

Library

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LIBRARY DEPARTMENT

	FY 2024 Actual	FY 2025 Budget	FY 2026 Requested	% Change From FY 2025 Budget
Budget Highlights				
<u>Expenses</u>				
Employee Expense	\$2,895,159	\$3,098,112	\$3,178,920	2.6 %
Supplies and Services	\$1,207,391	\$1,332,904	\$1,318,638	(1.1)%
Machinery and Equipment	\$ 77,566	\$ 54,240	\$ 60,598	11.7 %
Subtotal	\$4,180,116	\$4,485,256	\$4,558,156	1.6 %
Debt Service	\$ 19,388	\$ 19,089	\$ 19,031	(0.3)%
Total Requirements	\$4,199,504	\$4,504,345	\$4,577,187	1.6 %
<u>Resources</u>				
Library Gift Trusts	\$113,797	\$ 30,097	\$ 39,064	29.8 %
State Grants	\$ —	\$ —	\$ —	— %
Sales Tax 20% for Debt Abatement	\$ 19,388	\$ 19,089	\$ 19,031	(0.3)%
TIF Revenue for Debt Abatement	\$ —	\$ —	\$ —	— %
Operating Revenue	\$ 47,144	\$ 46,690	\$ 50,645	8.5 %
Total Revenue	\$180,329	\$ 95,876	\$108,740	13.4 %
Property Tax Support	\$4,019,175	\$4,408,469	\$4,468,447	59,978
Percent Increase (Decrease)				1.4 %
Percent Self Supporting	1.2 %	1.0 %	1.1 %	
Personnel - Authorized FTE	35.52	35.52	35.52	

Improvement Package Summary

1 of 4

This improvement request is for a part-time (0.50 FTE, G-25) Library Assistant position to be added to the Information Technology activity and remove the intern position (-0.50 FTE, NA-38) in order to support the increased usage and growth of the library's Maker Space. Total package increase would net to \$5,587.

The library's mission is enriching lives through experiences and resources that encourage discovery. The Maker Space is used for exploration in STEM activities, community members looking to make personalized gifts, entrepreneurs supporting a small business, as well as crafting hobbies and many other imaginative pursuits. The Maker Space has statistically shown continued growth since its inclusion as a library service. The Maker Space has seen an 89% growth in programming attendance and a 70% growth in visitors using the space. FY 22 visitors totaled 3,642, while FY 23 visitors totaled 6,175 and again a 17% increase to 7,226 visitors for FY 24.

This request supports the City Council goal of workforce retention, financially responsible, high-performance city organization: recruit, hire and retain a diverse, top-quality City workforce dedicated to City goals and mission.

Related Expense:	\$ 29,974	Tax Funds	Recurring	Recommend - No
Related Savings:	<u>\$ 24,387</u>	Tax Funds	Recurring	
Net Cost:	<u><u>\$ 5,587</u></u>			
Property Tax Impact:	\$ 0.0101	0.10%		
Activity:	Information Technology			

2 of 4

This improvement request would become a permanent upgrade from Library Aide (-1.0 FTE, G-30) to Librarian I (1.0 FTE, G-32) for an existing Library Aide-Adult Services position.

The Adult Services Activity oversees the collection and programming for adult members of the community. The current Library Aide already is performing work commensurate to that of the Librarian I position. This includes collection management, library programming, and attending outreach events to support the community.

This request supports the City Council goal of workforce retention, financially responsible, high-performance city organization: recruit, hire and retain a diverse, top-quality City workforce dedicated to City goals and mission.

Related Expense:	\$102,317	Tax Funds	Recurring	Recommend - No
Related Savings:	<u>\$ 91,901</u>	Tax Funds	Recurring	
Net Cost:	<u><u>\$ 10,416</u></u>			
Property Tax Impact:	\$ 0.0345	0.34%		
Activity:	Adult Services			

3 of 4

This improvement request would become a permanent upgrade from Library Aide (-1.0 FTE, G-30) to Librarian I (1.0 FTE, G-32) for the Library Aide-Youth Services position.

The Youth Services Activity oversees the collection and programming for youth ages birth to 18. The current Library Aide already is performing work commensurate to that of the Librarian I position when compared to duties in the Librarian I - Adult Services activity. This includes collection management, library programming, attending outreach events to support the community and oversee library volunteers and library clerks.

This request supports the City Council goal of workforce retention, financially responsible, high-performance city organization: recruit, hire and retain a diverse, top-quality City workforce dedicated to City goals and mission.

Related Expense:	\$102,317	Tax Funds	Recurring	Recommend - No
Related Savings:	<u>\$ 91,901</u>	Tax Funds	Recurring	
Net Cost:	<u><u>\$ 10,416</u></u>			
Property Tax Impact:	\$ 0.0345	0.34%		
Activity:	Children Services			

4 of 4

This improvement request would become a permanent upgrade from Library Aide (-1.0 FTE, G-30) to Librarian I (1.0 FTE, G-32) for the Library Aide-Teen Services position.

The Youth Services activity oversees the collection and programming for youth ages birth to 18. The current Library Aide already is performing work commensurate to that of the Librarian I position when compared to duties in the Librarian I -Adult Services activity. This includes collection management, library programming, attending outreach events to support the community and oversee library volunteers.

This request supports the City Council goal of workforce retention, financially responsible, high-performance city organization: recruit, hire and retain a diverse, top-quality City workforce dedicated to City goals and mission.

Related Expense:	\$102,317	Tax Funds	Recurring	Recommend - No
Related Savings:	\$ 91,901	Tax Funds	Recurring	
Net Cost:	\$ 10,416			
Property Tax Impact:	\$ 0.0345	0.34%		
Activity: Children Services				

Significant Line Items

Employee Expense

1. FY 2026 employee expense reflects a 3.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2025. The employee contribution of 6.29% is unchanged from FY 2025.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2025 to \$1,119 in FY 2026 per month, per contract, which results in annual unchanged of \$— or 0.00%.
4. 50% Sick Leave Payout decreased from \$8,573 in FY 2025 to \$5,604 in FY 2026 based on FY 2024 Actual plus 3%. 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 \$7,730 in FY 2025 to \$7,730 in FY 2026. FY 2024 Actual was \$1,665.

