

Departmental Summary

FUND/ACTIVITY	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
General Fund:				
<i>Revenue</i>				
Administrative Services	5,510	---	---	---
Customer Services	379,043	315,009	312,936	313,657
Total Revenues	390,695	315,009	312,936	313,657
<i>Expenditure</i>				
Administrative Services	834,693	821,461	912,593	955,389
Customer Services	3,992,703	4,066,587	4,102,765	4,299,380
Technical Services	925,692	933,038	1,002,103	1,025,852
Building Maintenance	1,146,700	1,201,949	1,215,436	1,236,732
Total Expenditures	6,899,788	7,023,035	7,232,897	7,517,353
Subsidy	6,509,093	6,708,026	6,919,961	7,203,696
<i>Personnel</i>				
Administrative Services	8.00	8.00	8.00	8.00
Customer Services	35.00	35.00	35.00	35.00
Technical Services	9.00	9.00	9.00	9.00
Building Maintenance	4.00	4.00	4.00	4.00
Total Personnel	56.00	56.00	56.00	56.00
Special Revenue Funds:				
<i>Expenditure</i>				
Special Revenue Funds	503,987	460,915	962,137	515,625
Total Expenditures	503,987	460,915	962,137	515,625
Expenditure Total	7,403,775	7,483,950	8,195,034	8,032,978
Personnel Total	56.00	56.00	56.00	56.00

LIBRARY

Administrative Services G001 LB001000 General Fund

Description:

The function of Administrative Services is to provide staff and operations which support the library in fulfilling its mission. Administrative Services includes customer service management, human resources management, marketing, outreach, inter-agency relationships, contracts management, accounting and payroll.

Revenue Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	5,510	---	---	---
Revenue Totals	5,510	---	---	---

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	796,334	781,761	863,643	893,939
Contractual Services	26,360	28,600	37,850	50,350
Commodities	11,999	11,100	11,100	11,100
Total Expenditure	834,693	821,461	912,593	955,389
Subsidy	829,183	821,461	912,593	955,389

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Library Director	1.00	1.00	1.00	1.00
Deputy Library Director	1.00	1.00	1.00	1.00
Supervising Librarian	1.00	1.00	1.00	1.00
Library Office Manager	1.00	1.00	1.00	1.00
Community Engagement Assistant	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Graphic Designer - Library	1.00	1.00	1.00	1.00
Intermediate Clerk Typist - Library	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	8.00	8.00	8.00	8.00

**Customer Services
G001 LB170000
General Fund**

Description:

The function of Customer Services is to provide staff and operations to deliver services directly to the public. This includes library service staff who directly interact with library customers.

Revenue Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Fines and Forfeitures	165,778	176,300	166,300	166,300
Charges for Services/User Fees	118,136	41,900	54,766	55,298
Use of Money and Property	43,216	58,059	49,370	49,559
Other	51,912	38,750	42,500	42,500
Revenue Totals	379,043	315,009	312,936	313,657

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	3,829,962	3,874,487	3,910,665	4,105,280
Contractual Services	121,884	147,100	147,100	149,100
Other Services and Charges	1,324	---	---	---
Commodities	39,533	45,000	45,000	45,000
Total Expenditure	3,992,703	4,066,587	4,102,765	4,299,380

Subsidy	3,613,660	3,751,578	3,789,829	3,985,723
---------	-----------	-----------	-----------	-----------

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Supervising Librarian	2.00	2.00	2.00	2.00
Senior Librarian	6.00	6.00	6.00	6.00
Librarian	15.00	15.00	15.00	15.00
Library Assistant	2.00	2.00	2.00	2.00
Senior Clerk Typist - Library	1.00	1.00	1.00	1.00
Clerk - Library	9.00	9.00	9.00	9.00
Total Full-time Permanent Employees	35.00	35.00	35.00	35.00

LIBRARY

Technical Services G001 LB171000 General Fund

Description:

The function of Technical Services is to provide staff and operations to manage collection development, the cataloging and processing of library materials, and the maintenance of library hardware and software.

Revenue Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	30	---	---	---
Revenue Totals	30	---	---	---

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	757,938	708,428	773,250	796,619
Contractual Services	140,393	181,610	193,853	194,233
Commodities	27,361	43,000	35,000	35,000
Total Expenditure	925,692	933,038	1,002,103	1,025,852

Subsidy	925,662	933,038	1,002,103	1,025,852
---------	---------	---------	-----------	-----------

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Supervising Librarian	1.00	1.00	1.00	1.00
Cataloger	1.00	1.00	1.00	1.00
Librarian	3.00	3.00	3.00	3.00
Senior Clerk Typist - Library	3.00	3.00	3.00	3.00
Clerk - Library	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	9.00	9.00	9.00	9.00

**Building Maintenance
G001 LB172000
General Fund**

Description:

The function of Building Services is to provide staff and operations to maintain library facilities, provide book and mail deliveries between facilities and city buildings, maintain office supply and maintenance supply stores for library, supervise and manage contracted building and landscape maintenance, oversee required inspections, and manage major library repair and construction projects.

Revenue Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	6,112	---	---	---
Revenue Totals	6,112	---	---	---

Expenditure Detail:

MAJOR OBJECT	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	310,698	316,503	314,082	327,413
Contractual Services	784,353	807,746	798,854	811,319
Other Services and Charges	---	20,200	5,000	5,000
Commodities	51,649	57,500	97,500	93,000
Total Expenditure	1,146,700	1,201,949	1,215,436	1,236,732
Subsidy	1,140,588	1,201,949	1,215,436	1,236,732

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2015-16	2016-17		2017-18
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Building Maintenance Supervisor	1.00	1.00	1.00	1.00
Building Equipment Operator - Library	1.00	1.00	1.00	1.00
Library Courier	1.00	1.00	1.00	1.00
Building Equipment Operator Assistant	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	4.00	4.00	4.00	4.00

LIBRARY

Special Revenue and Other Funds

ORGANIZATION CODE		2015-16	2016-17		2017-18
		ACTUAL	ADOPTED	AMENDED	ADOPTED
Special Revenue Funds					
S875	Library Gifts and Grants	503,987	460,915	962,137	515,625
	Total Special Revenue Funds	503,987	460,915	962,137	515,625
	Total Special Revenue and Other Funds	503,987	460,915	962,137	515,625