

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3100 Library Services
--------------------------	-------------------------------	--

DEPARTMENT/ACTIVITY DESCRIPTION:

In FY15, the Waterloo Public Library circulated materials over 470,480 times, including circulation of 125,544 times of all materials cataloged as children's materials and 31,064 times of all materials cataloged as teen materials. Approximately 278,431 visits to the library by the public were recorded in FY15, with 30,426 people attending 888 library programming events, both inside and outside the library, including adult, teen and children's programs. 1,300 children registered for the 6-week Summer Library Program. The library has 46,823 cardholders and owns 131,126 total physical volumes, plus 7,414 volumes of downloadable materials. 64,308 reference questions were answered and 78 internet stations are available for public use. 174 computer or internet-related classes were taught by library staff with approximately 1,847 people attending those classes.

DEPARTMENT/ACTIVITY OBJECTIVES:

- To provide outstanding customer service to patrons of all ages by responding to community needs.
- To provide up-to-date and relevant materials, including print, A/V, downloadable books, audio books and on-line databases.
- To provide free computer access.
- To provide computer classes.
- To offer programming needs for adults and teens, including book discussion groups, movie matinees and video gaming events and a makerspace.
- To offer children and family storytimes and video gaming events.
- To offer outreach services for youth, teens and adults.
- To offer a clean, safe environment for pleasure and learning.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
Library Director	0.70	0.70	0.70	0.70	0.70	
Reference/Technical Systems Admin	0.70	0.70	0.70	0.70	0.70	
Business Office Manager	0.70	0.70	0.70	0.70	0.70	
Circulation & Technical Services Manager	0.70	0.70	0.70	0.70	0.70	
Youth & Teen Services Manager	0.49	0.70	0.70	0.70	0.70	
Diversity Services Coordinator	0.70	0.70	0.70	0.00	0.00	
Marketing & Volunteer Coordinator	0.52	0.52	0.52	0.70	0.70	
Librarian I	2.10	2.10	2.10	2.10	2.10	
Tech Systems Assistant	0.52	0.52	0.52	0.52	0.52	
Library Assistant	8.67	8.32	8.32	9.02	9.02	
Library Aide	3.30	3.30	3.30	2.60	2.60	
TOTAL FULL-TIME EQUIVALENT POSITIONS	19.10	18.96	18.96	18.44	18.44	0.00

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
REVENUE									
Department 33 - Library									
Activity 3100 - Library Services									
<i>Charges for Fees & Service</i>									
010-33-3100 3470	Library Fee	34,072.69	16,493.35	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	.00
010-33-3100 3873	Reimbursement for Service	100,729.45	40,756.46	99,184.00	99,184.00	99,184.00	43,621.00	43,621.00	(56.02)
<i>Charges for Fees & Service Totals</i>		\$134,802.14	\$57,249.81	\$133,184.00	\$133,184.00	\$133,184.00	\$77,621.00	\$77,621.00	(41.72%)
<div> Comments <div> Account Level Comment </div> <div> 3873 Additional Dept Requests Revenue from CFPL for shared director and Tech Systems. In FY17, there will only be a shared Tech Systems position. </div> </div>									
<i>Miscellaneous Revenue</i>									
010-33-3100 3800	Miscellaneous Revenue	818.00	.00	.00	.00	.00	.00	.00	.00
010-33-3100 3871	Damage Claims	2,658.48	943.79	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
<i>Miscellaneous Revenue Totals</i>		\$3,476.48	\$943.79	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	0.00%
Activity 3100 - Library Services Totals		\$138,278.62	\$58,193.60	\$135,184.00	\$135,184.00	\$135,184.00	\$79,621.00	\$79,621.00	(41.10%)
Department 33 - Library Totals		\$138,278.62	\$58,193.60	\$135,184.00	\$135,184.00	\$135,184.00	\$79,621.00	\$79,621.00	(41.10%)
REVENUE TOTALS		\$138,278.62	\$58,193.60	\$135,184.00	\$135,184.00	\$135,184.00	\$79,621.00	\$79,621.00	(41.10%)
EXPENSE									
Department 33 - Library									
Activity 3100 - Library Services									
<i>Personal Services - Salaries & Benefits</i>									
010-33-3100 1111	Salaries - Regular	910,326.27	464,434.17	912,624.00	929,914.00	925,381.00	925,381.00	925,381.00	(.48)
010-33-3100 1112	Salaries - Part-time	16,253.27	27,773.57	72,069.00	24,019.00	71,007.00	71,007.00	71,007.00	195.62
010-33-3100 1113	Longevity Pay	18,505.13	9,141.22	23,422.00	23,422.00	22,551.00	22,551.00	22,551.00	(3.71)
010-33-3100 1114	Time & Half Pay	914.60	328.30	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-33-3100 1117	Double Time Pay	.00	15,890.90	42,350.00	42,350.00	42,350.00	42,350.00	42,350.00	.00
010-33-3100 1118	Bonus Pay	.00	221.86	.00	.00	.00	.00	.00	.00
010-33-3100 1121	FICA - City Contribution	69,925.75	39,473.54	79,087.00	79,087.00	81,894.00	81,894.00	81,894.00	3.54
010-33-3100 1122	IPERS - City Contribution	83,394.80	46,156.62	91,164.00	91,164.00	94,860.00	94,860.00	94,860.00	4.05
010-33-3100 1123	Life & Disability Insurance	5,548.47	2,807.16	5,834.00	5,834.00	5,743.00	5,743.00	5,743.00	(1.55)
010-33-3100 1128	Retirement Pay	3,797.93	8,936.02	7,442.00	7,442.00	3,000.00	3,000.00	3,000.00	(59.68)
010-33-3100 1130	Employee Benefit Reimbursement	5,549.00	5,159.07	5,700.00	5,700.00	5,200.00	5,200.00	5,200.00	(8.77)



