

Library

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LIBRARY DEPARTMENT

Budget Highlights	FY 2014/15 Actual	FY 2015/16 Adopted	FY 2015/16 Amended	FY 2016/17 Recomm'd	% Change from Adopted FY 2015/16
Employee Expense	2,245,820	2,177,700	2,381,747	2,381,747	9.4%
Supplies and Services	981,899	946,019	958,934	963,747	1.9%
Machinery and Equipment	<u>22,529</u>	<u>32,900</u>	<u>33,210</u>	<u>82,811</u>	<u>151.7%</u>
Subtotal	3,250,248	3,156,619	3,373,891	3,428,305	8.6%
Debt Service	<u>220,898</u>	<u>243,407</u>	<u>243,407</u>	<u>229,734</u>	-5.6%
Total Requirements	3,471,146	3,400,026	3,617,298	3,658,039	
Resources					
Library Gift Trusts	113,174	15,000	48,581	59,500	296.7%
State Grants	9,000	10,000	10,000	-	0.0%
Sales Tax 20% for Debt Abatement	21,053	20,978	20,978	21,108	0.6%
TIF Revenue for Debt Abatement	224,339	222,429	222,429	208,626	-6.2%
Operating Revenue	<u>110,553</u>	<u>128,100</u>	<u>128,100</u>	<u>130,800</u>	<u>2.1%</u>
Total	478,119	396,507	430,088	420,034	293.2%
Property Tax Support	2,993,027	3,003,519	3,187,210	3,238,005	234,486
Percent Self Supporting	13.8%	11.7%	11.9%	11.5%	
Percent Increase (Decrease)					7.8%
Personnel - Authorized FTE	34.15	34.15	34.15	34.15	

Improvement Package Summary

1 of 12

The improvement package would provide funding for professional monthly inspection for bed bugs. Bed bugs were found in one reading area of the library in October 2015. Inspection, treatment, and loss of furniture exceeded \$5,000. A monthly inspection will aid in early identification and eradication and an increased confidence and comfort level by community members who visit the library to sit and read or study. This improvement package supports the Sustainability Principle of Social/Cultural Vibrancy.

Related Cost: \$5,400 Tax Funds – Recurring

Recommend - Yes

Property Tax Impact: +\$.0023/+0.02%

Activity: Maintenance Services

2 of 12

The improvement package would provide funding for hosting a reception at the Library during the Iowa Library Association Conference planned for October, 2016. About 750 people are expected to attend the conference. This improvement package supports the Sustainability Principle of Social/Cultural Vibrancy.

Related Cost: \$2,500 Tax Funds – Non-Recurring
Property Tax Impact: +\$.0011/+0.01%
Activity: Administrative Services

Recommend - Yes

3 of 12

The improvement package would provide funding for fiber-based high-speed Internet access. Last year the library reallocated resources for fiber-based high-speed Internet access to determine if the value derived justified the investment. Previously the library had 90 computers using 40Mbit/sec at maximum use, which is lower than many have in their homes. This was adequate in the past, but now with cloud-based applications and storage the library faced limitations and needed to restrict bandwidth. This caused numerous complaints regarding speed and inability for library visitors to use popular communications methods such as Skype, Teleconferencing, and a Virtual Private Network (VPN). The upgrade has not only allowed the library to meet the demand for increased bandwidth but has made possible the extension of Internet access to the Multicultural Family Center to meet their increased demand for use. Funding of this decision package will make possible a long-term partnership with the Multicultural Family Center and increased access for both departments. This improvement package supports the Sustainability Principle of Social/Cultural Vibrancy.

Related Cost: \$15,000 Tax Funds – Recurring
Property Tax Impact: +\$.0064/+0.06%
Activity: Information Technology

Recommend - Yes

4 of 12

The improvement package would provide the funding for Changing Lives through Literature Program (CLTL). This program is a community-based alternative sentencing program. Offenders are sentenced to complete this 10-week program as a condition of probation, or in lieu of a jail term. Students read books during this program, discuss them, and keep a journal of reflections on the book and their lives. Books selected have themes that many of the offenders face in their lives, such as poverty and racism, the struggle for social justice, family breakdown, the weakening of community bonds, friendship, loyalty, and consequences. Results in communities that have adopted this program are very impressive with recidivism as low as 10-20%. Although this program was created for all ages, the library is interested in starting this program for teens in partnership with the Juvenile Court Officers and with the support of the Dubuque Police Department. This improvement package supports the Sustainability Principle of Social/Cultural Vibrancy.

Related Cost: \$4,672 Tax Funds – Recurring
Property Tax Impact: +\$.0020/+0.02%
Activity: Administration/Children Services

Recommend - No

5 of 12

The improvement package would provide funding for the purchase of additional e-Books. This funding will enable the library to build a digital library to meet the demand expressed by citizens. Significant e-Book growth is seen each year, yet funding for digital titles is difficult as print books remain as popular as ever. Also, the cost of digital material is typically three times greater than that of the hard copy version. This improvement package supports the Sustainability Principle of Social/Cultural Vibrancy - Community Knowledge.

Related Cost: \$5,000 Tax Funds – Recurring
Property Tax Impact: +\$.0021/+0.02%
Activity: Children Services

Recommend - No

6 of 12

The improvement package would provide for an inventory wand for the RFID system installed in FY 2015 and used in library materials. Through a simple wave of the wand over the shelves, countless staff hours can be saved by having the wand to inventory materials. Items that are returned and accidentally shelved before check-in can be quickly identified. Wand technology can track the status of an item that may show up as lost, missing, on the shelf without check-in, misshelved items, and other exception statuses. It is portable and works in real-time. When inventory is taken an 80% time savings can be realized, allowing for more frequent inventories and collection management. This improvement package supports the Sustainability Principle of Social/Cultural Vibrancy.

Related Cost: \$5,500 Tax Funds – Non-Recurring
Property Tax Impact: +\$.0023/+0.02%
Activity: Information Technology

Recommend - Yes

7 of 12

The improvement package would provide the funding for author visits. This request will make possible three regional author visits each year. Author visits are the most requested and attended events that are offered to an adult audience. This improvement package supports the Sustainability Principle of Social/Cultural Vibrancy - Community Knowledge.

Related Cost: \$3,000 Tax Funds – Recurring
Property Tax Impact: +\$.0013/+0.01%
Activity: Adult Services

Recommend - No

8 of 12

The improvement package would provide for the replacement of computers that were funded through grants. The equipment includes: three Standard workstation computers, one Early Literacy computer, one laptop computer and two computer tablets. Once included on the Computer Replacement Schedule the computers would be replaced every four years and the tablets would be replaced every three years. This improvement package supports the Sustainability Principle of Social/Cultural Vibrancy - Community Knowledge and Economic Prosperity.

Related Cost: \$14,300 Tax Funds – Non-Recurring
Property Tax Impact: +\$.0061/+0.05%
Activity: Information Technology

Recommend - No

9 of 12

This improvement package would provide the funding to pressure wash and apply two coats of paint to the brick masonry of the historic building where it meets the library addition. This improvement request supports the Five-Year Community Goal for a Sustainable Dubuque of Environmental/Ecological Integrity.

Related Cost: \$2,900 Tax Funds – Non-Recurring
Property Tax Impact: +\$.0012/+0.01%
Activity: Maintenance Services

Recommend - Yes

10 of 12

This improvement package would provide the funding for restoration of the Library’s Marble floor. This project would restore the marble on the first floor of library, including the removal of scratches, polish and seal the floor to protect against water and oil-based stains. This floor was not restored during the library’s renovation. As preventative maintenance, the second level marble floor would be polished and

sealed. This improvement request supports the Five-Year Community Goal for a Sustainable Dubuque of Environmental/Ecological Integrity.

Related Cost: \$5,440 Tax Funds – Non-Recurring
Property Tax Impact: +\$.0023/+0.02%
Activity: Maintenance Services

Recommend - No

11 of 12

The improvement package would extend the Library’s Sunday hours to the summer months. Staffing includes four Library Assistant positions, two Librarian I positions, two clerk positions and two Library Aide positions working 4.5 hours each. This request also includes overtime of \$625.

