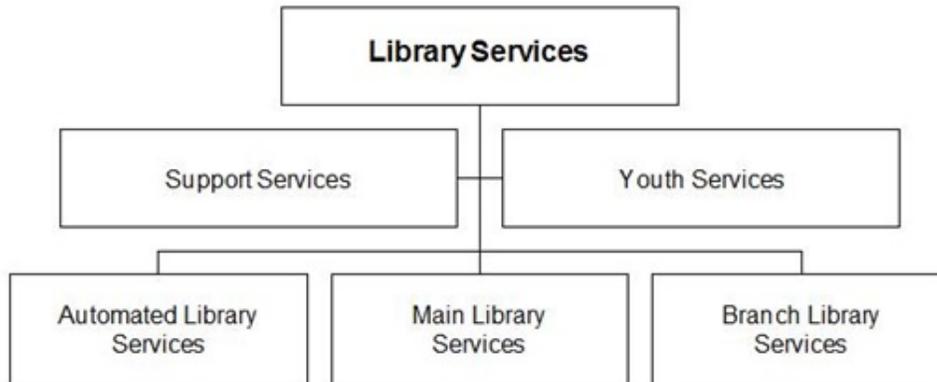# Library Services

Glenda Williams, Director of Library Services

Susan Jones, Manager, Main Library Services

Donald Rowe, Manager, Branch Library Services

Vacant, Manager, Automated Library Services

Department Overview

Mission:
The Long Beach Public Library is committed to meeting the information and learning needs of our culturally diverse and dynamic population. We provide quality library services through a professional staff that is responsive, expert and who take pride in providing public service. We offer a wide selection of resources and materials representing all points of view. We support lifelong learning, intellectual curiosity and free and equal access to information.

Core Services:
- Innovatively provide a full range of library materials and services to the general public
- Ensure that all people have free and convenient access to all library resources and services that might enrich their lives
- Provide productive lifelong learning, reading and enrichment opportunities for our community
- Effectively utilize specialized library technology in the selection, organization and delivery of information, including electronic and online information resources

FY 16 Focus:

The Department of Library Services is focused on implementing innovative service models at all libraries, expanding access to library services via technology and pursuing community partnerships to maintain and strengthen library resources and services.

Technology is an integral part of the Long Beach Public Library's service to library users. The Library provides a full range of library materials and innovative services to the general public such as a MakerSpace, downloadable audiobooks, e-Books, music, books on the cloud, and other emerging media types. Library users can access resources and services at their convenience using their own personal devices, as well as access through traditional Library processes and tools. New laptop tables will allow patrons to plug in their devices at the libraries, making it easier for them to access resources during their visit. Library Services and the Department of Technology and Innovation have collaborated to significantly improve internet service by expanding the bandwidth at all libraries.

Partnerships will strengthen library services to the public in FY 16 as the department supplements its internal resources by collaborating with city departments and community entities. Existing partnerships include Technology and Innovation, Public Works and Disaster Preparedness Departments, Long Beach Community Action Partnership, Early Childhood Education Committee, the Junior League, California Humanities, the Long Beach Unified School District and others. In FY 16, the Library will bolster its new relationships with Catalyst, US Vets, Human Trafficking Awareness Taskforce, Long Beach Violence Prevention Steering Committee, Lincoln Park Task Force and Ready Long Beach. In addition, the Library will actively seek outside funding to support specialized services, including the preservation of Long Beach historical collections. The Library will work with community partners to find ways within fiscal limitations to support and potentially expand services to meet the continued demand for library services.

Projects to be fully implemented in FY 16 are the new public computer management system and security cameras at all facilities. In addition, non-recurring funds will provide furniture, equipment, the opening day collection and technology resources for the new North Library, which is scheduled to open in the summer of 2016. Additional non-recurring funds will allow Bay Shore, Burnett and North libraries to be open to the public on Sundays.