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 33 - Library									
Activity 3100 - Library Services									
Personal Services - Salaries & Benefits									
010-33-3100 1131	Health Insurance	185,844.10	86,080.60	201,473.00	201,473.00	184,724.00	184,724.00	184,724.00	(8.31)
	Personal Services - Salaries & Benefits Totals	\$1,300,059.32	\$706,403.03	\$1,442,165.00	\$1,411,405.00	\$1,437,710.00	\$1,437,710.00	\$1,437,710.00	1.86%
Comments									
Account	Level	Comment							
1111	Base Level	1 FT position eliminated in FY16; part-time added instead. See FY16 amended budget.							
1112	Base Level	See reductions in accts 1111 & 1371.							
1131	Base Level	FT position eliminated that had family coverage.							
Contractual Services									
010-33-3100 1319	Other Professional Services	19,159.63	8,203.98	21,183.00	21,183.00	21,183.00	21,183.00	21,183.00	.00
010-33-3100 1320	Semi-Professional Services	1,615.65	600.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-33-3100 1326	Cataloging Services	27,422.52	11,049.45	26,334.00	26,334.00	26,334.00	26,334.00	26,334.00	.00
010-33-3100 1339	Data Communication	332.24	55.77	500.00	500.00	500.00	500.00	500.00	.00
010-33-3100 1343	Postage & Mailing Expense	14,395.16	6,239.52	16,000.00	16,000.00	16,000.00	16,000.00	15,000.00	(6.25)
010-33-3100 1344	Telephone & Fax Expense	888.00	444.00	1,750.00	1,750.00	1,750.00	1,750.00	1,250.00	(28.57)
010-33-3100 1348	Interviewee Travel Expense	.00	2,431.53	7,487.00	.00	.00	.00	.00	.00
010-33-3100 1351	Advertising Expense	.00	847.20	850.00	450.00	450.00	450.00	450.00	.00
010-33-3100 1353	Printing Services	1,755.00	.00	3,117.00	3,117.00	3,117.00	3,117.00	3,117.00	.00
010-33-3100 1371	Building & Grounds Maintenance	49,321.51	7,854.26	29,240.00	60,000.00	15,280.00	15,280.00	15,280.00	(74.53)
010-33-3100 1376	Office Equipment Repair & Maintenance	42,776.74	10,805.73	41,236.00	41,236.00	41,236.00	41,236.00	41,236.00	.00
010-33-3100 1385	Office Equip Repair & Maintenance	3,738.42	670.74	3,100.00	3,100.00	3,100.00	2,700.00	2,700.00	(12.90)
010-33-3100 1390	Other Contractual Services	17,162.80	.00	34,713.00	42,600.00	42,600.00	.00	.00	(100.00)
010-33-3100 1391	Dues & Memberships	1,365.00	615.00	1,300.00	1,300.00	1,300.00	1,500.00	1,500.00	15.38



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 33 - Library									
Activity 3100 - Library Services									
Contractual Services									
010-33-3100 1400	Utility Service	54,783.42	32,698.22	53,000.00	53,000.00	53,000.00	60,000.00	58,152.00	9.72
Contractual Services Totals		\$234,716.09	\$82,515.40	\$240,810.00	\$271,570.00	\$226,850.00	\$191,050.00	\$187,702.00	(30.88%)
Comments									
Account	Level	Comment							
1348	Additional Dept Requests	Used as a one time expense in FY16 for the director search.							
1351	Additional Dept Requests	Extra used in FY16 for the director search.							
1371	Base Level	Reduction due to cancellation of janitorial contract; amount added to PT salaries instead for our own janitorial staff.							
1371	Additional Dept Requests	Janitorial contract was paid from this line item, but the library has hired its own janitorial staff. This money will go to the personnel line items.							
1385	Additional Dept Requests	A new contract is in effect for the mailing machine, which reduced this line item.							
1390	Additional Dept Requests	The shared youth librarian was paid from this line item as reimbursement to CF. We no longer share the youth librarian.							
1391	Additional Dept Requests	An increase for increases in ILA membership dues.							
1400	Additional Dept Requests	Looking at past expenses and this year's costs so far, and considering any increases, the amount budgeted for FY16 will not cover current year's cost, and expecting the same issue for FY17.							
Commodities									
010-33-3100 1516	Minor Computer Equipment	4,716.62	2,790.19	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	.00
010-33-3100 1520	Computer Software	3,795.53	2,979.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	.00
010-33-3100 1533	Fuel Expense	181.13	62.74	500.00	500.00	500.00	500.00	500.00	.00
010-33-3100 1541	Janitorial Supplies	6,161.51	5,236.76	8,000.00	5,000.00	5,000.00	7,000.00	7,000.00	40.00
010-33-3100 1543	Library Supplies	13,321.58	11,918.48	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00	.00
010-33-3100 1561	Office Supplies & Minor Equipment	14,197.34	3,767.49	4,605.00	10,559.00	10,559.00	10,559.00	10,559.00	.00
010-33-3100 1582	Adult Print Materials	50,341.14	25,898.20	47,797.00	49,500.00	49,500.00	49,500.00	49,500.00	.00



