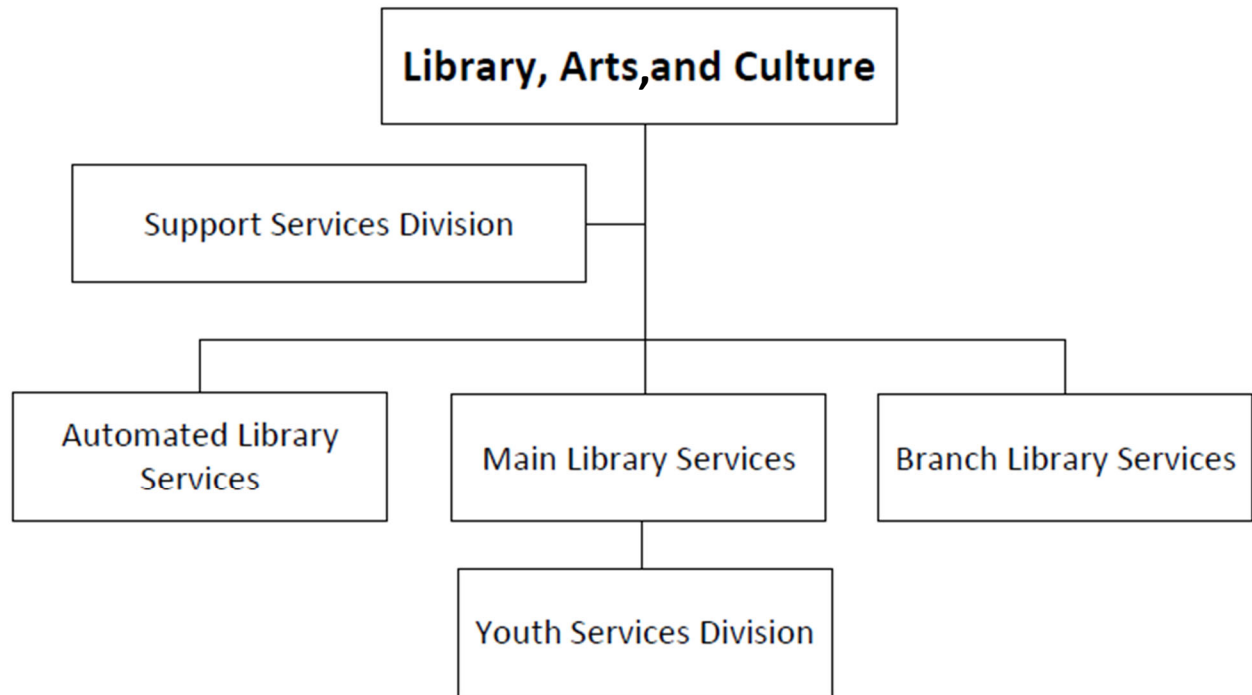


Library, Arts, and Culture



Cathy De Leon, Director of Library, Arts and Culture

Susan Jones, Manager, Automated Library Services

Vacant, Manager, Billie Jean King Main Library Services

Cynthia Bautista, Manager, Branch Library Services

Department Overview

Mission:

The Department of Library, Arts and Culture is committed to meeting the learning and information needs of the city's culturally diverse and dynamic population. The Department provides quality library services with professional staff that are community-responsive, experienced, and who take pride in providing public service. It offers a wide selection of resources and materials representing all points of view. It supports learning for a lifetime, intellectual curiosity, free and equal access to information, and educational enrichment.

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 learning for a lifetime through reading and enrichment opportunities for the community
- Effectively utilize specialized library technology in the selection, and organization and delivery of information, including electronic and online education and information resources
- Provide cultural programs and showcase the arts reflecting the diverse background and needs of the community

FY 25 Focus:

An anchor institution in the City, Long Beach Public Library (LBPL) serves as a community hub that develops public trust, social capital, social infrastructure, and community resilience through a unique combination of people, spaces, information, ideas, resources, and opportunities. LBPL delivers value for local families, individuals, community groups, and society by providing support for learning and knowledge development, health and wellbeing, community development, and economic development. Department of Library, Arts, and Culture provides access to library resources and services by implementing innovative service models at all libraries, providing educational enrichment and cultural programs, supporting workforce development, pursuing and maintaining community partnerships that strengthen library services, implementing enhanced library technology, and ensuring that libraries are a safe place to learn, explore and create.

