

COUNTY LIBRARY

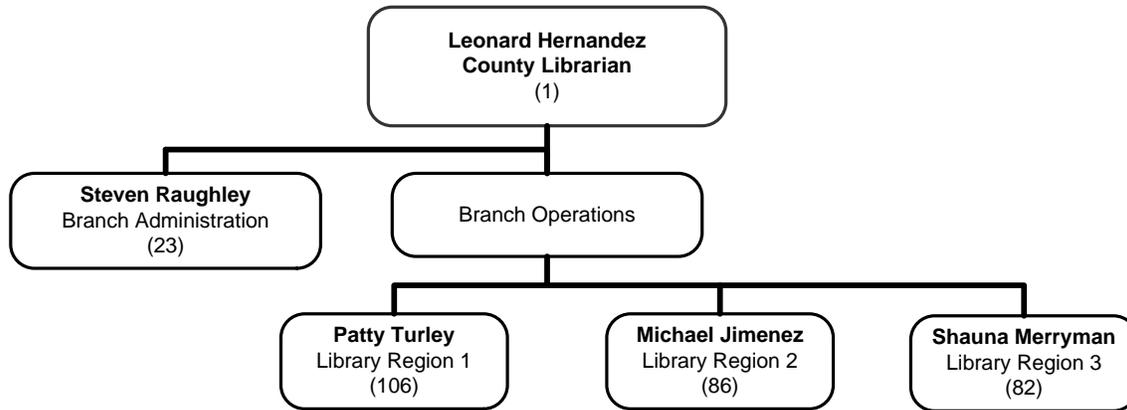
Leonard X. Hernandez

DEPARTMENT MISSION STATEMENT

The San Bernardino County Library System (SBCL) is a dynamic network of 32 branches that serves a diverse population over a vast geographic area. SBCL strives to provide equal access to information, technology, programs, and services for all the people who call San Bernardino County home.



ORGANIZATIONAL CHART



2016-17 SUMMARY OF BUDGET UNITS

	2016-17					
	Requirements	Sources	Net County Cost	Use of / (Contribution to) Fund Balance	Use of / (Contribution to) Net Position	Staffing
Special Revenue Funds						
County Library	17,799,116	16,024,589		1,774,527		298
Bloomington Library Reserve	176,900	550		176,350		0
Total Special Revenue Funds	17,976,016	16,025,139	0	1,950,877	0	298
Total - All Funds	17,976,016	16,025,139	0	1,950,877	0	298



2015-16 MAJOR ACCOMPLISHMENTS

- Completed light remodel of the Big Bear Library which included new carpet and paint, new furniture, new early learning computers, and a reconfiguration of the children’s area.
- Added new self-service materials sorters to the Chino Hills, Fontana, and Hesperia branch libraries.
- Completed refresh of user friendly self-checkout units at nine locations enabling patrons to checkout their own library materials.
- Opened the new Bloomington Library as part of the Bloomington Intergenerational Housing Project which includes a computer lab, self-checkout units, dedicated children’s area, expanded materials collection, and a floorplan that is almost four times larger than the current facility.
- Completed the largest Summer Reading Program in County Library history with 30,817 participants, a 25% increase over the previous year’s program.

DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS		Measure	2014-15 Actual	2015-16 Target	2015-16 Est.	2016-17 Target
OBJECTIVE	Monitor and evaluate operations and implement strategies to continually improve efficiency, effectiveness and collaboration.	Percentage of desktop computers replaced less than four years ago.	N/A	95%	100%	100%
STRATEGY	Maintain a replacement cycle for computer hardware between four to five years to ensure that public access computers are available for use and fully functional with reliable hardware and software.					
COUNTY GOAL: CREATE, MAINTAIN AND GROW JOBS AND ECONOMIC VALUE IN THE COUNTY		Measure	2014-15 Actual	2015-16 Target	2015-16 Est.	2016-17 Target
OBJECTIVE	Utilize County programs and resources to support the local economy, maximize job creation and promote tourism.	Number of attendees at branch library programs.	222,074	145,000	195,000	200,000
STRATEGY	Offer programs for multiple age groups to promote the Countywide Vision of cradle-to-career education, fostering personal and professional development and enrichment.					
COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS		Measure	2014-15 Actual	2015-16 Target	2015-16 Est.	2016-17 Target
OBJECTIVE	Monitor and evaluate operations and implement strategies to continually improve efficiency, effectiveness and collaboration.	Number of digital materials checked out.	95,063	80,000	140,000	160,000
STRATEGY	Continue to enhance digital eBook / audiobook offerings for easy anytime access to materials across a multitude of digital devices to aid in job enrichment.					



