

Library

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LIBRARY DEPARTMENT

Budget Highlights	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
<u>Expenses</u>				
Employee Expense	2,448,218	2,489,015	2,617,002	5.1%
Supplies and Services	1,063,778	1,124,760	1,119,826	-0.4%
Machinery and Equipment	123,848	90,586	77,720	-14.2%
Subtotal	3,635,844	3,704,361	3,814,548	3.0%
Debt Service	224,162	223,767	223,463	-0.1%
Total Requirements	3,860,006	3,928,128	4,038,011	
<u>Resources</u>				
Library Gift Trusts	132,152	157,580	80,374	-49.0%
Sales Tax 20% for Debt Abatement	21,112	20,967	21,063	0.5%
TIF Revenue for Debt Abatement	203,050	202,800	202,400	-0.2%
Operating Revenue	89,546	41,450	40,125	-3.2%
Total Revenue	445,860	422,797	343,962	-18.6%
Property Tax Support	3,414,146	3,505,331	3,694,049	188,718
Percent Increase (Decrease)				5.4%
Percent Self Supporting	3.5%	2.6%	1.2%	
Personnel - Authorized FTE	34.14	34.14	35.14	

Improvement Package Summary

1 of 7

This improvement request is for the purchase of software to support the library's marketing campaign to increase awareness and use of the library, as well as funding to support the monthly fees for Hot Spots. The library began a marketing campaign during the last quarter of 2018. At the close of FY 19, checkouts increased 4%, 466 new library cards had been issued, the number of visitors increased by 3,351, the number of visitors to the Maker Space increased 52%, digital checkouts increased by 55%, and 12 out of 17 informational databases realized a significant increase in use. This has taken place during a time when the majority of libraries have experienced flat or slight decreases in use. Marketing was conducted with digital media using everything from e-mail to Facebook to the library's website to Twitter. Management of the campaign was achieved through social media platform management software such as Zoho (\$300 annually), Ad Espresso, which manages social media advertisements (\$1,854 annually) and MailChimp, which manages email (\$1,140 annually). Hot Spots (\$1,800 annually) were introduced through a grant in FY 19 and 15 are available for checkout. Since they were introduced the waiting list consistently averages 14. Hot Spots provide the Internet access to citizens that would not have it otherwise. This request supports the City Council Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost: \$ 5,094 Tax Funds Recurring

Recommend - No

Property Tax Impact: \$ 0.002 0.02%

Activity: Library Administration

2 of 7

This improvement request is for catering for the Iowa Library Association (ILA) Conference in October, 2020 at a reception hosted by Carnegie-Stout Public Library. The ILA Conference is expected to attract over 500 during the three days it is held. The host library typically has a reception during the evening on the first day of the conference. This request supports the City Council Goal for Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost: \$ 2,500 Tax Funds Non-Recurring

Recommend - Yes

Property Tax Impact: \$ 0.001 0.01%

Activity: Library Administration

3 of 7

This improvement request is for a part-time employee in the Information Technology (IT) Activity. Currently this activity has two FTEs and two interns. The interns each work 10 hours per week. This activity also provides support for the Multicultural Family Center (averages about 2.5 calls per month). This position would be responsible for providing public service directly to library visitors by answering questions, troubleshooting their devices used to access library materials, and to provide classes, which were discontinued due to time constraints. This person would be responsible for responding to at least half of the IT tickets requesting support, which number over 4,600 annually. Additionally, this position would troubleshoot equipment in the library that is used by the public. This person would be able to have permissions and take on added responsibilities that the interns cannot currently have. This responsibility will provide for support with server maintenance, firewalls, switches, door/elevator access software, security cameras, as well as meeting rooms and program setups that require IT assistance (270 annually). This request supports the City Council Goal for Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost: \$ 24,512 Tax Funds Recurring

Recommend - No

Property Tax Impact: \$ 0.0096 0.09%

Activity: Information Technology

4 of 7

This improvement level decision package request is to add four hours per week (208 hours annually) to the Confidential Account Clerk position in Library Administration. Changes in processes have increased the workload in Library Administration. Purchase card processing requires an average of 11 hours per month. This work was absorbed into the existing position. Additional processing of accounts payable (example of completing check batches) results in more time required for this task. The library averages 1,000 purchase orders a year and it is possible to receive up to 10 invoices for one purchase order. The average increase in work per week for the Confidential Account Clerk is 1.5 hours. This request supports the City Council goal of Financially Responsible, High-Performance Organization.

Related Cost: \$ 3,398 Tax Funds Recurring

Recommend - No

Property Tax Impact: \$ 0.0013 0.01%

Activity: Library Administration

5 of 7

This improvement request is for collection and maintenance support for the Bicycle Library. The Bicycle Library was purchased with grant funds in 2018. The grant covered the cost of the bike and after-sale items such as an umbrella, uniform, maintenance, and a collection of popular materials. The Bicycle Library is out in the community four to five times a week May through October. The Bike Peddler interacted with 3,411 people during 4 1/2 months in FY19. The Bicycle Library is an outreach program intended to meet people where they are - everywhere from the Farmers' Market to the Arboretum, and Jackson Park to the River Walk. The Bicycle Library is stocked with the newest material that is in high demand for all ages and for which there is likely a waiting list in the library building. Funding of this

improvement request will make it possible to purchase copies of the most current titles for the collection to keep it up to date. This request supports the City Council Goal for Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost: \$ 3,000 Tax Funds Recurring

Recommend - Yes

Property Tax Impact: \$ 0.0012 0.01%

Activity: Adult Services, Maintenance Services

6 of 7

This improvement request is for the purchase of one laptop computer for the Circulation Activity. There is one computer in the Activity for 18 staff members and volunteers to work at during off-desk hours. This computer is also used as a second station to check in materials during busy times. The need for a computer by so many results in a backlog, which a laptop can mitigate. A laptop computer is preferred as it can also be used for outreach purposes. When the library has off-site library card sign-up programs (about one every six weeks) a laptop computer for the public is used, leaving one less for a library patron to check out. This request supports the City Council goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost: \$ 2,800 Tax Funds Non-Recurring

Recommend - No

Property Tax Impact: \$ 0.0011 0.01%

Activity: Circulation Services

7 of 7

This improvement request is for a full-time position in the Youth Services Activity to focus on service to teens. The Children's Services Activity oversees the Teen/Young Adult collection and plans programs for this audience. The focus of Children's Services is early literacy and it serves teens on a part-time basis, approximately 20 hours a week. The library has a beautiful space and collection for teens, but the service desk in this area has never been staffed. Teens are in the unattended space and often become disruptive. The situation is worsened when library staff intervene because the contact that they have with staff is usually negative. The teens using the library most often are those within walking distance of the library and is comprised disproportionately with those of a lower socio-economic status. A full-time library aide would work in this space exclusively, and the employee would build relationships with teens who visit as well as plan outreach programs and seek partnerships to grow attendance. To begin the position will offer five outreach programs and a minimum of two programs in the library per month. The library aide can offer after school activities and recreational programs while providing a safe space. Additionally, this position would free up 20 hours for staff in Youth Services, which would be used for more programming and outreach. At least 24 more education and enrichment programs for preschool and school age children would be created for the community and outreach to schools and area childcare agencies would be expanded. This request supports the City Council's Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities as well as being a High Performance City Organization.