Supplies & Services

6. Technology Equipment Maintenance increased from \$103,547 in FY 2025 to \$105,547 in FY 2026. FY 2024 Actual was \$84,470. This line item includes various software and technology contracts that the Library has, and it includes the following items:

Contract	Fiscal Year 2025 Budget	FY 2026 Requested	% Change From FY 2025 Budget
Overdrive Platform for Digital Material	\$ 6,319	\$ 6,319	—%
Websense Spam Filter (65 Licenses)	\$ —	\$ —	—%
Talking Tech Maintenance	\$ —	\$ —	—%
Techlogic Hardware & Software	\$ 2,300	\$ 2,300	—%
Sophos Firewall Maintenance	\$ 5,300	\$ 5,097	-3.8% a
Bywater ILS Support & Development	\$ 31,000	\$ 31,000	—%
Catalog Updates	\$ 2,000		—% b

Contract	Fiscal Year 2025 Budget	FY 2026 Requested	% Change From FY 2025 Budget
Security System Patches/Updates	\$ —	\$ —	—%
Globalcom Security Contract	\$ —	\$ —	—%
GO Daddy/HostDash Accounts	\$ 2,100	\$ 3,582	70.6% c
PC Res Upgrades	\$ 7,199	\$ 7,199	—%
Envisionware Internet Management	\$ 1,814	\$ 1,913	5.5% d
VM Ware	\$ 5,094	\$ 5,094	—%
Network Support	\$ —	\$ —	—%
Website Maintenance	\$ —	\$ —	—%
Infrastructure Switches Support	\$ 4,400	\$ 4,400	—%
Various Small Contracts	\$ 1,100	\$ 975	-11.4% e
Veritas Backup Solution	\$ —	\$ —	—%
Envisionware Credit Card Fees	\$ 1,188	\$ 1,188	—%
Meraki Wireless Gateway	\$ —	\$ —	—%
GoToMyPC License	\$ 500	\$ 500	—%
Deep Freeze	\$ 1,300	\$ 1,300	—%
Library Calendar System	\$ 3,620	\$ 3,620	—%
Proquest	\$ 2,648	\$ 2,648	—%
Plimus	\$ 391	\$ 391	—%
Adobe	\$ 1,132	\$ 1,440	27.2% f
SAN Support	\$ 13,500	\$ 13,500	—%
Defender for Office 365	\$ 1,440	\$ 1,440	—%
Security features for Office 365	\$ 3,888	\$ 3,888	—%
Mobile Self Checkout Annual License	\$ 2,714	\$ 2,713	—%
Security & Fire Alarm Inspections	\$ —	\$ 1,440	—% g
Avast Patch AV Management	\$ 2,600	\$ 3,600	38.5% h
Total	\$ 103,547	\$ 105,547	1.93 %

- a) Sophos Firewall Maintenance- able to find small cost savings
- b) Catalog Updates- updates happen automatically due to change in agreement
- c) GoDaddy/HostDash- had introductory web service prices the first 3 years of service but now have had service for 3+ years
- d) Envisionware Internet Management- general price increase
- e) Various Small Contracts- found small cost savings
- f) Adobe- regular software increase
- g) Alarm Inspections- paid out of different line previously
- h) Avast Patch AV Management- licenses increased from 105 to 180. Now includes all public PC coverages

7. Electricity increased from \$108,605 in FY 2025 to \$119,035 in FY 2026 based on FY 2024 Actual of \$99,196 plus 20%.
8. Natural Gas decreased from \$43,963 in FY 2025 to \$33,753 in FY 2026 based on FY 2024 Actual of \$30,389 plus 11.7%.

9. Operating Supplies increased from \$16,096 in FY 2025 to \$22,917 in FY 2026. FY 2024 Actual was \$32,142. This line item is used to pay for ancillary networking/computer operation supplies, such as mounting/connecting hardware for public equipment, privacy screens, self checks, as well as tape, identification tags, material cases, labels, and book covers.
10. Liability Insurance decreased (6.07)% from \$30,970 in FY 2025 to \$29,090 in FY 2026 based on information received from the Iowa Communities Assurance Pool (ICAP). The FY 2024 Actual was \$24,152. The FY 2023 actual was \$21,256.
11. Building Maintenance decreased from \$38,135 in FY 2025 to \$30,034 in FY 2026 based on FY 2024 Actual. This line item includes professional maintenance work that library staffing cannot perform, such as electrical work, plumbing, landscaping, locksmith, equipment repair, cleaning skylight windows, monthly pest inspections, and annual boiler repairs.
12. Advertising decreased from \$18,701 in FY 2025 to \$16,241 in FY 2026. FY 2026 budget increased from FY 2024 Actual of \$9,927. Looking at the previous 5 years of actuals, this account was abnormally low in FY 2024. This account includes costs for legal notices, employment notices, advertising events and programs, and purchasing promotional items for outreach.
13. Property Insurance increased 2.27% from \$59,247 in FY 2025 to \$60,594 in FY 2026 based on information received from the Iowa Communities Assurance Pool (ICAP).
14. Outsourced Labor decreased from \$36,800 in FY 2025 to \$26,450 in FY 2026 due to an hourly rate decrease. This line item represents the time having an AmeriCorps member work in outreach in Children's Services.
15. Technology Services is increased from \$41,595 in FY 2025 to \$42,533 in FY 2026 due to expected increases in costs. This line item includes expenses for internet service through WIN Technology, as well as expenses for Online Computer Library Center (OCLC) databases and bibliographic records used for cataloging.
16. Library Materials, excluding materials purchased by Library Trust Funds, increased from \$606,506 in FY 2025 to \$622,377 in FY 2026. The increase stems from library books, digital materials and databases with EBSCO Information Services expecting to come in anywhere from 2.7%-6% higher than last year.
17. General Library Trust expense increased from \$30,097 in FY 2025 to \$38,789 in FY 2026. The balance of the Expendable Library Gift Trust Fund as of June 30, 2024 was \$1,096,479.

The breakout of the balance by each Expendable Library Gift Trust Fund is as follows:

June 30, 2024		
Library Gift Trust		Balance
General Gift Trust	\$	163,103
Walton Gift Trust		7,701
Maker Space Gift Trust		4,715
Mutschler Gift Trust		920,960
Total	\$	<u>1,096,479</u>

Library Trust expenses budgeted include:

Library Trust Fund Budget	FY 2025	FY 2026
Part-Time Marketing Coordinator	\$ 70	\$ —
Workers Compensation	\$ 70	\$ —
Office Supplies	\$ 552	\$ 160
Printing & Binding	\$ 850	\$ 1,879
Copying	\$ —	\$ —
Program Supplies	\$ 10,158	\$ 18,353
Education & Training	\$ —	\$ —
Books/DVDs-To-Go	\$ 7,000	\$ 7,000
Speakers/Programs	\$ 8,000	\$ 8,000
Advertising	\$ 1,000	\$ 1,000
Online Info Service	\$ —	\$ —
Library Books	\$ —	\$ —
Property Maintenance	\$ —	\$ —
Architecture Services	\$ —	\$ —
Marketing Consultant	\$ 2,000	\$ 2,000
Contractor Services	\$ —	\$ —
Gift Cards	\$ —	\$ —
Conferences	\$ —	\$ —
Library Periodicals	\$ —	\$ —
Office Equipment	\$ —	\$ —
Tablet	\$ —	\$ —
Software	\$ —	\$ —
Computer	\$ —	\$ —
Scanner	\$ —	\$ —
Misc. Equipment	\$ —	\$ —
Construction	\$ —	\$ —
Catering	\$ —	\$ —
Equipment Maintenance Repair	\$ —	\$ —
Sales Tax	\$ 467	\$ 397
Total	\$ 30,167	\$ 38,789

Machinery & Equipment

18. Equipment replacement items include (\$60,598):

Library Machinery and Equipment		
<u>Administration</u>		
Desk Phones	\$ 2,930	
Smartphone	\$ 400	
<u>Adult Services</u>		
Microfilm Reader	\$ 10,300	
Typewriter	\$ 900	
Wheelwriter	\$ 1,500	
Book Carts	\$ 1,000	

Children Services	
Book Carts	\$ 400
Circulation Services	
Self Check Machine	\$ 11,000
Disc Inspector System	\$ 16,000
Information Technology	
Security Cameras	\$ 12,950
Maintenance Services	
Other Equipment	\$ 3,218
Recommended Improvement Packages	\$ —
Total Equipment	
	\$ 60,598

Debt Service

19. FY 2024 annual debt service includes the following (\$19,031)

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 4,159	2019C	Sales Tax 20%	Library Improvements	2027	2027
14,872	2021A (2012E)	Sales Tax 20%	Library Improvements	2027	2027
\$ 19,031 Total Library Annual Debt Service					

Revenue

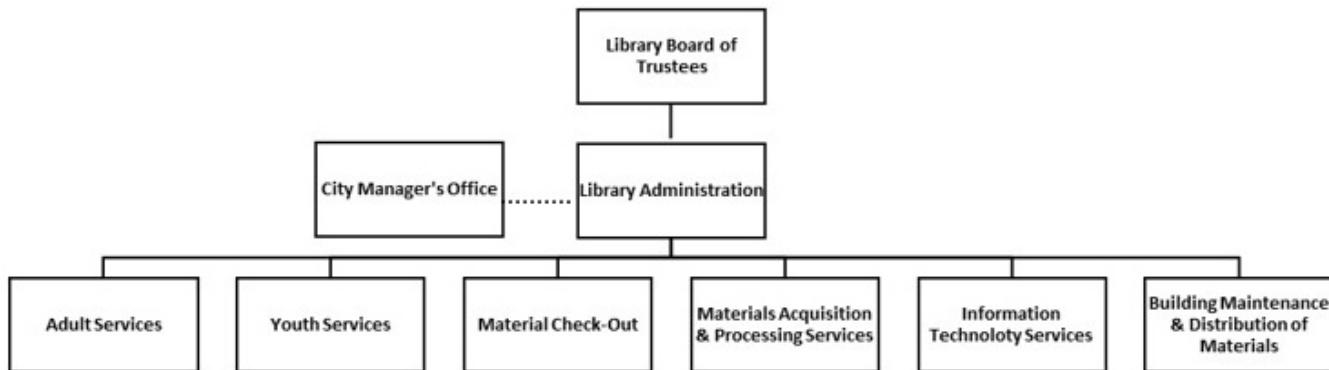
20. Fines increased from \$7,814 in FY 2025 to \$10,666 in FY 2026 and is based on FY 2024 Actual. This line item is budgeted to include damaged and lost items.
21. Nonresident Fees increased from \$18,521 in FY 2025 to \$19,544 in FY 2026 based on State legislature limits and FY 2024 Actual.
22. Charges for Services increased from \$10,042 in FY 2025 to \$11,908 in FY 2026. FY24 Actual was \$11,908. This line item is used for faxing, printing, and copying for patrons.
23. Library Service revenue is unchanged from \$3,500 in FY 2025 to \$3,500 in FY 2026 based on FY 2024 Actual. This line item represents proceeds from the 28E agreement to provide library services to communities in the county that do not have libraries and are not covered by the County Library. The amount is based on circulation and a base.

Miscellaneous

24. The Library is 1.1% self-supporting in FY 2026 as compared to 1.0% self-supporting in FY 2025.

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, knowledge and that enhance the literacy of youth.



SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

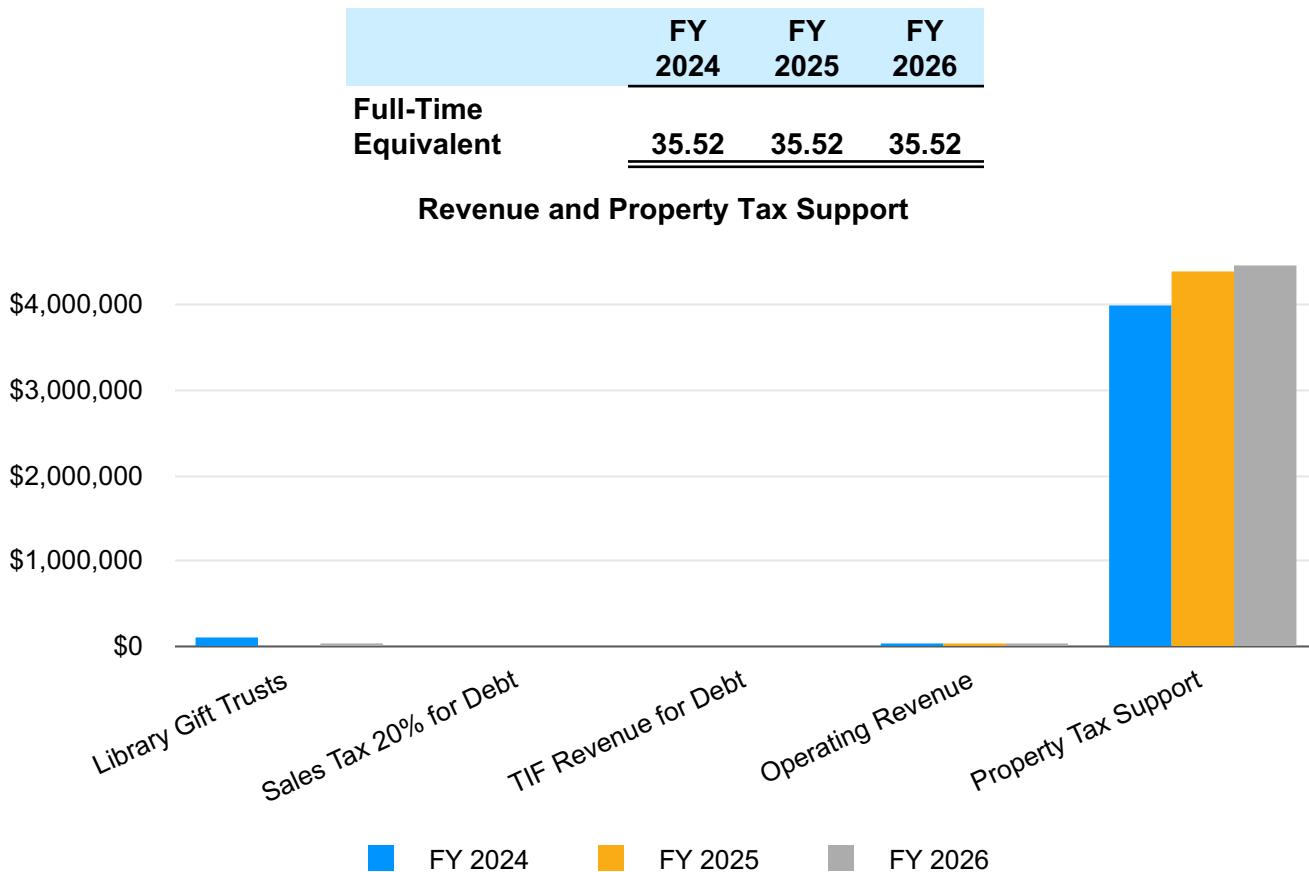
People: Library staff members provide outreach through the delivery of materials to homebound residents, residential care facilities, nursing homes, Elm Street Correctional facility. Services are provided at the Boys and Girls Club, Jefferson, Washington, and Eleanor Roosevelt Middle Schools, the Multicultural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

