



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.

“Supporting the Pursuit of Life-Long Learning”

Summary of Services

Administration

Library Administration provides planning, direction, control, and ongoing evaluation of the Library Department, reporting to the Assistant City Manager, City Manager and City Council. Library Administration updates the Library Trustees on departmental changes, policies, and programs. 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. Additionally, the Administration Division serves as liaison to the Friends of the Corona Public Library, the Library Foundation, and other community support groups.

Public Services

The Public Services Division consists of Adult and Youth Services. Adult Services 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.

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 coordination in conjunction with Administration for public use and for library led programs. Passport staff process passport applications, answer related questions, and maintain passport training required by the State Department to remain agents.

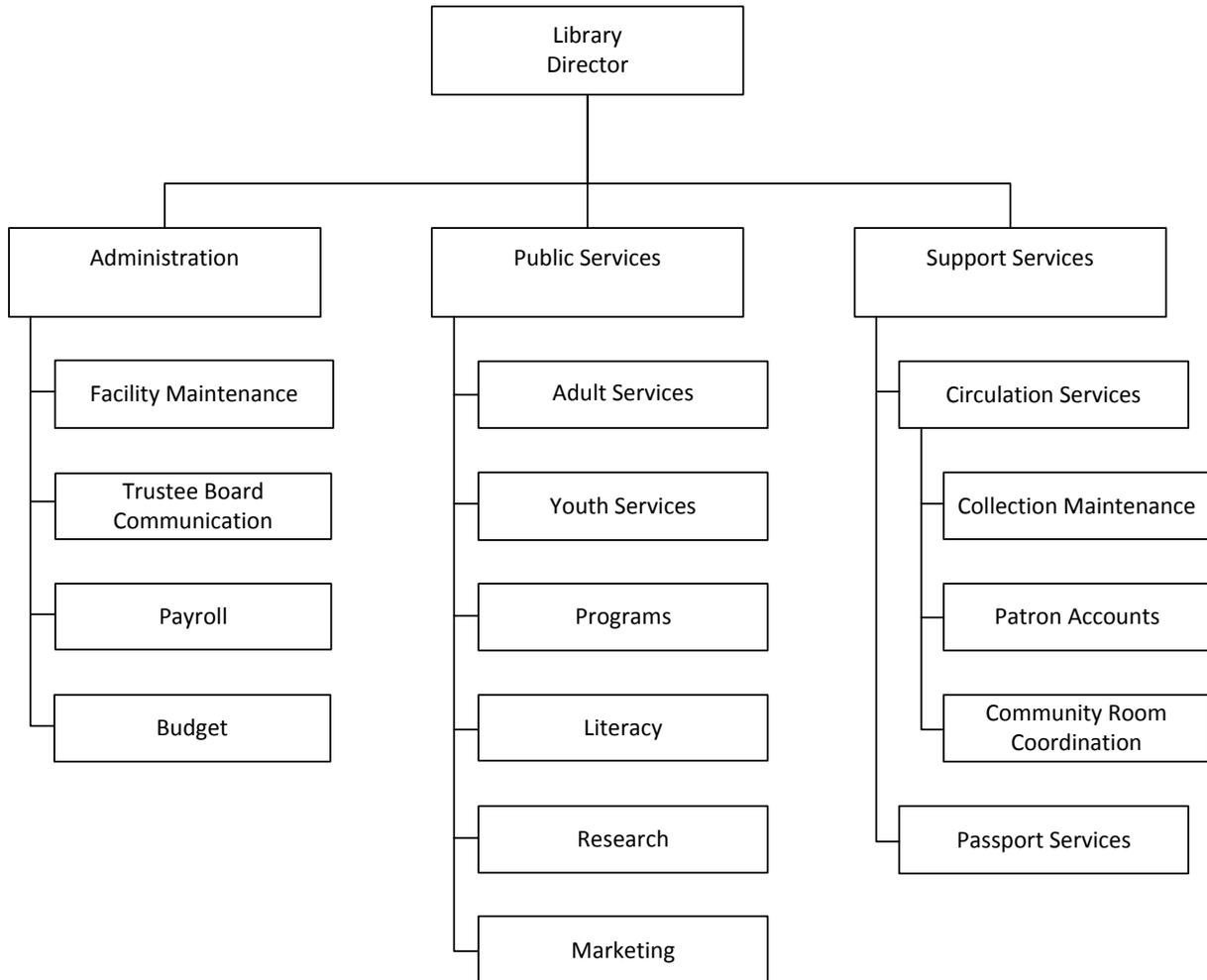
Department Accomplishments for Fiscal Year 2012-13