County Library

DESCRIPTION OF MAJOR SERVICES

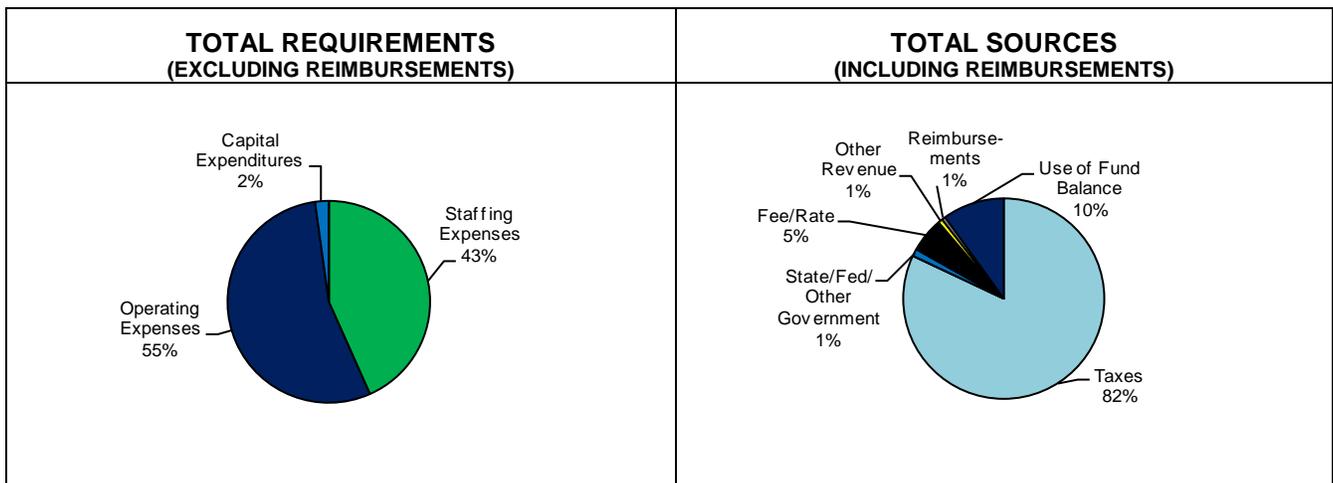
The San Bernardino County Library (Library) provides public library services through a network of thirty two branches in the unincorporated areas and seventeen cities within the County. The Library provides free access to information through its materials collection and offers almost 1,000 public accessible computers for internet, productivity use and browsing the library's online catalog.

These public computers also provide access to a number of online databases and other electronic resources. Electronic access to the County Library's collection of materials is available through the Internet and daily delivery services provide for materials to be shared among the various branches. The Library's online catalog provides access to over 1 million items. In addition, the Library's OverDrive, 3M Cloud, Fregal and Zinio systems allows online access for library patrons to thousands of eBooks, audiobooks, magazines, music, and movies through their tablet, eReader, or web browser.

Budget at a Glance

Total Requirements (Excl. Reimb.)	\$17,907,375
Total Sources (Incl. Reimb.)	\$16,132,848
Use of/ (Contribution to) Fund Balance	\$1,774,527
Total Staff	298

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: County Library
FUND: County Library