Planning: The Library Board is working on building improvements from a 2023 Space Needs Assessment.

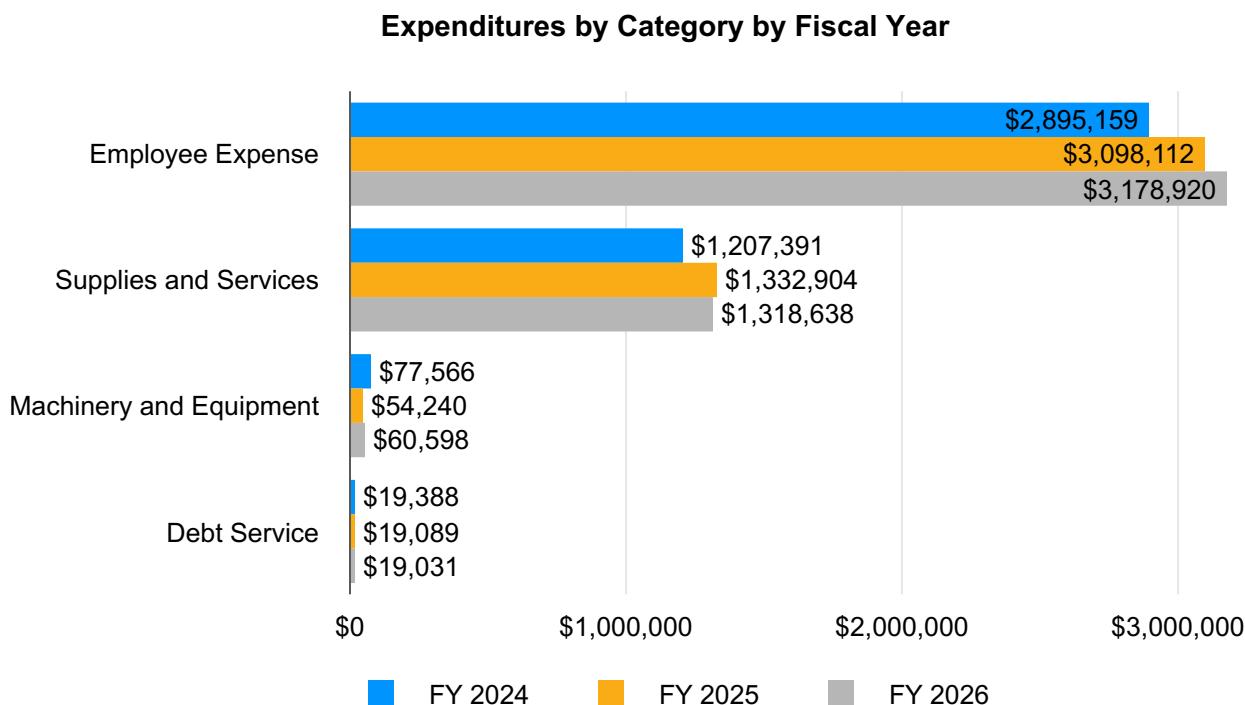
Partnerships:

- 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, local credit unions and banks, and many retail businesses.

CARNEGIE-STOUT PUBLIC LIBRARY



The Carnegie-Stout Public Library is supported by 35.52 full-time equivalent employees, which accounts for 69.45% of the department expense as seen below. Overall, the department expenses are expected to increase by 1.62% in FY 2026 compared to FY 2025.



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 2024 Actual	FY 2025 Budget	FY 2026 Requested
Expenditures	\$1,779,253	\$1,985,504	\$2,025,025
Resources	\$0	\$2,383	\$0

Adult Services Position Summary		FY 2026
Librarian I - FT		4.00
Librarian I - PT		0.01
Library Director		1.00
Librarian II		1.00
Library Aide - FT		4.00
Library Aide - PT		0.80
Administrative Assistant		1.00
Library Clerk		0.50
Clerical Assistant		0.25
Confidential Account Clerk		0.63
Total FT Equivalent Employees		13.19

Performance Measures

City Council Goal: Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery

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

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	Performance Indicator
# of electronic informational resources accessed	170,000	186,710	169,985	190,782	175,000	Goal Met
Total internet and wireless use (in sessions)	105,000	83,125	97,310	144,181	120,000	Goal Met

City Council Goal: Diverse Arts, Culture, Parks and Recreation: Experiences & Activities

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

# of check outs of digital materials (e-books, e-audio, streaming video, music)	115,000	118,659	120,045	140,983	130,000	Goal Met
# of attendees to programs	3,000	1,935	2,719	3,362	3,350	Goal Met
# of programs held for adults	100	107	85	89	90	Goal In Progress

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 2024 Actual	FY 2025 Budget	FY 2026 Requested
Expenditures	\$692,195	\$768,695	\$768,033
Resources	\$0	\$0	\$0

Youth Services Position Summary	
	FY 2026
Librarian II	1.00
Library Aide - FT	3.00
Library Aide - PT	0.88
Library Clerk	1.56
Total FT Equivalent Employees	6.44

Performance Measures

City Council Goal: Diverse Arts, Culture, Parks & Recreation: Experiences & Activities

- 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	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	Performance Indicator
# of children's items checked out	150,000	154,574	153,551	165,394	155,000	Goal Met
# of young adult materials checked out	13,500	13,912	14,978	17,264	14,000	Goal Met

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	120	117	135	164	0*	Goal Not Met
# of programs delivered for Leadership Enrichment After-School Program (LEAP)	12	12	12	12	12	Goal Met

*The AmeriCorps member position has been vacant in FY 2025, therefore it is an outlier.

