

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND:	010 General 204 Library Tax Levy	DEPARTMENT:	33 Library	ACTIVITY:	3100, 3110 & 3200
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DEPARTMENT/ACTIVITY DESCRIPTION:
See separate activity 204-3100, 010-3100, 3110 and 3200 pages.

DEPARTMENT/ACTIVITY OBJECTIVES:
See separate activity 3100, 3110 and 3200 pages.

PERSONNEL SUMMARY:						
GRAND TOTALS (INFORMATION ONLY)						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
Library Director	1.00	1.00	1.00	1.00	1.00	0.00
Reference/Technical Systems Admin	1.00	0.00	0.00	0.00	0.00	0.00
Business Office Manager	1.00	1.00	1.00	1.00	1.00	0.00
Community Outreach Manager	1.00	1.00	1.00	1.00	1.00	0.00
Youth & Teen Services Manager	1.00	1.00	1.00	1.00	1.00	0.00
Adult Services Manager	0.00	1.00	1.00	1.00	1.00	0.00
Marketing & Volunteer Manager **	1.00	1.00	1.00	1.00	1.00	0.00
Librarian I	3.73	3.73	3.73	3.73	3.73	0.00
Tech Systems Assistant	0.73	0.73	1.00	1.00	1.00	0.00
Library Assistant	11.82	12.05	12.51	12.51	12.51	0.00
Library Aide	2.92	2.92	2.19	2.19	2.19	0.00
3rd Age Coordinator	0.3	0.3	0.3	0.3	0.3	0
Information Literacy Coordinator	0.00	0.00	0.00	0.00	0.00	0.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	0.00
TOTAL FULL-TIME EQUIVALENT POSITIONS	26.50	26.73	26.73	26.73	26.73	0.00

* AT CURRENT FYE21 STAFFING LEVEL

17.64 lib gen
0.8 lib county
0.3 lib enrich
7.99 lib levy
26.73

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3100 Library Services
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DEPARTMENT/ACTIVITY DESCRIPTION:

In FY20, the total collection use, including circulation of physical and downloadable materials plus successful retrieval of electronic information at the Waterloo Public Library was 500,974. Approximately 92,342 people entered through the library doors in FY20, in spite of the pandemic. A total of 689 programs were offered for youth, teens and adults, both live and virtually, with 19,573 people attending. In FY20, the library had 34,578 cardholders and owned 107,583 total physical and downloadable volumes; 28,970 reference questions were answered; 77 internet stations are available for public use, including for adults, teens and kids. 30,047 uses of public internet computers and a total of 82,787 wireless sessions were recorded in FY20. During the pandemic, curbside service was introduced and was greatly received, along with reference services available over the phone and online.

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 and wifi access.
 To provide technology classes.
 To provide programming for adults, teens and youth virtually or in person depending on health concerns.
 To offer a clean, safe environment for pleasure and learning, again depending on health concerns.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
Library Director	0.70	0.70	0.69	0.69	0.69	
Reference/Technical Systems Admin	0.70	0.00	0.00	0.00	0.00	
Business Office Manager	0.70	0.70	0.69	0.69	0.69	
Circulation & Technical Services Manager	0.70	0.70	0.69	0.00	0.00	
Community Outreach Manager **	0.00	0.00	0.00	0.69	0.69	
Youth & Teen Services Manager	0.70	0.70	0.69	0.69	0.69	
Adult Services Manager	0.00	0.70	0.69	0.69	0.69	
Marketing & Volunteer Manager	0.70	0.70	0.69	0.69	0.69	
Librarian I	2.61	2.61	2.58	2.58	2.58	
Tech Systems Assistant	0.51	0.51	0.69	0.69	0.69	
Library Assistant	8.27	8.43	8.70	8.70	8.70	
Library Aide	2.04	2.04	1.53	1.53	1.53	
TOTAL FULL-TIME EQUIVALENT POSITIONS	17.63	17.79	17.64	17.64	17.64	0.00

