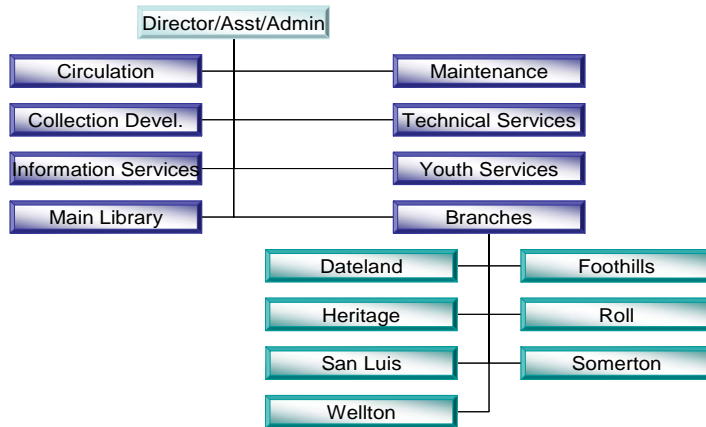


## MISSION STATEMENT

The Yuma County Library District is your center for information, community enrichment, recreational reading, and lifelong learning.

## ORGANIZATION



The Library is organized under Arizona law as a Free Library District, governed by the Board of Directors. The County Board of Supervisors serves as the District Board of Directors. The District is managed by the Director. The Director is appointed by the County Administrator.

## SERVICES

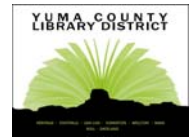
**Circulation:** Processes and issues library cards; checks library materials in and out; maintains the library materials in correct order for easy accessibility; coordinates the “on hold” system for the library materials; helps in locating library materials; inputs and updates patron records; resolves patron complaints/concerns; processes of all adult/miscellaneous paperbacks; assists with programs and outreach; and routes material coming from other branches to the appropriate divisions.

**Administrative Division:** Plans, implements and coordinates all services including financial planning, staff selection and development, dissemination of YCLD information, automation, collection development, and the coordination, planning, implementation, and evaluation of grant/development programs.

**Maintenance** keeps buildings, grounds, and vehicles clean, operational and hazard-free.

In **Technical Services**, the Cataloging Section assigns the classification system to materials; catalogs materials; uploads records to the bibliographic database; and maintains the bibliographic database. The Processing Section’s duties include processing materials, mending materials; managing bindery shipments; and maintaining supply inventory.

# LIBRARY DISTRICT



## SERVICES (CONCLUDED)

**Information Services:** Provides reference and research service computer lab service with free internet access, and basic internet and computer classes in English and Spanish; Intra-District loan of books within YCLD with twice weekly delivery; Interlibrary loan service (borrowing books from other libraries); word processors, typewriters, microfiche readers/printers; and assistive technology for the visually and hearing impaired. Provides teen and Spanish programs and services.

**Youth Services** provides story times; a summer reading program; outreach; presentations; tours; reference; readers advisory service; word processors; free Internet access and basic computer classes; stories/games.

**Branches:** Provide library services to communities in Yuma County, including:

- Dateland
- Somerton
- San Luis
- Roll
- Foothills
- Wellton
- Heritage
- Main

## STRATEGIC PLAN PERFORMANCE

### Performance Measure Actuals & Benchmarks - Library

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal:	Actual	Current	Benchmarks		
Measure:	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
<b>To provide easy access to County departments, records &amp; services.</b>					
# of patrons with suspended privileges	N/A	16,500	14,850	13,365	12,028
<b>To enhance the public's access to online information at the library.</b>					
Speed of public Internet Services (kilobits per second)	149 kbps	149 kbps	384 kbps	768 kbps	1500 kbps
<b>To enhance the public's knowledge of, and access to, information available at/through the library.</b>					
# patrons accessing grant & non-profit materials	N/A	250	275	303	333
<b>To promote early literacy.</b>					
# of story times offered by the District	N/A	216	270	290	305

## EXPECTATIONS

### GENERAL:

- **Customer satisfaction:**

County Strategic Goal: Customer Satisfaction.