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 2024 Actual	FY 2025 Budget	FY 2026 Requested
Expenditures	\$1,034,303	\$1,156,442	\$1,174,078
Resources	\$47,144	\$44,307	\$50,645

Materials Check-Out Position Summary	
	FY 2026
Circulation Manager	1.00
Library Lead Assistant	1.00
Custodian - FT	1.00
Custodian - PT	0.33
Maintenance Worker	1.00
Library Assistant- PT	6.56
Library Clerk	1.00
Total FT Equivalent Employees	11.89

Performance Measures

City Council Goal: Diverse Arts, Culture, Parks & Recreation: Experiences & Activities

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	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	Performance Indicator
# of items available for library users	205,000	205,781	200,440	193,402	205,000	Goal Met
# of registered borrowers (as % of population)	41,000 (71%)	47,771 (82%)	44,178 (74%)	47,734 (80%)	46,000 (78%)	Goal Met
% of checked out items returned late	20%	22%	19%	21%	20%	Goal Met

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	75	88	82	82	80	Goal Met
# of deliveries to homebound residents	340	334	351	319	400	Goal Met

City Council Goal: Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery

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

# of items added to physical collection annually	16,500	16,480	17,150	16,754	15,500	Goal Not Met
# of issues of archived Telegraph Herald newspapers viewed	120,000	118,366	94,910	114,627	110,000	Goal Not Met

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 2024 Actual	FY 2025 Budget	FY 2026 Requested
Expenditures	\$539,135	\$518,756	\$526,224
Resources	\$0	\$0	\$0

Information Technology Services Position Summary	
	FY 2026
Lead Application Network Analyst	0.00
User Support Specialist	2.00
Library Lead Assistant	0.00
Information Services Intern	0.50
Total FT Equivalent Employees	2.50

Performance Measures

City Council Goal: Diverse Arts, Culture, Parks & Recreation: Experiences & Activities

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

Performance Measure (KPI)	Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	Performance Indicator
# of one-on-one training & technology-based programs offered	90	31	84	111	75	Goal Not Met
# Maker Space/Whisper Room Visits/Use	8,000	5,090	8,804	11,234	10,500	Goal Met

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

iPads | Macbook Pro | 3D Printers | Button Maker | 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 | Crafting Supplies | Jewelry-Making Equipment | Kindles | Retro Gaming System | Hot Spots | Projector | Microphones | Digital Cameras | WhisperRoom...and more!

Recommended Operating Revenue Budget - Department Total

36 - LIBRARY

Fund/Account/Account Title	FY23 Actual Revenue	FY24 Actual Revenue	FY25 Adopted Budget	FY26 Recomm'd Budget
100 - General				
4A - Charges for Services				
45000 - Charges/Fees for Service	(10,043)	(11,908)	(10,042)	(11,908)
45045 - Interlibrary Loan Fees	(1,524)	(2,251)	(1,524)	(2,251)
45046 - Nonresident Fees	(18,522)	(19,544)	(18,521)	(19,544)
45047 - Resident Fees	(773)	(647)	(773)	(647)
45048 - Reservation Fees	0	0	0	0
45450 - Meeting Room Fee	(3,125)	(1,862)	(3,125)	(1,862)
45500 - Miscellaneous Chg for Svcs	(157)	(267)	(157)	(267)
47100 - Reimbursements	0	0	0	0
47150 - Refunds	(558)	0	(1,234)	0
47650 - Fines	(7,814)	(10,666)	(7,814)	(10,666)
4A - Charges for Services Total	(42,515)	(47,144)	(43,190)	(47,145)
4B - Grants/Contrib				
44700 - Library Service	(4,755)	0	(3,500)	(3,500)
4B - Grants/Contrib Total	(4,755)	0	(3,500)	(3,500)
170 - Library Gifts Expendable				
4A - Charges for Services				
45042 - Registration/Entry Fee Taxable	(18,744)	(20,776)	(18,745)	(20,776)
47150 - Refunds	(65,109)	(56,296)	(32,572)	(56,296)
4A - Charges for Services Total	(83,854)	(77,072)	(51,317)	(77,072)
4B - Grants/Contrib				
47000 - Contrib - Public Sources	0	0	0	0
4B - Grants/Contrib Total	0	0	0	0
4K - Unrest Invest Earn				
43000 - Interest	(14,538)	(37,907)	(14,538)	(45,124)
4K - Unrest Invest Earn Total	(14,538)	(37,907)	(14,538)	(45,124)
4O - Eliminated for GW				
47115 - Sales Tax Collection	0	0	0	(397)
4O - Eliminated for GW Total	0	0	0	(397)
200 - Debt Service				
4N - Transfers				
49126 - Transfer in GDTIF	(206,000)	0	0	0
49304 - Transfer in Sales Tax 20%	(19,380)	(19,388)	(19,089)	(19,031)
4N - Transfers Total	(225,380)	(19,388)	(19,089)	(19,031)
4O - Eliminated for GW				
48200 - Proceeds from GO Debt	0	0	0	0
48205 - Bond Discount/Premium	0	0	0	0
4O - Eliminated for GW Total	0	0	0	0
501 - Library Gifts Trust				
4A - Charges for Services				
47150 - Refunds	(3)	0	(247)	0

4A - Charges for Services Total	(3)	0	(247)	0
Grand Total	(371,044)	(181,511)	(131,881)	(192,269)

