

## Library and Recreation Services Department

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The Corona Public Library welcomes and supports all people in their enjoyment of reading and pursuit of lifelong learning. 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. The Recreation Division is dedicated to enhancing the quality of life of Corona residents by providing athletic, recreational, and leisure time opportunities.

***“Supporting Community through Recreation and Life-Long Learning”***

# Library and Recreation Services Department

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## Summary of Services

### Administration

Library and Recreation Services Administration provides direction, control, and ongoing evaluation of the department, reporting to the Assistant City Manager, City Manager and City Council. Administration updates the Library Trustees and Parks and Recreation Commissioners on departmental policies, and programs. The division oversees maintenance of the Library facility and administers use of the Library and Recreation meeting rooms, maintains payroll records and personnel information, provides accounting operations, preparation and control of requisitions, purchase orders, administration of contracts, and oversight of Library security issues.

### Public Services

Public Services includes 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 (in print and electronic), and offer programs for all ages. Staff also markets the Library to the community through outreach and partnerships.

### Support Services

Support Services consists of Circulation and Passport Services. Operations include the checking in and out of Library materials and 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.

### Recreation Services

Recreation Services provides a variety of programs, services, and activities for recreational opportunities to Corona residents. These programs and services include: citywide special events, recreational classes, facility monitoring program, facility rentals for meeting rooms, picnic shelter reservations, youth and adult sports programming, after-school recreation, summer camps, senior programs and services, summer aquatics, and youth special events.

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## Department Accomplishments for Fiscal Year 2013-14

- Earned over \$290,000 in community room rental, passport services, and materials fines and fees revenue.
- Enhanced the Library's interior and ADA-accessibility with a Community Development Block Grant-funded new circulation desk.
- Presented festivals and fundraisers, working in tandem with fellow departments.
- Presented a variety of job resources, cultural programs, exhibits, classes and workshops.
- Added grant-funded electronic Nook devices loaded with literature in Spanish.
- Hosted the 100-Year Anniversary of the Corona Road Race on September 14, 2013.
- Expanded the Kids Club after school program by offering a new site at Orange Elementary.
- Completed interior improvements to the Civic Center Gym including: new basketball floor, fitness room floor, interior paint, bleachers, light fixtures, divider curtain, and scoreboard.
- Acquired a building on Main Street to be the location of a new community center.

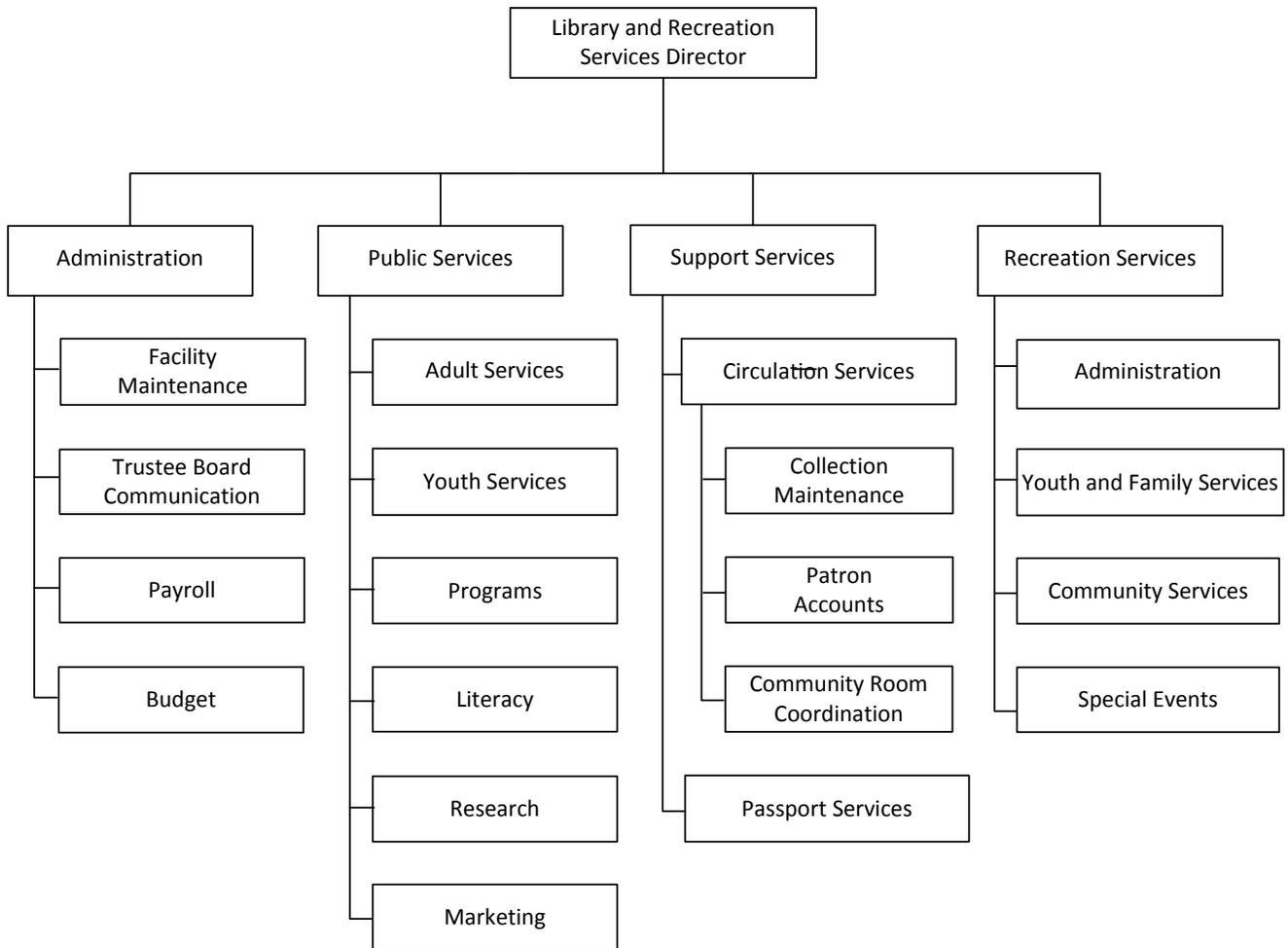
## Department Goals for Fiscal Year 2014-15