Department Performance Measures

Key Measure	FY 14 Actual	FY 15 Target	FY 15 Estimate	FY 16 Projection
Number of Library Resources Accessed/ Used	6,597,026	6,100,000	6,794,937	6,300,000

Total resources used include materials checked-out, materials used in-house, website hits, electronic database usage (a newly captured metric beginning with FY 13) and computer sessions. The FY 15 metric is reflective of the communities' increased desire to access electronic library resources. The FY 16 projection is an estimate which reflects a budget without any additional reductions in services.

Key Measure	FY 14 Actual	FY 15 Target	FY 15 Estimate	FY 16 Projection
Number of customers served	1,267,162	1,200,000	1,305,177	1,200,000

Nearly 4,900 customers are welcomed each day at 12 libraries and use an extensive collection of library materials and resources, meeting and training venues, community information resources, and take advantage of information assistance, special programs and library services. The increase in FY 15 is due to the addition of Sunday hours as part of a pilot program at Bay Shore Library. The FY 16 Projection is an estimate which reflects a FY 16 budget without any additional reductions in services.

Key Measure	FY 14 Actual	FY 15 Target	FY 15 Estimate	FY 16 Projection
Number of answers provided	308,740	300,000	335,343	300,000

Library patrons of all ages request and receive personalized information assistance from professional librarians and expert staff by telephone, email and in person. Staff also provide instruction in the use of materials, collections and services; recommendations for materials and resources; tours and orientations; and assistance with computers, adaptive resources and specialized equipment. Virtual reference options will continue to allow patrons to text and chat with professional librarians from a variety of mobile and computer devices. The FY 16 Projection is an estimate which reflects a FY 16 budget without any additional reductions in services.

Key Measure	FY 14 Actual	FY 15 Target	FY 15 Estimate	FY 16 Projection
Number of youth served through Library Literacy Development programs	69,328	70,000	70,715	70,000

A number of literacy programs are provided citywide for youth, from birth to age 18 by professional librarians who are responsible for the selection of appropriate print and virtual materials, research-based programs, best practices, reader's advisory, homework help and technology assistance to patrons and students of all ages. The FY 16 Projection is an estimate which reflects a FY 16 budget without any additional reductions in services.

FY 15 Accomplishments

📖   The Long Beach Public Library served more than 230,000 cardholders of all ages in FY 15. A library card provides free access to computers, electronic materials, the internet, books, media, and magazines.

📖   Over 1.2 million (4,900+ per day) customers visited Long Beach libraries and more than 6 million library resources were used/accessed during the year. Long Beach Public Library staff answered nearly 335,000 requests for information in person, by phone and email. Text and instant message/chat reference services continue to be available with a favorable response from the public.

📖   More than 1.4 million books/DVDs/videos/CDs were delivered between libraries, increasing customer convenience and cutting down on pollution, travel cost and time for library patrons.

📖   More than 120,000 downloads (10,000 per month) of audio and e-books were checked out via the Library's website. Patrons can access and borrow audio and electronic books (e-books) through computers, smart phones, e-readers and tablets at www.lbpl.org.

📖   The LBPL Mobile app usage averaged 38,000 searches each month, allowing patrons to manage their account, request materials, and stay up to date on the newest materials at the library, all from a smartphone or mobile device. In addition, there are an average of 1,400 hits weekly in all of social media outlets including Facebook, Twitter and YouTube views.

📖   Online database subscriptions were evaluated and streamlined to meet patron needs. The newest resource added is WestlawNext, an in-depth legal research system designed especially for public libraries for the general public. Both federal and state primary materials (cases, statutes and regulations) can be researched using "plan-English" terms. An average of 315,000 remote and in-house users utilize online resources every month.

📖   The Library actively contributed to community improvement, neighborhood events, and community literacy through partnerships and outreach efforts. In FY 15 the Library collaborated with Long Beach Unified School District; Long Beach Community Action Partnership; Long Beach Violence Prevention Plan, California Reads Grant Program; Collaborative Summer Reading Program; and the Beach Animals Reading with Kids (B.A.R.K.) program.

📖   Volunteers stepped in to provide more than 7,000 hours of support to programs and staff in many Long Beach Public Libraries.

