
LIBRARY DEPARTMENT



"Supporting The Pursuit Of Life~Long Learning"

MISSION:

The Corona Public Library welcomes and supports all people in their enjoyment of reading and pursuit of lifelong learning. Working together, the staff strives to provide equal access to information, ideas, and knowledge through books, technology, programs, services, and other resources. The library also provides a safe, pleasant atmosphere for community education and gatherings. Through these actions, the public is provided the freedom to read, to learn, and to discover.

DEPARTMENT GOALS AND OBJECTIVES:

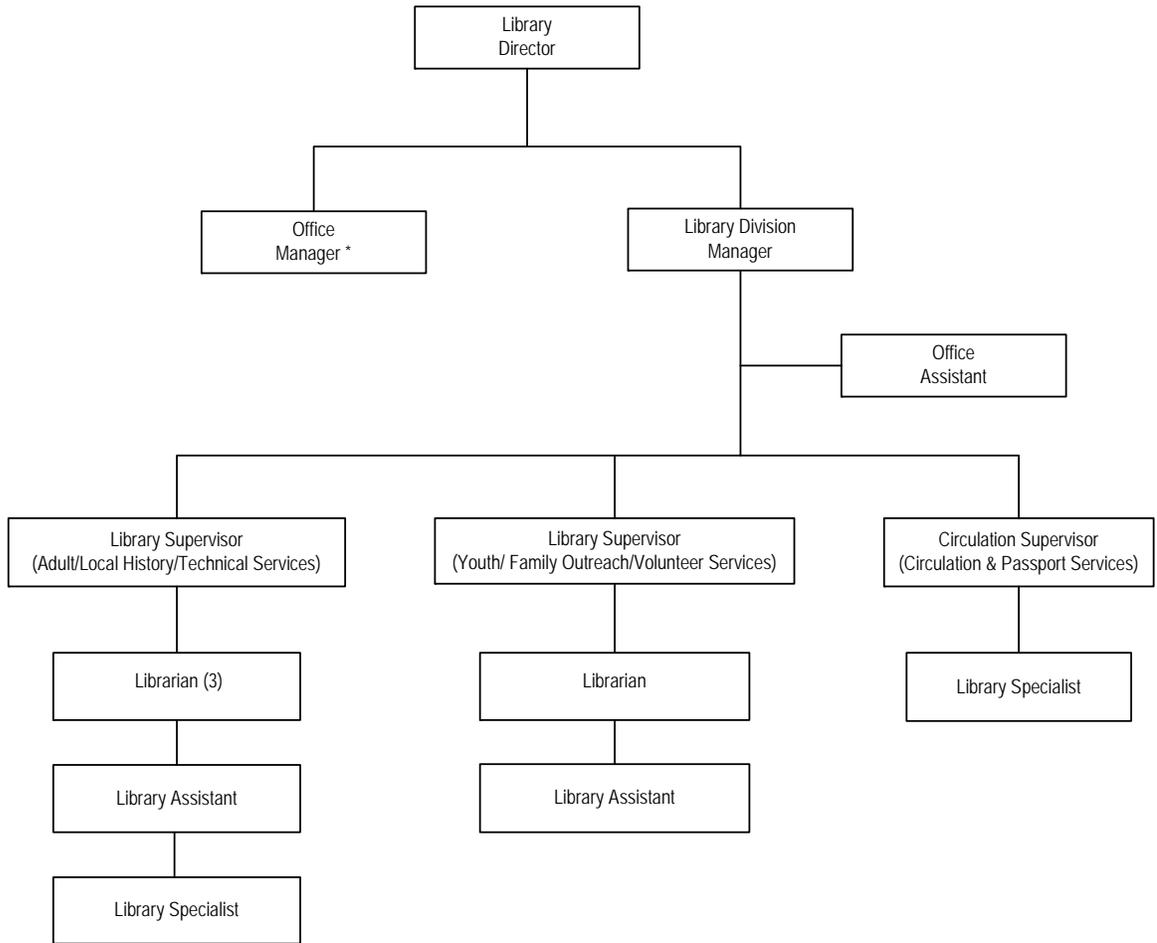
1. Provide equal access to information and materials through free basic library service and adherence to the Library Bill of Rights.
2. Meet informational, educational, cultural, social, and recreational needs of a diverse clientele in a spirit of multiculturalism.
3. Provide materials and information that are current, in a variety of formats, and covering a wide range of subjects and points of view.
4. Serve as a comprehensive research resource for the history of the City of Corona, its inhabitants, and its dwellings.
5. Stay at the forefront of computer technology to enhance information seeking possibilities, and promote computer literacy to ensure access for all.
6. Encourage young children and teenagers to use and enjoy our library in order to promote the lifelong joy of reading.
7. Recruit and train service-oriented staff who provide the professional link to Corona Public Library's collections, facilities, and services.
8. Maintain facilities that are comfortable, safe, and accessible.
9. Account for the efficient use of the Corona Public Library's assets.
10. Integrate the values of the City's overall goal to "Enhance the Quality of Life" into the daily work activities of the department.