- Create a 3-year departmental strategic plan using strength/weaknesses/opportunities/threats, or SWOT, analysis by October 2014.
- Utilize a new recreation software program that will improve recreation class registration and facility reservations, as well as enhance customer service by December 2014.
- Create increased revenue opportunities by marketing the Library's meeting rooms and passport services by February 2015.
- Seek the CDBG-funded shelving project to improve visibility and access in the adult services area by February 2015.
- Seek out grants to create a new learning center by February 2015.
- Complete construction drawings and begin construction for the new community center by February 2015.
- Secure funding through grants, donations, and budgeting to sustain print and electronic collection growth by April 2015.
- Expand the Aquatics Program to offer additional classes through 2015.
- Complete the north section of the interim Santa Ana River Trail Class II bike route that will increase bike routes throughout the City by June 2015.

# Department Organizational Chart by Function

## Library and Recreation Services Department

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# Financial Summary Operational

## LIBRARY AND RECREATION SERVICES

<u>Account/Description</u>	Actual Expenditures FY 2011-12	Actual Expenditures FY 2012-13	Adopted Budget FY 2013-14	Cumulative Budget FY 2013-14	Adopted Budget FY 2014-15
<b>BUDGET SUMMARY</b>					
1000 Salaries - Benefits	\$ 2,084,787	\$ 2,087,072	\$ 2,138,424	\$ 3,619,410	\$ 3,967,795
2000 Services - Supplies	400,902	484,095	146,333	474,145	521,193
5000 Capital Outlay	-	-	-	-	-
Total Department	<u>\$ 2,485,689</u>	<u>\$ 2,571,167</u>	<u>\$ 2,284,757</u>	<u>\$ 4,093,555</u>	<u>\$ 4,488,988</u>

## PROGRAMS

4711 Administration	\$ 653,979	\$ 748,607	\$ 507,368	\$ 523,342	\$ 509,347
4712 Public Services	1,436,975	1,379,505	1,377,317	1,509,002	1,414,304
4715 Support Services	394,735	443,055	400,072	437,883	439,791
4731 Recreation Services *	-	-	-	1,623,328	2,125,546
Total Programs	<u>\$ 2,485,689</u>	<u>\$ 2,571,167</u>	<u>\$ 2,284,757</u>	<u>\$ 4,093,555</u>	<u>\$ 4,488,988</u>

## FUNDING SOURCES

110 General Fund	\$ 2,454,079	\$ 2,533,640	\$ 2,284,757	\$ 4,075,927	\$ 4,488,988
415 Library Other Grants Fund	30,354	26,142	-	195	-
442 Adult and Family Literacy Grant Fund	1,256	11,385	-	17,433	-
Total Funding	<u>\$ 2,485,689</u>	<u>\$ 2,571,167</u>	<u>\$ 2,284,757</u>	<u>\$ 4,093,555</u>	<u>\$ 4,488,988</u>

\* Recreation Services moved from Parks and Community Services to Library and Recreation Services in FY 2013-14.