Related Cost: \$22,469 Tax Funds – Recurring
Property Tax Impact: +\$.0095/+0.08%
Activity: Adult/Children/Circulation/Youth/Information Technology/Maintenance Services

Recommend - No

12 of 12

The improvement package would provide funding for door openers on two of the double-door entrances at the Carnegie historic building. Currently these doors are locked and entrance is through the center doors only. When the stairs are replaced through an existing capital project in fiscal year 2017, the bars across these two entrance doors will be removed, which can allow for increased access; however, the doors should have the hardware to aid in a controlled opening and closing.

Related Cost: \$2,262 Tax Funds – Non-Recurring
Property Tax Impact: +\$.0010/+0.01%
Activity: Maintenance Services

Recommend - Yes

Significant Line Items at Maintenance Level **(Without Recommended Improvement Packages)**

Employee Expense

1. FY 2017 employee expense reflects a 2.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution remains at 8.93% and the employee contribution remains at 6.18% in FY 2017.
3. The City portion of health insurance expense increased from \$1,040 in FY 2016 to \$1,325 in FY 2017 per month per contract, resulting in an increase of \$64,980 (27.40%).
4. FY 2017 is the fifth year that eligible retirees with at least twenty years of continuous service in a full-time position or retired as a result of a disability and are eligible for pension payments from the pension system can receive payment of their sick leave balance with a maximum payment of one-hundred twenty sick days payable bi-weekly over a five year period. Sick leave payout expense of \$4,873 is budgeted in the Library (for one employee) in FY 2016.

5. After the FY 2016 budget was adopted, the City Council approved the five frozen positions in the Library to be reinstated May 2015. The Library Board partially funded these positions in FY 2015 and FY 2016 with Gift Trust Fund Interest (\$36,803). These positions include three part-time Library Assistants (2.0 FTE or \$103,326); one part-time Library Aide (0.50 FTE or \$29,930) and multiple part-time Library Clerks (0.1847 FTE or \$4,571). The total cost in FY 2017 is \$137,827.

Supplies & Services

6. Office Supplies decreased from \$17,815 in FY 2016 to \$15,620 in FY 2017 based on FY 2015 actual \$16,207 less one-time purchases.
7. Office Equipment Maintenance decreased from \$4,036 in FY 2016 to \$1,439 in FY 2017 based on the actual cost of the existing contracts.
8. Office Equipment Maintenance Contracts decreased from \$8,104 in FY 2016 to \$7,252 in FY 2017 based on FY 2015 actual of \$7,149 plus 1%.
9. Data Processing Equipment Maintenance Contracts decreased from \$89,923 in FY 2016 to \$84,681 in FY 2017 based on FY 2016 actual annualized less one-time purchases. FY 2015 actual was \$88,565.
10. Printing and Binding decreased from \$7,040 in FY 2016 to \$6,626 in FY 2017 based on FY 2015 actual of \$7,157 less one-time purchases
11. Copying and Reproduction decreased from \$9,570 in FY 2016 to \$5,365 in FY 2017 based on year-to-date FY 2016 actual.
12. Legal Notices & Ads increased from \$8,412 in FY 2016 to \$8,981 in FY 2017 based on FY 2015 actual of \$10,802 less one-time purchases and ads for full-time vacancies.
13. Promotion decreased from \$11,348 in FY 2016 to \$11,474 in FY 2017 based on FY 2016 budget plus 1%.
14. Dues and Memberships decreased from \$3,222 in FY 2016 to \$3,033 in FY 2017 based on FY 2015 actual was \$2,949 plus 3%.
15. Conferences decreased from \$13,520 in FY 2016 to \$10,120 in FY 2017. The decrease is due to attending the Public Library Association Conference in FY 2016 (This national conference is held every two years).
16. Travel City Business decreased from \$3,328 in FY 2016 to \$2,026 in FY 2017. FY 2015 actual was \$1,442. One of the City's Librarians has been asked to be the Iowa representative to the American Library Association for a three year term.
17. Electricity increased from \$55,868 in FY 2016 to \$60,850 in FY 2017 based on FY 2015 actual of \$56,343 plus 8%.
18. Natural Gas increased from \$19,490 in FY 2016 to \$27,027 in FY 2017 based on FY 2015 actual of \$28,595.

19. Telephone decreased from \$5,883 in FY 2016 to \$4,644 in FY 2017 based on year-to-date FY 2016 actual annualized.
20. Property Maintenance decreased from \$17,290 in FY 2016 to \$14,076 in FY 2017 based on FY 2015 actual \$13,811 plus 2%.
21. HVAC Maintenance increased from \$19,817 in FY 2016 to \$20,477 in FY 2017 based on FY 2015 actual plus 3%.
22. Motor Vehicle Maintenance decreased from \$1,892 in FY 2016 to \$1,367 in FY 2017 based on FY 2015 actual of \$1,243 plus 10%.
23. Machinery Equipment Maintenance decreased from \$4,365 in FY 2016 to \$233 in FY 2017 based on FY 2013 actual of \$233. This line item represents maintenance of the lawnmower and snow blower.
24. Book Club Books increased from \$1,627 in FY 2016 to \$1,868 in FY 2017 based on FY 2015 actual of \$1,831 plus 2%.
25. Library E-Books increased from \$0 in FY 2016 to \$55,009 in FY 2017 due to moving \$50,550 from the Library Books line item, \$774 from Library Binding line item, \$2,563 from Audio/Visual line item and \$1,122 from Microforms. Historically Library E-Books have been purchased each year by using various line items; FY 2017 establishes an E-Book line item to be used in the future to account for purchases.
26. Library Books decreased from \$213,451 in FY 2016 to \$170,061 in FY 2017 due to moving \$50,550 to the E-Books line item.
27. Library Audio/Visual decreased from \$34,388 in FY 2016 to \$33,167 in FY 2017 based on FY 2015 actual of \$32,488 plus 2% and moving \$2,563 to the Library E-Books line item.
28. Library Periodicals decreased from \$44,983 in FY 2016 to \$43,931 in FY 2017 based on FY 2015 actual of \$43,068 plus 2%.
29. Library Continuals/Serials decreased from \$59,827 in FY 2016 to \$31,000 in FY 2017 based on FY 2015 actual of \$30,392 plus 2% and moving \$28,827 to the Library Video Materials line item.
30. Online Information Service increased from \$47,034 in FY 2016 to \$47,117 in FY 2017 based on FY 2015 actual of \$45,322 plus 4%.
31. Library Video Materials increased from \$33,126 in FY 2016 to \$62,262 in FY 2017 based on FY 2015 actual of \$61,042 plus 2% and moving \$28,827 from the Library Continuals/Serials line item to reflect the change in usage.
32. Catering Services increased from \$6,089 in FY 2016 to \$6,141 in FY 2017 based on FY 2016 budget plus 1%. FY 2015 actual was \$5,316.
33. General Library Trust expense increased from \$15,000 in FY 2016 to \$59,500 in FY 2017. Library Trust expenses include \$2,500 for conferences, \$4,000 for library books, \$6,000 for library periodicals, \$7,000 for speakers and programs and \$40,000 for construction costs.

Machinery & Equipment

34. Equipment replacement items at the maintenance level include (\$77,311):

<u>Children Services</u>	
Book Carts (3)	\$ 600
<u>Circulation Services</u>	
Telephone Headsets (6)	\$ 2,000
Book Drop Box (1)	\$ 6,000
Book Carts (5)	\$ 1,000
<u>Information Technology</u>	
Security Cameras (7)	\$ 6,475
Projection with Creston Panel	\$14,516
<u>Technical Services</u>	
Label Printer for Bar Codes (1)	\$ 2,490
<u>Maintenance Services</u>	
Portable View Station (1)	\$ 600
Wet Dry Vacuum (1)	\$ 855
Lighting Equipment (151)	\$ 2,775
<u>James Mutschler Trust</u>	
Construction	\$40,000

Debt Service

35. Debt Service of \$208,626 is budgeted for the Library Renovation urban renewal general obligation bond borrowed in FY 2010 and is paid with Greater Downtown TIF revenue. Debt Service of \$21,108 is budgeted for Library Renovation Repairs general obligation bond borrowed in FY 2012 and FY 2013 and is paid with Sales Tax.

Revenue

36. Direct State Aid - Restricted is anticipated to decrease from \$10,000 in FY 2016 to \$0 in FY 2017 due to the funding requiring that it is used for purposes above and beyond funds appropriated by the City.

