

### Fund Balance/Cash Balance

| LBP                   | Name/Description                                  | Purpose/classification                     | 2014<br>Fund<br>Balance | 2014<br>Cash Balance |
|-----------------------|---|--|-------------------------|----------------------|
|                       | Name/Description                                  | urposc/classification                      | Dalarice                | Oddit Dalaricc       |
| Fund 270              | Public Library Agency library general fund        | used for cash flow per fund balance policy | 2,257,367               | 2,200,136            |
| Fund 275<br>27543610  | Library Agency Grants library revenue fees, fines | assigned to library                        | 560,376                 | 1,856,161            |
| 27543650-<br>27543830 | grants-MELSA, Friends, etc.                       | assigned/committed                         | 887,837                 |                      |
| 27543620              | Rella Havens                                      | assigned to library                        | 402,055                 |                      |

As of August, 2015 actual spending and financing amounts for 2014 listed above remain unaudited due to a delay in the 2014 financial audit.

Because of this delay, these numbers may significantly deviate from final audited numbers.



#### 174.5 FTEs

Director – 1 FTE

Office Assistant III - 1 FTE

# Central and Community Libraries 129.2 FTE

# 13 Libraries Youth services Employee development and staffing

Librarian III - 3.0 FTE

Librarian II - 12.0 FTE

Librarian I – 10.0 FTE

Library Specialists – 6.3 FTE

Library Associates – 45.0 FTE

Library Customer Service Assistant III - 4.0 FTE

Library Customer Service Assistant II – 17.0 FTE

Library Customer Service Assistant I – 27.0 FTE

Library Aide - 3.0 FTE

Youth Services Coordinator - 1.0 FTE

Volunteer Coordinator - .7 FTE

Education Specialist - .2 FTE

# Community and Digital Services 10.7 FTE

#### Digital library Community-based services, marketing and public relations

Community and Digital Services Manager - 1.0 FTE

Digital Services Coordinator - 1.0 FTE

Community Services Coordinator - 1.0 FTE

Public Information Specialist I – 1.9 FTE

Community Liaisons - 1.9 FTE

Librarian I - 1.0 FTE

Library Associates – 2.2 FTE

Library Customer Service Assistant - .7 FTE

## Operations 32.6 FTE

# Administration, systems administration, materials management, circulation, budget, maintenance/facilities, technology

Deputy Director - 1.0 FTE

Executive Assistant I - 1.0 FTE

Accounting Technician IV - 1.0 FTE

Circulation Coordinator - 1.0 FTE

Librarian III - 1.0 FTE

Librarian II – 1.0 FTE

Librarian I – 1.8 FTE

Library Associates - 2.8 FTE

Library Customer Service Assistant I – 1.5 FTE

Library Customer Service Assistant II - 4.0 FTE

Library Customer Service Assistant III - 1.0 FTE

Office Assistant II - 1.0 FTE

Facilities Director - 1.0 FTE

Custodian Engineer I - 3.0 FTE

Custodian Engineer II - 6.0 FTE

Custodian Engineer III - 1.0 FTE

Custodian I - .5 FTE

Custodian II - 3.0 FTE

Saint Paul Public Library



## Saint Paul Public Library Staffing Changes 2000-2016 General Fund

|  | 2000       | 2009  | 2014  | 2015  | 2016  |
|--|------------|-------|-------|-------|-------|
| Clerical Staff                         |            |       |       | ·     |       |
| Secretary                              | 1.0        |       |       |       |       |
| Payroll Clerk                          | 1.0        | 1.0   |       |       |       |
| Clerk IV/Executive Asst                | 1.0        | 1.0   | 1.0   | 2.0   | 1.0   |
| Library Clerk III/Office Asst III      | 2.0        | 4.0   | 4.0   | 4.0   | 6.0   |
| Accounting Clerk                       | 1.0        |       |       |       |       |
| Library Clerk II/Office Asst II        | 32.3       | 27.1  | 22.6  | 22.0  | 22.0  |
| Library Clerk I                        | 29.0       | 31.0  | 30.6  | 30.7  | 29.2  |
| Library Aide                           |            | 9.4   | 0.0   | 1.5   | 3.0   |
| Total FTE/Percent                      | 67.3       | 73.5  | 58.2  | 60.2  | 61.2  |
| Operating Eng Staff                    |            |       |       |       |       |
| Custodian Eng. III                     | 1.0        | 1.0   | 1.0   | 1.0   | 1.0   |
| Custodian Eng II                       | 5.0        | 6.0   | 6.0   | 6.0   | 6.0   |
| Driver Operator                        | 1.1        | 0.0   | 0.0   | 0.0   |       |
| Custodian Eng I                        | 7.5        | 3.0   | 3.0   | 3.0   | 3.0   |
| Custodian II                           |            | 2.0   | 3.0   | 3.0   | 3.0   |
| Custodian                              |            | 1.0   | 0.0   | 0.0   | 0.0   |
| Custodian I                            |            | 2.5   | 0.5   | 0.5   | 0.5   |
| Total FTE/Percent                      | 14.6       | 15.5  | 13.5  | 13.5  | 13.5  |
| Special Employment                     | 0.0        |       | 0.2   | 0.2   |       |
| Total FTE/Percent                      | 0.0        |       | 0.2   | 0.2   | 0.0   |
| Technical Staff                        | 0.0        |       | 0.2   | 0.2   | 0.0   |