Related Cost: \$ 69,506 Tax Funds Recurring

Recommend - Yes

Property Tax Impact: \$ 0.0273 0.26%

Activity: Children Services

Significant Line Items

Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual increase of \$27,740 or 9.99%.
4. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$5,814 in FY 2021 based on FY 2020 actual to-date. Effective July 1, 2019, employees over the sick leave cap can convert 50% of the sick leave over the cap to vacation or be paid out.
5. Overtime is unchanged from \$27,299 in FY 2020 to \$27,299 in FY 2021. FY 2019 actual was \$18,262.

Supplies & Services

6. Data Processing Equipment Maintenance Contracts increased from \$94,654 in FY 2020 to \$98,382 in FY 2021. FY 2019 actual was \$80,875. The items included are as follows:

Contract	Fiscal Year 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
Overdrive Platform for Digital Material	\$ 6,120	\$ 6,120	— %
Websense Spam Filter (65 Licenses)	\$ 1,625	\$ 1,625	— %
Talking Tech Maintenance	\$ 4,500	\$ 4,500	— %
Techlogic Hardware & Software	\$ 8,514	\$ 2,350	(72.40)% (a)
Sophos Firewall Maintenance	\$ 3,051	\$ 3,051	— %
Bywater ILS Support & Development	\$ 28,600	\$ 28,600	— %
Catalog Updates	\$ 2,112	\$ 2,112	— %
Security System Patches/Updates	\$ 2,631	\$ 2,631	— %
Globalcom Security Contract	\$ 1,200	\$ 1,200	— %
GO Daddy Accounts	600	600	— %
Envisionware Internet Management	3,300	4,025	21.97 % (b)
VM Ware	\$ 4,870	\$ 4,870	— %
Network Support - Alpha G-Deep Freeze	\$ 6,936	\$ 8,623	24.32 % (c)
Website Maintenance	\$ 5,600	\$ 5,744	2.57 % (d)
Infrastructure Switches Support	\$ 9,360	\$ 16,696	78.38 % (e)
Various Small Contracts	\$ 1,086	\$ 1,086	— %
Symantec Backup Solution	\$ 1,468	\$ 1,468	— %
Envisionware Credit Card Fees	\$ 1,188	\$ 1,188	— %
Meraki Wireless Gateway	\$ 1,818	\$ 1,818	— %
GoToMyPC License	\$ 75	\$ 75	— %
Total	\$ 94,654	\$ 98,382	3.94 %

(a) Techlogic Hardware and Software decrease based on renegotiating the contract and dropping maintenance fees on a few products no longer needed.

(b) Envisionware Internet Management increase due to mobile printing.

(c) Network Support - Alpha G-Deep Freeze due to fully funding Evanced in FY 2021.

(d) Website Maintenance contract was renegotiated at a lower price in FY 2020 with a small increase in FY 2021.

(e) Infrastructure switches support increased due to the SAN support annual contract, this budget for this hardware was supported under a three year maintenance contract when the SAN was first purchased, once that expired last year the additional cost was added to the FY 2021 budget. This contract will expire when the SAN is upgraded in FY 2022 and maintenance contract will be purchased with this budget.

7. Office Supplies increased from \$17,517 in FY 2020 to \$18,917 in FY 2021 based on FY 2019 actual. FY 2019 actual was \$18,784.
8. Postage increased from \$12,381 in FY 2020 to \$19,362 in FY 2021. FY 2019 actual was \$12,582 due to moving \$5,522 from the Bill Collection Services line item due to the Library changing to fine-free service. The collections for past due items has changed and there was an increase in notifications by letters when an account is frozen, and an invoice is sent as final notice. This has increased the need for postage.
9. Electricity increased from \$60,090 in FY 2020 to \$64,897 in FY 2021 based on FY 2019 actual plus 8%.
10. Gas decreased from \$26,129 in FY 2020 to \$23,363 in FY 2021 based on FY 2019 actual.
11. Speakers and Programs increased from \$17,146 in FY 2020 to \$17,229 in FY 2021. FY 2019 actual was \$18,307. This line item represents adult, families and children educational, recreational, and cultural programs
12. Property Maintenance increased from \$27,208 in FY 2020 to \$33,812 in FY 2021 based on FY 2019 actual. Increase due to boiler repairs.
13. HVAC Maintenance decreased from \$22,918 in FY 2020 to \$19,127 in FY 2021 based on FY 2019 actual.
14. Library Video Materials increased from \$63,138 in FY 2020 to \$66,470 in FY 2021 based on FY 2019 actual and moving \$2,550 from the processing materials line item.
15. Data Processing increased from \$26,635 in FY 2020 to \$28,049 in FY 2021 based on FY 2019 actual \$26,873 plus 4%.
16. Online Information Service increased from \$51,001 in FY 2020 to \$53,494 in FY 2021 based on FY 2019 actual plus 6.2% (Library Trade Almanac). This line item includes subscriptions to informational databases, online newspapers and periodicals, one subscription to Ingram Library Service software to assist with the selection and acquisition of new material, and one subscription to the homework help database "Tutor.com."
17. Library materials, excluding materials purchased by Library trust funds, increased from \$391,236 in FY 2020 to \$420,895 in FY 2021. Library materials are budgeted as follows:

Library Materials	FY 2019 Actual	Fiscal Year 2019 Budget	Fiscal Year 2020 Budget	FY 2021 Requested	% Change From FY 2020
Books	\$ 190,824	\$ 185,593	\$ 202,276	\$ 213,639	5.62%
Book Club	\$ 2,958	\$ 1,900	\$ 2,114	\$ 2,130	0.76%
Audiobooks	\$ 58,974	\$ 55,979	\$ 71,580	\$ 81,557	13.94%
e-Books	\$ 54,942	\$ 27,716	\$ 46,083	\$ 51,792	12.39%
Continuations	\$ 14,635	\$ 31,061	\$ 33,187	\$ 33,776	1.77%
Periodicals	\$ 34,625	\$ 35,886	\$ 35,979	\$ 37,996	5.61%
Total	356,958	338,135	391,219	420,890	7.58%

The library reviews the total materials budget when purchasing and budgeting for the various formats of material and allocates the funds to meet demand. The Library and Trade Book Almanac and School Library Journal publishes a library materials price index each year. The library evaluates the information and selects the increase/decrease that is the lowest of the two indexes depending on whether the price is associated with Adult, Children's or the Teen collection. In planning for Fiscal Year 2021, hardcover books are projected to increase 1.5% to 6.14%, mass market paperback books are projected to increase 0.2%, trade paperback books are projected to increase 4.5%, library binding is projected to increase 25.74%, e-Books are projected to increase 0.7%, CD audio books are projected to increase 14.1% to 16.68%, serials/ continuations are projected to increase 1.5% to 3.0%, periodicals are projected to increase 5.8%, and graphic novels/comics are projected to decrease 3.08%.