37. Inter Library Loan Fees increased from \$1,800 in FY 2016 to \$5,600 in FY 2017. This revenue is a partial reimbursement from the State of Iowa for participating in the Inter-Library Loan program.

38. County Payment Library remains at \$700 in FY 2017. FY 2015 actual was \$1,588. The amount paid by the County is based on library services and circulation for communities in the County that do not have libraries.

39. Nonresident Fees remain at \$21,000 in FY 2017. FY 2015 actual was \$12,250. The Library has an expectation that funding from the State of Iowa will increase.

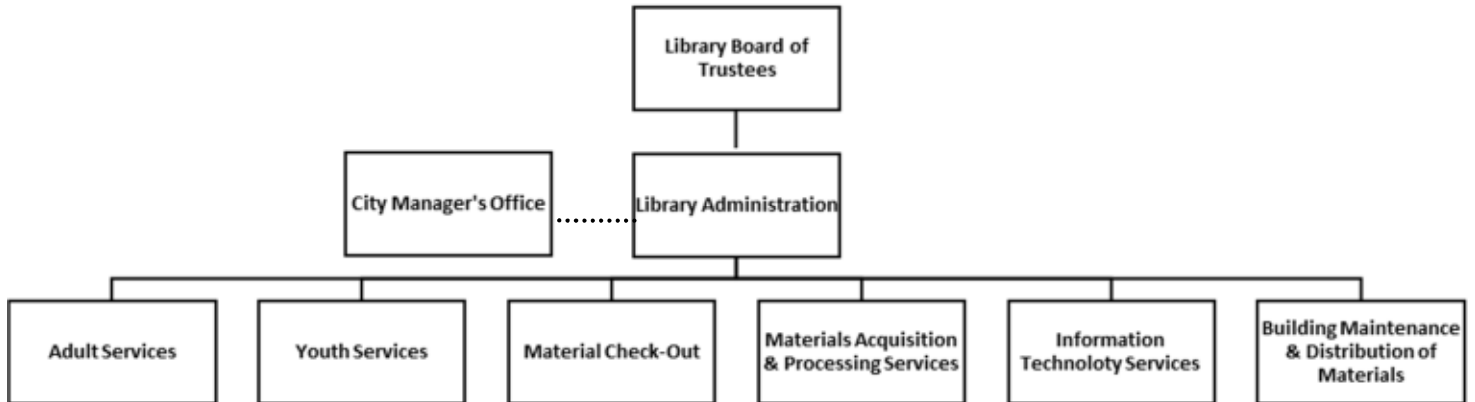
40. Book Fines remain at \$90,000 in FY 2017. FY 2015 actual was \$77,458.

Miscellaneous

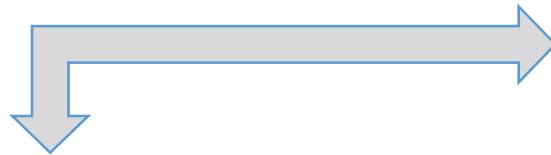
41. The maintenance level budget is 11.5% self-supporting compared to the revenue guideline of 12.0%.

CARNEGIE-STOUT PUBLIC LIBRARY

The Carnegie-Stout Public Library strives to improve the quality of life by providing resources that enhance and contribute to individual enjoyment, enlightenment and knowledge and that enhance the literacy of youth.



SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



PEOPLE

Library staff involved in outreach through delivery of materials to 17 residential care facilities and nursing homes, programs at the Boys & Girls Club, Jefferson, Washington, and Eleanor Roosevelt Middle Schools, and the Multicultural Family Center.

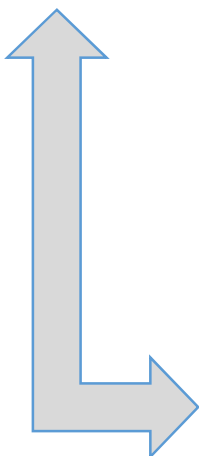
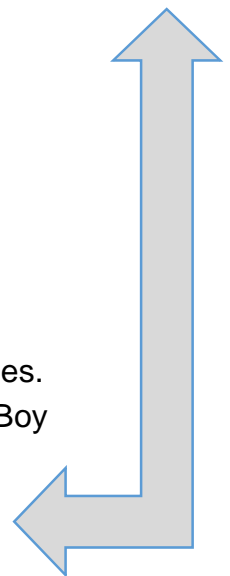


PLANNING

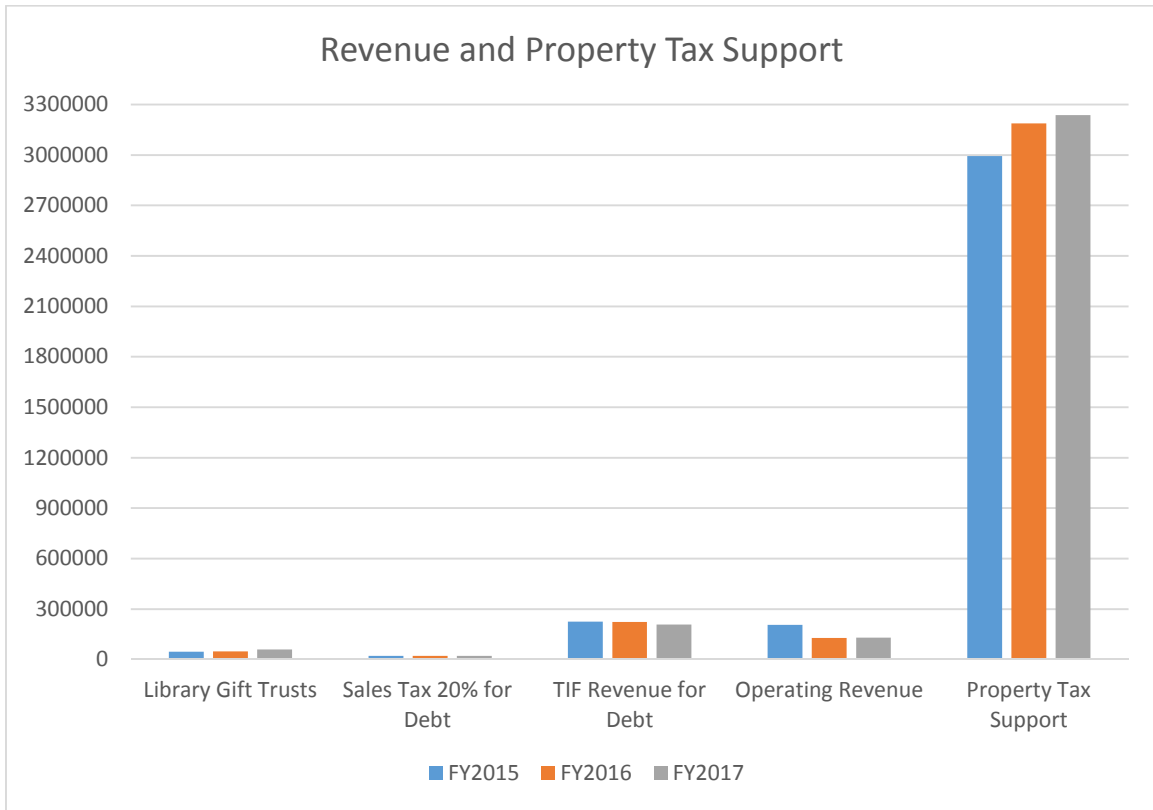
The Library is implementing a new strategic plan, which focuses on outreach and youth literacy.

PARTNERSHIPS

- Dubuque Community School District, local colleges & universities.
- Community non-profit organizations: Boys & Girls Club, Girl & Boy Scouts, Family History Center, Dubuque Regional Humane Society, AmeriCorps, AARP Foundation, Iowa Workforce Development, Quilts of Valor Foundation, Herb Society of Dubuque, Parents as Teachers, and many more.
- Local business: Hy-Vee, Kennedy Mall, Mediacom, KDTH, Sedona Staffing, Jubeck Brewery, and many other banks and retail businesses.

