	\$ 502,186	\$ 501,684	\$ 543,461

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Department Expenditures

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 FINAL
GENERAL FUND			
Library			
Technical Services	\$ 5,619,226	\$ 4,486,735	\$ 4,228,802
Total	\$ 38,743,686	\$ 37,630,664	\$ 37,013,557
LIBRARY GRANTS FUND			
Library Grant Funds			
State Library Foundation	\$ 681,048	\$ 731,373	\$ -
Total	\$ 681,048	\$ 731,373	\$ -
DEPARTMENT TOTAL	\$ 39,424,734	\$ 38,362,037	\$ 37,013,557

Significant Budget Adjustments

GENERAL FUND

Library	Positions	Cost	Revenue
Salary and Benefit Adjustments	0.00	\$ 512,638	\$ 0
Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			
Library Grant Match Increase	0.00	\$ 500,000	\$ 0
Adjustment to restore the Library Grant Match Program.			
Funding of Terminal Leave	0.00	\$ 168,812	\$ 0
Funding of additional personnel expenditures for terminal leave paid to employees who, upon conclusion of their tenure with the City, possess a large leave balance.			
Support for Living Wage Ordinance	0.00	\$ 59,345	\$ 0
Adjustment to increase non-personnel expenditures in order to reflect new pricing agreements for custodial, landscaping, and waste removal services, per the Living Wage Ordinance.			
Reinstatement of La Jolla Branch Staff	0.75	\$ 55,376	\$ 51,126
The addition of 0.50 Librarian II and 0.25 Librarian Aide at the La Jolla branch reinstates positions that were initially reduced in Fiscal Year 2008. These positions are reimbursable through the Cameron Trust Fund.			

Significant Budget Adjustments

GENERAL FUND

Library	Positions	Cost	Revenue
Non-Discretionary	0.00 \$	(4,262) \$	0
Adjustments to expense allocations that are determined outside of the Department's direct control. These adjustments are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
Savings from the Five-Year Financial Outlook	(5.30) \$	(599,469) \$	0
Adjustments to personnel and non-personnel expenses, and revenue as a result of budget reductions discussed in the City's Five-Year Financial Outlook. These reductions are further described in Volume 1: Budget Overview and Schedules.			
Vacancy Savings	0.00 \$	(612,688) \$	0
Adjustments to personnel expenses to reflect the anticipated savings resulting from positions projected to be vacant for any period of the fiscal year due to personnel transition and salary differentials for new employees.			
Support for Information Technology	0.00 \$	(696,859) \$	0
Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.			

LIBRARY GRANTS FUND

Library Grant Funds	Positions	Cost	Revenue
Salary and Benefit Adjustments	0.00 \$	(8,263) \$	0
Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			
Revised Revenue	0.00 \$	0 \$	(25,000)
Adjustment to reflect Fiscal Year 2009 revenue projections.			
Non-Discretionary	0.00 \$	(50) \$	0
Adjustments to expense allocations that are determined outside of the Department's direct control. These adjustments are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
Library Grant Funds Reduction	(8.60) \$	(723,060) \$	(728,000)
Public Library Fund (PLF) Funding to public libraries from the State Library is contingent on maintenance of prior year budgetary levels. The reduction in the Library's General Fund budget eliminates this grant funding. The positions eliminated as a result of the loss of funding provide service at branch libraries and maintain library facilities. Non-personnel expense supports fundraising activities.			

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Expenditures by Category

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 FINAL
PERSONNEL			
Salaries & Wages	\$ 19,732,520	\$ 18,563,737	\$ 18,053,308
Fringe Benefits	\$ 9,828,001	\$ 10,277,262	\$ 9,747,628
SUBTOTAL PERSONNEL	\$ 29,560,521	\$ 28,840,999	\$ 27,800,936
NON-PERSONNEL			
Supplies & Services	\$ 6,991,359	\$ 6,862,828	\$ 7,284,843
Information Technology	\$ 1,540,542	\$ 1,139,763	\$ 453,453
Energy/Utilities	\$ 1,249,312	\$ 1,462,447	\$ 1,420,325
Equipment Outlay	\$ 83,000	\$ 56,000	\$ 54,000
SUBTOTAL NON-PERSONNEL	\$ 9,864,213	\$ 9,521,038	\$ 9,212,621
TOTAL	\$ 39,424,734	\$ 38,362,037	\$ 37,013,557

Revenues by Category

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 FINAL
GENERAL FUND			
Revenue from Money & Property	\$ 95,000	\$ 95,000	\$ 95,000
Charges for Current Services	\$ 1,706,422	\$ 1,599,422	\$ 1,650,548
Transfers from Other Funds	\$ 33,379	\$ -	\$ -
TOTAL	\$ 1,834,801	\$ 1,694,422	\$ 1,745,548

Salary Schedule

GENERAL FUND

Library

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>	<i>Salary</i>	<i>Total</i>
1104	Account Clerk	3.00	3.00	\$ 37,878	\$ 113,634
1106	Sr Management Analyst	2.00	2.00	\$ 71,273	\$ 142,545
1107	Administrative Aide II	5.00	4.00	\$ 50,492	\$ 201,968
1132	Asst Management Analyst	3.50	4.00	\$ 51,988	\$ 207,952
1218	Assoc Management Analyst	2.00	2.00	\$ 64,335	\$ 128,670
1236	Auto Messenger	6.00	6.00	\$ 31,137	\$ 186,822
1273	Building Maintenance Supv	1.00	1.00	\$ 74,804	\$ 74,804
1280	Building Service Technician	3.00	3.00	\$ 39,491	\$ 118,473
1348	Info Systems Analyst II	1.00	1.00	\$ 64,077	\$ 64,077
1349	Info Systems Analyst III	1.00	1.00	\$ 71,601	\$ 71,601
1389	Custodian II	2.00	2.00	\$ 31,149	\$ 62,298
1401	Info Systems Technician	2.00	2.00	\$ 50,993	\$ 101,985
1584	Librarian II	43.91	44.50	\$ 58,954	\$ 2,623,473
15841	Librarian II Hrly	1.48	1.48	\$ 59,066	\$ 87,418

