

# Library Board Meeting Agenda

## January 7, 2021

Meeting held electronically via Zoom. Phone Number: 1-253-215-8782. Meeting ID 881 6627 0383. Comments can also be submitted ahead of time by emailing [libraryboard@highlandcity.org](mailto:libraryboard@highlandcity.org).

### Legal Declaration:

I, Roger Dixon, Highland City Library Board Chair, hereby declare that due to the COVID-19 pandemic, holding a Library Board meeting with a physical anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location due to health concerns with Board members and their family members. Members of the public are invited to participate in the electronic means which are detailed in the Board Meeting agenda. This declaration is dated Tuesday, January 5, 2021.

**7:00 pm-Call to Order:** Roger Dixon, Board Chair

**1. Public Comment**

**2. Consent**

None

**3. Reports**

Feasibility Study Report

**4. Action/Policy Items**

FY 2021 Budget Adjustments.

**5. Discussion Items**

Recent collections incident

Staff wage market study

**6. Future Agenda Items**

FY 2022 budget

**7. Adjournment**



# LIBRARY BOARD AGENDA REPORT ITEM #4

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**DATE:** January 7, 2021  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** FY 2021 Budget Adjustments

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**PURPOSE:**

Review the adjustments to the Library 2021 FY budget.

**BACKGROUND:**

Each year, the Library has to make official adjustments to its original budget to account for unexpected variance in expenditures and revenues that have occurred in the first six months of the year. Most years these adjustments are relatively minor. This year they are a little more substantial because the Library had a large amount of funds carry over from the previous year that we have subsequently used to meet library needs.

I have highlighted the accounts where there are changes in the attached budget sheet. The major changes are listed below.

Revenue

\$36,734 carryover from last year.

Expenses

Equipment: increase from \$5,000-\$20,000. This is the biggest increase. This will give us enough to cover the new book drop as the current one was failing (\$,6500), the new public access computers and monitors as they were beginning to have frequent technical issues (\$7,376), and some new bookshelves to have a better layout in the Library (\$1,535).

Books/Materials: increase from \$25,000 to \$30,000. This will cover increased e-book purchases. The increase was due to an increased demand during the COVID shut-down as well as a general increasing trend in the use of e-materials.

Programs: increase from \$8,500 to \$10,500. This will pay for our Winter Reading Program. We intend to do a Winter Reading Program to lift children's spirits and promote reading after a difficult school experience during COVID restrictions.

Internal IT expenses: increase from \$2,470 to \$5,000. We have decided to place the public access computers on the regular replacement rotation with the other city staff computers. This requires the Library to pay for a portion of the computers each year to save enough

money to purchase new ones when it is time. This also pays for general IT maintenance on the computers.

There are a few other small changes, as indicated in the attached budget. There is \$12,334 unallocated in the adjusted budget. This is a safety measure in case revenue ends up being lower than expected in the second half of the budget year due to general unrest about the COVID-19 pandemic.

**FISCAL IMPACT:**

The adjusted budget has \$38,993 more in revenue, and \$29,217 more in expenditures. That leaves \$12,334 unallocated.

**STAFF RECOMMENDATION:**

The Library Board approve the budget adjustments as outlined.

**PROPOSED MOTION:**

I propose that the Library Board approve the budget adjustments as outlined.

**ATTACHMENTS:**

1. FY 2021 Budget Adjustments

Proposed Highland City Library  
Budget Revisions FY 2021

		Proposed FY 2021	Budget Revision	
<b>Revenue</b>	22-30-90	Transfer from General I	0	
	22-31-10	Property Taxes	(264,473)	(264,473)
	22-31-11	Delinquent Property Ta	(13,000)	(13,000)
	22-31-12	Motor Vehicle Tax	(22,000)	(22,000)
	22-32-10	Fees & Fines	(10,000)	(10,000)
	22-32-11	Non-Resident Cards	(20,000)	(20,000)
	22-32-12	Proctoring Services	(160)	(160)
	22-32-13	Printing	(350)	(1,000) we have already surpassed the budget #
	22-36-10	Interest Income	(400)	(400)
	22-36-11	Donations	(300)	(300)
	22-36-12	Grants	(4,800)	(6,400) I got a 1600 covid grant
	22-36-13	Surplus		
	22-39-90	PY Carryover Budget	0	(36,743) Library Carryover from last year
			(335,483)	(374,476)
<b>Expenses</b>			<b>FY 2021</b>	
	22-43-11	Salaries/Wages	74,164	74,164
	22-43-12	Overtime	0	
	22-43-13	Employee Benefits	44,578	44,578
	22-43-14	Salaries/Wages Part-Tir	131,106	131,106 approved 2% merit pay increase
	22-43-21	Equipment	5,000	20,000.0 add bookdrop, 6500; Public Access Computers, 6362; Monitors, 1013.74; Bookshelves, 1535.36;
	22-43-22	Library Board Expenses	1,000	1,000
	22-43-23	Books & Materials	25,000	30,000 increased e-book purchases
	22-43-25	Mileage Reimbursemer	300	300
	22-43-26	Insurance & Bonds	0	0
	22-43-27	Postage	250	250
	22-43-28	IT Software	16,000	17,700 1700 to purchase Office for Public Access Computers
	22-43-29	Printing	700	1,500 To make up for oversite last year
	22-43-30	Programming	8,500	10,500 to support a Winter Reading Program
	22-43-31	Phone Reimbursement	1,800	1,800
	22-43-32	Uniforms/Emp. Misc.	1,500	1,500
	22-43-33	Continuing Education	3,000	1,000 Not traveling to any conferences
	22-43-35	Office Supplies	6,000	6,000
	22-43-50	Grant Expenditures	4,800	6,400 1600 Covid Grant
	22-43-61	Indirect Overhead	5,955	8,000 additional phone for Kim to avoid sharing phone.
	22-43-62	Insurance Expense	802	1,344
	22-43-75	Internal Service IT Expe	2,470	5,000 Added Public Access Computers to IT rotation
			332,925	362,142
			difference revenue vs expenses	
				(12,334)