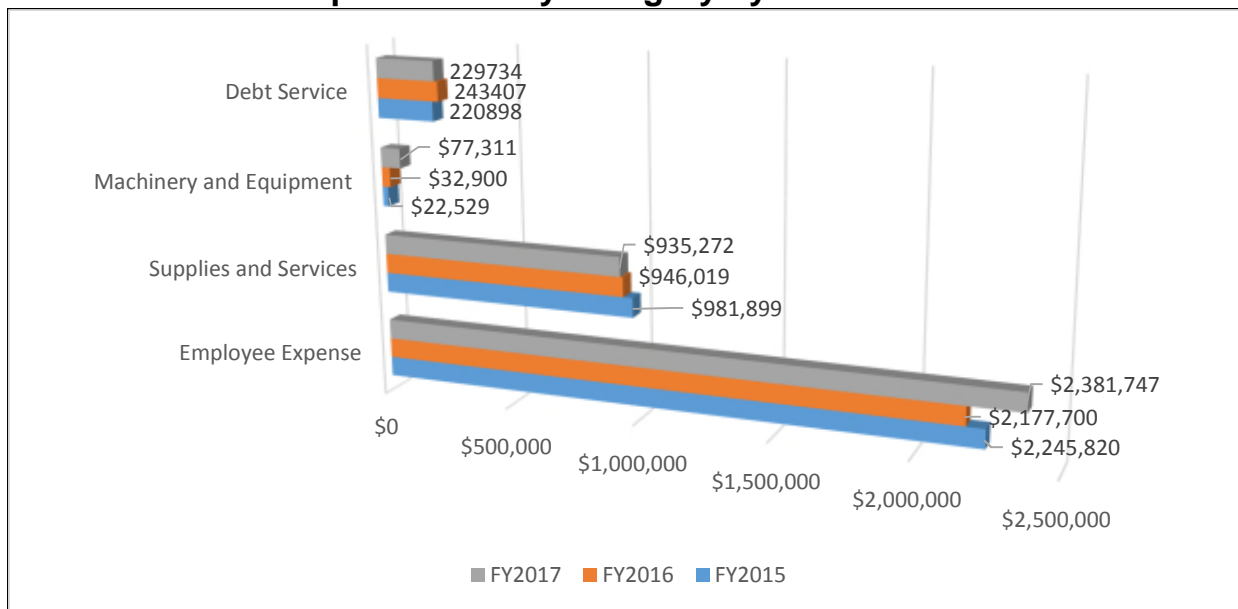


CARNEGIE-STOUT PUBLIC LIBRARY



The Carnegie-Stout Public Library is supported by 34.15 full-time equivalent employees, which accounts for 70% of the department expense as seen below. Overall, the department expenses are expected to decrease by 1% in FY 2017.

Expenditures by Category by Fiscal Year



CARNEGIE-STOUT PUBLIC LIBRARY

Adult Services

Overview

Provides and promotes Library services and collections for adult citizens of Dubuque for the purpose of supplying information, encouraging recreational reading, listening and viewing, and enhancing intellectual development.

Adult Services Funding Summary			
	FY 2014/15 Adopted	FY 2015/16 Adopted	FY 2016/17 Adopted
Expenditures	\$931,108	\$937,510	\$977,336
Resources	\$1,952	\$1,000	\$0

Adult Services Position Summary	
	FY 2016/17 FTE's
Librarian I	4.07
Librarian II	1.00
Library Aide	1.50
Total FT Equivalent Employees	6.57

Highlights of the Past Year

- The selection and use of the adult digital materials increased significantly.
- Non-traditional library programs were held with high attendance, two of which were picked up by national media.

Future Initiatives

- Upgrade Sony e-Readers to iPad-minis for the checkout of e-Books, made possible by a grant from the C-SPL Foundation.
- Strengthen community partnerships to find and meet the needs of citizens.
- Develop more programs based on social issues and community discussion.

Performance Measures

Adult Services – Activity Statement

The Library Adult Services Activity provides and promotes library services and collections for adult citizens of Dubuque for the purpose of supplying information, encouraging recreational reading, listening and viewing, and enhancing intellectual development.

CARNEGIE-STOUT PUBLIC LIBRARY



Goal: Social/Cultural Vibrancy

Outcome #1: Provide customer service and materials that are relevant to the needs and interests of library users and the community.

- Check-out of digital materials increased 34% over the previous year
- In the past year, streaming video holdings grew by 91%, resulting in a 400% increase in circulation.

Respond to questions in person, by telephone, text, e-mail, chat, and through social media.

- Librarians responded to 57,207 questions last year; 61% of these questions involved research.

Outcome #2: Present a wide range of informational and recreational programs to interest adults in all age ranges

- The number of programs offered last year increased 62%
- Attendance to programs increased 76%
- Last year the library offered programs in partnership with groups including Iowa State University Extension, Jubeck New World Brewing, Herb Society of Dubuque, and Comic World and Games.

Library programs taught Dubuquers about canning food, brewing beer, and researching their genealogy.



CARNEGIE-STOUT PUBLIC LIBRARY

Outcome #3: Foster a personal connection between Dubuque citizens and government. Use the Internet and social media to increase awareness of library services.

- In the past year, the library’s online activity across several platforms resulted in an average of 3,000 interactions each day.



The library’s playful social media posts about moving our graphic novel collection were featured on multiple national media outlets.



Youth Services

Overview

Provides and promotes Library services and collections for youth ages 0-17 to enhance early childhood literacy, encourage lifelong reading, and meet the informational and recreational needs for children and young adults.

Youth Services Funding Summary			
	FY 2014/15 Adopted	FY 2015/16 Adopted	FY 2016/17 Adopted
Expenditures	\$480,954	\$499,871	\$509,262
Resources	\$0	\$0	\$0

Youth Services Position Summary	
	FY 2016/17 FTE's
Librarian II	1.00
Library Assistant	0.06
Library Aide	2.63
Library Clerk	2.57
Total FT Equivalent Employees	6.26

CARNEGIE-STOUT PUBLIC LIBRARY

Highlights of the Past Year

- Teen Tech Programs were held at the Multicultural Family Center, the Boys & Girls Club, and the library promoting creativity through the use of technology.
- David LaRoche, author of *It's a Tiger*, the winner of the Bridge to Reading Picture Book Award, visited the library.
- A brochure was created for parents to recommend educational “apps” for youth of various ages.
- Book Clubs for all aged youth have expanded and now include a “Beginning Chapters Book Club” held at the Multicultural Family Center, “B'Tween” and “Teens “R” Reading” clubs held at the library, and “Becca’s Book Adventures” held at the Boys and Girls Club.
- New play furniture was added in the Children’s area.

Future Initiatives

- Start a Winter Reading Program for youth in partnership with the Dubuque Fighting Saints.
- Start a Maker Space program: Curious Kids After School.
- Introduce book bundles of children’s literature for checkout.
- Plan for an author visit by Bill Cotter, winner of the 2015 Bridge to Reading Picture Book Award *Don’t Push the Button!*
- Launch the 1,000 Books Before Kindergarten Program which encourages promotion of reading and bonding through books as parents to read to their children ages 0 – 6 and celebrate milestones of each 100 books read.

Performance Measures

Youth Services – Activity Statement

Provides and promotes Library services and collections for children and young adults to enhance early childhood literacy, encourage reading and meet informational and recreational needs.



Goal: Social/Cultural Vibrancy



Outcome #1: Provide new informational and recreational material to youth ages 18 and younger to increase enjoyment of reading, while maintaining and enhancing literacy skills.

To maintain or increase the number of print and non-print materials available to youth.

- The Youth Services Department added children’s Blu-Ray movies to the collection, which now numbers 332.
- 4,379 titles were added the Youth Services collection and 161,680 children’s items were checked out last year!
- The circulation of young adult material last year totaled 19,870 and 819 new items were added to the collection.

CARNEGIE-STOUT PUBLIC LIBRARY

Outcome #2: Establish partnerships with other agencies to bring library programs to underserved youth.

To increase the number of outreach visits to the community.

- The Library provided 24 programs in partnership with the Dubuque Community School District in the Leadership Enrichment After school Program (LEAP).
- The Library provided 154 programs to area daycares.
- The Library led 22 book discussions at the Boys & Girls Club for the youngest readers, ages 7 to 11.

Did You Know?

2,480 children registered for the Summer Reading Program and attendance to youth programs increased 16% last year.



The Bridge to Reading Picture Book Award has become a statewide program and promotes books, early literacy, and the importance of reading to children. Over 2,000 preschool-age children participated and voted for their favorite book last year.

Did you Know?