The Department's long-standing primary goal is to be an active partner in learning for a lifetime, continually striving to better position the Library as a public education institution within the Long Beach community. The name change from "Department of Library Services" to "Department of Library, Arts and Culture" in FY 25 more accurately reflects the mission and vision of the Department, aligning with who the Department already is, as well as the nationwide shift in the way that libraries across the country are serving the public. FY 25 General Fund Group enhancements bolster an institution essential to community connection, social services, and barrier-free access to safe spaces, while maintaining a safe and welcoming environment for all.

Department Performance Measures

Key Measure	FY 23 Actual	FY 24 Target	FY 24 Estimate	FY 25 Projection
Number of Library Resources Accessed/Used	3,544,402	4,100,000	2,980,622	3,600,000

Total resources used include materials borrowed and used in-house, website hits, electronic database usage and computer sessions.

Key Measure	FY 23 Actual	FY 24 Target	FY 24 Estimate	FY 25 Projection
Number of patrons served	651,237	700,000	662,460	700,000

Nearly 2,700 patrons are welcomed each day at the 12 libraries to 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. FY 24 saw the addition of expanded open hours on Mondays at five branch library locations, which the Department anticipates continuing into FY 25 until Long Beach Recovery Act (LBRA) funding is depleted. Bay Shore Library was closed for the entirety of FY 24 for extensive renovation and anticipates serving additional patrons when it reopens.

Key Measure	FY 23 Actual	FY 24 Target	FY 24 Estimate	FY 25 Projection
Number of information/research queries answered	110,984	108,000	94,740	100,000

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 on the use of materials, collections and services, and recommendations for materials and resources.

Key Measure	FY 23 Actual	FY 24 Target	FY 24 Estimate	FY 25 Projection
Number of youth served through Library Literacy Development programs	69,811	60,000	59,204	62,000

Several 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 offered to patrons and students of all ages. A slight decrease of youth served is expected for FY 24 as LBRA funded expanded teen programming came to a close.