18. General Library Trust expense decreased from \$157,580 in FY 2020 to \$80,374 in FY 2021. The balance of the Expendable Library Gift Trust Fund as of October 31, 2019 was \$1,152,171. The breakout of the balance by each Expendable Library Gift Trust Fund is as follows:

Library Gift Trust	10/31/2019 Balance
General Gift Trust	\$ 119,364
Walton Gift Trust	\$ 9,581
Mutschler Gift Trust	\$ 1,023,226
Total	\$ 1,152,171

Library Trust expenses budgeted include:

Library Trust Fund Budget	FY 2020	FY 2021
Part-Time Marketing Coordinator	\$ 38,600	\$ 40,600 *
Workers Compensation	\$ —	\$ 88
Office Supplies	\$ 1,050	\$ 657
Printing & Binding	\$ 1,000	\$ 2,305
Copying	\$ 3,000	\$ —
Program Supplies	\$ 3,500	\$ 5,500
Education & Training	\$ 2,500	\$ —
e-Books	\$ 15,000	\$ —
Speakers/Programs	\$ 8,000	\$ 8,000
Promotion	\$ 6,000	\$ 6,000

Library Trust Fund Budget	FY 2020	FY 2021
Online Info Service	\$ 8,000	\$ 6,000
Library Books	\$ 1,000	\$ 1,000
Property Maintenance	\$ 2,000	\$ 3,000
Marketing Consultant	\$ 43,000	\$ —
Contractor Services	\$ 5,000	\$ 5,000
Gift Cards	\$ 1,000	\$ —
Software	\$ 500	\$ —
Computer	\$ 2,500	\$ —
Scanner	\$ 2,500	\$ —
Misc. Equipment	\$ 1,000	\$ —
Construction	\$ 10,000	\$ —
Catering	\$ 2,000	\$ 2,000
Sales Tax	\$ 430	\$ 224
Total	\$ 157,580	\$ 80,374

* Part-time Marketing Coordinator is a two-year position thru Fiscal Year 2021. After Fiscal Year 2021, a decision will need to be made in regard to the part-time position.

Machinery & Equipment

19. Equipment replacement items include (\$77,720):

<u>Administration</u>
(2) Desk phones \$500
<u>Children Services</u>
Book Carts (2) \$ 400
<u>Circulation Services</u>
Self Check Machine \$ 11,000
<u>Information Technology</u>
Security Cameras (7) and DVR \$ 6,475
Coin Op - Copy Machine \$ 8,190
<u>Technical Services</u>
Book Carts (2) \$ 800
<u>Maintenance Services</u>
Carpet Cleaner \$ 2,670
Riding Vacuum \$ 8,600
Lighting Equipment (151) \$ 2,775
Sump Pump \$ 500
Water Cooler \$ —
Van \$ 26,520
Side Chairs \$ 9,290
Total Equipment \$ <u>77,720</u>

Debt Service

20. FY 2021 annual debt service includes the following (\$223,463)

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 202,400	2016B	GDTIF	Library Renovation	2023	2023
\$ 4,283	2019C	Sales Tax 20%	Library Improvements	2022	2022
\$ 16,780	2012E	Sales Tax 20%	Library Improvements	2027	2019
\$ 223,463 Total Library Annual Debt Service					

Revenue

21. Book Fines increased from \$0 in FY 2020 to \$400 in FY 2021. FY 2019 actual was \$47,463. This line item represents reserved items not picked up (\$0.50 fine) and fines for items returned through the book drop that must be returned to a Library Clerk.

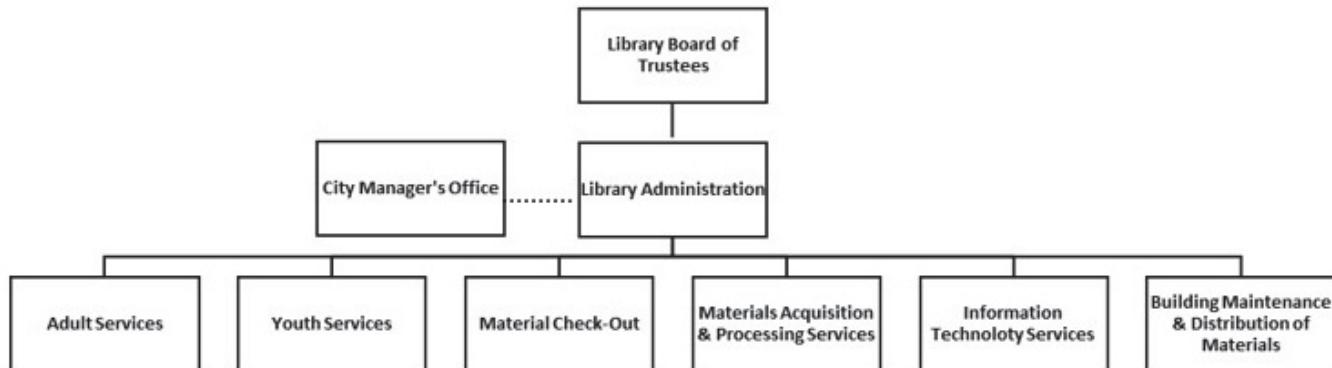
22. Nonresident Fees increased from \$12,825 in FY 2020 to \$19,000 in FY 2021 based on FY 2019 actual.

Miscellaneous

23. The Library is 1.2% self-supporting in FY 2021 as compared to 2.6% self-supporting in FY 2020.

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 members provide outreach through the delivery of materials to homebound residents, residential care facilities, nursing homes, Elm Street Correctional facility, and through the Bicycle Library. Services are provided at the Boys and Girls Club, Jefferson, Washington, and Eleanor Roosevelt Middle Schools, the Multicultural Family Center, and at pop-up locations via the Bike Library.

Planning: The Library Board will create a new strategic plan, which will be implemented in FY 2021

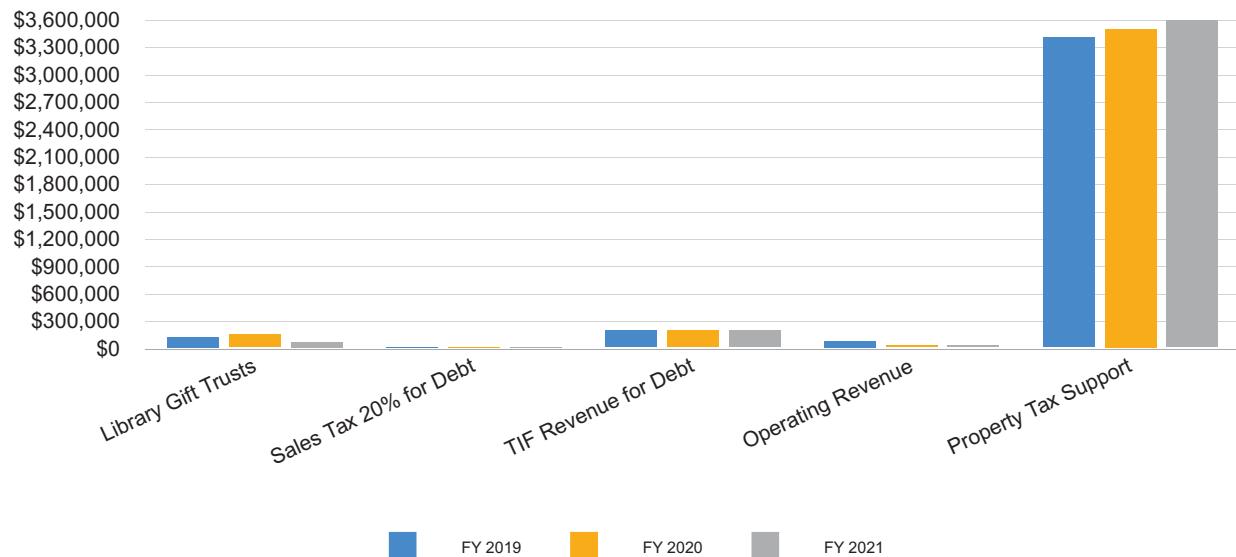
Partnerships:

- Educational organizations: Dubuque Community School District, local colleges and universities and the public libraries in Dubuque County.
- Community non-profit organizations: Boys and Girls Club, Family History Center, AmeriCorps, AARP Foundation, Iowa Workforce Development, Quilts of Valor Foundation, Parents as Teachers, and more.
- Local businesses: Hy-Vee grocery stores, Kennedy Mall, KDTH Radio, Sedona Staffing, local credit unions and banks, and many retail businesses.