Recommended Operating Expenditure Budget - Department Total
36 - LIBRARY

Fund/Account/Account Title	FY23 Actual Expense	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	1,470,089	1,749,552	1,759,329	1,765,315
60200 - Salaries - Regular Part Time	545,270	416,744	612,388	653,786
60300 - Hourly Wages - Temp/Seasonal	46,334	13,419	0	17,096
60400 - Overtime	223	1,665	7,730	7,730
60620 - Special Pay - Holiday	0	0	0	0
60630 - Special Pay Sick Lv Payout Ret	0	0	0	6,109
60635 - Special Pay Sick Lv Payout 50%	8,165	5,441	8,573	5,604
60640 - Special Pay - Vacation Payout	5,690	4,697	0	0
60710 - Special Pay - Parental Leave	3,951	0	0	0
60720 - Spec Pay - Meals No Overnight	40	0	0	0
170 - Library Gifts Expendable				
60100 - Salaries-Regular Full Time	61	61	0	0
60200 - Salaries - Regular Part Time	30,913	22,880	0	0
6A - Salaries & Wages Total	2,110,736	2,214,459	2,388,020	2,455,640
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	150,075	160,724	182,623	186,743
61300 - IPERS - City Contribution	189,579	202,540	221,045	229,332
61510 - Health Insurance	281,492	302,695	295,306	295,306
61540 - Life Insurance	960	1,024	1,012	1,012
61600 - Workers' Compensation	9,102	8,771	10,036	10,730
61700 - Unemployment Compensation	0	0	0	0
61992 - Physicals	1,877	1,059	0	157
170 - Library Gifts Expendable				
61100 - FICA - City Contribution	2,369	1,755	0	0
61300 - IPERS - City Contribution	2,890	2,132	0	0
61600 - Workers' Compensation	56	0	70	0
61992 - Physicals	0	0	0	0
6B - Employee Benefits Total	638,402	680,700	710,092	723,280
6C - Staff Development				
100 - General				
62100 - Association Dues	3,807	3,683	4,480	4,167
62325 - Mileage	367	583	897	604
62400 - Meetings & Conferences	11,371	11,496	21,383	17,775
62500 - Education Reimbursement	8,929	7,856	12,156	10,950
170 - Library Gifts Expendable				

Recommended Operating Expenditure Budget - Department Total
36 - LIBRARY

Fund/Account/Account Title	FY23 Actual Expense	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
62500 - Education Reimbursement	249	0	0	0
6C - Staff Development Total	24,722	23,619	38,916	33,496
6D - Repair/Maint/Util				
100 - General				
63100 - Building Maintenance	38,181	30,034	38,135	30,034
63311 - Vehicle Ops - Diesel	0	0	0	0
63312 - Vehicle Ops - Gasoline	1,040	765	947	765
63320 - Vehicle Repair - Internal	385	91	393	91
63321 - Vehicle Repair - Outsourced	0	0	0	0
63400 - Equipment Maint/Repair	3,603	2,417	3,841	3,766
63710 - Electricity	98,912	99,196	108,605	119,035
63711 - Natural Gas	43,964	30,389	43,963	33,753
63730 - Telecommunications	4,889	4,078	5,514	4,080
63742 - Stormwater	494	539	574	566
170 - Library Gifts Expendable				
63100 - Building Maintenance	0	0	0	0
63400 - Equipment Maint/Repair	0	0	0	0
501 - Library Gifts Trust				
63100 - Building Maintenance	0	275	0	275
6D - Repair/Maint/Util Total	191,468	167,784	201,972	192,365
6E - Contractual Svcs				
100 - General				
64020 - Advertising	17,092	9,927	18,701	16,241
64030 - Outsourced Labor	408	25,500	36,800	26,450
64040 - Collections	0	0	0	0
64062 - Refunds	155	0	155	0
64080 - Insurance - Property	36,418	42,205	59,247	60,594
64081 - Insurance - Liability	21,256	24,152	30,970	29,090
64083 - Insurance - Other	0	0	0	0
64140 - Printing	5,836	8,507	8,483	9,440
64145 - Copying	12,714	839	12,713	839
64146 - Book Binding	0	572	1,000	572
64147 - Interlibrary Loan	0	0	769	0
64150 - Rental - Equipment	647	1,527	650	0
64160 - Rental - Land/Bldgs/Parking	9,534	12,600	12,600	12,600
64185 - License/Permit/Fees	1,375	1,847	2,182	1,992
64190 - Technology Services	36,511	39,339	41,595	42,533
64191 - IT Recharges	0	0	0	0
64195 - Credit Card Charge	1,965	2,327	1,965	2,327

Recommended Operating Expenditure Budget - Department Total
36 - LIBRARY

Fund/Account/Account Title	FY23 Actual Expense	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
64860 - Speakers	19,481	18,869	18,585	18,585
64865 - Elevator Service	2,427	2,427	2,427	2,427
64870 - HVAC Services	20,376	23,808	19,800	20,580
64880 - Custodial Services	1,494	5,386	3,317	3,317
64900 - Other Professional Service	5,166	6,608	8,677	8,677
64975 - Equip Maint Cont	4,672	8,413	4,672	8,413
64980 - Technology Equip Maint Cont	98,471	84,470	103,547	105,547
170 - Library Gifts Expendable				
64020 - Advertising	1,038	0	1,000	1,000
64062 - Refunds	0	0	0	0
64140 - Printing	2,784	1,824	850	1,879
64145 - Copying	0	0	0	0
64180 - Sales Tax Expense	467	397	467	397
64860 - Speakers	26,100	11,405	8,000	8,000
64900 - Other Professional Service	6,927	41,172	2,000	2,000
64980 - Technology Equip Maint Cont	0	0	0	0
64990 - Other Contractual Service	0	0	0	0
200 - Debt Service				
64110 - Legal	0	0	0	0
64900 - Other Professional Service	0	0	0	0
6E - Contractual Svcs Total	333,314	374,124	401,172	383,500
6F - Commodities				
100 - General				
65020 - Library Materials	467,312	563,296	606,506	622,377
65040 - Small Tools & Equipment	0	0	0	0
65045 - Technology Equipment	47,140	52,585	33,075	27,280
65050 - Other Equipment	7,156	2,921	4,830	3,218
65060 - Office Supplies	20,863	15,445	23,371	16,899
65070 - Operating Supplies	11,371	32,142	16,096	22,917
65080 - Postage/Shipping	17,451	764	18,325	18,000
65925 - Uniform Purchase	289	78	280	280
65940 - Gift Cards	200	0	0	0
65944 - Carts	1,400	2,291	3,600	1,400
65965 - Janitorial	8,556	3,291	8,556	3,291
65999 - Cash Over and Short	(3)	(47)	0	0
170 - Library Gifts Expendable				
65020 - Library Materials	3,239	8,381	7,000	7,000
65025 - Program Materials	9,869	18,353	10,158	18,353
65045 - Technology Equipment	5,400	0	0	0