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 33 - Library									
Activity 3100 - Library Services									
Commodities									
010-33-3100 1583	Downloadable Materials	23,469.65	7,800.41	14,200.00	14,200.00	14,200.00	14,200.00	14,200.00	.00
010-33-3100 1584	Reference Materials	2,225.44	566.39	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.00
010-33-3100 1585	Periodicals & Microfilm	9,899.16	2,736.04	9,900.00	9,900.00	9,900.00	9,900.00	9,900.00	.00
010-33-3100 1590	Youth Print Materials	24,087.53	6,588.94	24,800.00	27,800.00	27,800.00	27,800.00	27,800.00	.00
010-33-3100 1593	Teen Print Materials	7,348.99	2,969.26	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	.00
010-33-3100 1594	On-Line Reference Materials	17,540.30	17,203.00	17,203.00	15,500.00	15,500.00	15,500.00	15,500.00	.00
010-33-3100 1595	CD's	2,596.93	5,934.21	8,333.00	2,600.00	2,600.00	5,300.00	5,300.00	103.84
010-33-3100 1597	DVD's	30,991.54	27,170.31	28,267.00	31,000.00	31,000.00	28,300.00	28,300.00	(8.70)
Commodities Totals		\$210,874.39	\$123,621.42	\$202,605.00	\$205,559.00	\$205,559.00	\$207,559.00	\$207,559.00	0.97%
Comments									
Account	Level	Comment							
1541	Additional Dept Requests	We now purchase some cleaning supplies and equipment that were covered under the previous janitorial contract.							
1595	Additional Dept Requests	Additional amount \$2700 taken from line item 1597.							
1597	Additional Dept Requests	\$2700 added to line item 1595.							
Capital Outlay									
010-33-3100 2106	Computer Equipment	.00	2,954.01	2,954.00	.00	.00	.00	.00	.00
Capital Outlay Totals		\$0.00	\$2,954.01	\$2,954.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Activity 3100 - Library Services Totals		\$1,745,649.80	\$915,493.86	\$1,888,534.00	\$1,888,534.00	\$1,870,119.00	\$1,836,319.00	\$1,832,971.00	(2.94%)
Department 33 - Library Totals		\$1,745,649.80	\$915,493.86	\$1,888,534.00	\$1,888,534.00	\$1,870,119.00	\$1,836,319.00	\$1,832,971.00	(2.94%)
EXPENSE TOTALS		\$1,745,649.80	\$915,493.86	\$1,888,534.00	\$1,888,534.00	\$1,870,119.00	\$1,836,319.00	\$1,832,971.00	(2.94%)
Fund 010 - General Fund Totals									
REVENUE TOTALS		\$138,278.62	\$58,193.60	\$135,184.00	\$135,184.00	\$135,184.00	\$79,621.00	\$79,621.00	(41.10%)
EXPENSE TOTALS		\$1,745,649.80	\$915,493.86	\$1,888,534.00	\$1,888,534.00	\$1,870,119.00	\$1,836,319.00	\$1,832,971.00	(2.94%)
Fund 010 - General Fund Totals		(\$1,607,371.18)	(\$857,300.26)	(\$1,753,350.00)	(\$1,753,350.00)	(\$1,734,935.00)	(\$1,756,698.00)	(\$1,753,350.00)	0.00%
Net Grand Totals									
REVENUE GRAND TOTALS		\$138,278.62	\$58,193.60	\$135,184.00	\$135,184.00	\$135,184.00	\$79,621.00	\$79,621.00	(41.10%)
EXPENSE GRAND TOTALS		\$1,745,649.80	\$915,493.86	\$1,888,534.00	\$1,888,534.00	\$1,870,119.00	\$1,836,319.00	\$1,832,971.00	(2.94%)
Net Grand Totals		(\$1,607,371.18)	(\$857,300.26)	(\$1,753,350.00)	(\$1,753,350.00)	(\$1,734,935.00)	(\$1,756,698.00)	(\$1,753,350.00)	0.00%

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3110 Library Enrich Iowa
--------------------------	-------------------------------	---

DEPARTMENT/ACTIVITY DESCRIPTION: The <i>Enrich Iowa</i> program includes three components: Direct State Aid for public libraries, Open Access and Access Plus. <i>Enrich Iowa</i> funds supplement, not supplant, any other funding received by the library.

DEPARTMENT/ACTIVITY OBJECTIVES: To contract with the Cedar Falls Public Library for 3rd Age Project Coordinator services. To purchase print materials for 3rd Age Book Discussion groups.
--

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
REVENUE									
Department 33 - Library									
Activity 3110 - Library Enrich Iowa									
State Government Grants									
010-33-3110 3361	State Grant	14,805.90	14,558.46	14,527.00	14,527.00	14,527.00	14,527.00	14,527.00	.00
	<i>State Government Grants Totals</i>	\$14,805.90	\$14,558.46	\$14,527.00	\$14,527.00	\$14,527.00	\$14,527.00	\$14,527.00	0.00%
<i>Other Financing Sources</i>									
010-33-3110 3000	Cash on Hand	.00	.00	3,575.00	3,575.00	3,575.00	3,890.00	3,890.00	8.81
	<i>Other Financing Sources Totals</i>	\$0.00	\$0.00	\$3,575.00	\$3,575.00	\$3,575.00	\$3,890.00	\$3,890.00	8.81%
<div> Comments Account Level 3000 Additional Dept Requests Comment Assuming there will be a 2.4% raise (or more) for the 3rd Age Coordinator, so additional cash on hand will be needed. This account pays for reimbursement to CFPL for this position. </div>									
	Activity 3110 - Library Enrich Iowa Totals	\$14,805.90	\$14,558.46	\$18,102.00	\$18,102.00	\$18,102.00	\$18,417.00	\$18,417.00	1.74%
	Department 33 - Library Totals	\$14,805.90	\$14,558.46	\$18,102.00	\$18,102.00	\$18,102.00	\$18,417.00	\$18,417.00	1.74%
	REVENUE TOTALS	\$14,805.90	\$14,558.46	\$18,102.00	\$18,102.00	\$18,102.00	\$18,417.00	\$18,417.00	1.74%
EXPENSE									
Department 33 - Library									
Activity 3110 - Library Enrich Iowa									
Contractual Services									
010-33-3110 1320	Semi-Professional Services	10,226.90	5,943.30	13,102.00	13,102.00	13,102.00	13,417.00	13,417.00	2.40
	<i>Contractual Services Totals</i>	\$10,226.90	\$5,943.30	\$13,102.00	\$13,102.00	\$13,102.00	\$13,417.00	\$13,417.00	2.40%
<div> Comments Account Level 1320 Additional Dept Requests Comment Assuming there will be a salary increase of 2.4% or more for the 3rd Age Coordinator. We reimburse CFPL for her services. </div>									
<i>Commodities</i>									
010-33-3110 1582	Adult Print Materials	4,917.24	1,102.35	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.00
	<i>Commodities Totals</i>	\$4,917.24	\$1,102.35	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	0.00%
	Activity 3110 - Library Enrich Iowa Totals	\$15,144.14	\$7,045.65	\$18,102.00	\$18,102.00	\$18,102.00	\$18,417.00	\$18,417.00	1.74%
	Department 33 - Library Totals	\$15,144.14	\$7,045.65	\$18,102.00	\$18,102.00	\$18,102.00	\$18,417.00	\$18,417.00	1.74%
	EXPENSE TOTALS	\$15,144.14	\$7,045.65	\$18,102.00	\$18,102.00	\$18,102.00	\$18,417.00	\$18,417.00	1.74%
	Fund 010 - General Fund Totals								
	REVENUE TOTALS	\$14,805.90	\$14,558.46	\$18,102.00	\$18,102.00	\$18,102.00	\$18,417.00	\$18,417.00	1.74%
	EXPENSE TOTALS	\$15,144.14	\$7,045.65	\$18,102.00	\$18,102.00	\$18,102.00	\$18,417.00	\$18,417.00	1.74%
	Fund 010 - General Fund Totals	(\$338.24)	\$7,512.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++