CARNEGIE-STOUT PUBLIC LIBRARY

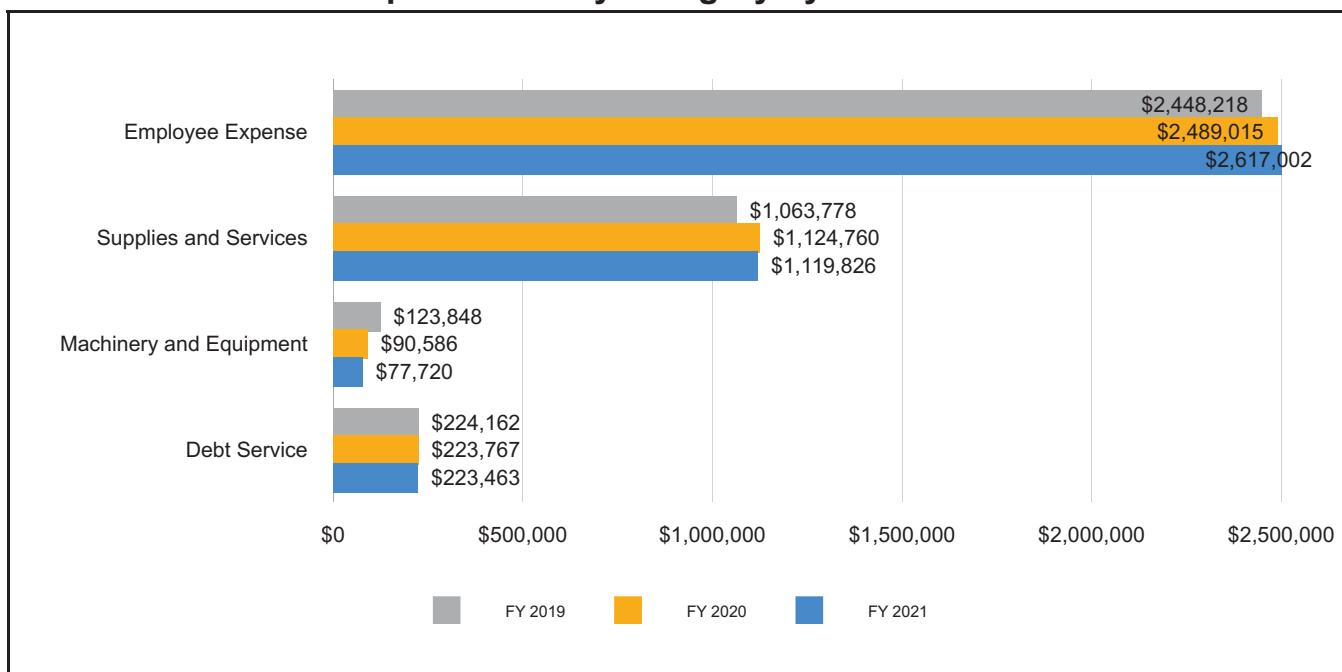
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	34.14	34.14	35.14

Revenue and Property Tax Support



The Carnegie-Stout Public Library is supported by 35.14 full-time equivalent employees, which accounts for 64.81% of the department expense as seen below. Overall, the department expenses are expected to increase by 2.80% in FY 2021 compared to FY 2020.

Expenditures by Category by Fiscal Year



CARNEGIE-STOUT PUBLIC LIBRARY

Adult Services

Mission & Services

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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,368,622	\$1,420,695	\$1,755,029
Resources	\$3,796	\$9,354	\$1,400

Adult Services Position Summary	
	FY 2021
Librarian I - FT	4.00
Librarian I - PT	0.07
Library Director	1.00
Librarian II	1.00
Library Aide - FT	4.00
Library Aide - PT	1.00
ADMINISTRATIVE ASSISTANT	1.00
CLERICAL ASSISTANT	0.25
Confidential Account Clerk	0.63
Total FT Equivalent Employees	12.95

Performance Measures

City Council Goal: Financially Responsible, High-Performance City Organization

1 **Activity Objective:** Provide users with convenient access to information, services, and entertainment through technology.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of electronic informational resources accessed	95,000	74,849	85,873	95,000	
Total internet and wireless use	108,000	105,085	107,583	108,000	

City Council Goal: Diverse Arts, Culture, Parks and Recreation.

2 **Activity Objective:** Provide materials that are relevant to the needs and interests of library users and the community + a wide range of informational/recreational programs to interest adults.

% increase in check out of digital materials (e-books, e-audio, streaming video, music)	25%	22%	55%	15%	
# of attendees to programs	4,600	3,350	4,604	4,300	
# of programs held for adults	130	123	138	136	

CARNEGIE-STOUT PUBLIC LIBRARY

Youth Services

Mission & Services

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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$498,923	\$531,494	\$619,860
Resources	\$0	\$0	\$0

Youth Services Position Summary	
	FY 2019
Librarian II	1.00
Administrative Assistant	1.00
Library Assistant	0.00
Library Aide - FT	2.00
Library Aide - PT	0.69
Library Clerk	2.57
Total FT Equivalent Employees	7.26

Performance Measures

City Council Goal: Diverse Arts, Culture, Parks and Recreation.

1 **Activity Objective:** Provide new informational and recreational material to youth to increase enjoyment of reading while maintaining and enhancing literacy skills.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of children's items checked out	145,000	137,607	139,870	145,645	
# of young adult materials checked out	13,500	13,018	11,072	13,000	

City Council Goal: Partnerships for a Better Dubuque

2 **Activity Objective:** Partner with other agencies to bring library programs to underserved youth.

# of programs provided to area child care centers through Americorps	160	208	165	150	
# of programs delivered for Leadership Enrichment After-School Program (LEAP)	24	12	21	24	

CARNEGIE-STOUT PUBLIC LIBRARY

Materials Check-Out and Distribution

Mission & Services

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.

Materials Check-Out Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$750,153	\$733,872	\$894,375
Resources	\$85,749	\$32,096	\$38,725

Materials Check-Out Position Summary	
	FY 2021
Circulation Manager	1.00
Library Lead Assistant	0.63
Custodian - FT	1.00
Custodian - PT	0.13
Clerical Assistant	0.25
Library Assistant	6.30
Library Clerk	1.00
Total FT Equivalent Employees	10.31

Performance Measures

City Council Goal: Diverse Arts, Culture, Parks and Recreation.

1 **Activity Objective:** Accurately maintain library materials and records so every library user may fully enjoy all available resources & improve on-time returns.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of items available for library users	255,000	239,985	254,057	255,000	
# of registered borrowers (as % of population)	41,000 (71%)	41,068 (71%)	44,205 (77%)	41,000	
% of checked out items returned late	18%	N/A	19%	20%	

2 **Activity Objective:** Outreach and material delivery to nursing homes, residential care facilities, and remote drop-off and pick-up sites for residents unable to visit the library.

# of visits to nursing homes/residential care facilities	9	13	9	9	
# of deliveries to homebound residents	170	N/A	128	158	

City Council Goal: Financially Responsible, High Performance City Organization.

3 **Activity Objective:** Provide users with access to a wealth of current information.