ABCmouse.com Early Learning Academy is on all the computers in the Children's department. Content is focused on early literacy for children ages 2 -6.



The goal of 1,000 Books Before Kindergarten is to promote reading to newborns, infants, and toddlers while encouraging parent and child bonding through reading. Children can celebrate and receive an award for each 100 book milestone.

Materials Check-Out and Distribution

Overview

Enable residents of Dubuque to apply for and receive a library card and to borrow materials in an atmosphere of courteous and friendly attentiveness, maintain the borrower records for the Library, and provide outreach to facilities with home-bound residents.

CARNEGIE-STOUT PUBLIC LIBRARY

Materials Check-Out Funding Summary			
	FY 2014/15 Adopted	FY 2015/16 Adopted	FY 2016/17 Adopted
Expenditures	\$444,899	\$269,176	\$358,112
Resources	\$104,291	\$121,800	\$124,500

Materials Check-Out Position Summary	
	FY 2016/17 FTE's
Circulation Supervisor	1.00
Library Assistant	4.63
Library Clerk	1.00
Total FT Equivalent Employees	6.63

Highlights of the Past Year

- Completed the transition to RFID technology resulting in instant self-check outs and greater overall efficiency.
- Implemented a new cash register system that is tied to the check-out system resulting in improved checks and balances for individual accounts.
- Added the ability to pay fines and fees online with a credit card.

Future Initiatives

- Add picture identification to library card accounts.
- Plan a major awareness campaign for library card sign-up month, September 2016.

Performance Measures

Materials Check-Out & Distribution – Activity Statement

Enable the residents of Dubuque to apply for and receive a library card and to borrow materials in an atmosphere of courteous and friendly attentiveness, and maintain the borrower records for the library. Circulation serves as a steward of taxpayer dollars by ensuring materials are lent and returned and/or replaced when damaged or lost.

  **Goal: Social/Cultural Vibrancy**  

Outcome #1: Provide a high quality of life in the City of Dubuque by accurately maintaining library materials and records so that every library user may fully enjoy all available resources.

- 17,500 DVDs and CDs were returned to the collection through the use of a disc cleaning and repair machine.
- The Library added 11% to its collection and withdrew 9% during FY15
- The Library signed up 3,612 new users in FY15, or about 11 every day that the library was open!

CARNEGIE-STOUT PUBLIC LIBRARY

Outcome #2: Provide outreach services through the delivery of bulk loans to nursing homes and residential care facilities and remote drop off and pick up sites for citizens unable to visit the library.

- Support an outreach program designed to meet the needs of people residing in nursing homes and residential care facilities through the delivery of bulk loans to 17 remote sites last year during 145 stops.
- 2,714 materials were checked out from the Library's vending machine located in the Hy-Vee at Asbury Plaza.

Outcome #3: Users of the Carnegie-Stout Public Library will have access to a wealth of current and popular materials when they want it.

Catalog and process new materials so they are ready for checkout within five days of receipt from the supplier.

- 17,901 print items were added to the collection last year.
- 999 audio books and music CDs were added to the collection last year
- 3,514 movies were added to the collection last year.

Increase digital materials that are available for 24-hour access.

- Dubuquers accessed 20 informational databases 61,427 times last year.
- Dubuquers checked out over 51,000 digital items last year including e-Books, e-Audio, movies, magazines, and music.

Outcome #4: Provide the means for library users to check out materials in a welcoming, convenient method suitable for their tastes.

- Dubuquers checked out a total of 628,000 items in FY15.
- Dubuquers checked out over 170,000 items last year using a self-check machine.

Outcome #5: Improve the rate of on-time returns to ensure equal availability of all library materials for all library users.

- The Library's automated texting and telephone notification system sent out over 50,000 reminders to aid patrons in the timely return of library materials and alert them to items on hold.
- The Library filled 34,681 hold requests for patrons in FY15.

To reduce the total outstanding fines/ lost materials dollars by the end of FY16.

- Last year the Library recovered \$8,311.95 worth of library materials from borrowers that were lost and/or damaged.
- Last year the Library recovered \$78,508 in fines.

CARNEGIE-STOUT PUBLIC LIBRARY

Information Technology Services

Overview

Information Technology Services provides a knowledgeable and competent staff that provides direction and support for the entire scope of technology in the library and online for enhanced patron access. This scope includes desktop support, database programming, network administration, and server maintenance.

Information Technology Services Funding Summary			
	FY 2014/15 Adopted	FY 2015/16 Adopted	FY 2016/17 Adopted
Expenditures	\$621,835	\$766,381	\$835,593
Resources	\$2,504	\$3,500	\$3,500

Information Technology Services Position Summary	
	FY 2016/17 FTE's
Lead Application Network Analyst	1.00
Library Assistant	1.00
Librarian I	1.00
Library Aide	2.50
Library Clerk	0.38
Information Services Intern	0.50
Total FT Equivalent Employees	6.38

Highlights of the Past Year

- Fiber-based high-speed Internet access was introduced to overcome limitations experienced with lower speed cable access that required the Library to impose restrictions on bandwidth allowed by visitors. Now people can take advantage of popular communications methods such as Skype, Teleconferencing, and a Virtual Private Network (VPN).
- The Library's web site was refreshed and updated to improve navigation and provide better access on various devices such as smart phones and tablets.

Future Initiatives

- The addition of high-speed Internet allows the Library to partner with the Multicultural Family Center. The Library will administer the MFC's technology including Internet access.
- Secure funding for a permanent space (aka Maker Space) for public use of expanding technology.

CARNEGIE-STOUT PUBLIC LIBRARY

Performance Measures

Information Technology Services – Activity Statement

To provide a knowledgeable and competent staff that provides direction and support for the entire scope of technology in the library and online for enhanced patron access. This scope includes administration of digital materials and informational databases, desktop support, database programming, network administration, and server maintenance.



Goal: Social/Cultural Vibrancy

Outcome #1: Provide Dubuque citizens with convenient access to information, services, and entertainment through technology.

- Streaming video was added to the digital collection (550) joining a growing collection of e-Books and comics (6,500), e-Audio books (3,000), digital magazines (130), and digital music (7 million + songs). Digital materials are available at any time with a library card and where Internet access is present.
- Twenty databases provide immediate information with a library card and where Internet access is present.
- Internet download speed was increased 150% and upload speed increased 1,900% with the introduction of Mbps fiber.
- The Library's web site was refreshed and updated to improve navigation and provide better access on various devices such as smart phones and tablets.

Outcome #2: Provide vision, leadership, and a framework for evaluating emerging technologies and implementing proven information technology solutions.

- Equipment for a space dedicated to the use of technology has been purchased and includes:
 - 11 iPads
 - 6 MacBook Pros
 - 3 High-quality microphones
 - 3 3D Printers (prints plastic filament, metal, and wood objects)
 - 1 3D Scanner
 - 1 Apple TV
 - 1 VHS to DVD convertor
 - 1 Slide and film to DVD convertor, which includes 8mm and Super 8mm film, 135 mm slides, 126 and 127 negatives and slides, 110 negatives and slides
 - 1 Go-Pro camera
- Eighty-four technology-based classes were held last year and 141 attendees learned everything from computer basics to how to download digital media.