FY 24 Accomplishments

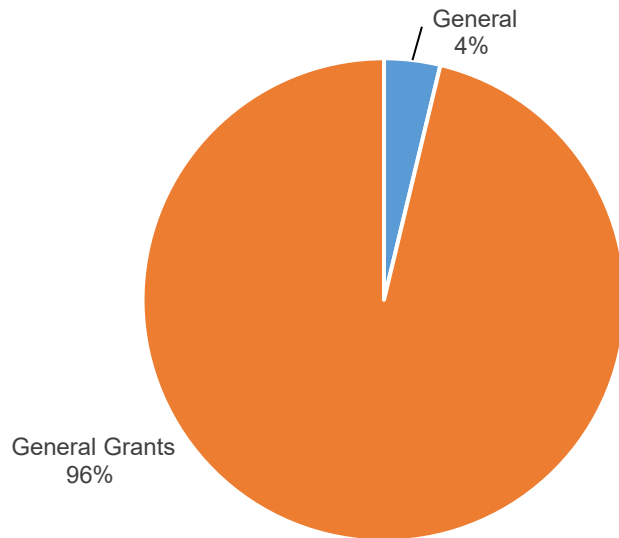
- More than 2.9 million library resources were used/accessed during the year.
- Approximately 1,524 Chromebooks and 1,200 internet hotspots were borrowed through the Library's Tech To Go service.
- LBPL became fine-free and eliminated fines for overdue books and materials. This means that past, present, and future overdue fines for materials will no longer be charged. The burden of overdue fines can create financial strain for low-income families and can contribute to a cycle of economic hardship. Fines can have a disproportionate impact on vulnerable individuals, particularly youth, non-citizens, and people of color. LBPL celebrated and raised awareness by launching the "Feelin' Fine" marketing campaign.
- Hosted a new series called Read Across the World: A Celebration of Cultures. It brought an extraordinary cultural experience focused on celebrating and amplifying the diverse cultures, perspectives, and attributes of communities across the City of Long Beach.
- LBPL celebrated a decade of creativity, innovation, and community at The Studio Makerspace's 10th Anniversary showcase with over 200 participants. Located inside the Billie Jean King Main Library, the Studio provides free programs and classes for creators of all ages. From 3D printing and CAD design to traditional arts and music production, The Studio offers a community workspace where people can meet, socialize, innovate, and collaborate using a variety of state-of-the-art technology and resources.
- Hosted the third Festival of Asian American and Pacific Islander Books (FAB LB). Partnering with local businesses and organizations, LBPL featured more than 20 author talks, including Pulitzer Prize winner Viet Thanh Nguyen, as well as book signings, kids' activities, and panel discussions. The event was one of more than twenty LBPL programs celebrating Asian American and Pacific Islander Heritage Month this year at libraries citywide. Over 400 community members attended.
- Received the Library Innovation Lab Grant from California Humanities, providing opportunities for staff to create, innovate and plan programs. LBPL staff created a system-wide celebration of Hispanic and Latinx heritage called "Sew It Goes," a community quilting project.
- Continued SEED Cultivating a STEAM Community: This five-year project partners LBPL with community organizations, local STEAM experts and artists, and teachers from nearby colleges and universities to create arts-integrated STEAM enrichment activities for teens.
- Continued the City's Youth Poet Laureate program, which is part of a national program that works with local youth literary arts organizations across the country to identify and celebrate exceptional youth poets who use their voice to inspire change. LBPL named the 2nd Youth Poet Laureate and four new Youth Poet Ambassadors, who represent Long Beach while practicing their craft with poet mentors.
- In collaboration with Black Health Equity, hosted the second annual Kwanzaa Celebration at the Michelle Obama Neighborhood Library. More than 250 residents gathered for this day-long festival centered around the seven core principles of Kwanzaa, a holiday which originated in Long Beach in 1966.
- Expanded annual Winterfest Holiday Celebration at Billie Jean King Main Library, incorporating programs for the holiday of Hanukkah and a secular winter wonderland celebration, in addition to Christmas festivities.
- Hosted six weeks of free "Creative City Lab Design" summer camps for more than 150 7th and 8th graders in partnership with guest educators from local downtown architecture and design firms.