📖   RFID (Radio Frequency Identification) technology projects are available at all library locations, providing self-checkout capability and improved security for library materials.

📖   Several capital improvement projects completed at neighborhood libraries included electrical upgrades at nine branches to accommodate laptop tables and provide additional outlets.

📖   "The Studio," a library Makerspace, continues to receive an overwhelmingly positive response to the programs and opportunities offered. Patrons of all ages can 3D print, design their own objects and participate in a STEM (Science, Technology, Engineering and Mathematics) workshop. A collaborative relationship with PADNET (Public Access Digital Network) allows the Library to submit digital content about its programs to the local cable channel from The Studio and allows the public to create and share local content as well.

FY 15 Accomplishments

📖 The Library promoted media literacy among youth through a grant funded project where teens collaborated with community organizations to develop six public service announcements presented at a teen film festival.

📖 Through grant funding, the Library received a preservation assessment survey of the library and archival collections as part of the California Preservation Assessment Project.

📖 SpecialConnect was introduced at the Main Library and offers programs and services designed for children with special needs, their families and caregivers through books, toys, sensory bins, specialized apps, multisensory story times and movies and partnerships with key organizations serving children with special needs.

📖 The new North Library broke ground in October 2014 and is scheduled to open in FY 16.

📖 The Department worked closely with Plenary Edgemoor Civic Partners to familiarize them with the operational and space needs of the new Main Library as part of the plan for the new Civic Center.

📖 Sunday hours were offered at the Bay Shore Neighborhood Library as part of a pilot program funded by Council District 3.

📖 All public access computers were replaced with new ones containing multiple web browsers, Microsoft Office 2013 and new monitors at all Long Beach libraries.

📖 A new computer time management system was implemented to allow patrons to extend their computer session if no one is waiting.

📖 The libraries now provide wireless printing services so patrons can print from their own devices.

📖 The branch libraries were upgraded to a Voice Over Internet Phone system to replace an aging and unreliable phone system.

📖 The Department of Library Services partnered with the University of California, Los Angeles, the University of Southern California and San Jose State University to host interns who are enrolled in Master of Library Science graduate programs.

📖 Non-structural walls in front of Brewitt and Dana libraries were demolished to create safe, open spaces and limit undesirable activities.

📖 The Library participated in the North Long Beach Whole Village initiative and Beach Streets to promote after school programs and support college readiness.