Objective: By the next survey, to have 79% or more of residents who agree that libraries are conveniently located.

Status: The 2007 Countywide Survey shows that 66.9% agreed.

Strategy: The on-going opening of new/remodeled library branches.

### INFORMATION SERVICES:

- **To enhance the public's access to online information at the library:**

County Strategic Goal: Customer Satisfaction.

Objective: Increase the speed of public internet services.

Status: We are pursuing increased bandwidth in our new facilities.

Strategy: Increase bandwidth to enhance the speed of public internet services for both desktop and wireless users.

### INFORMATION SERVICES:

- **To enhance the public's knowledge of, and access to, information at/through the library:**

County Strategic Goal: Customer Satisfaction.

Objective: Increase access to a one-stop and grant materials resource center at the new Main library.

Status: Presently collaborating with non-profit agencies to plan for the center.

Strategy: Establish and promote a nonprofit resource center at the new Main library.

### YOUTH SERVICES:

- **To promote early literacy:**

County Strategic Goal: Customer Satisfaction.

Objective: Increase the number of age appropriate story-times.

Status: Preparing for increased patron counts and need for additional story-times.

Strategy: Ensure adequate staffing and materials, and add story-times, including the Baby Time program.

### CIRCULATION:

- **To provide easy access to County department's records and services:**

County Strategic Goal: Customer Satisfaction.

Objective: Provide additional methods for patrons to pay their fines.

Status: Presently this is handled only in-person, by staff. We are pursuing self-service options.

Strategy: Decrease the number of patrons with suspended privileges through expanded payment options.

# LIBRARY DISTRICT



## INITIATIVES NEW FOR 2010

### Information Services:

- Increase bandwidth to enhance public Internet speed
- Establish a nonprofit resource center

### Youth Services:

- Add story times, including Baby Time program

## INITIATIVES PRIOR YEAR STATUS

### Administrative Division:

- Engage a consultant who specializes in multicultural library programming to assess the Library's staffing and available capacities, develop a community needs assessment, and prepare a written report of findings and recommendations, resulting in responsive library programming.

**Status:** Ongoing

### Branches:

- Accommodate the increase in square footage in the new and expanded facilities by developing new initiatives for each library.

**Status:** Ongoing

## STAFFING LEVELS

### Authorized Positions by Major Function

	2006-07	2007-08	2008-09	2009-10
Director & Assistant Director	2.00	2.00	2.00	2.00
Administration	9.00	9.00	11.50	13.00
Branches:				
Dateland	0.50	0.50	0.50	0.50
Foothills	3.30	6.30	6.30	9.03
Heritage	0.00	0.00	6.00	6.48
Roll	0.50	0.50	0.50	0.50
San Luis	5.61	5.61	7.64	10.59
Somerton	3.50	3.50	5.00	5.50
Wellton	3.00	4.00	4.00	4.50
Circulation	8.48	8.48	9.48	9.48
Information Services	11.00	11.00	13.00	14.00
Maintenance	3.17	3.17	4.17	4.89
Technical Services	4.00	4.00	4.00	4.00
Youth Services	5.00	5.00	6.00	6.00
<b>Total</b>	<b>59.06</b>	<b>63.06</b>	<b>80.09</b>	<b>90.47</b>

The district is adding 10.38 positions in conjunction with the opening of new library branches. This supports the Strategic Plan goal "To enhance the public's knowledge of, and access to, information available at/through the library".