# of times visitors accessed informational databases	90,000	74,849	85,873	90,000	
# of issues of archived Telegraph Herald newspapers viewed	167,000	118,000	163,000	167,000	

CARNEGIE-STOUT PUBLIC LIBRARY

Information Technology Services

Mission & Services

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

Information Technology Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$867,523	\$837,830	\$441,143
Resources	\$0	\$0	\$0

Information Technology Services Position Summary	
	FY 2021
Lead Application Network Analyst	1.00
User Support Specialist	1.00
Maintenance Worker	1.00
Librarian I	0.00
Library Assistant	0.00
Library Aide - FT	0.00
Library Aide - PT	0.00
Library Clerk	0.00
Information Services Intern	0.50
Total FT Equivalent Employees	3.50

Performance Measures

City Council Goal: Diverse Arts, Culture, Parks and Recreation.

1 Activity Objective: Provide users with convenient access to information, services, and entertainment through technology.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of one-on-one technology-based classes offered	90	N/A	70	90	
# of technology troubleshooting sessions with individual library patrons	225	N/A	223	67	

MakerSpace: Did you know you can check out the following from MakerSpace in the library?

iPads | Macbook Pro | 3D Printers | Apple TVs | Chromecast | Button Maker | Virtual Reality | VHS to DVD Converter | Slide & Film to DVD Converter | GoPro Cameras | Video Cameras | Makey Makey Controllers | Ozobots | Snap Circuits | Green Screen | Cricut Machine | Cuddlebug | Sewing Machines | Embroidery Machine | Adobe Creative Cloud Software | Raspberry Pi Mini-Computers | Crafting Supplies | Jewelry-Making Equipment | Kindles | Retro Gaming System | Hot Spots | Projector | Microphones | Digital Cameras | WhisperRoom...and more!

Recommended Operating Revenue Budget - Department Total

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Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
295	43110	INVESTMENT EARNINGS	11,922	19,590	10,826	0
550	43110	INVESTMENT EARNINGS	187	324	0	0
43	USE OF MONEY AND PROPERTY - Total		12,109	19,914	10,826	0
100	46115	COUNTY PAYMENT - LIBRARY	2,393	2,324	2,300	2,300
46	LOCAL GRANT AND REIMBURSE - Total		2,393	2,324	2,300	2,300
100	51921	INTERLIBRARY LOAN FEES	11,748	3,909	9,175	2,220
100	51922	NONRESIDENT FEES-LIBRARY	12,825	19,668	12,825	19,000
100	51924	RESIDENT FEES-LIBRARY	327	684	327	300
295	51949	ART FEES	7,004	7,013	7,004	0
100	51953	MEETING ROOM FEES	2,925	3,447	3,200	3,447
100	51981	COPY SERVICE CHARGES	13,485	11,885	13,000	12,000
51	CHARGES FOR SERVICES - Total		48,313	46,606	45,531	36,967
295	53101	LIBRARY TRUST	(37,866)	0	0	0
295	53103	CONTRIBUTIONS	1,139	467	1,139	0
100	53201	REFUNDS	354	(122)	354	180
295	53201	REFUNDS	87,391	105,084	87,391	0
550	53201	REFUNDS	248	65	0	0
100	53406	BOOK FINES	69,058	47,463	0	400
100	53605	MISCELLANEOUS REVENUE	269	278	269	278
100	53620	REIMBURSEMENTS-GENERAL	3,644	9	0	0
53	MISCELLANEOUS - Total		124,238	153,244	89,153	858
400	54210	GO BOND PROCEEDS	0	395	0	0
400	54220	BOND DISCOUNT	0	18	0	0
54	OTHER FINANCING SOURCES - Total		0	413	0	0
400	59240	FR DOWNTOWN TIF	201,450	203,050	202,800	202,400
295	59295	FR EXPEND LIBRARY GIFT TR	10,000	0	0	0
400	59350	FR SALES TAX CONSTRUCTION	20,980	21,112	20,967	21,063
59	TRANSFER IN AND INTERNAL - Total		232,430	224,162	223,767	223,463
LIBRARY - Total			419,483	446,663	371,577	263,588

Recommended Operating Expenditure Budget - Department Total

36 - LIBRARY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	1,211,521	1,252,971	1,303,643	1,379,303
100	61020	PART-TIME EMPLOYEES	533,869	547,110	575,521	576,483
295	61020	PART-TIME EMPLOYEES	0	8,867	33,000	34,650
100	61030	SEASONAL EMPLOYEES	20,662	16,046	0	0
100	61050	OVERTIME PAY	16,101	18,262	27,299	27,299
100	61091	SICK LEAVE PAYOFF	4,527	1,725	0	0
100	61092	VACATION PAYOFF	3,205	4,708	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	5,814
100	61310	IPERS	157,697	171,366	179,584	186,988
295	61310	IPERS	0	837	3,000	3,200
100	61320	SOCIAL SECURITY	131,383	134,503	145,852	150,782
295	61320	SOCIAL SECURITY	0	678	2,600	2,750
100	61410	HEALTH INSURANCE	302,099	271,890	205,884	233,624
100	61415	WORKMENS' COMPENSATION	16,222	13,764	11,459	11,674
295	61415	WORKMENS' COMPENSATION	0	0	0	88
100	61416	LIFE INSURANCE	1,042	1,065	1,173	1,210
100	61417	UNEMPLOYMENT INSURANCE	0	2,316	0	1,158
100	61660	EMPLOYEE PHYSICALS	1,543	1,978	0	1,979
295	61660	EMPLOYEE PHYSICALS	0	134	0	0
61 - WAGES AND BENEFITS			2,399,870	2,448,218	2,489,015	2,617,002
100	62010	OFFICE SUPPLIES	16,452	18,784	17,517	18,917
295	62010	OFFICE SUPPLIES	3,432	6,872	1,050	657
100	62011	UNIFORM PURCHASES	257	288	257	288
100	62030	POSTAGE AND SHIPPING	12,128	12,582	12,381	19,362
295	62030	POSTAGE AND SHIPPING	149	0	0	0
100	62031	PROCESSING MATERIALS	15,922	15,726	15,472	18,276
100	62050	OFFICE EQUIPMENT MAINT	503	335	503	540
100	62051	RADIO BATTERY/REPAIR	0	1,612	0	0
100	62060	O/E MAINT CONTRACTS	6,110	6,085	6,110	6,110
100	62061	DP EQUIP. MAINT CONTRACTS	71,840	80,875	94,654	98,382
100	62062	JANITORIAL SUPPLIES	4,940	4,681	4,940	4,940
100	62070	OFFICE EQUIP RENTAL	604	863	865	863
100	62090	PRINTING & BINDING	7,245	11,222	8,173	14,215
295	62090	PRINTING & BINDING	5,642	2,154	1,000	2,305
100	62091	LIBRARY BINDING	625	588	625	937
100	62110	COPYING/REPRODUCTION	6,154	6,252	6,585	6,486
295	62110	COPYING/REPRODUCTION	0	0	3,000	0
100	62130	LEGAL NOTICES & ADS	11,100	8,048	11,100	10,763
100	62140	PROMOTION	11,825	11,030	12,131	12,131
295	62140	PROMOTION	2,032	3,978	6,000	6,000
100	62190	DUES & MEMBERSHIPS	3,564	3,233	3,400	3,507
100	62206	PROPERTY INSURANCE	33,356	23,555	26,368	24,733
100	62207	BOILER INSURANCE	0	0	139	139
100	62208	GENERAL LIABILITY INSURAN	9,137	11,480	12,126	12,055
295	62210	SALES TAX	430	224	430	224
100	62310	TRAVEL-CONFERENCES	12,632	11,673	15,229	16,804
100	62320	TRAVEL-CITY BUSINESS	1,743	1,617	1,921	2,356
100	62340	MILEAGE/LOCAL TRANSP	441	124	898	897