FY 16 Budget

FY 16 Revenues by Fund

General Grants
56%
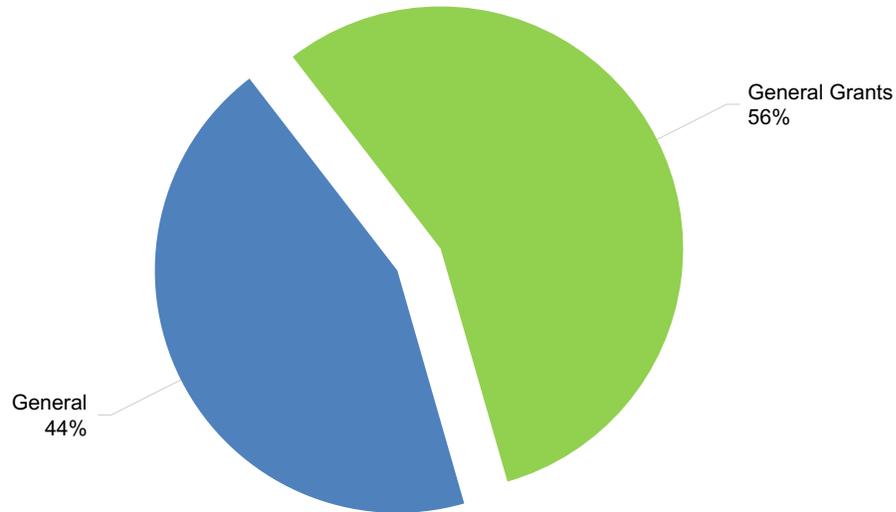
General
44%

FY 16 Expenditures by Fund

General
96%

Civic Center
1%
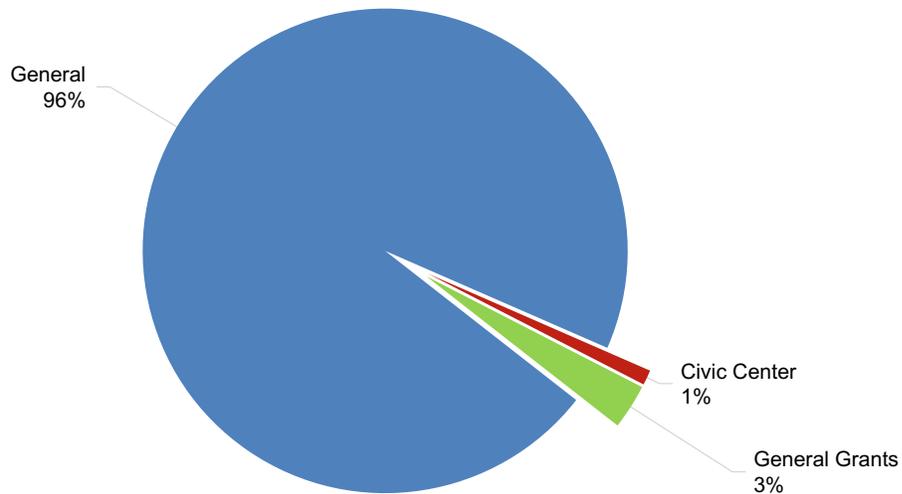
General Grants
3%

Fund Impact

Fund	Revenues	Expenditures	Fund Impact
General	329,261	12,779,561	(12,450,300)
Civic Center	—	150,838	(150,838)
General Grants	412,858	412,858	—
Total	**742,119**	**13,343,257**	**(12,601,138)**

City of Long Beach - Library Services

Summary of Adopted Changes*

General Fund	Impact on Fund**	Positions
Add an Administrative Analyst II position to coordinate the human resource functions of approximately 200 employees, offset by reducing a vacant Library Circulation Supervisor.	$ (9,512)	—
Add a Community Information Specialist to market and promote the library programs and services and special events, offset by reducing a vacant non-career Library Clerk IV and a vacant non-career Page.	$ 16,148	(0.20)
Non-recurring funding to create a city-wide pilot program to expand library hours at three branches on Sundays. Branch libraries Bay Shore, Burnett and North will open on Sundays.	$ 183,000	—
Subtotal: General Fund	**$ 189,636**	**(0.20)**

*For ease of review, reallocations of resources within departments, offsets, adjustments and minor changes have not been included.

** As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Executive Office & Support Services Bureau

Key Services:

1. Executive Office
- Fundraising Support
- State & National Reporting
- Patron Issue Management
- City Council Relations / Communications
- Community Relations / Outreach Education
- Departmental Management

2. Financial Administration
- Budget Development and Management
- Grants Management
- Contract / RFPs Management
- Accounting
- Purchasing
- Records Management

3. Personnel
- Payroll
- Benefits Education and Management
- Employee Assistance
- Personnel Management and Issue Resolution

- Risk Management and Safety Training

4. Facility Maintenance Management
- Facility Rentals
- Repairs / Improvements
- Custodial, Landscape Services Contract Oversight
- Capital Project Coordination
- Security Services Oversight

5. Delivery Services
- Transport Rotating Collection
- Transport Deposit
- Supplies and Mail Distribution
- Maintain Delivery Statistics
- Vehicle Maintenance

6. Youth Services
- Community Outreach & Education
- Family Learning Centers
- Special & Ongoing Literary Events
- Reference Services

FY 16 Funding Source: General Fund 100%

Executive Office/Support Services	Actuals FY 14	Adjusted* FY 15	Adopted** FY 16
Revenues	—	—	—
Expenditures	1,697,992	2,047,262	2,204,143
FTEs	12.00	13.00	14.00

 * Amounts as published in the FY 16 Proposed Budget released July 2, 2015.