Department Proposed Budget Worksheet

Budget Year 2017

Net Grand Totals									
REVENUE GRAND TOTALS	\$14,805.90	\$14,558.46	\$18,102.00	\$18,102.00	\$18,102.00	\$18,417.00	\$18,417.00		1.74%
EXPENSE GRAND TOTALS	\$15,144.14	\$7,045.65	\$18,102.00	\$18,102.00	\$18,102.00	\$18,417.00	\$18,417.00		1.74%
Net Grand Totals	(\$338.24)	\$7,512.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		+++

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3150 Library Access Plus
--------------------------	-------------------------------	---

DEPARTMENT/ACTIVITY DESCRIPTION: The Waterloo Public Library is compensated from state funds for costs associated with interlibrary loan materials to other libraries. In FY15, the Waterloo Public Library loaned 1,321 items to eligible Iowa libraries.

DEPARTMENT/ACTIVITY OBJECTIVES: To purchase adult, teen and youth DVDs.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
REVENUE									
Department 33 - Library									
Activity 3150 - Library Access Plus									
State Government Grants									
010-33-3150 3361	State Grant	3,000.00	4,160.28	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.00
	State Government Grants Totals	\$3,000.00	\$4,160.28	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
Activity 3150 - Library Access Plus Totals		\$3,000.00	\$4,160.28	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
Department 33 - Library Totals		\$3,000.00	\$4,160.28	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
	REVENUE TOTALS	\$3,000.00	\$4,160.28	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
EXPENSE									
Department 33 - Library									
Activity 3150 - Library Access Plus									
Commodities									
010-33-3150 1597	DVD's	2,996.25	.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.00
	Commodities Totals	\$2,996.25	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
Activity 3150 - Library Access Plus Totals		\$2,996.25	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
Department 33 - Library Totals		\$2,996.25	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
	EXPENSE TOTALS	\$2,996.25	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
Fund 010 - General Fund Totals									
	REVENUE TOTALS	\$3,000.00	\$4,160.28	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
	EXPENSE TOTALS	\$2,996.25	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
Fund 010 - General Fund Totals		\$3.75	\$4,160.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$3,000.00	\$4,160.28	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
	EXPENSE GRAND TOTALS	\$2,996.25	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
	Net Grand Totals	\$3.75	\$4,160.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3160 Library Grants & Projects
--------------------------	-------------------------------	---

DEPARTMENT/ACTIVITY DESCRIPTION:

Direct State Aid funds, once called Infrastructure, are distributed to libraries based on the previous year's Open Access and/or Access Plus transactions. Restricted gift monies, including the Jean Lawson Estate expected in FY17, Black Hawk County Gaming Association grants, McElroy trust grant and the Friends of the Library annual gift are also tracked in this activity by assigning special project budget codes. In addition, miscellaneous gifts and memorials are received from donors throughout the year.

DEPARTMENT/ACTIVITY OBJECTIVES:

To purchase minor computer equipment and/or software, computer maintenance or related items and materials for the Library collection.
 To fund programming events, including speakers and supplies needed for events.
 To fund supplies for patron use in the makespace.
 To install a donor wall.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
REVENUE									
Department 33 - Library									
Activity 3160 - Library Grants & Projects									
State Government Grants									
010-33-3160 3361	State Grant	10,574.94	7,960.29	6,800.00	6,800.00	6,800.00	6,800.00	6,800.00	.00
	State Government Grants Totals	\$10,574.94	\$7,960.29	\$6,800.00	\$6,800.00	\$6,800.00	\$6,800.00	\$6,800.00	0.00%
Contributions & Donations - Private Sources									
010-33-3160 3720	Restricted Donations	173,919.17	45,027.87	36,000.00	18,000.00	18,000.00	18,000.00	18,000.00	.00
	Contributions & Donations - Private Sources Totals	\$173,919.17	\$45,027.87	\$36,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	0.00%
Other Financing Sources									
010-33-3160 3000	Cash on Hand	.00	.00	43,065.00	27,065.00	27,065.00	27,065.00	27,065.00	.00
	Other Financing Sources Totals	\$0.00	\$0.00	\$43,065.00	\$27,065.00	\$27,065.00	\$27,065.00	\$27,065.00	0.00%
Activity 3160 - Library Grants & Projects Totals		\$184,494.11	\$52,988.16	\$85,865.00	\$51,865.00	\$51,865.00	\$51,865.00	\$51,865.00	0.00%
Department 33 - Library Totals		\$184,494.11	\$52,988.16	\$85,865.00	\$51,865.00	\$51,865.00	\$51,865.00	\$51,865.00	0.00%
REVENUE TOTALS		\$184,494.11	\$52,988.16	\$85,865.00	\$51,865.00	\$51,865.00	\$51,865.00	\$51,865.00	0.00%
EXPENSE									
Department 33 - Library									
Activity 3160 - Library Grants & Projects									
Contractual Services									
010-33-3160 1319	Other Professional Services	6,106.25	.00	.00	.00	.00	.00	.00	.00
010-33-3160 1320	Semi-Professional Services	1,060.79	12,500.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	.00
010-33-3160 1382	Building Improvements	.00	12,896.69	16,000.00	.00	.00	.00	.00	.00
	Contractual Services Totals	\$7,167.04	\$25,396.69	\$30,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	0.00%
Commodities									
010-33-3160 1516	Minor Computer Equipment	.00	5,966.47	14,800.00	5,800.00	5,800.00	5,800.00	5,800.00	.00
010-33-3160 1520	Computer Software	431.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-33-3160 1523	Program Supplies	.00	6,102.13	11,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
010-33-3160 1543	Library Supplies	122.93	.00	.00	.00	.00	.00	.00	.00
010-33-3160 1582	Adult Print Materials	18,698.22	.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
010-33-3160 1583	Downloadable Materials	45,005.91	.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.00
010-33-3160 1585	Periodicals & Microfilm	871.00	.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.00
010-33-3160 1590	Youth Print Materials	3,947.19	.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.00
010-33-3160 1593	Teen Print Materials	7,552.55	11.86	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.00
010-33-3160 1594	On-Line Reference Materials	.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-33-3160 1595	CD's	50,336.84	4,160.01	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	.00