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**Recommended Operating Revenue Budget - Department Total
36 - LIBRARY**

Fund	Account	Account Title	FY14 Actual Revenue	FY15 Actual Revenue	FY16 Adopted Budget	FY17 Recomm'd Budget
295	43110	INVESTMENT EARNINGS	7,299	9,387	0	0
550	43110	INVESTMENT EARNINGS	74	102	0	0
43 - USE OF MONEY AND PROPERTY			7,372	9,489	0	0
100	45620	MUNICIPAL ASSISTANCE	8,100	9,000	10,000	0
45 - STATE GRANTS			8,100	9,000	10,000	0
100	46115	COUNTY PAYMENT - LIBRARY	900	1,588	700	700
46 - LOCAL GRANT AND REIMBURSE			900	1,588	700	700
100	51920	RESERVATION FEES-LIBRARY	100	309	0	0
100	51921	INTERLIBRARY LOAN FEES	1,870	3,752	2,800	5,600
100	51922	NONRESIDENT FEES-LIBRARY	17,108	12,250	21,000	21,000
100	51924	RESIDENT FEES-LIBRARY	294	202	100	0
295	51949	ART FEES	1,239	2,027	0	0
100	51953	MEETING ROOM FEES	3,192	2,504	3,500	3,500
100	51981	COPY SERVICE CHARGES	11,739	12,340	10,000	10,000
51 - CHARGES FOR SERVICES			35,542	33,385	37,400	40,100
100	53201	REFUNDS	26	6	0	0
295	53201	REFUNDS	109,598	82,986	0	0
100	53406	BOOK FINES	77,852	77,458	90,000	90,000
100	53605	MISCELLANEOUS REVENUE	212	142	0	0
53 - MISCELLANEOUS			187,687	160,592	90,000	90,000
400	59240	FR DOWNTOWN TIF	225,881	224,339	222,429	208,626
550	59295	FR EXPEND LIBRARY GIFT TR	0	8,422	0	0
400	59350	FR SALES TAX CONSTRUCTION	(4,983)	21,053	20,978	21,108
59 - TRANSFER IN AND INTERNAL			220,898	253,814	243,407	229,734
36 - LIBRARY TOTAL			460,498	467,869	381,507	360,534

Recommended Operating Expenditure Budget - Department Total 36 - LIBRARY

Fund	Account	Account Title	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY 17 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	1,136,421	1,136,812	1,186,619	1,202,414
100	61020	PART-TIME EMPLOYEES	509,870	459,977	430,905	534,127
100	61030	SEASONAL EMPLOYEES	0	304	0	0
100	61050	OVERTIME PAY	20,579	20,962	27,299	27,299
100	61091	SICK LEAVE PAYOFF	2,786	4,527	4,527	4,527
100	61092	VACATION PAYOFF	11,157	15,102	0	0
100	61310	IPERS	148,303	142,920	146,883	157,510
100	61320	SOCIAL SECURITY	125,224	121,179	125,869	135,278
100	61410	HEALTH INSURANCE	274,372	271,320	237,120	302,100
100	61415	WORKMENS' COMPENSATION	15,246	15,996	16,181	16,087
100	61416	LIFE INSURANCE	1,037	1,010	2,297	2,405
100	61417	UNEMPLOYMENT INSURANCE	0	7,734	0	0
100	61660	EMPLOYEE PHYSICALS	826	1,557	0	0
61 - WAGES AND BENEFITS			2,245,820	2,199,399	2,177,700	2,381,747
100	62010	OFFICE SUPPLIES	13,997	16,207	17,815	15,657
100	62011	UNIFORM PURCHASES	73	235	235	240
100	62030	POSTAGE AND SHIPPING	14,583	14,864	15,312	15,607
100	62031	PROCESSING MATERIALS	22,470	20,211	22,920	22,920
100	62050	OFFICE EQUIPMENT MAINT	470	378	4,036	1,439
100	62060	O/E MAINT CONTRACTS	15,414	7,149	8,104	7,252
100	62061	DP EQUIP. MAINT CONTRACTS	77,357	88,565	89,923	84,681
100	62062	JANITORIAL SUPPLIES	3,324	3,390	3,390	3,458
100	62070	OFFICE EQUIP RENTAL	768	642	1,142	650
100	62090	PRINTING & BINDING	6,327	7,157	7,040	7,059
295	62090	PRINTING & BINDING	0	53	0	0
100	62091	LIBRARY BINDING	268	1,403	1,331	584
100	62110	COPYING/REPRODUCTION	13,516	5,401	9,570	5,365
100	62130	LEGAL NOTICES & ADS	6,396	10,802	8,412	8,981
100	62140	PROMOTION	10,769	10,520	11,348	11,474
295	62140	PROMOTION	0	0	2,000	0
100	62190	DUES & MEMBERSHIPS	3,079	2,949	3,222	3,033
100	62204	REFUNDS	0	78	0	0
295	62204	REFUNDS	0	125	0	0
100	62206	PROPERTY INSURANCE	35,743	41,807	44,734	43,655
100	62207	BOILER INSURANCE	132	132	137	132
100	62208	GENERAL LIABILITY INSURAN	10,692	10,673	10,688	11,093
295	62210	SALES TAX	366	251	0	0
100	62310	TRAVEL-CONFERENCES	10,251	6,933	13,520	10,120
295	62310	TRAVEL-CONFERENCES	0	0	0	2,500
100	62320	TRAVEL-CITY BUSINESS	1,371	1,442	3,328	2,026
100	62340	MILEAGE/LOCAL TRANSP	781	985	920	977
100	62360	EDUCATION & TRAINING	7,403	5,915	12,635	12,811
100	62411	UTILITY EXP-ELECTRICITY	59,375	56,343	55,868	60,850
100	62412	UTILITY EXP-GAS	29,138	28,595	19,490	27,027

Recommended Operating Expenditure Budget - Department Total 36 - LIBRARY

Fund	Account	Account Title	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY 17 Recomm'd Budget
100	62421	TELEPHONE	4,881	4,900	5,883	4,644
295	62422	TELEPHONE	0	266	0	0
100	62431	PROPERTY MAINTENANCE	17,097	13,811	17,290	24,638
100	62433	CUSTODIAL SERVICES	1,979	2,104	2,576	2,146
100	62434	HVAC MAINTENANCE	17,530	19,943	19,817	20,477
100	62435	ELEVATOR MAINTENANCE	2,631	1,921	2,573	2,404
100	62436	RENTAL OF SPACE	444	451	453	504
100	62511	FUEL, MOTOR VEHICLE	1,264	1,039	1,445	935
100	62521	MOTOR VEHICLE MAINT.	555	1,243	1,892	1,367
100	62528	MOTOR VEH. MAINT. OUTSOUR	0	0	485	160
100	62605	E-BOOKS	0	0	0	46,825
100	62611	MACH/EQUIP MAINTENANCE	96	0	4,365	233
100	62614	EQUIP MAINT CONTRACT	2,428	1,696	5,060	1,730
100	62650	BOOK CLUB BOOKS	1,595	1,831	1,627	1,868
100	62651	LIBRARY BOOKS	200,614	216,287	213,451	178,694
295	62651	LIBRARY BOOKS	1,732	5,644	0	4,000
100	62652	LIBRARY AUDIO/VISUAL	35,620	32,488	34,388	29,033
295	62652	LIBRARY AUDIO/VISUAL	123	0	0	0
100	62653	LIBRARY PERIODICALS	44,101	43,068	44,983	43,931
295	62653	LIBRARY PERIODICALS	0	0	0	6,000
100	62654	LIBRARY CONT/SERIALS	36,691	30,392	59,827	31,000
100	62655	ON LINE INFO SERVICE	43,947	45,322	47,034	47,117
295	62655	ON LINE INFO SERVICE	1,330	7,018	5,000	0
100	62656	INTERLIBRARY LOAN	1,103	1,062	1,103	1,083
100	62657	CD ROM	0	29	0	0
100	62658	CD ROM - CONTINUATIONS	290	0	0	0
100	62659	LIBRARY VIDEO MATERIALS	63,727	61,042	33,126	62,262
295	62659	LIBRARY VIDEO MATERIALS	3,355	259	0	0
100	62660	DATA PROCESSING	21,908	23,783	25,740	25,366
100	62663	SOFTWARE LICENSE EXP	0	0	0	1,444
100	62664	LICENSE/PERMIT FEES	1,987	1,789	2,040	1,825
100	62666	CREDIT CARD CHARGE	2,972	2,459	3,031	3,031
100	62667	INTERNET SERVICES	979	15,839	1,851	16,000
100	62699	CASH SHORT AND OVER	(92)	(29)	0	0
100	62725	BILL COLLECTION SERVICES	8,541	6,947	8,712	8,712
100	62731	MISCELLANEOUS SERVICES	37	114	0	0
100	62732	TEMP HELP/CONTRACT SERV.	6,900	7,660	7,822	7,822
100	62734	SPEAKERS/PROGRAMS	7,124	8,674	9,722	9,750
295	62734	SPEAKERS/PROGRAMS	96,881	35,408	8,000	7,000
100	62736	CATERING SERVICES	4,878	5,316	6,089	8,641
295	62736	CATERING SERVICES	50	0	0	0
100	62740	MICROFORMS	2,539	3,282	3,514	3,514
100	62785	GIFT CARDS	0	870	0	0
62 - SUPPLIES AND SERVICES			981,899	947,132	946,019	963,747