Recommended Operating Expenditure Budget - Department Total

36 - LIBRARY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62360	EDUCATION & TRAINING	14,350	8,373	13,425	13,425
295	62360	EDUCATION & TRAINING	0	0	2,500	0
100	62411	UTILITY EXP-ELECTRICITY	60,090	70,830	60,090	64,897
100	62412	UTILITY EXP-GAS	26,129	23,363	26,129	23,363
100	62421	TELEPHONE	3,880	4,467	3,905	4,467
100	62431	PROPERTY MAINTENANCE	27,208	33,812	27,208	33,812
295	62431	PROPERTY MAINTENANCE	1,385	4,479	2,000	3,000
100	62433	CUSTODIAL SERVICES	2,166	2,448	2,166	2,756
100	62434	HVAC MAINTENANCE	22,918	19,127	22,918	19,127
100	62435	ELEVATOR MAINTENANCE	2,356	2,427	1,933	2,427
100	62436	RENTAL OF SPACE	504	462	504	504
100	62511	FUEL, MOTOR VEHICLE	950	1,047	950	1,076
100	62521	MOTOR VEHICLE MAINT.	1,044	858	3,542	375
100	62605	E-BOOKS	48,703	54,942	46,083	51,792
295	62605	E-BOOKS	3,505	904	15,000	0
100	62611	MACH/EQUIP MAINTENANCE	32	375	233	1,125
100	62614	EQUIP MAINT CONTRACT	3,135	5,207	5,713	5,713
100	62650	BOOK CLUB BOOKS	2,958	2,148	2,131	2,135
100	62651	LIBRARY BOOKS	167,405	190,824	202,276	213,639
295	62651	LIBRARY BOOKS	6,168	7,093	1,000	1,000
100	62652	LIBRARY AUDIO/VISUAL	54,506	58,974	71,580	81,557
295	62652	LIBRARY AUDIO/VISUAL	921	532	0	0
100	62653	LIBRARY PERIODICALS	33,117	34,625	35,979	37,996
295	62653	LIBRARY PERIODICALS	264	277	0	0
100	62654	LIBRARY CONT/SERIALS	13,787	14,635	33,187	33,776
100	62655	ON LINE INFO SERVICE	66,449	73,471	51,001	53,494
295	62655	ON LINE INFO SERVICE	0	661	8,000	6,000
100	62656	INTERLIBRARY LOAN	393	739	769	769
100	62659	LIBRARY VIDEO MATERIALS	56,846	60,139	63,138	66,470
295	62659	LIBRARY VIDEO MATERIALS	1,985	5,130	0	0
100	62660	DATA PROCESSING	24,886	26,873	26,635	28,049
100	62664	LICENSE/PERMIT FEES	2,235	2,071	2,393	2,202
100	62666	CREDIT CARD CHARGE	1,728	1,770	2,531	1,770
100	62667	DATA SERVICES	10,982	10,994	10,980	10,980
295	62668	PROGRAM EQUIP/SUPPLIES	2,168	4,607	3,500	5,500
100	62699	CASH SHORT AND OVER	0	4	0	0
295	62710	CONTRACTOR SERVICES	0	0	5,000	5,000
100	62713	LEGAL SERVICES	749	0	0	0
100	62716	CONSULTANT SERVICES	0	11,000	0	0
295	62716	CONSULTANT SERVICES	55,021	14,479	43,000	0
100	62725	BILL COLLECTION SERVICES	5,989	3,490	6,522	0
400	62731	MISCELLANEOUS SERVICES	0	191	0	0
100	62732	TEMP HELP/CONTRACT SERV.	3,260	13,645	18,837	18,837
100	62734	SPEAKERS/PROGRAMS	13,407	18,307	17,146	17,229
295	62734	SPEAKERS/PROGRAMS	20,586	18,410	8,000	8,000
100	62736	CATERING SERVICES	6,107	5,905	7,575	10,270
295	62736	CATERING SERVICES	1,186	2,833	2,000	2,000
100	62740	MICROFORMS	3,041	2,700	3,407	3,407

Recommended Operating Expenditure Budget - Department Total

36 - LIBRARY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62785	GIFT CARDS	255	0	0	0
295	62785	GIFT CARDS	0	250	1,000	0
62 - SUPPLIES AND SERVICES			1,013,014	1,063,778	1,124,760	1,119,826
100	71110	MISC. OFFICE EQUIPMENT	27,644	13,361	2,745	8,190
100	71112	TYPEWRITERS	1,309	0	900	0
100	71115	MICROFILM EQUIPMENT	9,434	10,300	0	0
100	71118	PROJECTOR/CAMERA	0	14,432	11,695	0
100	71120	PERIPHERALS, COMPUTER	0	0	0	11,000
295	71120	PERIPHERALS, COMPUTER	2,804	2,334	0	0
295	71123	SOFTWARE	3,303	4,221	500	0
100	71124	COMPUTER	0	15,326	0	0
295	71124	COMPUTER	8,821	1,254	2,500	0
295	71129	SCANNER	0	0	2,500	0
100	71156	FURNITURE	811	2,527	0	0
295	71156	FURNITURE	0	2,999	0	0
100	71212	SIDE CHAIRS	0	0	0	9,290
100	71215	STORAGE CABINETS	0	0	21,000	0
100	71221	CARTS	1,791	0	3,875	1,200
295	71222	WORKSTATIONS	0	18,190	0	0
295	71225	SHELVING	7,223	0	0	0
100	71312	VAN/PICKUP/WAG REPL	0	0	0	26,520
100	71517	LIGHTING EQUIPMENT	7,838	2,775	2,775	2,775
295	71517	LIGHTING EQUIPMENT	1,785	0	0	0
100	71520	HVAC	0	0	0	500
100	71550	MISCELLANEOUS EQUIPMENT	0	0	1,200	0
295	71550	MISCELLANEOUS EQUIPMENT	33,217	277	1,000	0
100	71610	CUSTODIAL EQUIPMENT	0	0	7,200	11,270
100	72416	VIDEO EQUIPMENT	7,400	16,375	7,400	6,475
295	72416	VIDEO EQUIPMENT	1,245	0	0	0
100	72417	CAMERA RELATED EQUIPMENT	443	0	0	0
100	72418	TELEPHONE RELATED	0	0	500	500
100	72421	HEADSETS	0	0	2,496	0
71 - EQUIPMENT			115,069	104,371	68,286	77,720
100	73210	CONST CONTRACT-BLDG	0	0	12,300	0
295	73210	CONST CONTRACT-BLDG	0	19,477	10,000	0
73 - CIP EXPENDITURES			0	19,477	22,300	0
400	74111	PRINCIPAL PAYMENT	186,236	191,786	197,093	201,106
400	74112	INTEREST PAYMENT	36,197	32,377	26,674	22,357
74 - DEBT SERVICE			222,432	224,162	223,767	223,463
295	91295	TO LIBRARY	10,000	0	0	0
91 - TRANSFER TO			10,000	0	0	0
36 - LIBRARY TOTAL			3,760,386	3,860,007	3,928,128	4,038,011