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 33 - Library									
Activity 3160 - Library Grants & Projects									
Commodities									
010-33-3160 1597	DVD's	41,298.41	106.00	7,565.00	7,565.00	7,565.00	7,565.00	7,565.00	.00
	<i>Commodities Totals</i>	\$168,264.05	\$16,346.47	\$55,865.00	\$37,865.00	\$37,865.00	\$37,865.00	\$37,865.00	0.00%
Activity	3160 - Library Grants & Projects Totals	\$175,431.09	\$41,743.16	\$85,865.00	\$51,865.00	\$51,865.00	\$51,865.00	\$51,865.00	0.00%
Department	33 - Library Totals	\$175,431.09	\$41,743.16	\$85,865.00	\$51,865.00	\$51,865.00	\$51,865.00	\$51,865.00	0.00%
	EXPENSE TOTALS	\$175,431.09	\$41,743.16	\$85,865.00	\$51,865.00	\$51,865.00	\$51,865.00	\$51,865.00	0.00%
Fund	010 - General Fund Totals								
	REVENUE TOTALS	\$184,494.11	\$52,988.16	\$85,865.00	\$51,865.00	\$51,865.00	\$51,865.00	\$51,865.00	0.00%
	EXPENSE TOTALS	\$175,431.09	\$41,743.16	\$85,865.00	\$51,865.00	\$51,865.00	\$51,865.00	\$51,865.00	0.00%
Fund	010 - General Fund Totals	\$9,063.02	\$11,245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$184,494.11	\$52,988.16	\$85,865.00	\$51,865.00	\$51,865.00	\$51,865.00	\$51,865.00	0.00%
	EXPENSE GRAND TOTALS	\$175,431.09	\$41,743.16	\$85,865.00	\$51,865.00	\$51,865.00	\$51,865.00	\$51,865.00	0.00%
	Net Grand Totals	\$9,063.02	\$11,245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3180 Library Gift & Memorial
--------------------------	-------------------------------	---

DEPARTMENT/ACTIVITY DESCRIPTION: The Community Foundation of Waterloo/Cedar Falls and Northeast Iowa holds certain gift monies for the Waterloo Public Library, including estates, bequests, donations and memorials. Some monies are held as endowed funds, while others are held to purchase items for the library, including print and A/V materials. Gift monies also fund remodeling projects, including furnishings.
--

DEPARTMENT/ACTIVITY OBJECTIVES: To place items in the library collection by memorializing or honoring an individual. To help fund remodeling projects. To purchase items for public use which could not be purchased with regular library funding.
--

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
REVENUE									
Department 33 - Library									
Activity 3180 - Library Gift & Memorial									
Contributions & Donations - Private Sources									
010-33-3180 3720	Restricted Donations	46,184.82	37,280.42	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	.00
	Contributions & Donations - Private Sources Totals	\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
Activity 3180 - Library Gift & Memorial Totals		\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
Department 33 - Library Totals		\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
	REVENUE TOTALS	\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
EXPENSE									
Department 33 - Library									
Activity 3180 - Library Gift & Memorial									
Contractual Services									
010-33-3180 1319	Other Professional Services	16,176.45	8,252.61	.00	.00	.00	.00	.00	.00
010-33-3180 1371	Building & Grounds Maintenance	540.00	225.00	.00	.00	.00	.00	.00	.00
	Contractual Services Totals	\$16,716.45	\$8,477.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Commodities									
010-33-3180 1520	Computer Software	720.00	.00	.00	.00	.00	.00	.00	.00
010-33-3180 1524	Workshop & Class Supplies	7,906.01	3,243.04	.00	.00	.00	.00	.00	.00
010-33-3180 1555	Minor Equipment & Supplies	7,033.52	24,600.67	.00	.00	.00	.00	.00	.00
010-33-3180 1582	Adult Print Materials	13,808.84	959.10	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	.00
	Commodities Totals	\$29,468.37	\$28,802.81	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
Activity 3180 - Library Gift & Memorial Totals		\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
Department 33 - Library Totals		\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
	EXPENSE TOTALS	\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
Fund 010 - General Fund Totals		\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
	REVENUE TOTALS	\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
	EXPENSE TOTALS	\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
Fund 010 - General Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Net Grand Totals									
	REVENUE GRAND TOTALS	\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
	EXPENSE GRAND TOTALS	\$46,184.82	\$37,280.42	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	0.00%
	Net Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3190 Iowa Library Services
--------------------------	-------------------------------	---

DEPARTMENT/ACTIVITY DESCRIPTION: Iowa Library Services (ILS) replaces what was once known as the Library Service Area. ILS contracts with the Waterloo Public Library for office space for \$4,120 annual rent and provides consulting services for member libraries.

DEPARTMENT/ACTIVITY OBJECTIVES: To purchase adult, teen and youth DVDs.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
REVENUE									
Department 33 - Library									
Activity 3190 - Iowa Library Services									
Use Of Money & Property									
010-33-3190 3620	Rent & Property Leases	4,342.00	2,064.00	4,120.00	4,120.00	4,120.00	4,120.00	4,120.00	.00
	Use Of Money & Property Totals	\$4,342.00	\$2,064.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
Activity 3190 - Iowa Library Services Totals		\$4,342.00	\$2,064.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
Department 33 - Library Totals		\$4,342.00	\$2,064.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
	REVENUE TOTALS	\$4,342.00	\$2,064.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
EXPENSE									
Department 33 - Library									
Activity 3190 - Iowa Library Services									
Commodities									
010-33-3190 1597	DVD's	3,999.68	.00	4,120.00	4,120.00	4,120.00	4,120.00	4,120.00	.00
	Commodities Totals	\$3,999.68	\$0.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
Activity 3190 - Iowa Library Services Totals		\$3,999.68	\$0.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
Department 33 - Library Totals		\$3,999.68	\$0.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
	EXPENSE TOTALS	\$3,999.68	\$0.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
Fund 010 - General Fund Totals									
	REVENUE TOTALS	\$4,342.00	\$2,064.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
	EXPENSE TOTALS	\$3,999.68	\$0.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
Fund 010 - General Fund Totals		\$342.32	\$2,064.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$4,342.00	\$2,064.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
	EXPENSE GRAND TOTALS	\$3,999.68	\$0.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	\$4,120.00	0.00%
	Net Grand Totals	\$342.32	\$2,064.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3200 County Library System
--------------------------	-------------------------------	---