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Salary Schedule

GENERAL FUND

Library

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>		<i>Salary</i>	<i>Total</i>
1585	Librarian IV	25.00	24.00	\$	73,424	\$ 1,762,169
1586	Library Asst	40.14	40.50	\$	49,256	\$ 1,994,867
15861	Library Assistant	2.02	2.02	\$	49,254	\$ 99,494
1588	Library Aide	54.99	55.24	\$	24,216	\$ 1,337,672
15881	Library Aide	14.01	14.01	\$	24,216	\$ 339,261
1590	Library Clerk	97.54	96.54	\$	38,366	\$ 3,703,891
15901	Library Clerk	1.92	1.92	\$	38,366	\$ 73,663
1614	Org Effectiveness Specialist II	1.00	1.00	\$	64,734	\$ 64,734
1648	Payroll Specialist II	3.00	2.00	\$	41,507	\$ 83,013
1726	Principal Clerk	1.00	1.00	\$	50,819	\$ 50,819
1746	Word Processing Operator	1.00	1.00	\$	37,689	\$ 37,689
1757	Literacy Program Administrator	1.00	1.00	\$	78,159	\$ 78,159
1758	Library Technician	10.00	10.00	\$	39,939	\$ 399,393
1759	Sr Library Technician	3.00	3.00	\$	45,701	\$ 137,104
1867	Librarian III	28.00	28.00	\$	66,603	\$ 1,864,895
1871	Sr Public Information Officer	1.00	1.00	\$	64,783	\$ 64,783
1876	Executive Secretary	1.00	1.00	\$	52,009	\$ 52,009
1879	Sr Clerk/Typist	4.00	4.00	\$	43,313	\$ 173,252
1902	Storekeeper I	1.00	1.00	\$	41,330	\$ 41,330
1922	Supv Librarian	6.25	6.00	\$	84,065	\$ 504,389
2140	City Librarian	1.00	1.00	\$	127,013	\$ 127,013
2219	Deputy Library Director	2.00	2.00	\$	113,359	\$ 226,717
2243	Resource Development Officer	2.00	1.00	\$	82,782	\$ 82,782
2281	Asst To The Director	1.00	0.00	\$	-	\$ -
	Vacancy Factor Adjustment	0.00	0.00	\$	-	\$ (528,089)
	Bilingual - Regular	0.00	0.00	\$	-	\$ 68,128
	MLS Certification Pay	0.00	0.00	\$	-	\$ 266,850
	Overtime Budgeted	0.00	0.00	\$	-	\$ 71,969
	Temporary Help	0.00	0.00	\$	-	\$ 535,744
	Termination Pay Annual Leave	0.00	0.00	\$	-	\$ 153,888
	Total	<u>379.76</u>	<u>375.21</u>			\$ 18,053,308

LIBRARY GRANTS FUND

Library Grant Funds

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>		<i>Salary</i>	<i>Total</i>
1280	Building Service Technician	1.00	0.00	\$	-	\$ -
1585	Librarian IV	1.00	0.00	\$	-	\$ -
1586	Library Asst	3.90	0.00	\$	-	\$ -

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Salary Schedule

LIBRARY GRANTS FUND

Library Grant Funds

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>		<i>Salary</i>	<i>Total</i>
1590	Library Clerk	2.70	0.00	\$	-	-
	Total	<u>8.60</u>	<u>0.00</u>		<u>\$</u>	<u>-</u>
LIBRARY TOTAL		388.36	375.21		\$	18,053,308

Revenue and Expense Statement (Non-General Fund)

LIBRARY GRANTS FUND

	FY 2007* BUDGET	FY 2008* BUDGET	FY 2009 FINAL
BEGINNING BALANCE AND RESERVE			
Balance from Prior Year	\$ 130,727	\$ 218,824	\$ -
TOTAL BALANCE	\$ 130,727	\$ 218,824	\$ -
REVENUE			
Grant Receipts	\$ 769,145	\$ 753,000	\$ -
TOTAL REVENUE	\$ 769,145	\$ 753,000	\$ -
TOTAL BALANCE AND REVENUE	\$ 899,872	\$ 971,824	\$ -
OPERATING EXPENSE			
Personnel and Non-Personnel Expense	\$ 681,048	\$ 731,373	\$ -
TOTAL OPERATING EXPENSE	\$ 681,048	\$ 731,373	\$ -
TOTAL EXPENSE	\$ 681,048	\$ 731,373	\$ -
BALANCE	\$ 218,824	\$ 240,451	\$ -
TOTAL EXPENSE, RESERVE AND BALANCE	\$ 899,872	\$ 971,824	\$ -

* At the time of publication audited financial statements for Fiscal Year 2007 were not available. Therefore, the Fiscal Years 2007 and 2008 columns reflect final budget amounts from the Fiscal Year 2007 and 2008 Annual Budgets. As such, balances and reserves do not reflect carryover from the previous fiscal year.