* AT CURRENT FYE21 STAFFING LEVEL

**Circulation & Technical Services Manager changing to Community Outreach Manager

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3110 Library Enrich Iowa
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DEPARTMENT/ACTIVITY DESCRIPTION: The <i>Enrich Iowa</i> program includes three components: Direct State Aid for public libraries, Open Access and Interlibrary Loan/Access Plus. <i>Enrich Iowa</i> funds supplement, not supplant, any other funding received by the library.
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DEPARTMENT/ACTIVITY OBJECTIVES: To employ a Coordinator to manage the 3rd Age Project; to purchase print and audio materials for 3rd Age Book Discussion groups.
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PERSONNEL SUMMARY:						
	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
3rd Age Coordinator	0.3	0.3	0.3	0.3	0.3	
TOTAL FULL-TIME EQUIVALENT POSITIONS	0.3	0.3	0.3	0.3	0.3	0

* AT CURRENT FYE21 STAFFING LEVEL

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND:	010 General	DEPARTMENT:	33 Library	ACTIVITY:	3150 Library Access Plus
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DEPARTMENT/ACTIVITY DESCRIPTION:
The Waterloo Public Library is compensated from state funds for costs associated with interlibrary loan materials to other libraries. In FY20, the Waterloo Public Library loaned 7,860 items to eligible Iowa libraries.

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

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE21 STAFFING LEVEL

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND:	010 General	DEPARTMENT:	33 Library	ACTIVITY:	3160 Library Grants & Projects
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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. Gift monies and grants are tracked by assigning special project budget codes. 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.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE21 STAFFING LEVEL

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3180 Library Gift & Memorial
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DEPARTMENT/ACTIVITY DESCRIPTION: The Community Foundation of Waterloo/Cedar Falls and Northeast Iowa holds 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. The library has opened a new endowment fund at the Waterloo Community Foundation.

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 FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE21 STAFFING LEVEL

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3190 Iowa Library Services
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DEPARTMENT/ACTIVITY DESCRIPTION: Iowa Library Services, formerly known as the Regional Library Service Area, contracted with the Waterloo Public Library for office space for \$2,928 annual rent. Because of the pandemic, the Iowa Library Services staff is now working from home, and the Memorandum of Understanding/lease agreement was terminated, effective December 20, 2020
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DEPARTMENT/ACTIVITY OBJECTIVES: To purchase adult, teen and youth DVDs using cash on hand.
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PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE21 STAFFING LEVEL

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 33 Library	ACTIVITY: 3200 County Library System
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DEPARTMENT/ACTIVITY DESCRIPTION: The Waterloo Public Library provides service to Black Hawk County residents through contractual agreement. In FY20, the circulation to rural Black Hawk County residents was 8,465.

DEPARTMENT/ACTIVITY OBJECTIVES: To support Information Technology Manager salary. To purchase office supplies.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
Information Technology Manager	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 FYE21 STAFFING LEVEL

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND:	010 General	DEPARTMENT:	33 Library	ACTIVITY:	3210 Library Open Access
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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 FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE21 STAFFING LEVEL

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND:	204 Library Tax Levy	DEPARTMENT:	33 Library	ACTIVITY:	3100 Library Services
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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 FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
Library Director	0.30	0.30	0.31	0.31	0.31	
Reference/Technical Systems Admin	0.30	0.00	0.00	0.00	0.00	
Business Office Manager	0.30	0.30	0.31	0.31	0.31	
Circulation & Technical Services Manager	0.30	0.30	0.31	0.00	0.00	
Community Outreach Manager **	0.00	0.00	0.00	0.31	0.31	
Youth & Teen Services Manager	0.30	0.30	0.31	0.31	0.31	
Adult Services Manager	0.00	0.30	0.31	0.31	0.31	
Marketing & Volunteer Manager	0.30	0.30	0.31	0.31	0.31	
Librarian I	1.12	1.12	1.15	1.15	1.15	
Tech Systems Assistant	0.22	0.22	0.31	0.31	0.31	
Information Literacy Coordinator	0.00	0.00	0.00	0.00	0.00	
Information Technology Manager	0.20	0.20	0.20	0.20	0.20	
Library Assistant	3.55	3.62	3.81	3.81	3.81	
Library Aide	0.88	0.88	0.66	0.66	0.66	
TOTAL FULL-TIME EQUIVALENT POSITIONS	7.77	7.84	7.99	7.99	7.99	0.00

* AT CURRENT FYE21 STAFFING LEVEL

**Circulation & Technical Services Manager changing to Community Outreach Manager