FY 24 Accomplishments

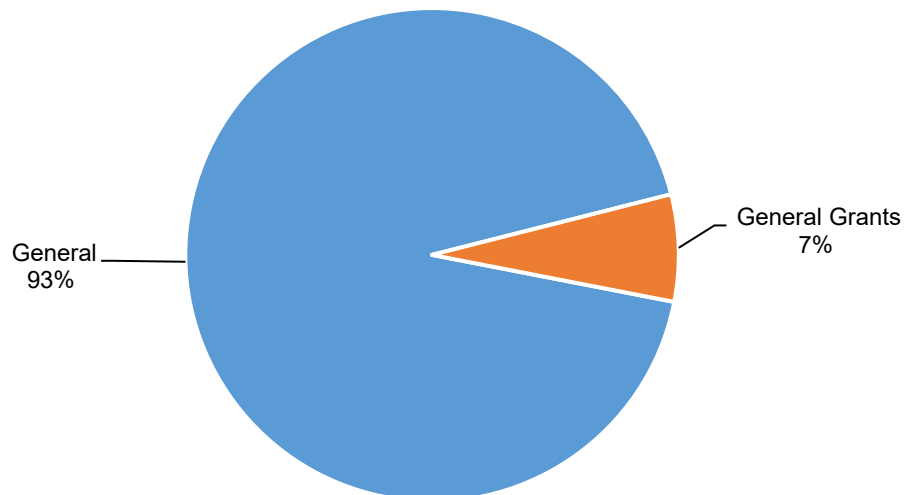
- Hosted the 6th annual Celebration of the Young Child at the Billie Jean King Main Library and Lincoln Park. Hundreds of families attended the festival which included an interactive resources fair, musical performances, bounce houses, crafts, and games. This annual event is co-produced by the Health Department's Early Childhood Education Program and The Long Beach Public Library.
- Hosted month-long programming at all library locations to highlight Black History Month, with events featuring dance, musical performances, local author talks, history, and genealogy. Another program highlight was the first Black Excellence Professional Development Day, where participants had the opportunity to network, take professional headshots, and participate in resume-building sessions.
- Offered the annual Summer Reading Program for kids, teens, and adults. This year participants were encouraged to "Adventure Begins at Your Library" through reading and other activities, all while earning incentives along the way.
- Celebrated LGBTQIA+ Pride Month with special events system-wide, including a resource picnic, music and dance performances, and Pride Loteria. Each LBPL Pride program served to highlight the importance of LGBTQIA+ visibility through history, culture, art, storytelling, or film.
- Hosted four Early Learning preschool fairs at various locations for 140 families called "A Dive Into School Readiness" for families with children 0 to 5 years old in conjunction with Early Childhood Education in the Health Department. Families had an opportunity to receive information about registration procedures from early learning centers, attended an early learning math workshop, a workshop on social and emotional learning, and ended with entertainment from a performer who incorporated education techniques for the entire family to enjoy.
- Hosted "Dive Into Parenting," workshops on children's health aimed at parents of young children in partnership with "Help Me Grow," a children's health community organization.
- Hosted the second "Khmer, Come All" for over 240 participants at the Mark Twain Neighborhood Library, with a series of programs honoring and celebrating Cambodian culture and voices.
- LBPL joined 15 other local library systems in "One Book, One County" community read, fostering southern California community bonds through literacy.
- LBPL celebrated the fifth annual *Vida Latina*, a celebration of Latino heritage through a series of bilingual storytimes, culture and art workshops, and the Mercadito Literario, a Spanish-language focused literary celebration bringing together Latinx authors, book vendors, and community groups.
- LBPL added a sixth day of service to an additional two libraries, utilizing Long Beach Recovery Act one-time funding. Monday hours at libraries were available to residents for the first time since the late-2000s at El Dorado Neighborhood Library and Burnett Neighborhood Library.
- Bay Shore Library was remodeled with exterior upgrades and new windows, HVAC at Los Altos Library was replaced, and new doors were installed at Twain Library and Michelle Obama Library.
- LBPL migrated from lbpl.org to longbeach.gov, joining the Department to the City network and increasing cybersecurity.
- In Summer 2024, the Department of Library, Arts, and Culture will celebrate Billie Jean King Main Library's fifth year of service.

FY 25 Budget

FY 25 Revenues by Fund Group



FY 25 Expenditures by Fund Group



Fund Impact

Fund Group	Revenues	Expenditures	Fund Impact
General	40,400	20,198,149	(20,157,749)
General Grants	1,036,953	1,513,867	(476,914)
Total	1,077,353	21,712,015	(20,634,663)

Summary of Changes*

GENERAL FUND GROUP	Impact	Positions
Add a General Maintenance Assistant to perform in-house services including construction projects and facility maintenance.	95,165	1.00
Upgrade a Library Clerk II to a Library Clerk III at the El Dorado Neighborhood Library to increase supervisorial capacity due to increased staffing and expanded library hours, offset by a reduction in Page Non-Career hours (0.25 FTE).	(3,287)	(0.25)
Increase a General Librarian position from 0.6 FTE to 1.0 FTE to increase capacity in library resource acquisitions, offset by the reduction of a vacant Library Aide - Non-Career (0.50 FTE) and a vacant Library Clerk I - Non-Career (0.25 FTE) as described in a separate line item.	2,155	(0.35)
Transfer a Public Health Professional III from the Library Services Department to the Health and Human Services Department to provide the appropriate supervision of clinical services. The position will continue to be dedicated to supporting Library, Arts, and Culture.	-	(1.00)
Reduce a vacant Community Program Technician I due to the cessation of grant funds supporting the position.	(86,039)	(1.00)
Change the Department name from "Library Services Department" to "Library, Arts, and Culture Department" to reflect the Department's evolving mission.	-	-
Increase structural funding to support safety measures at Long Beach public libraries, with an emphasis on the Mark Twain Neighborhood branch.	203,687	-
One-time funding for increased safety developments and improvements at the Michelle Obama Neighborhood Library Garden area. (Adoption Night Change)	100,000	-

GENERAL GRANTS FUND GROUP	Impact	Positions
Reduce two vacant Community Program Technician I positions due to the cessation of grant funds supporting the position.	(204,456)	(2.00)

* 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 Division

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

Executive Office/Support Services	Actuals FY 23	Adjusted* FY 24	Adopted** FY 25
Revenues	276	-	-
Expenditures	3,078,166	3,338,077	3,298,955
Budgeted FTEs	13.00	13.00	12.00

*Adjusted Budget as of March 31, 2024.