- 1 Librarian position each for the Main, Foothills and San Luis branches,
- 1 Library Assistant I position for the Foothills branch,
- 2 Library Assistant I positions for the San Luis branch,
- .5 Library Assistant I position for Collections,
- 1 Library Assistant II position for the Main Library,
- .48 Custodian position for the Foothills branch,
- .48 Custodian positions for the San Luis branch, and
- 1.92 Custodian positions for the Main Library



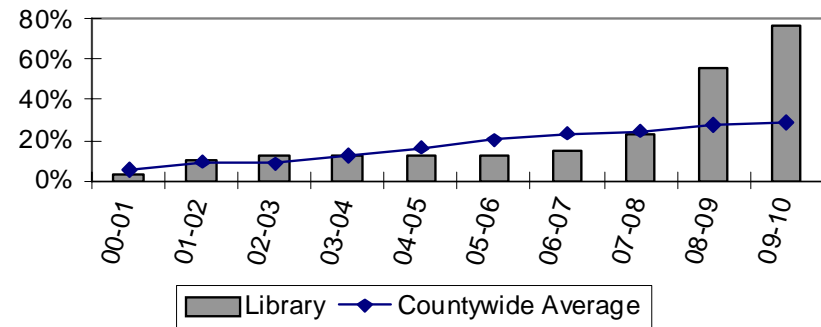
# LIBRARY DISTRICT

## STAFFING LEVELS (CONCLUDED)

### Authorized Positions by Classification

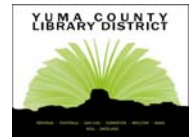
	2006-07	2007-08	2008-09	2009-10
Library Director	1.00	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00	1.00
Community Relations Mgr	0.00	0.00	1.00	1.00
Office Administrator	1.00	1.00	1.00	1.00
Fund Development Officer	1.00	1.00	1.00	1.00
Youth Services Manager	1.00	1.00	1.00	1.00
Technical Services Manager	0.00	0.00	1.00	1.00
Administrative Manager	0.00	0.00	1.00	1.00
IT Manager	1.00	1.00	1.00	1.00
Librarian	7.00	7.00	8.00	11.00
Circulation Supervisor	1.00	1.00	1.00	1.00
Computer Technician II	1.00	1.00	1.00	1.00
Branch Supervisor	4.00	4.00	4.00	4.00
Administrative Assistant	1.00	1.00	0.00	0.00
Branch Manager	0.00	1.00	3.00	3.00
Comp. Lab/Periodicals Super.	1.00	1.00	1.00	1.00
Custodian Supervisor	1.00	1.00	1.00	1.00
Computer Technician I	0.00	0.00	1.00	1.00
Literacy Program Coordinator	1.00	1.00	1.00	1.00
Account Clerk III	1.00	1.00	1.00	1.00
Acquisitions Specialist	1.00	1.00	1.00	2.00
Tech. Svcs. Spec./Vol. Coord.	1.00	1.00	1.00	1.00
Account Clerk II	0.00	0.00	0.50	0.50
Library Assistant II	7.00	7.00	8.00	9.00
Library Assistant I	22.96	25.96	34.48	36.98
Custodian	3.10	3.10	4.11	6.99
<b>Total</b>	<b>59.06</b>	<b>63.06</b>	<b>80.09</b>	<b>90.47</b>

Library's Growth in Positions Compared to '00 Base Yr. - All Funds



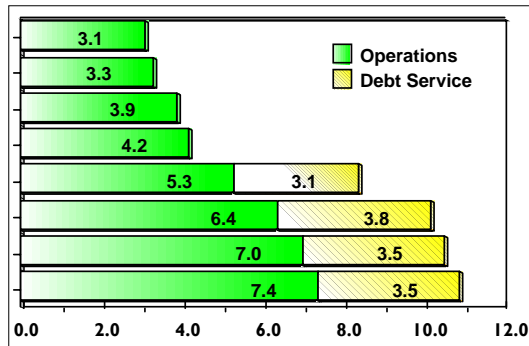
The Library District has grown 76.2% since fiscal year 1999/00. This is higher than the "County average" of 28.8%. This is not unexpected and reflective of the voter approved expansion of Library facilities. The District housed 51.35 positions in fiscal year 1999-00.

# LIBRARY DISTRICT



## FUNDING LEVELS

The Library District is primarily funded by real property taxes. Since fiscal year 2002/03, the District's total annual property levy (taxes billed) has increased by 252%; for operations, the levy increase is 138%. The graph below displays the District's property levies for operations and repayment of voter approved bonds (in millions).