| Cultural Liason                        |            |       | 1.0   | 1.0   | 1.0   |
| Library Associate                      | 26.2       | 45.2  | 47.2  | 51.1  | 49.1  |
| Accounting Tech                        | 1.0        | 1.0   | 1.0   | 1.0   | 1.0   |
| Total FTE/Percent                      | 27.2       | 46.2  | 49.2  | 53.1  | 51.1  |
| Professional Staff                     | 21.2       | 40.2  | 43.2  | 33.1  | 31.1  |
| Library Info Resources Coord           | 1.0        |       |       |       |       |
| Digital Services Coordinator           | 1.0        |       | 1.0   | 1.0   | 1.0   |
| Librarian II                           | 18.0       | 16.0  | 13.0  | 13.0  | 13.0  |
| Librarian I                            | 9.0        | 13.0  | 11.0  | 11.6  | 12.8  |
| Youth Service Coordinator              | 9.0        | 13.0  | 1.0   | 1.0   | 1.0   |
|  |            |       | 1.0   | 1.0   | 1.0   |
| Library Community Serv. Coord          | 1.0        | 0.9   | 1.9   | 1.9   | 1.9   |
| Public Info Spec I<br>Volunteer Coord  | 0.5        | 0.5   | 0.7   | 0.7   | 0.7   |
| Library Specialist                     | 17.7       | 8.8   | 6.3   | 6.3   | 6.3   |
| Total FTE/Percent                      | 47.2       | 39.2  | 35.9  | 36.5  | 37.7  |
| Supervisory Staff                      | 71.2       | 39.2  | 33.9  | 30.3  | 37.7  |
| 50                                     | 1.0        | 1.0   | 1.0   | 1.0   | 1.0   |
| Director                               | 1.0        | 1.0   | 1.0   | 1.0   | 1.0   |
| Technical MGR/Deputy Dir               | 1.0        | 1.0   | 1.0   | 1.0   | 1.0   |
| Library Public Serv. MGR               |            | 1.0   | 1.0   | 1.0   | 1.0   |
| Facilities Manager                     | 1.0<br>3.0 | 1.0   | 1.0   | 1.0   | 1.0   |
| Librarian IV                           |            | 6.0   | 4.0   | 4.0   | 4.0   |
| Librarian III                          | 5.0        |       | 4.0   | 4.0   | 4.0   |
| Public Relations Mgr/CDS Mgr           | 2.0        | 1.0   | 1.0   | 1.0   | 1.0   |
| Office Manager Circulation Coordinator | 2.0        | 1.0   | 1.0   | 1.0   | 1.0   |
| Total FTE/Percent                      | 14.0       | 11.0  | 9.0   | 9.0   | 9.0   |
| Total FTE/Fercent                      |            |       |       |       |       |
|  | 170.3      | 185.4 | 166.0 | 172.5 | 172.5 |

2001-first homework ctr2009-5 homework ctrs2002-Rice expanded2010-West 7th expanded

2005-Dayton's Bluff added 2014-Arlington Hills opened; Highland Park and Sun Ray expanded

2006-Rondo expanded 2015-hours increase



## Open Hours 2016

The Saint Paul Public Library will be open 711 hours a week in 2016.

|  | Monday | Tuesday    | Wednesday | Thursday | Friday | Saturday  | Sunday | Total |
|--|--------|------------|-----------|----------|--------|-----------|--------|-------|
| George Latimer<br>Central                                  | 128    | 95:30      | 95:30     | 95:30    | 95:30  | 115:00    | 15     | 52    |
|  |        |            |           |          |        |           |        | •     |
| Arlington,<br>Highland,<br>Rondo,<br>Sun Ray               | 108    | 108        | 108       | 108      | 105:30 | 105:30    | 15     | 59    |
|  |        |            |           |          |        |           |        |       |
| Dayton's Bluff,<br>Merriam,<br>Rice Street                 | 128    | 108        | 128       | 108      | 105:30 | 11:305:00 | 15     | 53    |
|  |        |            |           |          |        |           |        |       |
| Hamline,<br>Hayden Heights,<br>Riverview,<br>Saint Anthony | 128    | 108        | 128       | 108      | 105:30 | 11:305:00 | Closed | 49    |
|  |        |            |           |          |        |           |        |       |
| West 7th   | 12:308 | 11:30-5:30 | 105:30    | 12:308   | 105:30 | Closed    | Closed | 36    |
|  |        |            |           |          |        |           |        |       |
| Bookmobile   | varies | varies     | varies    | varies   | varies | varies    | varies | 32    |



Library Materials

|                                | Adopted<br>2011 | Adopted 2012 | Adopted<br>2013 | Adopted<br>2014 | Adopted<br>2015 | Proposed 2016 |
|--------------------------------|-----------------|--------------|-----------------|-----------------|-----------------|---------------|
| General Fund                   | \$974,195       |              |                 | \$775,000       | \$775,000       |               |
| Library Spec Rev (fees/fines)  | \$217,100       | \$262,100    | \$260,000       | \$260,000       | \$260,000       | \$260,000     |
| Friends                        | \$140,000       | \$140,554    | \$140,554       | \$140,196       | \$140,196       | \$140,196     |
| MELSA                          | \$130,053       | \$130,053    | \$130,053       | \$130,053       | \$130,053       | \$130,053     |
| One-time funds/various sources | \$155,000       | \$200,000    | \$257,200       | \$750,000       | \$300,000       |               |
| Total Budget                   | \$1,616,348     | \$1,411,902  | \$1,509,802     | \$2,055,249     | \$1,605,249     | \$1,305,249   |