**Amounts exclude all-years carryover.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

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.)

5. Delivery Services

- Transport Rotating Collection
- Supply and Mail Distribution
- Maintain Delivery Statistics
- Vehicle Maintenance

Automated Services	Actuals FY 23	Adjusted* FY 24	Adopted** FY 25
Revenues	19,110	-	-
Expenditures	2,754,942	2,804,048	3,371,218
Budgeted FTEs	9.10	9.10	11.25

*Adjusted Budget as of March 31, 2024.

**Amounts exclude all-years carryover.

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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
- Merchandising
- Weeding (deselecting)
- 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
- Connection to social services

4. Access To Technology

- Public Computing and Printing
- Technology Support to Patrons

5. Lifetime Learning

- Early Literacy Programs
- Educational Classes
- Enrichment and Recreation Opportunities
- Reading Programs
- Family Learning Centers
- Community Outreach
- Displays/Exhibits
- Workforce development and job searching assistance

Branch Library Services	Actuals FY 23	Adjusted* FY 24	Adopted** FY 25
Revenues	533,534	350,709	343,559
Expenditures	7,149,551	10,057,787	9,066,622
Budgeted FTEs	69.44	78.02	76.20

*Adjusted Budget as of March 31, 2024.

**Amounts exclude all-years carryover.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

Billie Jean King Main 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. Patron Borrowing Services

- Shelving
- Cash Handling
- InterLibrary Loans
- City-wide Training
- Checking In/ Out
- Collections Account Maintenance
- Materials Requests/ Holds
- Front Desk Customer Service Resolution
- Patron Account Management

4. Information Services

- Reference Services
- Public Computing and Printing

- Technology Assistance & Classes
- Studio & Advanced Technology Classes
- Education & Arts Exhibits
- Government Depository
- Local History/ Special Collections
- Archival Services
- Grants Management

5. Community Services

- Volunteer & Intern Coordination
- Community Outreach & Education
- Center for Adaptive Technology
- Veterans Resource Center
- Library Services for Homebound Patrons
- Special Connect Services for Families with Special Needs
- Bilingual, Cultural and Educational Events & Classes

6. City Hall Information Line

- City Hall General Operator

7. Youth Services

- Community Outreach & Education
- Special & Ongoing Literary Events
- Reference Services
- Early Learning & Reading Initiatives
- Parent Engagement

Main Library Services	Actuals FY 23	Adjusted* FY 24	Adopted** FY 25
Revenues	1,175,743	730,294	733,794
Expenditures	4,865,036	6,761,667	5,975,220
Budgeted FTEs	45.17	51.67	48.67

*Adjusted Budget as of March 31, 2024.

**Amounts exclude all-years carryover.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

Financial Summary by Category

	Actual	Adopted*	Adjusted**	Adopted*
	FY 23	FY 24	FY 24	FY 25
Revenues:				
Property Taxes	-	-	-	-
Sales and Use Taxes	-	-	-	-
Other Taxes	-	-	-	-
Utility Users Tax	-	-	-	-
Franchise Fees	-	-	-	-
Licenses, Permits and Fees	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	9,666	3,500	3,500	5,000
Revenue from Other Agencies	1,177,088	692,218	692,218	692,218
Charges for Services	44,138	24,550	24,550	35,400
Other Revenues	497,495	360,735	360,735	344,735
Intrafund Services	-	-	-	-
Intrafund Transfers	-	-	-	-
Interfund Services	-	-	-	-
Interfund Transfers	276	-	-	-
Other Financing Sources	-	-	-	-
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Total Revenues	1,728,663	1,081,003	1,081,003	1,077,353
Expenditures:				
Salaries and Wages	7,734,063	9,344,706	10,365,572	10,222,151
Employee Benefits	4,027,978	5,232,178	5,541,684	5,762,661
Overtime	27,815	4,829	4,829	4,829
Materials, Supplies and Services	3,797,234	2,940,589	4,768,633	2,890,589
Interfund Support	1,965,575	2,215,240	2,215,240	2,562,475
Intrafund Support	256,252	-	-	203,687
Capital Purchases	38,239	65,623	65,623	65,623
Insurance Premiums and Losses	-	-	-	-
Other Non-Operational Expenditures	-	-	-	-
Operating Transfers	537	-	-	-
Intrafund Transfers Out	-	-	-	-
Purchase of Gas & Water	-	-	-	-
Depreciation and Non Cash Expenditures	-	-	-	-
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Total Expenditures	17,847,695	19,803,165	22,961,580	21,712,015
Budgeted FTEs	136.71	151.79	151.79	148.12