Recommended Expenditure Budget Report by Activity & Funding Source

36 - LIBRARY

LIBRARY ADMIN. - 36100

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	12,300	—
EQUIPMENT	—	500	500
SUPPLIES AND SERVICES	59,166	51,676	66,010
WAGES AND BENEFITS	274,059	281,400	383,029
LIBRARY ADMIN.	333,225	345,876	449,539
ADULT SERVICES	- 36200		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	10,300	2,150	—
SUPPLIES AND SERVICES	419,008	434,547	464,074
WAGES AND BENEFITS	606,090	638,122	841,416
ADULT SERVICES	1,035,398	1,074,819	1,305,490
CHILDREN SERVICES	- 36210		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	1,570	400
SUPPLIES AND SERVICES	144,232	150,011	156,158
WAGES AND BENEFITS	354,691	379,913	463,302
CHILDREN SERVICES	498,923	531,494	619,860
CIRCULATION SERVICES	- 36220		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	13,959	5,296	11,000
SUPPLIES AND SERVICES	17,948	22,329	18,729
WAGES AND BENEFITS	346,885	332,494	477,016
CIRCULATION SERVICES	378,792	360,119	506,745
LIBRARY RENOVATION DEBT	- 36240		

FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	21,112	20,967	21,063
SUPPLIES AND SERVICES	191	—	—
DEBT SERVICE	21,303	20,967	21,063
MAINTENANCE SERVICES	- 36300		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	4,704	32,175	50,355
SUPPLIES AND SERVICES	189,516	184,246	186,360

Recommended Expenditure Budget Report by Activity & Funding Source

36 - LIBRARY

WAGES AND BENEFITS	177,142	157,332	150,915
MAINTENANCE SERVICES	371,361	373,753	387,630
YOUTH SERVICES	- 36400		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	18,280	22,890	23,767
YOUTH SERVICES	18,280	22,890	23,767
INFORMATION TECHNOLOGY	- 36440		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	46,133	19,695	14,665
SUPPLIES AND SERVICES	91,165	104,380	108,434
WAGES AND BENEFITS	190,344	190,875	256,180
INFORMATION TECHNOLOGY	327,642	314,950	379,279
GENERAL GIFT TRUST	- 36480		

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	19,477	10,000	—
EQUIPMENT	29,275	6,500	—
SUPPLIES AND SERVICES	51,958	64,480	32,229
TRANSFER TO	—	—	—
GENERAL GIFT TRUST	100,710	80,980	32,229
WALTON PRESERVATION TRUST- 36490			

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,683	—	1,800
WALTON PRESERVATION TRUST	1,683	—	1,800
JAMES MUTSCHLER TRUST	- 36496		

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	14,479	35,000	—
WAGES AND BENEFITS	10,516	38,600	40,688
JAMES MUTSCHLER TRUST	24,995	73,600	40,688
TECHNICAL SERVICES	- 36500		

FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	—
SUPPLIES AND SERVICES	4,764	3,000	5,657

Recommended Expenditure Budget Report by Activity & Funding Source

36 - LIBRARY

SPACE MAKER OPERATIONS	4,764	3,000	5,657
EQUIPMENT	0	400	800
SUPPLIES AND SERVICES	51,389	52,201	56,608
WAGES AND BENEFITS	488,492	470,279	4,456
TECHNICAL SERVICES \$	539,881 \$	522,880.00 \$	61,864.00
LIBRARY RENOVATION DEBT - 36600			

FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	203,050	202,800	202,400
LIBRARY RENOVATION DEBT	203,050	202,800	202,400
LIBRARY TOTAL	\$3,860,007	\$3,928,128	\$4,038,011

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

36 LIBRARY DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 113,930	1.00	\$ 116,538	1.00	\$ 118,230
100	8100	GE-34	LIBRARIAN II	2.00	\$ 155,040	2.00	\$ 158,560	2.00	\$ 160,931
100		GE-32	LEAD APPL/NETWORK ANALY	1.00	\$ 68,856	1.00	\$ 70,530	1.00	\$ 75,252
100	8020	GE-32	LIBRARIAN I	5.00	\$ 346,048	5.00	\$ 359,159	4.00	\$ 288,187
100		GE-33	CIRCULATION MANAGER	1.00	\$ 60,281	1.00	\$ 64,663	1.00	\$ 69,001
100	7900	GE-30	LIBRARY AIDE	5.00	\$ 299,682	5.00	\$ 310,275	7.00	\$ 438,156
100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 63,780	1.00	\$ 65,241	1.00	\$ 65,960
100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	\$ 53,318	1.00	\$ 54,533	1.00	\$ 55,693
100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	\$ 47,898	1.00	\$ 48,986	1.00	\$ 50,028
100	3345	GE-26	USER SUPPORT SPECIALIST	1.00	\$ 51,095	1.00	\$ 55,158	1.00	\$ 59,016
TOTAL FULL TIME EMPLOYEES				19.00	\$ 1,259,928	19.00	\$ 1,303,643	20.00	\$ 1,380,454
61020 Part Time Employee Expense									
100	8020	GE-32	LIBRARIAN I	0.07	\$ 4,136	0.07	\$ 4,241	0.07	\$ 4,162
100	7900	GE-30	LIBRARY AIDE	1.63	\$ 83,735	2.19	\$ 116,385	1.69	\$ 88,451
100	1400	GE-26	CUSTODIAN-LIBRARY	0.13	\$ 5,355	0.13	\$ 5,657	0.13	\$ 5,844
100		GE-25	LEAD LIBRARY ASSISTANT	1.00	\$ 40,089	1.00	\$ 44,813	0.63	\$ 30,205
100	7850	GE-25	LIBRARY ASSISTANT	6.99	\$ 286,179	6.43	\$ 268,531	7.30	\$ 313,536
100	4440	GE-25	LIBRARY SECRETARY	0.63	\$ 25,180	0.00	\$ —	0.00	\$ —
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.63	\$ 26,000	0.63	\$ 27,417
100	NA-38		INFORMATION SERVICES INTERN	0.50	\$ 13,270	0.50	\$ 13,572	0.50	\$ 13,718
100	NA-28		CLERICAL ASSISTANT	0.25	\$ 6,490	0.25	\$ 6,639	0.25	\$ 6,713
100	7750	NA-24	LIBRARY CLERK	3.95	\$ 83,435	3.95	\$ 89,683	3.95	\$ 86,437
TOTAL PART TIME EMPLOYEES				15.14	\$ 547,869	15.14	\$ 575,521	15.14	\$ 576,483
TOTAL LIBRARY									
				34.14	\$ 1,807,797	34.14	\$ 1,879,164	35.14	\$ 1,956,937