- Earned over \$286,000 in community room rental, passport services, and materials fines and fees revenue.
- Enhanced the Library's interior with public restroom refurbishment and Community Development Block Grant-funded new children's and adult information desks.
- Presented festivals and fundraisers, working in tandem with fellow departments.
- Provided hands-on safety training and meetings for all staff.
- Created \$100,000 grant-funded Teens On Main technology center.
- Presented a variety of job resources, cultural programs, exhibits, classes and workshops.
- Provided new and expanded services to the Hispanic population including computer classes with grant funding.
- Added 30 ChromeBooks for use by 3rd through 12th graders in the Library through a state grant.

Department Goals for Fiscal Year 2013-14

- Create increased revenue opportunities by marketing the Library's meeting room and passport services by February 2014.
- Seek out grants to improve visibility and access in the adult services area by February 2014.
- Seek out grants to build on new outreach to the Hispanic community by February 2014.
- Secure funding through grants, donations, and budgeting to sustain print and electronic collection growth by April 2014.
- Work with City departments to educate the public on citywide services and programs by June 2014.
- Continue to provide quarterly safety/emergency training to employees through June 2014.
- Schedule four sessions of customer service training and specialized research training for internal staff by June 2014.
- Provide four training sessions per month of a variety of workshops in introductory computer use and Microsoft Office applications through June 2014.
- Secure funding through grants to create an Early Family Literacy area in the Children's Room by June 2014.

Department Organizational Chart by Function Library Department



Financial Summary Operational

LIBRARY

<u>Account/Description</u>	<u>Actual Expenditures FY 2010-11</u>	<u>Actual Expenditures FY 2011-12</u>	<u>Adopted Budget FY 2012-13</u>	<u>Cumulative Budget FY 2012-13</u>	<u>Estimated Expenditures FY 2012-13</u>	<u>Adopted Budget FY 2013-14</u>
<u>BUDGET SUMMARY</u>						
1000 Salaries - Benefits	\$ 2,158,450	\$ 2,084,787	\$ 1,815,506	\$ 1,960,963	\$ 2,084,846	\$ 2,138,424
2000 Services - Supplies	404,421	400,902	260,877	346,886	443,091	146,333
5000 Capital Outlay	-	-	-	-	-	-
Total Department	<u>\$ 2,562,871</u>	<u>\$ 2,485,689</u>	<u>\$ 2,076,383</u>	<u>\$ 2,307,849</u>	<u>\$ 2,527,937</u>	<u>\$ 2,284,757</u>

PROGRAMS

4711 Administration	\$ 639,575	\$ 653,979	\$ 528,120	\$ 595,813	\$ 726,735	\$ 507,368
4712 Public Services	1,471,739	1,436,975	1,302,721	1,382,967	1,379,386	1,377,317
4715 Support Services	451,557	394,735	245,542	329,069	421,816	400,072
Total Programs	<u>\$ 2,562,871</u>	<u>\$ 2,485,689</u>	<u>\$ 2,076,383</u>	<u>\$ 2,307,849</u>	<u>\$ 2,527,937</u>	<u>\$ 2,284,757</u>

FUNDING SOURCES

110 General Fund	\$ 2,530,919	\$ 2,454,079	\$ 2,076,383	\$ 2,265,626	\$ 2,527,937	\$ 2,284,757
415 Library Other Grants Fund	39	30,354	-	32,675	-	-
442 Adult and Family Literacy Grant Fund	31,913	1,256	-	9,548	-	-
Total Funding	<u>\$ 2,562,871</u>	<u>\$ 2,485,689</u>	<u>\$ 2,076,383</u>	<u>\$ 2,307,849</u>	<u>\$ 2,527,937</u>	<u>\$ 2,284,757</u>