 ** Amounts exclude all-years carryover.

Narrative:

The budget provides inclusive support to every bureau to maintain and strengthen core services and programs available to customers. The Library continues to rely on outside resources for enhanced programming and services, especially for Long Beach youth. Grants and donations from corporations and private individuals are passed through the LBPL Foundation and the Friends of the Long Beach Public Library.

The Youth Services Division oversees programming at the 12 libraries, trains staff on best practices, educates parents and caregivers about literacy trends and works with city agencies and departments to collaboratively meet the needs of young people and foster a love of reading year round. The Division continues to work with nonprofit agencies and statewide consortiums to deliver better and more efficient programs.

Executive Office & Support Services Bureau

The Support Services Division is responsible for administrative support that is measured by accurate fiscal management, quality personnel services, employee and patron safety and a decrease in workers' compensation claims. A new Administrative Analyst II position in FY 16 will increase efficiency by providing an employee exclusively dedicated to human resource management for approximately 200 library employees. Currently, financial management and human resources roles fluctuate among two personnel.

The Support Services Division also oversees custodial and facility maintenance services at all 12 libraries and provides delivery service throughout the LBPL system, enabling library patrons to save time and energy by borrowing and returning items at the library location most convenient to them. The Division coordinates required safety training courses for employees as well as professional development training, assists with remediating safety hazards and maintains the Department's emergency action plan.

Automated Services Bureau

Key Services:

1. Library Loan Material Procurement & Preparation
- Acquisitions
- Bindery
- Cataloging

2. Library Supplies/Equipment Procurement
- Supply & Equipment Procurement

3. Database Management
- Contract Management
- Integration with Various Searchable Online Databases (i.e.,Worldbook Encyclopedia)
- Customize Database User Interface

4. Checkout Management
- Self-Checkout (RFID)
- Equipment Maintenance

5. Training
- Staff & Patron Database Training
- Integrated Library System (ILS) Training
- Staff Continuing Education

6. Virtual Services
- Web Site Management
- Online Catalog Maintenance
- Digital Archives Maintenance
- Patron Notifications (holds, past due, etc.)

FY 16 Funding Source: General Fund 100%

Automated Services	Actuals FY 14	Adjusted* FY 15	Adopted** FY 16
Revenues	(77)	—	—
Expenditures	1,613,735	2,029,694	1,805,302
FTEs	10.30	10.30	9.10

 * Amounts as published in the FY 16 Proposed Budget released July 2, 2015.

 ** Amounts exclude all-years carryover.

Narrative:

The Automated Services Bureau provides essential system wide services including ordering books and other library materials, cataloging, processing, online library services, library technology, computing, and network services that ensure all Long Beach residents can access the resources and technology necessary to meet their professional, informational, and educational needs.

The bureau is responsible for the Department's Integrated Library Management System which serves the public through services such as the library catalog, customer notification services by telephone, email, and print, as well as circulation and billing services. It also provides staff with a real-time inventory of titles and individual items and acquisition tracking through the supply chain process.

As electronic library resources keep gaining popularity, expanding access to technology is essential for keeping up with demand. The LBPL mobile app makes it convenient to access library accounts and other library resources. In FY 15, the app averaged 38,000 uses per month, 58,000 in FY 14 and 24,000 in FY 13. Expert librarians offer assistance with e-readers, the online catalog, reference questions, and personal library accounts via email, telephone and text.

The bureau also maintains the hardware, software, supplies, and training required for Radio Frequency Identification (RFID) services. FY 15 was the first full year of implementation of RFID self-checkout kiosks.

Automated Services Bureau

RFID technology has increased efficiency by allowing patrons to quickly checkout materials and freeing library staff to assist other patrons with more complicated transactions.

The bureau worked with the Department of Technology and Innovation to improve the public's computing experience at the Long Beach Public Library. The technology CIP was completed to replace aging equipment with new computers and 26" monitors. The new computers have Microsoft Office 2013 installed, along with multiple web browsers. The new public computer reservation system was installed to manage computer sessions. The new system also allows the public to extend their time (without staff assistance) on the computers if no one else is waiting.

