Gladstone Public Library Board Meeting Agenda

May 5, 2020

6:30 pm

Virtual Zoom meeting

Topic	Time	Information Discussion Decision	Lead
Library Board Meeting Call to Order	6:30 pm		Gary
Approval of March Meeting Minutes	6:30 pm	Decision	Gary
Reports: a) Director's Report b) City Council c) Library Foundation d) LDAC Report e) Gladstone Library Task Force f) Concord Property and Library Planning Task Force	6:35 pm	 Information Information Information Information Information Information	 Mitzi Neal Natalie Nancy Gary
Sharing Session	If time	Information	Everyone
Adjourn	8:00 pm		Gary
Next Meeting: June 2, 2020			

Clackamas County

Business & Community Services Department

Gladstone - County Library Fund Fiscal Year 2020-2021 Budget

Fiscal Year 2020/2021 Proposed Budget 212-7635		212-7635					Updated - lg 1/21/20
Code	Description	Actual 2018/2019	Budget Fiscal Year 2019/2020	Actual 11/30/18 2019/2020	Projected Year End 2019/2020	Proposed Fiscal Year 2020/2021	Notes
	REVENUE						
302001	Fund Bal at end of Prior Year	$ -	$ (51,421)	$ -	$ (25,384)	$ (258,045)	
302001	Fund Bal at end of Prior Year	-	-	-	-	-	Library Capital 19-20.
		-	(51,421)	-	(25,384)	(258,045)	
	Grant Revenue						
332242	State Aid Library	-	2,944	-	3,049	3,049	
333205	Library District Revenue	-	-	-	-	665,233	Library Reserve - Capital only
333205	Library District Revenue	-	811,826	-	454,643	810,439	20/21 Tracy will update district revenue. MO 1/28/20, FY 20/21 $810,439 & Prior year $684,073.
	Total - Grant Revenue	-	814,770	-	457,692	1,478,721	
	Charges for Services						
341510	Copies of Documents	-	1,000	-	800	800	
	Total - Charges for Services	-	1,000	-	800	800	
	Fines						
351300	Library Fines	-	9,000	-	4,000	4,000	FY 20/21 I underestimated this figure as the majority of their fine revenue is currently going via propay to the City. The figure should increase when we are able to process credit cards. MO 1/28/20
	Total - Fines	-	9,000	-	4,000	4,000	
	Misc Revenue						
341680	Other Internal County Services	-	-	-	-	250,000	
361000	Interest Earned	-	-	-	-	-	
367000	Contributions & Donations	-	5,200	-	3,200	3,200	FY 20/21 Foundation reduced their contribution for this year to $3K. We need to change projected to $3,200, as well. MO 1/28/20
369900	Other Reimbursements (City of Gladstone)	63,832	200,000	24,164	171,484	200,000	
	Total - Misc Revenue	63,832	205,200	24,164	174,684	453,200	
	Total Revenue	63,832	978,549	24,164	611,792	1,678,676	
	EXPENDITURES						
	Personnel Services						
411100	Regular Full Time Employees	56,176	270,477	-	207,696	282,276	
413000	Temporary Workers	-	98,308	-	60,951	104,630	FY 20/21 I will provide seasional spreadsheet to Tracy to update numbers. MO 1/28/20
414050	Vacation Sell-Back	-	2,252	-	2,252	4,125	
415000	Fringe Benefits	21,745	274,703	-	180,316	243,038	
415030	Unemployment	-	-	-	-	1,000	
	Total - Personnel Services	77,921	645,740	-	451,215	646,038	
	Materials & Services						
421100	Office Supplies	471	5,500	-	3,000	3,600	
421110	Postage	-	200	-	200	100	
421112	Home Bound	-	1,500	-	-	-	
421120	Book Processing Supplies	-	1,000	-	1,000	1,500	
422910	Miscellaneous Meeting Expense	211		12	100	300	
425310	Small Software Purchases	165	-	-	1,500	3,905	FY 20/21 TS3 ($1,240), Schedule3W ($265), Microsoft office ($1,800 for 9 computers), TSE and Schedule3W shared expense with CO. MO 1/28/20
425320	Small Hardware Purchases	523	4,000	-	2,385	15,400	FY 20/21 6 public internet computers, 3 circulation computers ($9,900), 5 monitors ($1,000), and coin operator CBA ($2,500).

431000	Professional Services	-	-	-	-	-	
431050	Library Expense - State Aid	-	2,944	-	3,049	3,049	
431420	Legal Fees	-	1,000	-	-	-	
431900	Contracted Services	-	-	-	-	-	Do we need to add anything for janitorial? MO 1/28/20
431918	Internal County Cont. Services	-	84,988	-	84,988	84,468	FY 20/21 Tracy will provide BCS allocation figure $34,255. I added $3,100 for LINCC (AMH maintenance, propay, City fiber, receipt paper), PM Position $47,133. Tracy, does the $47k represent just 1/4 of PM expense?
432100	Telephone	3	700	-	700	3,000	FY 20/21 I have increased this figure to allow for County installation and service. MO 1/28/20
433100	Travel & Per Diem (NO MILEAGE)	-	500	-	500	250	
433110	Mileage Reimbursement	71	1,000	-	1,000	1,000	
434100	Printing & Duplicating Service	-	9,500	-	6,000	4,000	FY 20/21 We plan to add two new machines, but the County price is heavily discounted compared to City of GL prices. MO 1/28/20
435180	Casualty Insurance	-	-	-	-	598	Allocated
437260	Office Furn & Equip Non-Capital	7	-	-	-	-	
438110	Office Rental	-	25,000	-	-	-	
439200	Training & Staff Dev.	2,121	3,000	399	1,700	2,166	FY 20/21 Staff training with facilitator ($1,172), LINCC training ($400), Class ($370), Library Journal, etc. ($224)
439420	Book Purchases	-	117,500	-	90,000	115,000	
450005	Miscellaneous Program Expense	-	12,000	-	10,000	12,000	20/21 In the donation line, the Foundation will reimburse $3k for summer reading programming. MO 1/28/20
	Total - Materials & Services	**3,572**	**270,332**	**411**	**206,122**	**249,156**	
	Capital Expenditures						
481160	Planning	7,723	25,000	5,964	50,000	100,000	20/21 Tracy will provide numbers for Opsis, and City Hall site costs. MO 1/28/20
481180	Design	-	-	-	162,500	595,000	
	Total Capital Expenditures	**7,723**	**25,000**	**5,964**	**212,500**	**695,000**	
	Total Operating Expenditures	**61,493**	**916,072**	**411**	**657,337**	**895,194**	
499001	Contingency	-	37,477	-	-	88,482	Contingency 10%
	Total Expenses *(Not Including Contingency)*	**89,216**	**941,072**	**6,375**	**[illegible]**	**1,590,194**	
	Ending Fund Balance	**(25,384)**	**-**	**17,789**	**(258,045)**	**-**	
	Total Expenses *(Including Contingency)*	**$ 89,216**	**$ 978,549**	**$ 6,375**	**$ [illegible]**	**$ 1,678,676**	