DEPARTMENT/ACTIVITY DESCRIPTION: The Waterloo Public Library provides service to Black Hawk County residents through contractual agreement. In FY15, items were circulated over 22,625 times to Black Hawk County residents.
--

DEPARTMENT/ACTIVITY OBJECTIVES: To support Information Literacy Coordinator salary. To purchase office supplies.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
Information Literacy Coordinator	0.8	0.8	0.8	0.8	0.8	
TOTAL FULL-TIME EQUIVALENT POSITIONS	0.8	0.8	0.8	0.8	0.8	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
REVENUE									
Department 33 - Library									
Activity 3200 - County Library System									
Shared Program - County									
010-33-3200 3357	Shared Program - County	59,695.00	32,545.00	63,656.00	63,656.00	63,656.00	71,163.00	71,163.00	11.79%
	Shared Program - County Totals	\$59,695.00	\$32,545.00	\$63,656.00	\$63,656.00	\$63,656.00	\$71,163.00	\$71,163.00	11.79%
Comments									
Account	Level	Comment							
3357	Additional Dept Requests	Expected amount from BH County for FY17.							
Activity 3200 - County Library System Totals		\$59,695.00	\$32,545.00	\$63,656.00	\$63,656.00	\$63,656.00	\$71,163.00	\$71,163.00	11.79%
Department 33 - Library Totals		\$59,695.00	\$32,545.00	\$63,656.00	\$63,656.00	\$63,656.00	\$71,163.00	\$71,163.00	11.79%
	REVENUE TOTALS	\$59,695.00	\$32,545.00	\$63,656.00	\$63,656.00	\$63,656.00	\$71,163.00	\$71,163.00	11.79%
EXPENSE									
Department 33 - Library									
Activity 3200 - County Library System									
Personal Services - Salaries & Benefits									
010-33-3200 1111	Salaries - Regular	42,288.73	20,590.85	44,113.00	44,113.00	45,078.00	45,078.00	45,078.00	2.18
010-33-3200 1113	Longevity Pay	531.84	288.08	576.00	576.00	576.00	576.00	576.00	.00
010-33-3200 1114	Time & Half Pay	60.76	21.63	500.00	500.00	500.00	500.00	500.00	.00
010-33-3200 1117	Double Time Pay	.00	1,515.09	.00	.00	.00	.00	.00	.00
010-33-3200 1121	FICA - City Contribution	3,275.69	1,700.12	3,473.00	3,473.00	3,547.00	3,547.00	3,547.00	2.13
010-33-3200 1122	IPERS - City Contribution	3,857.92	2,001.70	4,036.00	4,036.00	4,122.00	4,122.00	4,122.00	2.13
010-33-3200 1123	Life & Disability Insurance	240.12	113.46	227.00	227.00	231.00	231.00	231.00	1.76
010-33-3200 1130	Employee Benefit Reimbursement	.00	.00	200.00	200.00	200.00	200.00	200.00	.00
010-33-3200 1131	Health Insurance	6,063.20	2,798.40	5,592.00	5,592.00	5,592.00	5,592.00	5,592.00	.00
	Personal Services - Salaries & Benefits Totals	\$56,318.26	\$29,029.33	\$58,717.00	\$58,717.00	\$59,846.00	\$59,846.00	\$59,846.00	1.92%
Comments									
Account	Level	Comment							
Commodities									
010-33-3200 1561	Office Supplies & Minor Equipment	.00	.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.00
	Commodities Totals	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
Activity 3200 - County Library System Totals		\$56,318.26	\$29,029.33	\$61,717.00	\$61,717.00	\$62,846.00	\$62,846.00	\$62,846.00	1.83%
Department 33 - Library Totals		\$56,318.26	\$29,029.33	\$61,717.00	\$61,717.00	\$62,846.00	\$62,846.00	\$62,846.00	1.83%
	EXPENSE TOTALS	\$56,318.26	\$29,029.33	\$61,717.00	\$61,717.00	\$62,846.00	\$62,846.00	\$62,846.00	1.83%
Fund 010 - General Fund Totals		\$59,695.00	\$32,545.00	\$63,656.00	\$63,656.00	\$63,656.00	\$71,163.00	\$71,163.00	11.79%
	REVENUE TOTALS	\$59,695.00	\$32,545.00	\$63,656.00	\$63,656.00	\$63,656.00	\$71,163.00	\$71,163.00	11.79%



Department Proposed Budget Worksheet

Budget Year 2017

<u>G/L Account</u>	<u>Account Description</u>	<u>2015 Actual Amount</u>	<u>2016 Actual Amount thru 12/31/15</u>	<u>2016 Amended Budget</u>	<u>2016 Adopted Budget</u>	<u>2017 Base Level</u>	<u>2017 Additional Dept Requests</u>	<u>2017 Mayor-Staff Revisions Rnd 1</u>	<u>% Change from 2016 Adopted</u>
	EXPENSE TOTALS	\$56,318.26	\$29,029.33	\$61,717.00	\$61,717.00	\$62,846.00	\$62,846.00	\$62,846.00	1.83%
Fund 010 - General Fund	Totals	\$3,376.74	\$3,515.67	\$1,939.00	\$1,939.00	\$810.00	\$8,317.00	\$8,317.00	328.93%
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$59,695.00	\$32,545.00	\$63,656.00	\$63,656.00	\$63,656.00	\$71,163.00	\$71,163.00	11.79%
	EXPENSE GRAND TOTALS	\$56,318.26	\$29,029.33	\$61,717.00	\$61,717.00	\$62,846.00	\$62,846.00	\$62,846.00	1.83%
	Net Grand Totals	\$3,376.74	\$3,515.67	\$1,939.00	\$1,939.00	\$810.00	\$8,317.00	\$8,317.00	328.93%