BUDGET UNIT: SAP CLB
FUNCTION: Education
ACTIVITY: Library

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A) Change From Prior Year Modified Budget
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	
Requirements							
Staffing Expenses	6,847,673	7,101,062	6,118,669	7,403,096	6,274,678	7,761,698	358,602
Operating Expenses	6,071,809	7,619,788	8,464,728	11,405,137	10,365,859	9,755,677	(1,649,460)
Capital Expenditures	0	24,268	270,511	737,000	578,780	390,000	(347,000)
Total Exp Authority	12,919,482	14,745,118	14,853,908	19,545,233	17,219,317	17,907,375	(1,637,858)
Reimbursements	(73,177)	(105,384)	(148,543)	(101,858)	(106,259)	(108,259)	(6,401)
Total Appropriation	12,846,305	14,639,734	14,705,365	19,443,375	17,113,058	17,799,116	(1,644,259)
Operating Transfers Out	40,825	82,991	61,791	81,791	81,791	0	(81,791)
Total Requirements	12,887,130	14,722,725	14,767,156	19,525,166	17,194,849	17,799,116	(1,726,050)
Sources							
Taxes	13,155,918	13,883,392	14,441,702	14,416,813	14,477,279	14,688,039	271,226
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	253,000	248,004	248,324	261,000	257,624	209,000	(52,000)
Fee/Rate	1,026,706	1,046,064	1,053,323	1,008,800	998,800	998,800	(10,000)
Other Revenue	1,749,615	1,010,963	431,730	153,778	165,733	128,750	(25,028)
Total Revenue	16,185,239	16,188,423	16,175,079	15,840,391	15,899,436	16,024,589	184,198
Operating Transfers In	168,397	87,863	0	0	0	0	0
Total Financing Sources	16,353,636	16,276,286	16,175,079	15,840,391	15,899,436	16,024,589	184,198
Fund Balance							
Use of / (Contribution to) Fund Balance	(3,466,506)	(1,553,561)	(1,407,923)	3,684,775	1,295,413	1,774,527	(1,910,248)
Available Reserves				3,966,460	6,355,822	4,581,295	614,835
Total Fund Balance				7,651,235	7,651,235	6,355,822	(1,295,413)
Budgeted Staffing*	279	279	291	295	295	298	3

*Data represents modified budgeted staffing

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Staffing Expenses of \$7.8 million fund 298 positions that provide services at 32 library branches and support staff at Library Administration. Operating Expenses of \$9.8 million include general operating expenses for branch locations, telecommunication charges for internet access at branch locations, utilities, COWCAP charges, one-time branch remodel expenses and custodial/maintenance charges. Sources of \$16.0 million primarily represent property tax allocations and library fines and fees collected from patrons.

BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for the department include a decrease in Requirements of \$1.7 million due to a one-time loan payoff that occurred last year. Sources are increasing by \$184,198 primarily due to an increase in property tax revenue and a decrease in state aid as the result of the State Library's decision not to guarantee an annual funding amount for literary services.

ANALYSIS OF FUND BALANCE

All Use of Fund Balance is for one-time expenditures. The department will be utilizing \$1.8 million of Fund Balance to perform several anticipated branch remodels which include new furniture, branch reconfiguration, and new paint and carpet. The department will also continue on its four year replacement cycle for computer equipment to keep staff and public machines up to date to meet today's demands. In addition to these expenses, the department will be replacing several pieces of equipment which includes two camera systems, a virtual server, two book drops, a circulation desk and also new items that include a book sorter, three self-checkout units, a router and a firewall for internet service upgrades.



2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
Branch Administration	23	2	-1	0	24	0	24	
Library Region 1	106	0	0	0	106	6	100	
Library Region 2	85	1	0	0	86	3	83	
Library Region 3	81	1	0	0	82	3	79	
Total	295	4	-1	0	298	12	286	

*Detailed classification listing available in Appendix D.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing Expenses of \$7.8 million fund 298 budgeted positions of which 286 are regular positions and 12 are limited term positions. The department is adding two Library Assistant positions to assist with the new Bloomington Library and the bookmobile, one Library Regional Manager position to perform writing and analysis of system-wide procedures, branch supervision, and program implementation and one Staff Analyst I position to perform budgetary analysis, reports, and create procedures. The department has also deleted one Library Services Manager position as the position is no longer needed.



