

Departmental Summary

FUND/ACTIVITY	2020-21	2021-22		2022-23	2023-24
	ACTUAL	ADOPTED	AMENDED	ADOPTED	PROJECTED
General Fund:					
<i>Revenue</i>					
Administrative Services	3,970	6,000	5,000	5,000	5,050
Customer Services	186,042	293,150	227,400	234,400	236,746
Building Maintenance	3,502	---	---	---	---
Total Revenues	193,514	299,150	232,400	239,400	241,796
<i>Expenditure</i>					
Administrative Services	850,444	1,029,577	1,254,944	1,303,536	1,337,097
Customer Services	4,907,589	5,388,144	5,044,123	5,292,425	5,394,400
Technical Services	1,058,982	1,184,359	1,213,083	1,240,865	1,258,866
Building Maintenance	1,481,263	1,441,325	1,614,888	1,636,275	1,659,357
Total Expenditures	8,298,279	9,043,405	9,127,038	9,473,101	9,649,720
Subsidy	8,104,765	8,744,255	8,894,638	9,233,701	9,407,924
<i>Personnel</i>					
Administrative Services	9.00	9.00	9.00	9.00	
Customer Services	45.00	45.00	45.00	45.00	
Technical Services	7.00	7.00	7.00	7.00	
Building Maintenance	4.00	4.00	4.00	4.00	
Total Personnel	65.00	65.00	65.00	65.00	
Special Revenue Funds:					
<i>Expenditure</i>					
Special Revenue Funds	570,736	441,400	431,052	431,052	433,209
Total Expenditures	570,736	441,400	431,052	431,052	433,209
Expenditure Total	8,869,015	9,484,805	9,558,090	9,904,153	10,082,929
Personnel Total	65.00	65.00	65.00	65.00	

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	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	3,970	6,000	5,000	5,000
Total Revenues	3,970	6,000	5,000	5,000

Expenditure Detail:

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	757,579	955,077	1,156,044	1,204,636
Contractual Services	82,423	61,400	86,800	86,800
Commodities	10,442	13,100	12,100	12,100
Total Expenditures	850,444	1,029,577	1,254,944	1,303,536

Subsidy	846,474	1,023,577	1,249,944	1,298,536
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Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2020-21	2021-22		2022-23
	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
Library Office Manager	1.00	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Digital Marketing Specialist	1.00	1.00	1.00	1.00
Graphic Designer - Library	1.00	1.00	1.00	1.00
Senior Clerk	1.00	1.00	1.00	1.00
Community Engagement Supervisor	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	9.00	9.00	9.00	9.00

**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	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Fines and Forfeitures	25,097	87,000	47,000	47,000
Charges for Services/User Fees	121,412	115,900	115,800	115,800
Use of Money and Property	21,037	46,000	24,500	31,500
Other	18,496	44,250	40,100	40,100
Total Revenues	186,042	293,150	227,400	234,400

Expenditure Detail:

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	4,797,514	5,266,144	4,970,398	5,248,700
Contractual Services	26,671	53,000	35,000	35,000
Other Services and Charges	14,449	---	30,000	---
Commodities	68,956	69,000	8,725	8,725
Total Expenditures	4,907,589	5,388,144	5,044,123	5,292,425
Subsidy	4,721,547	5,094,994	4,816,723	5,058,025

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2020-21	2021-22		2022-23
	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	22.00	22.00	21.00	21.00
Marketing and Communications Supervisor	1.00	1.00	1.00	1.00
Library Assistant	2.00	2.00	3.00	3.00
Senior Clerk Typist - Library	2.00	2.00	2.00	2.00
Clerk - Library	10.00	10.00	10.00	10.00
Total Full-time Permanent Employees	45.00	45.00	45.00	45.00

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.

Expenditure Detail:

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	701,323	724,176	706,341	728,323
Contractual Services	317,380	383,183	393,942	399,742
Commodities	40,279	77,000	112,800	112,800
Total Expenditures	1,058,982	1,184,359	1,213,083	1,240,865
Subsidy	1,058,982	1,184,359	1,213,083	1,240,865

Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Supervising Librarian	1.00	1.00	1.00	1.00
Cataloger	1.00	1.00	1.00	1.00
Librarian	2.00	2.00	2.00	2.00
Senior Clerk Typist - Library	3.00	3.00	3.00	3.00
Total Full-time Permanent Employees	7.00	7.00	7.00	7.00

**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	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Other	3,502	---	---	---
Total Revenues	3,502	---	---	---

Expenditure Detail:

MAJOR OBJECT	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Personal Services	377,603	383,452	383,738	399,126
Contractual Services	991,948	957,623	1,124,650	1,141,149
Other Services and Charges	18,001	12,000	12,000	12,000
Commodities	93,711	88,250	94,500	84,000
Total Expenditures	1,481,263	1,441,325	1,614,888	1,636,275

Subsidy	1,477,761	1,441,325	1,614,888	1,636,275
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Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2020-21	2021-22		2022-23
	ACTUAL	ADOPTED	AMENDED	ADOPTED
Building Maintenance Supervisor	1.00	1.00	1.00	1.00
Building Equipment Operator - Library	1.00	1.00	2.00	2.00
Library Courier	1.00	1.00	1.00	1.00
Building Equipment Operator Assistant	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		2020-21	2021-22		2022-23
		ACTUAL	ADOPTED	AMENDED	ADOPTED
Special Revenue Funds					
S875	Library Gifts and Grants	570,736	441,400	431,052	431,052
	Total Special Revenue Funds	570,736	441,400	431,052	431,052
	Total Special Revenue and Other Funds	570,736	441,400	431,052	431,052