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3210 Library Open Access
--------------------------	-------------------------------	---

DEPARTMENT/ACTIVITY DESCRIPTION: Through contract with the State Library of Iowa, the Waterloo Public Library agrees to loan materials to all patrons from other libraries that participate in the statewide Open Access Program. This program also allows Waterloo library patrons the opportunity to borrow materials from participating Iowa libraries.
--

DEPARTMENT/ACTIVITY OBJECTIVES: To purchase minor computer equipment and software. To support staff continuing education.
--

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
REVENUE									
Department 33 - Library									
Activity 3210 - Library Open Access									
State Government Grants									
010-33-3210 3361	State Grant	5,300.00	6,460.28	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00	.00
	<i>State Government Grants Totals</i>	\$5,300.00	\$6,460.28	\$5,300.00	\$5,300.00	\$5,300.00	\$5,300.00	\$5,300.00	0.00%
<i>Other Financing Sources</i>									
010-33-3210 3000	Cash on Hand	.00	.00	4,700.00	4,700.00	4,700.00	4,700.00	4,700.00	.00
	<i>Other Financing Sources Totals</i>	\$0.00	\$0.00	\$4,700.00	\$4,700.00	\$4,700.00	\$4,700.00	\$4,700.00	0.00%
	Activity 3210 - Library Open Access Totals	\$5,300.00	\$6,460.28	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
	Department 33 - Library Totals	\$5,300.00	\$6,460.28	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
	REVENUE TOTALS	\$5,300.00	\$6,460.28	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
EXPENSE									
Department 33 - Library									
Activity 3210 - Library Open Access									
Contractual Services									
010-33-3210 1346	Travel - Professional Training	1,320.14	1,432.69	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	.00
	<i>Contractual Services Totals</i>	\$1,320.14	\$1,432.69	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	0.00%
<i>Commodities</i>									
010-33-3210 1516	Minor Computer Equipment	.00	.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	.00
010-33-3210 1520	Computer Software	.00	.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
	<i>Commodities Totals</i>	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	0.00%
	Activity 3210 - Library Open Access Totals	\$1,320.14	\$1,432.69	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
	Department 33 - Library Totals	\$1,320.14	\$1,432.69	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
	EXPENSE TOTALS	\$1,320.14	\$1,432.69	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
	Fund 010 - General Fund Totals	\$5,300.00	\$6,460.28	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
	REVENUE TOTALS	\$5,300.00	\$6,460.28	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
	EXPENSE TOTALS	\$1,320.14	\$1,432.69	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
	Fund 010 - General Fund Totals	\$3,979.86	\$5,027.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$5,300.00	\$6,460.28	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
	EXPENSE GRAND TOTALS	\$1,320.14	\$1,432.69	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
	Net Grand Totals	\$3,979.86	\$5,027.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 204 Library Tax Levy	DEPARTMENT: 33 Library	ACTIVITY: 3100 Library Services
-----------------------------------	-------------------------------	--

DEPARTMENT/ACTIVITY DESCRIPTION: The special library tax levy revenue was approved by Waterloo voters on November 2, 1993, to enable the Waterloo Public Library to be open to the public additional hours beyond the level supported by the general fund budget.

DEPARTMENT/ACTIVITY OBJECTIVES: To offer convenient open hours by providing for employee salaries and benefits.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
Library Director	0.30	0.30	0.30	0.30	0.30	
Reference/Technical Systems Admin	0.30	0.30	0.30	0.30	0.30	
Business Office Manager	0.30	0.30	0.30	0.30	0.30	
Circulation & Technical Services Manager	0.30	0.30	0.30	0.30	0.30	
Youth & Teen Services Manager	0.21	0.30	0.30	0.30	0.30	
Diversity Services Coordinator	0.30	0.30	0.30	0.00	0.00	
Marketing & Volunteer Coordinator	0.23	0.23	0.23	0.30	0.30	
Librarian I	0.90	0.90	0.90	0.90	0.90	
Tech Systems Assistant	0.23	0.23	0.23	0.23	0.23	
Information Literacy Coordinator	0.20	0.20	0.20	0.20	0.20	
Library Assistant	3.75	3.60	3.60	4.00	4.00	
Library Aide	1.45	1.45	1.45	1.05	1.05	
TOTAL FULL-TIME EQUIVALENT POSITIONS	8.47	8.41	8.41	8.18	8.18	0.00

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 204 - Library Tax Levy									
REVENUE									
Department 33 - Library									
Activity 3100 - Library Services									
Current Property Taxes									
204-33-3100 3010	Property Taxes - Current	572,922.60	300,940.22	573,673.00	573,673.00	583,702.00	583,702.00	583,702.00	1.74
	Current Property Taxes Totals	\$572,922.60	\$300,940.22	\$573,673.00	\$573,673.00	\$583,702.00	\$583,702.00	\$583,702.00	1.75%
Comments									
Account	Level	Comment							
Delinquent Property Taxes									
204-33-3100 3011	Property Taxes - Delinquent	(5,449.78)	(1,404.13)	.00	.00	.00	.00	.00	.00
	Delinquent Property Taxes Totals	(\$5,449.78)	(\$1,404.13)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Other City Taxes									
204-33-3100 3050	Mobile Home Taxes	1,096.79	608.92	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
204-33-3100 3100	Utility Excise Tax	24,944.91	12,437.46	25,399.00	25,399.00	24,631.00	24,631.00	24,631.00	(3.02)
	Other City Taxes Totals	\$26,041.70	\$13,046.38	\$26,399.00	\$26,399.00	\$25,631.00	\$25,631.00	\$25,631.00	(2.91%)
Comments									
Account	Level	Comment							
Use Of Money & Property									
204-33-3100 3614	Interest - Savings Account	431.14	210.13	300.00	300.00	300.00	400.00	400.00	33.33
	Use Of Money & Property Totals	\$431.14	\$210.13	\$300.00	\$300.00	\$300.00	\$400.00	\$400.00	33.33%
Intergovernmental Revenue									
204-33-3100 3335	Property Tax Replacement	13,766.69	13,079.25	27,188.00	27,188.00	26,001.00	26,001.00	26,001.00	(4.36)
	Intergovernmental Revenue Totals	\$13,766.69	\$13,079.25	\$27,188.00	\$27,188.00	\$26,001.00	\$26,001.00	\$26,001.00	(4.37%)
Comments									
Account	Level	Comment							
Other Financing Sources									
204-33-3100 3000	Cash on Hand	.00	.00	1,394.00	1,394.00	.00	.00	.00	(100.00)
	Other Financing Sources Totals	\$0.00	\$0.00	\$1,394.00	\$1,394.00	\$0.00	\$0.00	\$0.00	(100.00%)
Comments									
Account	Level	Comment							
Activity	3100 - Library Services Totals	\$607,712.35	\$325,871.85	\$628,954.00	\$628,954.00	\$635,634.00	\$635,734.00	\$635,734.00	1.08%
Department	33 - Library Totals	\$607,712.35	\$325,871.85	\$628,954.00	\$628,954.00	\$635,634.00	\$635,734.00	\$635,734.00	1.08%
REVENUE TOTALS		\$607,712.35	\$325,871.85	\$628,954.00	\$628,954.00	\$635,634.00	\$635,734.00	\$635,734.00	1.08%
EXPENSE									