The Library Operations 2009/10 budget of \$11,448,130 is 13.70% more than the 2008/09 operating budget. This figure includes a Transfer Out to pay the voter-approved bond series and excludes the restricted Reserves & Contingencies.

**Revenues:** The increase in current revenue of 5.54% is primarily due to property taxes.

**Personnel:** The net increase of 19.97% over 2008/09 covers the full year cost of the addition of 17.03 positions in 2008/09 and the addition of 10.38 positions in 2009/10.

**Supplies and services:** The increase of 20.96% in operating costs is related to new voter approved Libraries that have or are anticipated to be opened in calendar years 2009 and 2010.

**Capital outlay:** The \$30,000 is to replace a van.

**Transfers In & Out:** The \$3.31 million is a Transfer Out that is used for the voter-approved bond series.

Operations **	Actual 2006-07	Actual 2007-08	Budget 2008-09	Estimate 2008-09	Budget 2009-10	% Change
<b>Sources</b>						
Library Revenue	\$ 8,625,066	\$ 10,499,219	\$ 10,332,066	\$ 10,676,493	\$ 10,904,600	5.54%
Balance Forward	2,798,510	4,029,937	5,752,449	6,774,726	7,053,855	22.62%
<b>Total Sources</b>	<b>11,423,576</b>	<b>14,529,156</b>	<b>16,084,515</b>	<b>17,451,219</b>	<b>17,958,455</b>	<b>11.65%</b>
<b>Uses</b>						
Personnel	2,895,414	2,912,986	3,662,539	3,588,807	4,393,834	19.97%
Supplies & Services	1,415,919	1,560,077	3,070,477	3,196,144	3,714,071	20.96%
Capital Outlay	42,008	-	30,000	30,000	30,000	0.00%
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	6,016,043	-	6,510,325 **	8.22%
Transfers In & Out	3,040,298	3,281,367	3,305,456	3,582,413	3,310,225	0.14%
<b>Total Uses</b>	<b>\$ 7,393,639</b>	<b>\$ 7,754,430</b>	<b>\$ 16,084,515</b>	<b>\$ 10,397,364</b>	<b>\$ 17,958,455 **</b>	<b>11.65%</b>
Other Restricted	\$ 4,029,937	\$ 6,774,726	\$ -	\$ 7,053,855	\$ -	N/A

\*\* The Library's Reserves and Contingencies are considered Restricted Funds and cannot be used for Operating Expenses



# LIBRARY DISTRICT

## FUNDING LEVELS (CONCLUDED)

The Library District – Capital Projects are funded through a voter approved bond issuance. The voters within the Yuma County Library District authorized the issuance of general obligation bonds up to the amount of \$53,765,000 on November 8, 2005. The first bond segment was issued on March 8, 2006 in the amount of \$10,050,000. The final segment of bonds was issued in July 2007 in the amount of \$43,715,000.

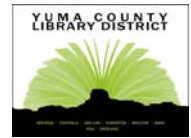
The Library's Capital Projects 2009/10 budget of \$4,497,841 is 88.56% less than 2008/09 budgeted expenditures. This decrease results primarily from budget changes resulting from:

**Supplies and services:** Projected decrease in operating cost as new voter approved library construction is completed and the new libraries open.

**Capital outlay:** The new library facilities for the Main, Foothills and San Luis, expansion of the Somerton and Wellton facilities, renovation of the Heritage facility, and enhancement of the Dateland and Roll facilities were completed.