Recommended Operating Expenditure Budget - Department Total 36 - LIBRARY

Fund	Account	Account Title	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY 17 Recomm'd Budget
100	71110	MISC. OFFICE EQUIPMENT	0	23,250	13,950	11,500
100	71112	TYPEWRITERS	0	1,800	900	0
100	71118	PROJECTOR/CAMERA	0	0	0	14,516
100	71120	PERIPHERALS, COMPUTER	0	930	0	0
100	71122	PRINTER	0	0	0	2,490
295	71124	MICRO-COMPUTER	0	50,000	0	0
100	71129	SCANNER	2,784	0	0	0
100	71156	FURNITURE	0	2,816	6,000	0
100	71213	TABLES	0	0	0	600
295	71216	FURNITURE MISCELLANEOUS	127	1,705	0	0
100	71221	CARTS	0	4,015	1,800	1,600
295	71225	SHELVING	0	769	0	0
100	71312	VAN/PICKUP/WAG REPL	0	0	1,000	0
100	71517	LIGHTING EQUIPMENT	0	2,775	2,775	2,775
100	71520	HVAC	0	299	0	0
100	71610	CUSTODIAL EQUIPMENT	1,310	5,468	0	855
100	72416	VIDEO EQUIPMENT	16,356	6,415	6,475	6,475
100	72421	HEADSETS	1,920	0	0	2,000
71 - EQUIPMENT			22,497	100,242	32,900	42,811
295	73210	CONST CONTRACT-BLDG	0	32	0	40,000
73 - CIP EXPENDITURES			0	32	0	40,000
400	74111	PRINCIPAL PAYMENT	142,687	171,189	175,803	195,943
400	74112	INTEREST PAYMENT	78,210	74,203	67,604	33,791
74 - DEBT SERVICE			220,898	245,392	243,407	229,734
295	91100	TO GENERAL	0	3,223	0	0
295	91550	TO LIBRARY GIFT TRUST	0	8,422	0	0
91 - TRANSFER TO			0	11,645	0	0
36 - LIBRARY TOTAL			3,471,114	3,503,842	3,400,026	3,658,039

Recommended Expenditure Budget Report by Activity & Funding Source 36 - LIBRARY

LIBRARY ADMIN. - 36100

FUNDING SOURCE: GENERAL

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	0	930	0	0
SUPPLIES AND SERVICES	47,939	47,510	52,531	50,903
WAGES AND BENEFITS	265,775	266,912	264,844	275,490
LIBRARY ADMIN.	313,714	315,351	317,375	326,393

ADULT SERVICES - 36200

FUNDING SOURCE: GENERAL

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	0	23,383	12,200	0
SUPPLIES AND SERVICES	369,195	378,874	394,740	394,441
WAGES AND BENEFITS	548,582	528,851	530,570	582,895
ADULT SERVICES	917,777	931,108	937,510	977,336

CHILDREN SERVICES - 36210

FUNDING SOURCE: GENERAL

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	0	176	650	600
SUPPLIES AND SERVICES	108,896	107,003	113,682	112,596
WAGES AND BENEFITS	351,219	357,784	371,516	379,417
CHILDREN SERVICES	460,115	464,963	485,848	492,613

CIRCULATION SERVICES - 36220

FUNDING SOURCE: GENERAL

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	1,920	6,179	3,000	9,000
SUPPLIES AND SERVICES	53,083	21,288	29,003	25,419
WAGES AND BENEFITS	477,083	417,433	237,173	323,693
CIRCULATION SERVICES	532,085	444,899	269,176	358,112

LIBRARY RENOVATION DEBT - 36240

FUNDING SOURCE: DEBT SERVICE

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
DEBT SERVICE	(4,983)	21,053	20,978	21,108
DEBT SERVICE	(4,983)	21,053	20,978	21,108

MAINTENANCE SERVICES - 36300

FUNDING SOURCE: GENERAL

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	1,310	10,317	9,775	4,230
SUPPLIES AND SERVICES	171,830	172,759	179,767	189,931
WAGES AND BENEFITS	163,253	168,052	161,764	167,948
MAINTENANCE SERVICES	336,393	351,129	351,306	362,109

YOUTH SERVICES - 36400

Recommended Expenditure Budget Report by Activity & Funding Source 36 - LIBRARY

FUNDING SOURCE: GENERAL

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
SUPPLIES AND SERVICES	14,785	15,991	14,023	16,649
YOUTH SERVICES	14,785	15,991	14,023	16,649

LULL LIBRARY TRUST - 36420

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	127	1,705	0	0
TRANSFER TO	0	8,422	0	0
LULL LIBRARY TRUST	127	10,127	0	0

INFORMATION TECHNOLOGY - 36440

FUNDING SOURCE: GENERAL

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	19,140	6,415	6,475	26,491
SUPPLIES AND SERVICES	34,439	103,139	86,417	95,779
WAGES AND BENEFITS	137,626	159,327	167,272	180,231
INFORMATION TECHNOLOGY	191,206	268,881	260,164	302,501

LIBRARY RENOVATION TRUST - 36455

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
CIP EXPENDITURES	0	32	0	0
LIBRARY RENOVATION TRUST	0	32	0	0

HOFFMAN LIBRARY TRUST - 36460

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
SUPPLIES AND SERVICES	0	266	0	0
HOFFMAN LIBRARY TRUST	0	266	0	0

MCLEAN LIBRARY TRUST - 36470

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
SUPPLIES AND SERVICES	0	266	0	0
MCLEAN LIBRARY TRUST	0	266	0	0

GENERAL GIFT TRUST - 36480

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	0	50,000	0	0
SUPPLIES AND SERVICES	91,350	47,087	15,000	19,500
GENERAL GIFT TRUST	91,350	97,087	15,000	19,500

MOLITORE LIBRARY TRUST - 36485

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Recommended Expenditure Budget Report by Activity & Funding Source 36 - LIBRARY

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
SUPPLIES AND SERVICES	0	1,405	0	0
MOLITORE LIBRARY TRUST	0	1,405	0	0

ROBERT P MAHER TRUST FUND- 36495

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	0	769	0	0
SUPPLIES AND SERVICES	12,488	0	0	0
ROBERT P MAHER TRUST FUND	12,488	769	0	0

JAMES MUTSCHLER TRUST - 36496

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
CIP EXPENDITURES	0	0	0	40,000
TRANSFER TO	0	3,223	0	0
JAMES MUTSCHLER TRUST	0	3,223	0	40,000

TECHNICAL SERVICES - 36500

FUNDING SOURCE: GENERAL

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	0	369	800	2,490
SUPPLIES AND SERVICES	77,894	51,545	60,856	58,529
WAGES AND BENEFITS	302,283	301,040	444,561	472,073
TECHNICAL SERVICES	380,176	352,954	506,217	533,092

LIBRARY RENOVATION DEBT - 36600

FUNDING SOURCE: DEBT SERVICE

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
DEBT SERVICE	225,881	224,339	222,429	208,626
LIBRARY RENOVATION DEBT	225,881	224,339	222,429	208,626
LIBRARY TOTAL	\$3,471,113.98	\$3,503,842.38	\$3,400,026.00	\$3,658,039.00

**CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT**

36 LIBRARY DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2015		FY 2016		FY 2017	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	8200	GE-41	LIBRARY DIRECTOR	1.00	106,705	1.00	107,076	1.00	110,471
100	8100	GE-34	LIBRARIAN II	2.00	147,394	2.00	147,857	2.00	151,064
100		GE-32	LEAD APPL/NETWORK ANALY	1.00	65,886	1.00	66,091	1.00	67,778
100	8020	GE-32	LIBRARIAN I	5.00	317,838	5.00	318,844	5.00	324,638
100	8000	GE-31	CIRCULATION SUPERVISOR	1.00	57,703	1.00	57,896	1.00	63,371
100	7900	GE-30	LIBRARY AIDE	5.00	292,227	5.00	293,112	5.00	284,130
100	0475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	59,749	1.00	59,926	1.00	61,831
100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	52,428	1.00	52,599	1.00	51,689
100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	45,260	1.00	45,417	1.00	46,438
100	7800	GE-25	LIBRARY ASSISTANT	1.00	37,677	1.00	37,801	1.00	41,004
			TOTAL FULL TIME EMPLOYEES	19.00	1,182,866	19.00	1,186,619	19.00	1,202,414
61020 Part Time Employee Expense									
100	8020	GE-32	LIBRARIAN I	0.07	3,558	0.07	3,570	0.07	3,902
100	7900	GE-30	LIBRARY AIDE	1.63	82,792	1.63	58,023	1.63	85,877
100	1400	GE-26	CUSTODIAN-LIBRARY	0.13	5,815	0.13	5,834	0.13	4,925
100	7850	GE-25	LIBRARY ASSISTANT	7.99	324,333	7.99	238,970	7.99	314,802
100	4440	GE-25	LIBRARY SECRETARY	0.63	25,121	0.63	25,199	0.63	23,006
100		NA-38	INFORMATION SERVICES INTERN	0.50	12,801	0.50	12,848	0.50	13,123
100		NA-28	CLERICAL ASSISTANT	0.25	5,823	0.25	5,837	0.25	5,966
100	7750	NA-24	LIBRARY CLERK	3.95	80,342	3.95	80,624	3.95	82,526
			TOTAL PART TIME EMPLOYEES	15.15	540,585	15.15	430,905	15.15	534,127
			TOTAL LIBRARY	34.15	1,723,451	34.15	1,617,524	34.15	1,736,541

**CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

Run Date: 01/22/16

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2015		FY 2016		FY 2017		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Library Administration-FT											
10036100	61010	100	8200	GE-41	LIBRARY DIRECTOR	1.00	106,705	1.00	107,076	1.00	110,471
10036100	61010	100	0475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	59,749	1.00	59,926	1.00	61,831
Total						2.00	166,454	2.00	167,002	2.00	172,302
Library Administration-PT											
10036100	61020	100		GE-25	LIBRARY SECRETARY	0.63	25,121	0.63	25,199	0.63	23,006
10036100	61020			NA-28	CLERICAL ASSISTANT	0.25	5,823	0.25	5,837	0.25	5,966
Total						0.88	30,944	0.88	31,036	0.88	28,972
Adult Services-FT											
10036200	61010	100	7900	GE-30	LIBRARY AIDE	1.00	52,644	1.00	52,819	1.00	50,241
10036200	61010	100	8020	GE-32	LIBRARIAN I	4.00	250,648	4.00	251,444	4.00	255,106
10036200	61010	100	8100	GE-34	LIBRARIAN II	1.00	74,060	1.00	74,293	1.00	75,904
Total						6.00	377,353	6.00	378,556	6.00	381,251
Adult Services-PT											
10036200	61020	100	8070	GE-32	LIBRARIAN I	0.07	3,558	0.07	3,570	0.07	3,902
10036200	61020	100	7900	GE-30	LIBRARY AIDE	0.50	24,966	0.50	0	0.50	24,231
Total						0.57	28,524	0.57	3,570	0.57	28,133
Youth Services-FT											
10036210	61010	100	8100	GE-34	LIBRARIAN II	1.00	73,334	1.00	73,564	1.00	75,160
10036210	61010	100	7900	GE-30	LIBRARY AIDE	2.00	118,912	2.00	119,265	2.00	110,227
Total						3.00	192,246	3.00	192,829	3.00	185,387
Youth Services-PT											
10036210	61020	100	7800	GE-25	LIBRARY ASSISTANT	0.06	2,057	0.06	2,064	0.06	2,759
10036210	61020	100	7900	GE-30	LIBRARY AIDE	0.63	34,955	0.63	35,072	0.63	38,197
10036210	61020	100	7750	NA-24	LIBRARY CLERK	2.57	51,871	2.57	52,058	2.57	53,644
Total						3.26	88,883	3.26	89,194	3.26	94,600
Circulation Services-FT											
10036220	61010	100	8000	GE-31	CIRCULATION SUPERVISOR	1.00	57,703	1.00	57,896	1.00	63,371
Total						1.00	57,703	1.00	57,896	1.00	63,371
Circulation Services-PT											
10036220	61020	100	7750	NA-24	LIBRARY CLERK	1.00	20,628	1.00	20,697	1.00	21,075
10036220	61020	100	7850	GE-25	LIBRARY ASSISTANT	4.63	194,161	4.63	108,361	4.63	173,988
Total						5.63	214,789	5.63	129,058	5.63	195,063
Technical Services-FT											
10036500	61010	100	7900	GE-30	LIBRARY AIDE	2.00	120,670	2.00	121,028	2.00	123,662
10036500	61010	100		GE-32	LIBRARIAN I	1.00	67,190	1.00	67,400	1.00	69,532
Total						3.00	187,860	3.00	188,428	3.00	193,194

**CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

Run Date: 01/22/16

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2015		FY 2016		FY 2017		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Technical Services-PT											
10036500	61020	100		NA-24	LIBRARY CLERK	0.38	7,844	0.38	7,869	0.38	7,807
10036500	61020	100	7850	GE-25	LIBRARY ASSISTANT	3.30	128,114	3.30	128,545	3.30	138,055
10036500	61020	100	7900	GE-30	LIBRARY AIDE	0.50	22,871	0.50	22,951	0.50	23,449
Total						4.18	158,829	4.18	159,365	4.18	169,311
INFORMATION TECHNOLOGY-FT											
10036440	61010	100		GE-32	LEAD APPL/NETWORK ANALY	1.00	65,886	1.00	66,091	1.00	67,778
Total						1.00	65,886	1.00	66,091	1.00	67,778
INFORMATION TECHNOLOGY-PT											
10036440	61020	100		NA-38	INFORMATION SERVICES INTERN	0.50	12,801	0.50	12,848	0.50	13,123
10036440	61020	100		GE-25	LIBRARY ASSISTANT	1.00	37,677	1.00	37,801	1.00	41,004
Total						1.50	50,478	1.50	50,649	1.50	54,127
Maintenance-FT											
10036300	61010	100	2200	GE-27	MAINTENANCE WORKER-LIBRAR'	1.00	52,428	1.00	52,599	1.00	51,689
10036300	61010	100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	45,260	1.00	45,417	1.00	46,438
Total						2.00	97,688	2.00	98,016	2.00	98,127
Maintenance-PT											
10036300	61020	100	1400	GE-25	CUSTODIAN-LIBRARY	0.13	5,815	0.13	5,834	0.13	4,925
Total						0.13	5,815	0.13	5,834	0.13	4,925
TOTAL LIBRARY DEPARTMENT						34.15	1,723,451	34.15	1,617,524	34.15	1,736,541

Capital Improvement Projects by Department/Division

LIBRARY					
CIP Number	Capital Improvement Project Title	FY 14 Actual Expense	FY 15 Actual Expense	FY 16 Adopted Budget	FY 17 Recomm'd Budget
1012469	LIBRARY ITEGRAED SYSTEM	36,400	38,600	0	0
1022199	TUCKPOINTING REPAIR/CLEAN	0	13,542	0	0
1022469	LIBRARY ITEGRAED SYSTEM	0	51,907	0	0
3501681	REPLACE SIDEWALK & STEPS	56,181	0	0	0
3502308	RENOVATION REPAIRS	11,717	75,121	0	0
3502470	LIBRARY ATTIC ACCESS	0	0	0	0
3502471	LIBRARY EXTERIOR SIGN	8,027	0	0	0
3502592	LIBRARY NEW FRONT DOORS	0	0	26,223	0
3502593	LIBRARY SWITCH	0	0	18,645	0
3502652	LIBRARY GENERATOR	0	0	0	60,000
LIBRARY	TOTAL	112,325	179,170	44,868	60,000

City of Dubuque
Recommended Capital Improvement Program Summary
Fiscal Year 2017-2021

PROGRAM/DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL	PAGE
LIBRARY									
Culture and Recreation									
	Generator	Sales Tax Fund (20%)	\$ 60,000	\$ -	\$ -	\$ -	\$ -	60,000	110
	Replace Historic Steps	Sales Tax Fund (20%)	\$ -	\$ 54,642	\$ -	\$ -	\$ -	54,642	111
	Replace Roof - Library Building Addition	Sales Tax Fund (20%)	\$ -	\$ -	\$ 117,675	\$ -	\$ -	117,675	112
	Total - Library Department		\$ 60,000	\$ 54,642	\$ 117,675	\$ -	\$ -	232,317	