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 204 - Library Tax Levy									
EXPENSE									
Department 33 - Library									
Activity 3100 - Library Services									
Personal Services - Salaries & Benefits									
204-33-3100 1111	Salaries - Regular	359,900.27	190,971.23	395,016.00	402,426.00	407,860.00	407,860.00	407,860.00	1.35
204-33-3100 1112	Salaries - Part-time	9,516.32	13,673.47	34,542.00	17,132.00	30,432.00	30,432.00	30,432.00	77.63
204-33-3100 1113	Longevity Pay	7,753.86	3,809.07	10,182.00	10,182.00	9,809.00	9,809.00	9,809.00	(3.66)
204-33-3100 1114	Time & Half Pay	387.45	134.89	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
204-33-3100 1117	Double Time Pay	56,772.99	6,373.54	18,150.00	18,150.00	18,150.00	18,150.00	18,150.00	.00
204-33-3100 1118	Bonus Pay	.00	95.09	.00	.00	.00	.00	.00	.00
204-33-3100 1121	FICA - City Contribution	32,971.11	16,410.01	34,777.00	34,777.00	36,002.00	36,002.00	36,002.00	3.52
204-33-3100 1122	IPERS - City Contribution	39,455.63	19,194.52	40,088.00	40,088.00	41,721.00	41,721.00	41,721.00	4.07
204-33-3100 1123	Life & Disability Insurance	2,416.09	1,233.30	2,511.00	2,511.00	2,512.00	2,512.00	2,512.00	.03
204-33-3100 1128	Retirement Pay	1,627.69	3,829.72	3,189.00	3,189.00	1,255.00	1,255.00	1,255.00	(60.64)
204-33-3100 1130	Employee Benefit Reimbursement	2,378.15	2,109.84	2,500.00	2,500.00	2,150.00	2,150.00	2,150.00	(14.00)
204-33-3100 1131	Health Insurance	79,937.48	37,300.14	86,999.00	86,999.00	77,574.00	77,574.00	77,574.00	(10.83)
Personal Services - Salaries & Benefits Totals		\$593,117.04	\$295,134.82	\$628,954.00	\$618,954.00	\$628,465.00	\$628,465.00	\$628,465.00	1.54%
Comments									
Account	Level	Comment							
1111	Base Level	1 FT position eliminated in FY16; part-time added instead. See FY16 amended budget.							
1112	Base Level	See reductions in acct 1111 & 1390							
1131	Base Level	FT position eliminated that had family coverage.							
Contractual Services									
204-33-3100 1390	Other Contractual Services	.00	.00	.00	10,000.00	.00	.00	.00	(100.00)
Contractual Services Totals		\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	(100.00%)
Comments									
Account	Level	Comment							
1390	Additional Dept Requests	This paid for reimbursement to CFPL for shared youth librarian, an arrangement no longer in effect.							
Activity 3100 - Library Services Totals		\$593,117.04	\$295,134.82	\$628,954.00	\$628,954.00	\$628,465.00	\$628,465.00	\$628,465.00	(0.08%)
Department 33 - Library Totals		\$593,117.04	\$295,134.82	\$628,954.00	\$628,954.00	\$628,465.00	\$628,465.00	\$628,465.00	(0.08%)
EXPENSE TOTALS		\$593,117.04	\$295,134.82	\$628,954.00	\$628,954.00	\$628,465.00	\$628,465.00	\$628,465.00	(0.08%)
Fund 204 - Library Tax Levy Totals									
REVENUE TOTALS		\$607,712.35	\$325,871.85	\$628,954.00	\$628,954.00	\$635,634.00	\$635,734.00	\$635,734.00	1.08%
EXPENSE TOTALS		\$593,117.04	\$295,134.82	\$628,954.00	\$628,954.00	\$628,465.00	\$628,465.00	\$628,465.00	(0.08%)
Fund 204 - Library Tax Levy Totals		\$14,595.31	\$30,737.03	\$0.00	\$0.00	\$7,169.00	\$7,269.00	\$7,269.00	+++
Net Grand Totals									
REVENUE GRAND TOTALS		\$607,712.35	\$325,871.85	\$628,954.00	\$628,954.00	\$635,634.00	\$635,734.00	\$635,734.00	1.08%



Department Proposed Budget Worksheet

Budget Year 2017

EXPENSE GRAND TOTALS	\$593,117.04	\$295,134.82	\$628,954.00	\$628,954.00	\$628,465.00	\$628,465.00	\$628,465.00	(0.08%)
Net Grand Totals	\$14,595.31	\$30,737.03	\$0.00	\$0.00	\$7,169.00	\$7,269.00	\$7,269.00	+++

City of Waterloo
FYE2017
Budget Impact Statements - Library

1/27/2016

Percentage Reductions for Impact Statements:

	Base Level Expense	Reduction	
		2%	5%
Activity 3100	1,870,119	37,402	93,506

If the expense reductions will result in reduced revenue,
please provide that information as well.

The 2% impact for the library would mean that we would have to cut library hours by 5 hours a week. Our burn rate is about 8 people an hour. This would allow us to capture about one FTE or \$37,402.

The 5% cut would mean 2.5 FTEs or 12 hours a week that we would have to close.