Recommended Operating Expenditure Budget - Department Total
36 - LIBRARY

Fund/Account/Account Title	FY23 Actual Expense	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
65050 - Other Equipment	493	0	0	0
65060 - Office Supplies	552	160	552	160
65940 - Gift Cards	0	0	0	0
6F - Commodities Total	601,288	699,661	732,349	741,175
6G - Capital Outlay				
100 - General				
67100 - Vehicles	0	0	0	0
67210 - Furniture/Fixtures	15,809	9,000	9,290	0
67250 - Office Equipment	6,695	5,767	3,445	28,700
67500 - Buildings	0	0	0	0
170 - Library Gifts Expendable				
67210 - Furniture/Fixtures	14,138	5,002	0	0
67250 - Office Equipment	(204)	0	0	0
67500 - Buildings	0	0	0	0
501 - Library Gifts Trust				
67210 - Furniture/Fixtures	0	0	0	0
6G - Capital Outlay Total	36,438	19,769	12,735	28,700
6H - Debt Service				
200 - Debt Service				
68010 - Principal Payment	217,074	17,445	17,539	17,865
68020 - Interest Payments	8,306	1,943	1,550	1,166
68980 - Financial Consultant	0	0	0	0
68990 - Paying Agent Fees	0	0	0	0
6H - Debt Service Total	225,380	19,388	19,089	19,031
Grand Total	4,161,747	4,199,503	4,504,345	4,577,187

Recommended Expenditure Budget Report by Activity & Funding Source
36 - LIBRARY

Fund/Activity	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
3601 - Administration			
100 - General			
6G - Capital Outlay	—	—	—
6A - Salaries & Wages	275,427	327,852	323,001
6B - Employee Benefits	87,421	96,931	95,949
6C - Staff Development	7,430	10,119	9,890
6D - Repair/Maint/Util	3,824	5,133	3,824
6E - Contractual Svcs	13,345	19,187	15,539
6F - Commodities	19,494	22,893	23,098
3601 - Administration Total	406,940	482,115	471,301
3602 - Adult Services			
100 - General			
6G - Capital Outlay	—	—	12,700
6A - Salaries & Wages	686,015	738,265	771,641
6B - Employee Benefits	226,089	234,732	240,811
6C - Staff Development	7,721	12,894	11,781
6D - Repair/Maint/Util	1,507	1,450	1,536
6E - Contractual Svcs	22,048	45,253	34,040
6F - Commodities	428,932	470,795	481,215
3602 - Adult Services Total	1,372,313	1,503,389	1,553,724
3603 - Children Services			
100 - General			
6G - Capital Outlay	—	—	—
6A - Salaries & Wages	408,251	451,929	454,955
6B - Employee Benefits	121,882	128,373	129,652
6C - Staff Development	2,904	5,890	5,620
6D - Repair/Maint/Util	48	71	48
6E - Contractual Svcs	50,208	60,457	52,324
6F - Commodities	108,904	121,975	125,434
3603 - Children Services Total	692,195	768,695	768,033
3604 - Circulation Services			
100 - General			
6G - Capital Outlay	—	—	16,000
6A - Salaries & Wages	450,769	493,881	496,340
6B - Employee Benefits	105,610	112,275	112,741
6C - Staff Development	2,294	3,848	3,300
6D - Repair/Maint/Util	1,038	1,273	1,058
6E - Contractual Svcs	5,860	8,582	6,484

Recommended Expenditure Budget Report by Activity & Funding Source
36 - LIBRARY

Fund/Activity	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
6F - Commodities	5,478	22,583	17,000
3604 - Circulation Services Total	571,049	642,442	652,923
3605 - Maintenance Services			
100 - General			
6G - Capital Outlay	9,000	9,290	—
6A - Salaries & Wages	135,831	135,396	158,168
6B - Employee Benefits	54,993	55,692	60,259
6D - Repair/Maint/Util	161,014	193,926	185,544
6E - Contractual Svcs	96,855	104,648	110,359
6F - Commodities	5,561	15,048	6,825
3605 - Maintenance Services Total	463,255	514,000	521,155
3606 - Youth Services			
100 - General			
6E - Contractual Svcs	2,181	4,562	3,542
6F - Commodities	19,169	21,200	22,190
3606 - Youth Services Total	21,350	25,762	25,732
3607 - Information Technology			
100 - General			
6G - Capital Outlay	5,767	3,445	0
6A - Salaries & Wages	235,225	240,697	251,535
6B - Employee Benefits	80,817	82,019	83,868
6C - Staff Development	2,659	3,200	0
6D - Repair/Maint/Util	80	119	80
6E - Contractual Svcs	95,046	108,410	111,348
6F - Commodities	66,874	26,404	20,130
3607 - Information Technology Total	486,467	464,294	466,961
3608 - Technical Services			
100 - General			
6A - Salaries & Wages	0	0	0
6B - Employee Benefits	0	0	0
6C - Staff Development	612	2,965	2,905
6E - Contractual Svcs	33,781	37,756	36,588
6F - Commodities	18,275	13,741	19,770
3608 - Technical Services Total	52,667	54,462	59,263
3660 - Permanent Gift Trust			
170 - Library Gifts Expendable			
6D - Repair/Maint/Util	0	0	0
501 - Library Gifts Trust			

Recommended Expenditure Budget Report by Activity & Funding Source
36 - LIBRARY

Fund/Activity	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
6G - Capital Outlay	0	0	0
6D - Repair/Maint/Util	275	0	275
3660 - Permanent Gift Trust Total	275	0	275
3661 - General Gift Trust			
170 - Library Gifts Expendable			
6G - Capital Outlay	5,002	0	0
6A - Salaries & Wages	22,941	0	0
6B - Employee Benefits	3,887	70	0
6C - Staff Development	0	0	0
6D - Repair/Maint/Util	0	0	0
6E - Contractual Svcs	54,799	12,317	13,276
6F - Commodities	26,894	17,710	25,513
3661 - General Gift Trust Total	113,522	30,097	38,789
3680 - Debt Service			
200 - Debt Service			
6E - Contractual Svcs	0	0	0
6H - Debt Service	19,388	19,089	19,031
3680 - Debt Service Total	19,388	19,089	19,031
3699 - Pcard Clearing			
100 - General			
6F - Commodities	81	0	0
3699 - Pcard Clearing Total	0	0	0
Grand Total	4,199,503	4,504,345	4,577,187