On the back end, new management tools have been added to aid in troubleshooting. Updates to heavily used tools, plug-ins and browsers will occur on a constant basis, and the network has been re-engineered to improve security. The increased library bandwidth is planned to be completed in FY 16 and will allow the public faster internet access at a reduced cost to the Library.

Branch Library Services Bureau

Key Services:

1. Library Facilities
- Building Maintenance
- Coordinate/Supervise Support Staff
- Meeting Room Rental

2. Library Resources
- Research & Selection of Materials
- Weeding (deselecting)
- Merchandising
- Shelving & Straightening
- Materials Security
- Donation Processing
- Inventory

3. Personalized Assistance
- Front Desk Customer Service
- Checking In/Out

- Cash Handling
- Patron Account Management
- Holds Request
- Research Assistance
- Reading Recommendations

4. Access To Technology
- Public Computing and Printing
- Technology Support to Patrons

5. Lifetime Learning
- Early Literacy Programs
- Educational Classes
- Reading Programs
- Family Learning Centers
- Community Outreach
- Displays/Exhibits

FY 16 Funding Sources: General Fund 94%, General Grants 6%

Branch Library Services	Actuals FY 14	Adjusted* FY 15	Adopted** FY 16
Revenues	2,841,376	614,590	585,916
Expenditures	8,447,835	7,142,977	5,771,046
FTEs	63.78	62.78	64.99

 * Amounts as published in the FY 16 Proposed Budget released July 2, 2015.

 ** Amounts exclude all-years carryover.

Narrative:

The budget provides customized library services, print, media, and virtual resources, personalized assistance and educational and informational programs for residents of all ages at eleven neighborhood libraries. Unique materials at the neighborhood libraries include the African American Resource Collection at Burnett Library and the Khmer (Cambodian) collection at Mark Twain Library. Between 300 and 600 residents visit neighborhood libraries each day, annually check out between 43,000 and 150,000 items at each location, and annually complete between 11,000 and 59,000 computer sessions at each location.

The Library will continue to innovatively respond to increasing demand for library services at all eleven facilities. Centrally coordinated programs and services continue to evolve, resulting in both a greater number of programs offered at each location and a wider variety of program topics. Patron self services also continue to grow. Downloads and use of the LBPL mobile app increase monthly, allowing library users to manage their account, search the catalog and place holds. Planned upgrades to the LBPL app include direct checkout and download of ebooks and audio.

Library technology upgrades have improved the overall user experience at branch libraries and increased user satisfaction. New public access computers with multiple internet browsers, Microsoft Office 2013, and a modern interface were installed. Wireless printing capabilities and a new computer time management system that allows users to extend their computer sessions without staff assistance have been added. In

Branch Library Services Bureau

addition to technology upgrades, the Library has also focused on upgrading aging facilities, most recently with an expansion of the electrical capacity of our older buildings. Each branch library now offers additional electrical outlets and tables where patrons may directly plug in their electronic devices. Branch Library Services will continue to seek out opportunities for upgrades and advances to keep library services in line with current community needs.

In FY 16, non-recurring funds have been allocated for a pilot program that will offer Sunday hours at three branch libraries: Bay Shore, Burnett and North.

FY 16 will see the opening of a brand new North Branch Library. A 24,600 sq. ft. state of the art facility with three community meeting spaces, this new branch is more than three times the size of the current North Branch and is designed to meet the increased demand for library services by North Long Beach residents. This new facility will have a larger staff than the current branch and offer many more programs and services, including specialized programs for babies, toddlers, school age children, teens, adults, seniors and those with special needs. Additionally this branch will provide five times the number of public access computers than the current library and will feature an expanded, high-tech Family Learning Center. It will also offer residents a print and media collection that is double the size of the collection of the current North Branch Library.

