

Library Board Meeting Agenda

Thursday, April 23 at 7:00 PM

Meeting held electronically via Zoom

Individuals can participate in the meeting either visually at <https://us02web.zoom.us/j/87899168119> or by calling (1 301 715 8592) and entering the Meeting ID: 878 9916 8119. Comments can also be submitted ahead of time by emailing LibraryBoard@highlandcity.org.

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

- 1. Public Comment**

- 2. Consent**
Approve minutes

- 3. Reports**
Director's Report
Covid-19 Report
Community Assessment Reports

- 4. Action/Policy Items**
Approve FY2021 Budget

- 5. Discussion Items**
Open Library Board Seats
Updating the Strategic Plan

- 6. Future Agenda Items**

- 7. Adjournment**



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4

DATE: April 23, 2020
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Action - Approval of the FY 2021 Library Budget

PURPOSE:

The Library Board will consider approval of the Library's FY2021 budget. The Board will take appropriate action.

BACKGROUND:

The COVID-19 epidemic has changed the financial makeup of the nation and our community. The Library's revenue comes primarily through property tax, which will likely not be as affected by the economic as much as sales tax will, but we are still expecting that the Library's revenue will not increase in the coming year, and may decrease. This budget, therefore, is conservative. If the economy does better in the first half of the FY than we fear it may, we will make midyear adjustments to utilize any extra funds.

The main changes in this budget compared to the FY2020 budget are:

Revenue

- The property tax is not projected to increase, but will be about the same as last year.
- A \$5,000 decrease in revenue from fees and fines because we increased the checkout period for DVD's and won't be charging any overdue fines while the Library is closed.
- A \$4,000 increase of non-resident fees. Last year we underestimated the amount that would come in through non-resident fees, so this year we are raising our estimate.

Expenses

- \$10,800 decrease in full time wages and \$3,670 decrease in benefits because we will be paying a smaller percent of Erin's wages out of the Library fund.
- The part-time salaries will stay flat. Due to the budget uncertainties no employees throughout the City, including full-time are budgeted to receive any merit increase this year.
- \$8,000 decrease in equipment. This account was large this year in anticipation of

adding the self-checkout stands if the grant didn't come through. The \$5000 in the budget for FY2021 is about what we spent for equipment this year not including the self-checkout stands. It is not enough to replace the book drop. I will try to repair the book drop as well as I can for now. If we have extra at mid-year, or if the Foundation would like to consider covering the difference, we can revisit the plan to replace it.

- \$4,000 decrease in IT Software. I had anticipated an increase in the cost our service from SirsiDynix because of the self-checkout stand software. That increase was less than I had estimated. We are also planning on discontinuing purchasing access to "Universal Class" because it has not been used very much.
- \$9,000 decrease in office supplies. We had increased that budget to pay for RFID tags this year. We purchased enough this year that they will likely last through next year as well. After that they will cost about \$600 a year.
- \$10,200 decrease in grant expenditures. This number was also higher in 2020 because of the LSTA grant I anticipated getting. This year I am not planning on applying for as much grant funding, but if I find a good grant opportunity that number may increase.

FISCAL IMPACT:

The expected revenues for the FY2021 appear to be about \$49,000 less than last year, but are actually about the same when you take in account that last year we had a \$38,000 carryover that was mostly spent on one-time purchases. Likewise, the anticipated expenditures are about \$50,000 less than last year because we are not planning any major purchases, and have been able to economize in some areas, but the change will not affect the day to day function of the Library significantly.

RECOMMENDATION:

Staff recommends that the Library Board approve Library's FY2021 budget as presented.

PROPOSED MOTION:

The Library Board approve the proposed FY2021 Budget.

ATTACHMENTS:

1. Proposed FY2021 Library Budget

Highland City Library
Proposed FY2021

			FY 2020	Proposed
			budget	FY 2021
Revenue	22-30-90	Transfer from General Fund	0	0
	22-31-10	Property Taxes	(264,473)	(264,473)
	22-31-11	Delinquent Property Taxes	(13,110)	(13,000)
	22-31-12	Motor Vehicle Tax	(21,828)	(22,000)
	22-32-10	Fees & Fines	(15,000)	(10,000)
	22-32-11	Non-Resident Cards	(16,000)	(20,000)
	22-32-12	Proctoring Services	(160)	(160)
	22-32-13	Printing	(350)	(350)
	22-36-10	Interest Income	(400)	(400)
	22-36-11	Donations	(300)	(300)
	22-36-12	Grants	(15,000)	(4,800)
	22-36-13	Surplus	0	
	22-39-90	PY Carryover Budget	(38,000)	0
			(384,621)	(335,483)

			FY 2020	
			budget	FY 2021
Expenses	22-43-11	Salaries/Wages	84,973	74,164
	22-43-12	Overtime	0	0
	22-43-13	Employee Benefits	48,248	44,578
	22-43-14	Salaries/Wages Part-Time	131,013	131,106
	22-43-21	Equipment	13,000	5,000
	22-43-22	Library Board Expenses	1,500	1,000
	22-43-23	Books & Materials	25,000	25,000
	22-43-25	Mileage Reimbursement	200	300
	22-43-26	Insurance & Bonds	0	0
	22-43-27	Postage	250	250
	22-43-28	IT Software	20,000	16,000
	22-43-29	Printing	250	700
	22-43-30	Programming	8,600	8,500
	22-43-31	Phone Reimbursement	1,800	1,800
	22-43-32	Uniforms/Emp. Misc.	2,500	1,500
	22-43-33	Continuing Education	3,500	3,000
	22-43-35	Office Supplies	15,000	6,000
	22-43-50	Grant Expenditures	15,000	4,800
	22-43-61	Indirect Overhead	8,838	5,955
	22-43-62	Insurance Expense	1,175	802
	22-43-75	Internal Service IT Expense	2,530	2,470
			383,377	332,925