SCHEDULE OF POSITIONS BY DEPARTMENT

*For historical and salary information, please reference the Citywide
Schedule of Positions located under the "Personnel" Section*

	<u>Authorized FY 2011-12</u>	<u>Adopted FY 2012-13</u>
<u>LIBRARY</u>		
Library Director	1	1
Library Division Manager	1	1
Library Supervisor	2	2
Circulation Supervisor	1	1
Librarian	4	4
Office Manager	1	1
Library Specialist	2	2
Library Assistant	2	2
Office Assistant	1	1
<u>Total Library</u>	15	15

Library Department



* Supervises 2 part-time positions.

FINANCIAL SUMMARY OPERATIONAL

LIBRARY

<u>Account/Description</u>	Actual Expenditures FY 2009-10	Actual Expenditures FY 2010-11	Adopted Budget FY 2011-12	Cumulative Budget FY 2011-12	Estimated Expenditures FY 2011-12	Adopted Budget FY 2012-13
BUDGET SUMMARY						
1000 Salaries - Benefits	\$ 2,342,265	\$ 2,158,450	\$ 1,950,082	\$ 2,054,535	\$ 2,072,253	\$ 1,815,506
2000 Services - Supplies	474,184	404,421	260,877	325,594	386,015	260,877
5000 Capital Outlay	-	-	-	-	-	-
Total Department	<u>\$ 2,816,449</u>	<u>\$ 2,562,871</u>	<u>\$ 2,210,959</u>	<u>\$ 2,380,129</u>	<u>\$ 2,458,268</u>	<u>\$ 2,076,383</u>

PROGRAMS

4711 Administration	\$ 679,668	\$ 639,575	\$ 519,984	\$ 553,547	\$ 631,686	\$ 528,120
4712 Public Services	1,522,207	1,471,739	1,451,361	1,462,979	1,462,979	1,302,721
4715 Support Services	614,574	451,557	239,614	363,603	363,603	245,542
Total Programs	<u>\$ 2,816,449</u>	<u>\$ 2,562,871</u>	<u>\$ 2,210,959</u>	<u>\$ 2,380,129</u>	<u>\$ 2,458,268</u>	<u>\$ 2,076,383</u>

FUNDING SOURCES

110 General Fund	\$ 2,781,551	\$ 2,530,919	\$ 2,210,959	\$ 2,327,395	\$ 2,405,534	\$ 2,076,383
415 Library Other Grants Fund	321	39	-	51,500	51,500	-
442 Adult and Family Literacy Grant Fund	34,577	31,913	-	1,234	1,234	-
Total Funding	<u>\$ 2,816,449</u>	<u>\$ 2,562,871</u>	<u>\$ 2,210,959</u>	<u>\$ 2,380,129</u>	<u>\$ 2,458,268</u>	<u>\$ 2,076,383</u>

LIBRARY DEPARTMENT

PROGRAM DESCRIPTION – ADMINISTRATION:

Library Administration provides planning, direction, control, and ongoing evaluation of the Library Department, reporting to the Assistant City Manager, City Manager, City Council, and Library Board of Trustees. The division oversees maintenance of the facility and administers use of the library's meeting rooms, maintains staff timesheets, payroll records and personnel information, provides bookkeeping and accounting operations, preparation and control of requisitions and purchase orders, preparation and administration of contracts, and oversight of library security issues. The Library Administration Division prepares for and records events of the monthly Trustees' meetings. Additionally, the Administration Division serves as liaison to the Friends of the Corona Public Library, the Library Foundation, and other community support groups.