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Library Administration-FT											
10036100	61010	100	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 113,930	1.00	\$ 116,538	1.00	\$ 118,230
10036100	61010	100		GE-30	LIBRARY AIDE	0.00	\$ —	0.00	\$ —	1.00	\$ 67,241
10036100	61010	100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 63,780	1.00	\$ 65,241	1.00	\$ 65,960
				Total		2.00	\$ 177,710	2.00	\$ 181,779	3.00	\$ 251,431
Library Administration-PT											
10036100	61020	100		GE-25	LIBRARY SECRETARY	0.63	\$ 25,180	0.00	\$ —	0.00	\$ —
10036100	61020	100	3,300	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.63	\$ 26,000	0.63	\$ 27,417
10036100	61020			NA-28	CLERICAL ASSISTANT	0.25	\$ 6,490	0.25	\$ 6,639	0.25	\$ 6,713
				Total		0.88	\$ 31,670	0.88	\$ 32,639	0.88	\$ 34,130
Adult Services-FT											
10036200	61010	100	7900	GE-30	LIBRARY AIDE	1.00	\$ 52,216	1.00	\$ 57,848	3.00	\$ 194,199
10036200	61010	100	8020	GE-32	LIBRARIAN I	4.00	\$ 273,747	4.00	\$ 285,102	4.00	\$ 288,187
10036200	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 77,520	1.00	\$ 79,280	1.00	\$ 80,159
				Total		6.00	\$ 403,483	6.00	\$ 422,230	8.00	\$ 562,545
Adult Services-PT											
10036200	61020	100	8070	GE-32	LIBRARIAN I	0.07	\$ 4,136	0.07	\$ 4,241	0.07	\$ 4,162
10036200	61020	100		NA-24	LIBRARY CLERK	0.00	\$ —	0.00	\$ —	0.38	\$ 8,410
10036200	61020	100	7900	GE-30	LIBRARY AIDE	0.50	\$ 27,830	1.00	\$ 54,847	1.00	\$ 51,109
				Total		0.57	\$ 31,966	1.07	\$ 59,088	1.45	\$ 63,681
Youth Services-FT											
10036210	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 77,520	1.00	\$ 79,280	1.00	\$ 80,772
10036210	61010	100	7900	GE-30	LIBRARY AIDE	2.00	\$ 119,907	2.00	\$ 121,524	3.00	\$ 176,716
				Total		3.00	\$ 197,427	3.00	\$ 200,804	4.00	\$ 257,488
Youth Services-PT											
10036210	61020	100	7800	GE-25	LIBRARY ASSISTANT	0.06	\$ 2,845	0.00	\$ —	0.00	\$ —
10036210	61020	100	7900	GE-30	LIBRARY AIDE	0.63	\$ 31,489	0.69	\$ 36,802	0.69	\$ 37,342
10036210	61020	100	7750	NA-24	LIBRARY CLERK	2.57	\$ 54,181	2.57	\$ 55,262	2.57	\$ 56,588
				Total		3.26	\$ 88,515	3.26	\$ 92,064	3.26	\$ 93,930
Circulation Services-FT											
10036220	61010	100		GE-33	CIRCULATION MANAGER	1.00	\$ 60,281	1.00	\$ 64,663	1.00	\$ 69,001
				Total		1.00	\$ 60,281	1.00	\$ 64,663	1.00	\$ 69,001
Circulation Services-PT											
10036220	61020	100	7750	NA-24	LIBRARY CLERK	1.00	\$ 21,121	1.00	\$ 26,106	1.00	\$ 21,439
10036220	61020	100		NA-24	LEAD LIBRARY ASSISTANT	1.00	\$ 40,089	1.00	\$ 44,813	0.63	\$ 30,205
10036220	61020	100	7850	GE-25	LIBRARY ASSISTANT	3.13	\$ 122,568	3.43	\$ 133,708	6.30	\$ 269,218
				Total		5.13	\$ 183,778	5.43	\$ 204,627	7.93	\$ 320,862
Technical Services-FT											
10036500	61010	100	7900	GE-30	LIBRARY AIDE	2.00	\$ 127,559	2.00	\$ 130,903	0.00	\$ —
10036500	61010	100		GE-32	LIBRARIAN I	1.00	\$ 72,301	1.00	\$ 74,057	0.00	\$ —
				Total		3.00	\$ 199,860	3.00	\$ 204,960	0.00	\$ —
Technical Services-PT											
10036500	61020	100		NA-24	LIBRARY CLERK	0.38	\$ 8,133	0.38	\$ 8,315	0.00	\$ —
10036500	61020	100	7850	GE-25	LIBRARY ASSISTANT	3.80	\$ 160,766	3.00	\$ 134,823	0.00	\$ —
10036500	61020	100	7900	GE-30	LIBRARY AIDE	0.50	\$ 24,416	0.50	\$ 24,736	0.00	\$ —
				Total		4.68	\$ 193,315	3.88	\$ 167,874	0.00	\$ —
Information Technology-FT											
10036440	61010	100		GE-32	LEAD APPL/NETWORK ANALY	1.00	\$ 68,856	1.00	\$ 70,530	1.00	\$ 75,252
				Total		1.00	\$ 68,856	1.00	\$ 70,530	1.00	\$ 75,252

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021	
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Information Technology-PT										
10036440	61020	100		NA-38 INFORMATION SERVICES INTERN	0.50	\$ 13,270	0.50	\$ 13,572	0.50	\$ 13,718
10036440	61020	100		GE-26 USER SUPPORT SPECIALIST	1.00	\$ 51,095	1.00	\$ 55,158	1.00	\$ 59,016
10036440	61020	100		GE-25 LIBRARY ASSISTANT	0.00	\$ —	0.00	\$ —	1.00	\$ 44,318
				Total	1.50	\$ 64,365	1.50	\$ 68,730	2.50	\$ 117,052
Maintenance-FT										
10036300	61010	100	2200	GE-27 MAINTENANCE WORKER-LIBRARY	1.00	\$ 53,318	1.00	\$ 54,533	1.00	\$ 55,693
10036300	61010	100	1400	GE-25 CUSTODIAN-LIBRARY	1.00	\$ 47,898	1.00	\$ 48,986	1.00	\$ 50,028
				Total	2.00	\$ 101,216	2.00	\$ 103,519	2.00	\$ 105,721
Maintenance-PT										
10036300	61020	100	1400	GE-25 CUSTODIAN-LIBRARY	0.13	\$ 5,355	0.13	\$ 5,657	0.13	\$ 5,844
				Total	0.13	\$ 5,355	0.13	\$ 5,657	0.13	\$ 5,844
TOTAL LIBRARY DEPARTMENT					34.14	\$ 1,807,797	34.14	\$ 1,879,164	35.14	\$ 1,956,937

Capital Improvement Projects by Department/Division					
LIBRARY					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1022652	LIBRARY GENERATOR	30,032	150	—	—
1022712	REPLACE WATER LINE LIBRAR	36,923	48,667	142,200	71,835
2952691	C-SPL MAKER SPACE	7,654	—	—	—
3501187	LIBRARY ROOF REPLACEMENT	—	—	120,029	—
3501681	REPLACE SIDEWALK & STEPS	—	40,953	—	—
3501787	LIBRARY HVAC MAINT	—	—	37,408	—
3502006	LIBRARY LANDSCAPING	—	—	—	100,202
3502521	HVAC HANDLING UNITS	—	—	—	—
3502652	LIBRARY GENERATOR	60,000	—	—	—
3502712	REPLACE WATER LINES	—	26,033	—	—
3502743	LIMESTONE OVERHANG E&R	—	1,500	—	—
3502835	UNDERGROUND TANK LIBRARY	0	0	0	59,379
LIBRARY	TOTAL	134,609	117,303	299,637	231,416

PROGRAM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
LIBRARY								
Culture and Recreation								
	Replace Water Piping - Phase 4	\$ 71,835	\$ —	\$ —	\$ —	\$ —	\$ 71,835	96
	Landscaping and Plaza Redesign	\$ 100,202	\$ —	\$ —	\$ —	\$ —	\$ 100,202	97
	Removal of Underground Oil Tank	\$ 59,379	\$ —	\$ —	\$ —	\$ —	\$ 59,379	98
	TOTAL	\$ 231,416	\$ —	\$ —	\$ —	\$ —	\$ 231,416	