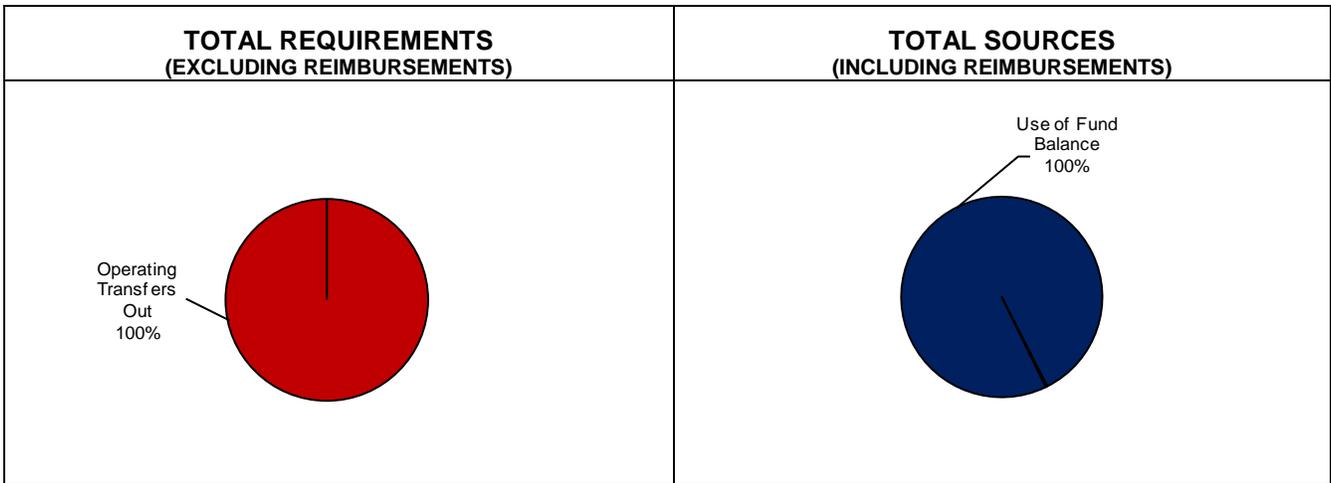
Bloomington Library Reserve

DESCRIPTION OF MAJOR SERVICES

The Bloomington Library was opened in May 2016 as part of the Bloomington Intergenerational Housing Project and provides public library services to the residents of the unincorporated community of Bloomington and surrounding areas. Due to the Bloomington Library being co-located within the housing project, future repairs are to be shared by the Library and the building management company. The Bloomington Library Reserve was established through funds provided by the developer and set aside to be used for future building repairs at the Bloomington Library.

Budget at a Glance	
Total Requirements (Excl. Reimb.)	\$176,900
Total Sources (Incl. Reimb.)	\$550
Use of/ (Contribution to) Fund Balance	\$176,350
Total Staff	0

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: County Library
FUND: Bloomington Library Reserve

BUDGET UNIT: SZC CLB
FUNCTION: Education
ACTIVITY: Library

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A) Change From Prior Year Modified Budget
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
Total Exp Authority	0	0	0	0	0	0	0
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	0	0	0	0	0	0	0
Operating Transfers Out	0	0	0	0	0	176,900	176,900
Total Requirements	0	0	0	0	0	176,900	176,900
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	0	0	176,350	550	550
Total Revenue	0	0	0	0	176,350	550	550
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	0	0	0	0	176,350	550	550
Fund Balance							
Use of / (Contribution to) Fund Balance**	0	0	0	0	(176,350)	176,350	176,350
Available Reserves				0	176,350	0	0
Total Fund Balance				0	0	176,350	176,350
Budgeted Staffing*	0	0	0	0	0	0	0

*Data represents modified budgeted staffing

**Contribution to Fund Balance appears as a negative number and increases Available Reserves.

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Requirements of \$176,900 represent Operating Transfers Out to the County Library budget unit for potential building repairs at the Bloomington Library. Sources of \$550 is annual interest earned on cash in the fund.

BUDGET CHANGES AND OPERATIONAL IMPACT

Operating Transfers Out are increasing by \$176,900 due to reserve funds being set aside to plan for future building repairs. No new deposits are budgeted for 2016-17. Sources are increasing by \$550, which represents interest earned on funds deposited.

ANALYSIS OF FUND BALANCE

Fund Balance can only be used to pay for one-time building repairs that may be required at the Bloomington Library. It is likely that Fund Balance won't be used for the next four to five years until a repair is needed on the new building. Use of Fund Balance totaling \$176,350 is budgeted in 2016-17 in case an emergency repair is needed, to minimize impacts to Bloomington Library patrons.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.