PROGRAM ONGOING OBJECTIVES:

1. Promote the Library Department's vision, mission, and goals to the community through library services and facilities by maintaining effective working relationships and positive communication among and between library staff and the library's primary groups: City Council, City Management, Library Trustees, Friends of the Corona Public Library, and the Library Foundation.
2. Maintain and enhance the appearance and condition of the library facilities.
3. Coordinate the use, revenue, and maintenance of the library meeting rooms.
4. Support the Library Board in the performance of its duties and responsibilities through the preparation, distribution, and posting of agendas, recording board meeting minutes monthly, and planning special events and meetings.
5. Coordinate the development and ongoing evaluation of the library's policies and procedures.
6. Prepare and administer the annual library budget.
7. Implement organizational development, team building, and staff training activities through regular in-service workshops, staff meetings, ad-hoc committees, task forces, and focus sessions.

PROGRAM GOALS:

1. Create increased revenue opportunities by marketing the library's meeting rooms and passport services by February 2013.
2. Maintain appearance of the library's exterior and interior by coordinating efforts with Public Works through June 2013.
3. Work with City departments to educate the public on citywide services and programs, by June 2013.
4. Continue to provide employees with ongoing safety/emergency training quarterly through June 2013.
5. Schedule internal staff customer service training and specialized research training, eight sessions by June 2013.

LIBRARY DEPARTMENT

PROGRAM DESCRIPTION – PUBLIC SERVICES

The Public Services Division consists of Adult and Youth Services. Adult Services also directs Technical Services, Local History and Computer/Media. Youth Services includes Children's, Teen, Outreach, Literacy and Volunteer services. The division's main function is to provide reference and research assistance to the public, maintain the Integrated Library System, evaluate, select and process materials and offer a variety of programs for all ages. Staff seeks to provide access to quality online resources and reference tools. Staff also seeks to market the library to the community through outreach effort and partnerships with community groups.

PROGRAM ONGOING OBJECTIVES:

1. Respond effectively to reference and reader advisory questions from adult and youth library users.
2. Conduct various programs for adults and youth including author visits, career related workshops, and cultural events.
3. Provide access to internet and computer applications.
4. Acquire materials for the regular collection and adult literacy collection.
5. Coordinate maintenance of technology with the Information Technology Department.
6. Order, receive, and invoice for payment items from library accounts and donations, catalog and process, in-house or through outsourcing, items for addition to the collection.
7. Provide on-going collection maintenance through evaluation and weeding of collection, mending of selected items, and deleting discarded items from the database.
8. Collect, arrange, describe, catalog and digitize items relating to the City's history.

PROGRAM GOALS:

1. Refresh Children's Room through weeding, obtaining new furniture and reconfiguration, by April 2013.
2. Continue to augment our Job Resources Center through grant-seeking to increase the number of laptops available for check out and continue subscriptions to related databases through June 2013.
3. Promote the library website as a "cyberbranch" with evidence of 100,000 interactions per month by June 2013.
4. Continue to seek grants to process the Heritage Room's backlog through June 2013.
5. Develop 5 online tutorials for patrons to enable them to expand their use of the Library's online resources and their mobile applications by June 2013.
6. Schedule staff training focused on optimal use of database resources, the Heritage Room collection and customer service; 10 sessions by June 2013.
7. Continue to offer 4 weekly storytimes for infants through preschool-aged children through June 2013.
8. Seek out grant funds to provide continued outreach to the Hispanic community through computer classes and collection development, through June 2013.
9. Hold monthly Teen Advisory Council meetings through June 2013.

LIBRARY DEPARTMENT

PROGRAM DESCRIPTION – SUPPORT SERVICES

The Support Services Division consists of Circulation Services and Passport Services. Operations include the checking in and out of Library materials and the maintenance of patron accounts, resolving user concerns including collection of fines and fees, and providing community room set ups for public use and for library led programs. Passport Staff process passport applications, answer related question and maintain passport training required by the State Department to remain agents.

PROGRAM ONGOING OBJECTIVES:

1. Circulation staff will efficiently check in, sort, and shelve all materials within 48 hours.
2. Increase registration of new borrowers by 10%, and modify existing borrowers' PIN numbers.
3. Provide community room set ups for public and other City department use.
4. Conduct quarterly in-house customer service training with Circulation and Passport staff.
5. Maintain the circulating and non-circulating collections through shelf-reading, shifting, and upkeep.

PROGRAM GOALS:

1. Increase the use of self-check machines through staff direction, signage, and reconfiguration of the checkout area by June 2013.
2. Return passport calls within 24 hours of receipt through June 2013.
3. Update 8,000 patron accounts information, paying close attention to PIN numbers and e-mails in SIRSI, so the SVA "SIRSI VOICE ACTIVATION" is effective by June 2013.
4. Purge all inactive patron accounts by June 2013.
5. Provide staff training in customer service and circulation or passport procedures, at least 6 meetings by June 2013.