* Amounts exclude all-years carryover.

**Adjusted Budget as of March 31, 2024.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

Personnel Summary

Classification	FY 23 Adopt FTE	FY 24 Adopt FTE	FY 25 Adopt FTE	FY 24 Adopted Budget	FY 25 Adopted Budget
Director of Library, Arts, and Culture	1.00	1.00	1.00	231,073	253,605
Accounting Clerk III	1.00	-	-	-	-
Accounting Technician	-	1.00	1.00	56,007	72,063
Administrative Analyst II	1.00	-	-	-	-
Administrative Analyst III	1.00	2.00	2.00	211,526	227,222
Administrative Officer	1.00	1.00	1.00	116,575	121,273
Building Services Supervisor	1.00	1.00	1.00	64,947	72,295
Community Program Specialist I	2.00	2.00	1.00	143,691	63,640
Community Program Specialist II	2.00	2.00	2.00	149,247	165,478
Community Program Technician I	5.50	6.50	4.50	303,174	251,910
Executive Assistant	1.00	1.00	1.00	72,050	78,056
General Librarian	19.60	21.60	22.00	1,808,318	1,974,934
General Maintenance Assistant	1.00	1.00	2.00	59,699	121,620
Library Aide	1.00	1.00	1.00	35,077	46,956
Library Aide - NC	21.42	21.92	21.42	858,852	921,680
Library Assistant	2.00	6.00	6.00	330,358	360,764
Library Clerk I	7.60	12.60	12.60	550,449	638,194
Library Clerk II	15.00	15.00	14.00	817,309	845,004
Library Clerk III	2.00	2.00	3.00	118,573	193,279
Library Clerk I-NC	0.50	0.50	0.25	20,219	11,137
Library Clerk IV	1.00	2.00	2.00	118,390	143,820
Manager-Automated Services	1.00	1.00	1.00	135,293	145,703
Manager-Branch Library Services	1.00	1.00	1.00	141,906	145,703
Manager-Main Library Services	1.00	1.00	1.00	141,906	147,626
Office Services Assistant III	2.00	2.00	2.00	102,386	125,516
Page - NC	20.59	21.17	20.85	727,076	781,410
Payroll/Personnel Assistant II	1.00	1.00	1.00	56,491	62,235
Public Affairs Assistant	1.00	1.00	1.00	72,063	87,137
Public Health Associate III	0.50	0.50	0.50	37,406	44,515
Public Health Professional III	-	1.00	-	84,146	-
Secretary	2.00	2.00	2.00	110,183	136,838
Senior Librarian	17.00	17.00	17.00	1,674,329	1,893,733
Visual Arts Specialist I	1.00	1.00	1.00	63,558	68,389
Youth Services Officer	1.00	1.00	1.00	109,868	110,015
Subtotal Salaries	136.71	151.79	148.12	9,522,142	10,311,746
Overtime	-	-	-	4,829	4,829
Fringe Benefits	-	-	-	5,011,659	5,516,938
Administrative Overhead	-	-	-	220,519	245,723
Attrition/Salary Savings	-	-	-	(239,989)	(289,397)
Expenditure Transfer	-	-	-	62,554	199,802
Total	136.71	151.79	148.12	14,581,713	15,989,641

