

# Administrative Manager

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**BOARD OF COUNTY COMMISSIONERS  
OKALOOSA COUNTY, FLORIDA**

**SERVICE AREA:** CULTURE/RECREATION

**DEPARTMENT/PROGRAM:** LIBRARY COOPERATIVE

**PROGRAM DESCRIPTION:** The Okaloosa County Public Library Cooperative is a partnership between the cities of Crestview, Destin, Fort Walton Beach, Niceville, Mary Esther, Valparaiso and Okaloosa County that exists to provide residents with the highest level of library service possible.

**REVENUE:** The Library Cooperative is funded within the General Fund. Supporting revenue of the General Fund are ad valorem taxes, communications service tax, local business tax, permits and fees, state shared revenue, charges for services, judgments and fines, miscellaneous revenue and transfers from other funds.

**EXPENDITURES:**

Category	Expenditures		Budget	
	FY09 Actual \$	FY10 Actual \$	FY11 Original \$	FY12 Approved \$
Personal Services	208,221	272,433	105,979	158,096
Operating Expenses	130,806	81,002	98,353	41,530
Capital Outlay	12,595	0	0	0
Grants & Aids	803,200	720,000	455,000	428,003
Reserves	0	0	45,562	16,116
<b>Total</b>	<b>1,154,822</b>	<b>1,073,435</b>	<b>704,894</b>	<b>643,745</b>

**HISTORICAL STAFFING SUMMARY:**

Category	FY09	FY10	FY11	FY12
Full-time	3	3	2	2
Part-Time	0	0	0	0
Relief	0	0	0	0
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>

**MAJOR ACCOMPLISHMENTS LAST YEAR:**

- Installed and activated software that allows cooperative patrons to browse catalog, renew items and place hold on materials from their personal smartphones.
- Negotiated new contract with SirsiDynix which allowed for a four-year maintenance agreement with a discount of \$8,000. This new contract also included an upgrade to the member services plan and a new circulation program that will make circulation functions more efficient for patrons.

- Formed Interlocal Committee that agreed to change the allocation formula that determines how much county funds each city receives.

**PROGRAM GOAL:** OCPLC libraries will continue to provide county residents with current materials, as well as information on popular cultural and social trends. Materials available will be offered in a wide variety of formats for recreational reading, viewing and listening; student support that enables academics; educator support to assist in student learning in a highly technical society and assistance and training to improve library customers’ skills with finding, evaluating and using information effectively.

**KEY OBJECTIVES:**

1. OCPLC Library patrons will have timely access to materials and programs that support and enrich their developmental and leisure or recreational interests.
2. Children living in Okaloosa County will develop a lifelong love of books and a desire to learn that will help them live productive and satisfying lives.
3. Provide increased training for staff and the public, improve system performance, maintain a professional web page and help libraries sustain updated technology.
4. Increase the public’s overall awareness of libraries and the services they provide, as well as the county’s participation in the Library Cooperative. The intention of this effort is to enhance circulation, foster community spirit and allow for greater lifelong learning opportunities for area residents.
5. Coordinate library programs among member libraries in order to ensure high quality and increase both the number of programs provided and the overall program attendance.

**PERFORMANCE MEASURES:**

Performance Measures		Actual FY09/10	Estimated FY10/11	Adopted FY11/12
Input	Number of Full-Time Equivalent (FTEs)	3	2	2
	Access to Service Outlets, Square Foot per Capita	.45	.45	.45
Output	Circulation Totals	732,947	649,853	
	Library Material Holdings	329,035	329,035	
	Number of Registered Card Holders	95,604	95,604	
Efficiency	Library Materials Holdings per Capita	1.67	1.67	
	Library Visits per Capita	4.33	3.78	
	Circulation of Materials per Capita	3.73	3.31	
Effectiveness	Collection Circulation/Turnover Rate	7.66	6.79	
	Total program attendance	29,695	26,224	
	Reference Questions Answered	260,556	242,583	