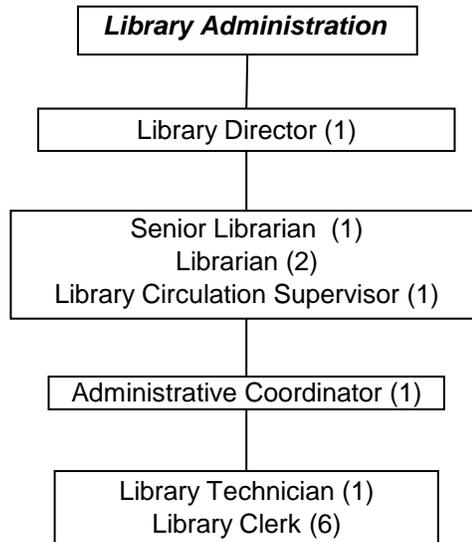


## PUBLIC LIBRARY

**Mission Statement:** *The Redondo Beach Public Library provides services and materials to persons of all ages in a friendly atmosphere for the purpose of meeting the informational, educational, recreational, and cultural needs of Redondo Beach residents.*

**PUBLIC LIBRARY**  
Adopted Budget - FY 2015-16



**SUMMARY OF PERSONNEL**  
**Adopted Budget - FY 2015-16**

**PUBLIC LIBRARY**

1.00	Library Director
1.00	Senior Librarian
2.00	Librarian
1.00	Library Circulation Supervisor
1.00	Administrative Coordinator
1.00	Library Technician
<u>6.00</u>	Library Clerk
13.00	

**TOTAL PERSONNEL: 13.00**

## PUBLIC LIBRARY

<i>Operating Expenses</i>	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease	
Personnel	1,658,533	1,802,690	1,896,197	1,954,068	57,871	3%
Maintenance & Operations	412,839	443,926	473,856	443,926	(29,930)	(6%)
Internal Service Fund Allocations	1,470,843	1,470,843	1,694,591	1,694,591	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>3,542,215</b>	<b>3,717,459</b>	<b>4,064,644</b>	<b>4,092,585</b>	<b>27,941</b>	<b>1%</b>



<i>Funding Sources</i>	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease	
General Fund	3,542,215	3,717,459	4,064,644	4,092,585	27,941	1%
<b>TOTAL</b>	<b>3,542,215</b>	<b>3,717,459</b>	<b>4,064,644</b>	<b>4,092,585</b>	<b>27,941</b>	<b>1%</b>

## PUBLIC LIBRARY

### Core Service Activities

Adopted	FY 2014-15	(95%)	Total Staff Hours:	27,557
Adopted	FY 2015-16	(94%)	Total Staff Hours:	25,537

- Operate the Main Library with 56 weekly public open hours Monday – Thursday 10:00 A.M. to 8:00 P.M., Friday 10:00 A.M. to 6:00 P.M., Saturday 9:00 A.M. to 5:00 P.M.; the North Branch Library with 40 weekly public open hours Monday - Thursday 12:00 P.M. - 8:00 P.M. and Saturday 9:00 A.M. to 5:00 P.M.; closed Sundays and 12 holidays with part-time staffing of approximately 24,550 hours.
- Maintain and work to continually increase the patron database which currently stands at 63,805 cardholders.
- Answer approximately 70,500 reference and information questions.
- Provide internet access for 60,000 user sessions.
- Maintain the Library's web page with timely information and remote access to the Library catalog and 13 databases, 24 hours a day.
- With continued funding from the Friends of the Library, provide online tutoring for students via tutor.com in order to support the Redondo Beach Unified School District.
- Provide digital media services with an annual circulation of 30,000 eBooks, eAudiobooks, eMagazines, and streaming music and movies.
- Conduct programs for children, teens, and adults with a monthly average of 25 programs for children, 2 for teens, and 7 for adult.

### Key Projects and Assignments

Adopted	FY 2014-15	(3%)	Total Staff Hours:	1,010
Adopted	FY 2015-16	(4%)	Total Staff Hours:	950

- |  | Hours |
|--|-------|
| • Complete evaluation of the adult print reference collection for usage and online duplication by February 2016.                                       | 50    |
| • Conduct children, teen, and adult summer reading programs for approximately 2,100 participants by September 2015.                                    | 440   |
| • Provide a minimum of eight STEM (science, technology, engineering, mathematics) programs for children and teens by June 2016.                        | 40    |
| • Conduct an online survey of library users for enhancing the selection of digital library resources by May 2016.                                      | 40    |
| • Using the mobile devices, inventory and weed the adult business and travel sections by May 2016.   | 140   |
| • Identify a location for an enhanced teen space and shift the collection to accommodate the space by May 2016.  | 40    |
| • Complete the weeding and shifting of the children's collection at the Main Library by August 2015 to accommodate enhancements by Leadership Redondo. | 100   |
| • Complete Staff work to assist with the update of the City's webpage by June 2016.  | 100   |

## PUBLIC LIBRARY

### Customer Service and Referrals

Adopted	FY 2014-15	(2%)	Total Staff Hours:	553
Adopted	FY 2015-16	(2%)	Total Staff Hours:	553

- Achieve a customer satisfaction rating exceeding 92% on the annual user survey.
- Respond to customer phone calls and emails within 24 business hours.
- Hold daily morning staff meetings with a focus on customer service.

### Selected Performance Measures

<i>Library</i>	<i>Estimated FY 2014-15</i>	<i>Adopted FY 2015-16</i>
Open libraries to the public	4,770	4,826
Circulate digital materials	24,800	30,000
Provide adult, teen, and children's programming	400	400
Respond to reference questions	70,000	70,500