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT
36 LIBRARY DEPARTMENT

						FY 2026
FD	JC	WP-GR	JOB CLASS	FTE	BUDGET	
60100 Full Time Employee Expense						
100	3255	GE-18	LIBRARY DIRECTOR	1.00	\$ 141,184	
100	3315	GE-14	LIBRARIAN II	2.00	\$ 192,366	
100	3005	GE-13	LEAD APPL/NETWORK ANALY	—	\$ —	
100	7265	GE-12	LIBRARIAN I	4.00	\$ 348,268	
100	3305	GE-14	CIRCULATION SUPERVISOR	1.00	\$ 77,019	
100	7340	GE-09	LIBRARY AIDE	6.00	\$ 454,747	
100	5010	GE-07	ADMIN SUPPORT PROF	1.00	\$ 75,927	
100	7780	GE-10	MAINTENANCE SUPERVISOR	1.00	\$ 75,390	
100	7830	GE-06	CUSTODIAN	1.00	\$ 59,859	
100	7070	GE-10	USER SUPPORT SPECIALIST	2.00	\$ 138,998	
100	7450	GE-10	RELATIONS SUPERVISOR	1.00	\$ 59,816	
100	3155	GE-14	IT SYSTEMS MANAGER	1.00	\$ 90,602	
100	7330	GE-07	LEAD LIBRARY ASSISTANT	1.00	\$ 51,139	
TOTAL FULL TIME EMPLOYEES				22.00	\$ 1,765,315	
60200 Part Time Employee Expense						
100	7265	GE-12	LIBRARIAN I	0.01	\$ 784	
100	7340	GE-09	LIBRARY AIDE	1.68	\$ 107,969	
100	7825	GE-06	CUSTODIAN	0.33	\$ 20,832	
100	7330	GE-07	LEAD LIBRARY ASSISTANT	—	\$ —	
100	7315	GE-05	LIBRARY ASSISTANT	7.07	\$ 363,590	
100	5010	GE-07	ADMIN SUPPORT PROF	0.63	\$ 28,273	
100	7060	GE-02	INFORMATION TECH INTERN	0.50	\$ 17,096	
100	5365	GE-02	CLERICAL ASSISTANT	0.25	\$ 8,098	
100	7305	GE-04	LIBRARY CLERK	3.06	\$ 124,240	
TOTAL PART TIME EMPLOYEES				13.52	\$ 670,882	
TOTAL LIBRARY				35.53	\$ 2,436,197	

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

								FY 2026	
ACCT	FD	JC	WP- GR	POSITION CLASS	FTE	BUDGET			
Library Administration-FT									
3601	60100	100	3255	GE-18 LIBRARY DIRECTOR	1.00	\$ 141,184			
3601	60100	100	7340	GE-09 LIBRARY AIDE	—	\$ —			
3601	60100	100	7450	GE-10 RELATIONS SUPERVISOR	1.00	\$ 59,816			
3601	60100	100	5010	GE-07 ADMIN SUPPORT PROF	1.00	\$ 75,927			
Total					3.00	\$ 276,927			
Library Administration-PT									
3601	60200	100	5010	GE-07 ADMIN SUPPORT PROF	0.63	\$ 28,273			
3601	60200	100	5365	GE-02 CLERICAL ASSISTANT	0.25	\$ 8,098			
Total					0.88	\$ 36,371			
Adult Services-FT									
3602	60100	100	7340	GE-09 LIBRARY AIDE	3.00	\$ 227,781			
3602	60100	100	7265	GE-12 LIBRARIAN I	4.00	\$ 348,268			
3602	60100	100	3315	GE-14 LIBRARIAN II	1.00	\$ 95,637			
Total					8.00	\$ 671,686			
Adult Services-PT									
3602	60200	100	7265	GE-12 LIBRARIAN I	0.01	\$ 784			
3602	60200	100	7305	GE-04 LIBRARY CLERK	0.50	\$ 20,542			
3602	60200	100	7315	GE-05 LIBRARY ASSISTANT	0.50	\$ 29,051			
3602	60200	100	7340	GE-09 LIBRARY AIDE	0.80	\$ 46,764			
Total					1.81	\$ 97,141			
Youth Services-FT									
3603	60100	100	3315	GE-14 LIBRARIAN II	1.00	\$ 96,729			
3603	60100	100	7340	GE-09 LIBRARY AIDE	3.00	\$ 226,966			
Total					4.00	\$ 323,695			
Youth Services-PT									
3603	60200	100	7315	GE-05 LIBRARY ASSISTANT	0.01	\$ 581			
3603	60200	100	7340	GE-09 LIBRARY AIDE	0.88	\$ 61,205			
3603	60200	100	7305	GE-04 LIBRARY CLERK	1.56	\$ 69,474			
Total					2.45	\$ 131,260			
Circulation Services-FT									
LEAD LIBRARY									
3604	60100	100	7330	GE-07 ASSISTANT	1.00	\$ 51,139			
3604	60100	100	3305	GE-14 SUPERVISOR	1.00	\$ 77,019			
Total					2.00	\$ 128,158			
Circulation Services-PT									
3604	60200	100	7305	GE-04 LIBRARY CLERK	1.00	\$ 34,224			
3604	60200	100	7315	GE-05 LIBRARY ASSISTANT	6.56	\$ 333,958			
Total					7.56	\$ 368,182			
Information Technology-FT									
LEAD APPL/NETWORK									
3607	60100	100	3005	GE-13 ANALY	—	\$ —			

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

								FY 2026	
ACCT	FD	JC	WP- GR	POSITION CLASS		FTE	BUDGET		
3607	60100	100	3155	GE-14 IT SYSTEMS MANAGER USER SUPPORT		1.00	\$ 90,602		
3607	60100	100	7070	GE-10 SPECIALIST LEAD LIBRARY		2.00	\$ 138,998		
3607	60100	100	7330	GE-07 ASSISTANT		—	\$ —		
				Total		3.00	\$ 229,600		
Information Technology-PT									
				INFORMATION TECH					
3607	60200	100	7060	GE-02 INTERN		0.50	\$ 17,096		
				Total		0.50	\$ 17,096		
Maintenance-FT									
				MAINTENANCE					
3605	60100	100	7780	GE-10 SUPERVISOR		1.00	\$ 75,390		
3605	60100	100	7830	GE-06 CUSTODIAN		1.00	\$ 59,859		
				Total		2.00	\$ 135,249		
Maintenance-PT									
3605	60200	100	7825	GE-06 CUSTODIAN		0.33	\$ 20,832		
				Total		0.33	\$ 20,832		
TOTAL LIBRARY DEPARTMENT							35.53	\$2,436,197	