Main Library Services Bureau

Key Services:

1. Selection & Management
- Research & Selection
- Refreshing Collections
- Distribution
- Special Funding Management
- Weeding
- Merchandising (Labeling & Displaying)

2. Patron Borrowing Services
- Shelving
- Cash Handing
- InterLibrary Loans
- Citywide Training
- Checking In/ Out
- Collections Account Maintenance
- Materials Requests/ Holds
- Front Desk Customer Service Resolution
- Patron Account Management

3. Information Services
- Reference Services
- Public Computing & Technology Assistance

- Studio & Advanced Technology Programs
- Education & Arts Exhibits
- Government Depository
- Local History/ Special Collections
- Archival Services
- Grants Management
- Special & Ongoing Literary Events/ Activities

4. Community Services
- Volunteer & Intern Coordination
- Community Outreach/ Education
- Information Center for People with Disabilities
- Library Services for Homebound Patrons
- Special Connect Services for Families with Special Needs

5. City Hall Information Desk
- City Hall General Operator
- Reception

FY 16 Funding Sources: General Fund 94%, Civic Center 4%, General Grants 2%

Main Library Services	Actuals FY 14	Adjusted* FY 15	Adopted** FY 16
Revenues	289,381	150,006	156,203
Expenditures	3,790,772	3,643,869	3,562,766
FTEs	33.25	33.25	33.25

 * Amounts as published in the FY 16 Proposed Budget released July 2, 2015.

 ** Amounts exclude all-years carryover.

Narrative:

The budget supports the flagship library for California's seventh and the United States 36th largest city. Main Library is a major urban resource library and the second largest single library location in Los Angeles County. Main Library's extensive print, media, and virtual resources provide an in-depth collection for the Long Beach Community, from babies to seniors. On an average day, over 1,000 people walk through the doors of Main Library.

In addition to providing quality customer services to the downtown community, Main Library is a system-wide resource that supports the branch libraries through staff, print and media collections, programs, training, outreach, partnerships and other support services. Main Library serves the vital role of providing system-wide coordination for the recruitment, training and placement of volunteers and interns, and the research, development, implementation and evaluation of new programs and services. Main Library offers high quality customer service coordination of all patron borrowing services and provides well trained staff for the City Source Information Desk in City Hall.

Main Library Services Bureau

Special resources found at Main Library include The Studio, a learning lab with specialized advanced technology that hosts "DIY" and "maker" events and programs for library users of all ages, the award-winning Information Center for People with Disabilities (ICPD), Special Connect, a program that serves children and families with special needs, the Long Beach History Collection, the Petroleum Collection, Loraine and Earl Burns Miller Special Collections Room of Fine Art, Antiquities, and Rare Books, the Long Beach Digital Archive, and an impressive selection of large print books, Braille materials, specialized media and sheet music. Innovative community programming is also provided at Main Library. In FY 15 Main Library offered such diverse programs as an evening with best-selling author Susan Orlean, the 3D printing of a prosthetic hand for the e-Nable project, and sensory story times and movies for children with special needs.

During FY 16, the Main Library will continue to respond innovatively to the increasing demand for library services and support for branch libraries while operating within fiscal realities. Subject area departments within Main Library will be restructured to maximize efficiency, streamline system-wide services and provide professional expertise in resource-deficient areas, such as communications, marketing and public relations. Emphasis will be placed on evaluating core competencies in all services areas, staff training, cross-training, and staff and program development. One program area to be expanded, in particular, is The Studio. FY 16 will see the launch of a Mobile Studio, a suite of technology equipment and "DIY" and "maker" program curriculum that will travel to each branch library. These programs, developed centrally at Main Library, will bring STEM (Science, Technology, Engineering, Mathematics) programs city-wide and introduce all residents to emerging technologies, creative thinking and entrepreneurship.