<b>Capital Projects &amp; Debt</b>	<b>Acutal 2006-07</b>	<b>Acutal 2007-08</b>	<b>Budget 2008-09</b>	<b>Estimate 2008-09</b>	<b>Budget 2009-10</b>	<b>% Change</b>
<b>Sources</b>						
General revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Transfers in	-	75,000	-	-	-	N/A
Transfers in - debt	3,040,298	3,574,367	3,304,565	3,582,413	3,310,225	0.2%
Interest - debt	29,810	40,247	75,000	38,618	40,000	-46.7%
Special revenue funds						
Interst on Investments	361,285	1,823,016	500,000	919,356	150,000	-70.0%
Miscellaneous	3,724	43,715,000	-	-	-	N/A
Carry forward restricted	10,016,610	7,072,301	39,722,442	37,370,012	5,542,547	-86.0%
<b>Total Sources</b>	<b>13,451,727</b>	<b>56,299,931</b>	<b>43,602,007</b>	<b>41,910,399</b>	<b>9,042,772</b>	<b>-79.3%</b>
<b>Uses</b>						
Personnel	-	-	-	-	-	
Supplies and Services	327,284	-	872,179	-	-	
Capital Outlay	3,494,454	15,633,493	27,280,104	33,062,827	4,497,841	-83.5%
Principal & interest	2,557,688	3,296,426	3,304,225	3,305,025	3,311,025	0.2%
Transfers Out	-	-	-	-	-	
<b>Total Uses</b>	<b>\$ 6,379,426</b>	<b>\$ 18,929,919</b>	<b>\$ 31,456,508</b>	<b>\$ 36,367,852</b>	<b>\$ 7,808,866</b>	<b>-75.2%</b>
Other restricted - Capital	\$ 6,511,789	\$ 36,491,312	\$ 11,151,493	\$ 4,347,841	\$ -	-100.0%
Other restricted - Debt	\$ 560,512	\$ 878,700	\$ 994,897	\$ 1,194,706	\$ 1,233,906	24.0%

# LIBRARY DISTRICT



## LEVY LEVELS

	Expenditure Forecast	% Change
Est, 2008/09	6,814,951	52.36%
2009/10	8,134,444	19.36%
2010/11	8,500,494	4.50%
2011/12	8,883,016	4.50%
2012/13	9,282,752	4.50%
2013/14	9,700,476	4.50%
<b>Total Levy</b>	<b>51,316,133</b>	

The table on the left summarizes the expenditure forecast over the next 5 years. That study's revenue projection stopped at 2009/10, but was on a trend of 4.5% annual increase. This increase was estimated by a combination of a steady growth rate in assessed values and incremental tax rate increases.

The table below is a 5 year forecast:

Revenues:

*Property tax revenue* is calculated by using 97% of that year's levy. The levy amount used is a 5% annual increase with NO new construction.

*Contributions* are donations to the Library

*Miscellaneous* includes late book fees and interest earnings.

Expenditures:

*Status Quo* include the current operations Personnel, Supplies and Services, and Capital Outlay at the current year levels with additions for new staffing and supplies and services resulting from the opening of the new and remodeled facilities.

	Budget *	Forecast				
	2009/10	2010/11	2011/12	2012/13	2013/14	Total
<b>Revenues:</b>						
Property Tax	\$7,213,743	\$7,574,430	\$7,953,152	\$7,996,265	\$8,396,078	\$39,133,668
Contributions	107,214	57,953	57,953	57,953	57,953	\$339,026
Miscellaneous	273,418	280,253	287,260	294,441	301,802	\$1,437,175
<b>Total Revenue</b>	<b>7,594,375</b>	<b>7,912,637</b>	<b>8,298,364</b>	<b>8,348,659</b>	<b>8,755,833</b>	<b>40,909,869</b>
<b>Expenditures:</b>						
Status Quo	8,134,444	8,500,494	8,883,016	9,282,752	9,700,476	\$44,501,182
<b>Total Expenditures</b>	<b>\$8,134,444</b>	<b>\$8,500,494</b>	<b>\$8,883,016</b>	<b>\$9,282,752</b>	<b>\$9,700,476</b>	<b>\$44,501,182</b>
Net Revenue Over / (Under) Expenditures	-540,069	-587,857	-584,652	-934,093	-944,642	-3,591,313

This table does not include bond revenue.