Financial Summary by Category

	Actual FY 14	Adopted* FY 15	Adjusted** FY 15	Adopted* FY 16
Revenues:				
Property Taxes	—	—	—	—
Other Taxes	—	—	—	—
Franchise Fees	—	—	—	—
Licenses and Permits	—	—	—	—
Fines and Forfeitures	—	—	—	—
Use of Money & Property	12,265	12,000	12,000	10,500
Revenue from Other Agencies	602,644	336,499	341,499	383,571
Charges for Services	297,306	318,000	318,000	316,661
Other Revenues	585,763	30,394	30,394	31,387
Interfund Services - Charges	—	—	—	—
Intrafund Services - General Fund Services	—	—	—	—
Harbor P/R Revenue Transfers	—	—	—	—
Other Financing Sources	—	—	—	—
Operating Transfers	1,632,703	32,703	62,703	—
Total Revenues	3,130,680	729,596	764,596	742,119
Expenditures:				
Salaries, Wages and Benefits	8,913,888	9,638,444	9,638,444	9,963,223
Overtime	1,129	4,728	34,728	187,728
Materials, Supplies and Services	3,619,249	3,753,001	3,853,062	2,017,241
Internal Support	1,125,163	1,251,516	1,276,516	1,122,402
Capital Purchases	18,202	61,053	61,053	52,663
Debt Service	—	—	—	—
Transfers to Other Funds	1,872,703	32,703	—	—
Total Expenditures	15,550,334	14,741,445	14,863,802	13,343,257
Personnel (Full-time Equivalents)	119.33	119.33	119.33	121.34

* Amounts exclude all-years carryover. See budget ordinance in the back of this document.

** Amounts as published in the FY 16 Proposed Budget released July 2, 2015.

Personnel Summary

Classification	FY 14 Adopt FTE	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 15 Adopted Budget	FY 16 Adopted Budget
Accounting Clerk III	1.00	1.00	1.00	50,976	50,976
Administrative Analyst II	—	—	1.00	—	68,851
Administrative Analyst III	1.00	1.00	1.00	90,939	91,983
Administrative Intern - NC/H33	14.42	11.92	11.92	362,342	375,019
Administrative Intern - NC/H40	—	3.50	4.13	148,140	181,202
Administrative Officer - Library Services	1.00	1.00	1.00	99,642	99,641
Building Services Supervisor	1.00	1.00	1.00	54,904	54,904
Community Information Specialist I	—	—	1.00	—	36,660
Community Information Specialist II	1.00	1.00	1.00	49,671	49,671
Department Librarian I	7.00	7.00	7.00	584,311	570,258
Department Librarian II	9.00	9.00	9.00	813,394	808,371
Director of Library Services	1.00	1.00	1.00	182,471	195,243
Executive Assistant	1.00	1.00	1.00	68,121	62,425
General Librarian	18.11	18.11	19.74	1,368,743	1,471,944
General Maintenance Assistant	1.00	1.00	1.00	44,323	46,903
Library Aide - NC	1.50	1.00	1.00	21,642	22,434
Library Circulation Supervisor	1.00	1.00	—	76,143	—
Library Clerk I	9.60	9.60	10.02	404,747	418,001
Library Clerk II	16.00	16.00	16.00	757,576	759,690
Library Clerk III	4.00	4.00	4.00	203,912	205,367
Library Clerk IV	2.00	2.00	1.00	111,270	56,366
Library Clerk IV - NC	0.70	0.70	—	31,886	—
Manager-Automated Services	1.00	1.00	1.00	98,164	98,164
Manager-Branch Library Services	1.00	1.00	1.00	114,663	114,663
Manager-Main Library Services	1.00	1.00	1.00	123,321	123,321
Office Services Assistant III	2.00	2.00	2.00	89,179	91,361
Page - NC/H20	18.75	0.50	—	9,990	—
Page - NC/H28	—	18.00	18.53	450,144	480,353
Payroll/Personnel Assistant II	1.00	1.00	1.00	48,573	48,573
Secretary	2.00	2.00	2.00	104,496	98,281
Systems Technician I	0.25	—	—	—	—
Youth Services Officer	1.00	1.00	1.00	100,504	100,504
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Subtotal Salaries	119.33	119.33	121.34	6,664,187	6,781,128
Overtime	—	—	—	4,728	187,728
Fringe Benefits	—	—	—	2,845,565	3,053,691
Administrative Overhead	—	—	—	128,691	128,404
Attrition/Salary Savings	—	—	—	—	—
Expenditure Transfer	—	—	—	—	—
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Total	**119.33**	**119.33**	**121.34**	**9,643,171**	**10,150,951**