

Special Meeting

April 7, 2020

Library Board of Trustees

Mountain Home Public Library

790 North 10th East – Mountain Home, ID

Chairperson: Bonnie Sharp

Vice Chair: James Green

Secretary/Treas: Mary Ellen Hale

Clerk for the Board: William Lamb

Board Members Present: Trustees Mary Ellen Hale (via phone), James Green, Rich Sykes, Brad Fesperman

Excused: Bonnie Sharp, Trustee; Matt Bundy, Council Liaison

Others Present: William Lamb, Library Director; Paula Szafranski, City Treasurer

Roll Call – Vice-Chair Green called the meeting to order at 5:00 p.m. and a quorum was established.

Old Business –

A. **Action Item:** Discussion/Decision on FY20/21 Library Budget Request

Trustees and Director Lamb went through the proposed budget to determine where expenditures could be balanced to meet projected revenue. The proposed budget request included:

Salaries – Library	\$308,238.83
Fringe – City Portion	\$127,493.10
Postage	\$2,300.00
Telephone/Internet	\$9,800.00
Utilities	\$11,000.00
Repairs & Maintenance – Equipment	\$6,000.00
Equipment Lease	\$15,750.00
Copy Overages	\$1,000.00
Repairs & Maintenance – Buildings & Grounds	\$12,500.00
Repairs & Maintenance – Janitor	\$6,900.00
Professional Fees	\$1,250.00
Computer Maintenance/Software	\$1,500.00

Annual Support Contracts	\$4,000.00
Supplies	\$4,000.00
Uniforms/Safety Clothing Items	\$1,200.00
Meetings, Schools & Dues	\$3,000.00
Consortium Dues	\$7,600.00
Programming	\$6,000.00
Books, Magazines, AV, Software	\$47,500.00
Book Processing Supplies	\$6,000.00
Miscellaneous	\$500.00
Coffee Bar Expenses	\$5,000.00
Authnet Gateway Fees	\$900.00
Contributions – Private	\$500.00
Grants	\$5,000.00
Grant Match	\$500.00
Equipment Inventory over \$500	\$0
Equipment Inventory - \$500 to \$5000	\$0
TOTAL BUDGET REQUEST	\$595,431.93

Trustees reviewed projective revenue for FY20/21 which showed projective revenue would not meet the proposed request. Proposed revenue included:

Property Taxes	\$523,060.78
Interest & Penalty	\$2,500.00
Misc. Grant	\$5,000.00
Card Fee	\$3,750.00
Fines	\$2,000.00
Misc.	\$10,750.00

Interest	\$500.00
Coffee Shop	\$7,750.00
Refunds & Reimbursements	\$500.00
State Broadband Reimbursement	\$8,820.00
Contributions	\$500.00
Cash-Carry Over	\$8,790.00
TOTAL PROJECTED REVENUE	\$573,920.78

With there being a difference of \$21,511.15 Trustees and Director Lamb looked to find areas in the budget that could be scaled back to get to the projected revenue. Trustee Fesperman asked Director Lamb to give background on some of the operational expenditure lines and to help determine what lines could not be touched. Director Lamb noted there were a lot of lines that were tied to contracts, monthly expenses and consortium expenses/dues.

Trustees and Lamb were able to determine there could be reasonable reductions in the following operational expenditure lines:

- Repairs & Maintenance – Buildings & Grounds (Library has existing operational/facility levy fund that could cover projects)
- Supplies
- Meetings, Schools & Dues
- Miscellaneous
- Books, Magazines, AV, Software

Even with those reductions, the expenditure request was still projected to be over the projected revenue available. As reductions to other budget lines would result in a reduce of services, which Lamb advised he did not want to see, he proposed that the Library not fill an upcoming part-time staff position which would save right around \$13,300.00. He continued that while the Library just got the funding in the current fiscal year to implement that position, he felt better with not filling that position going forward vs jeopardizing services the community has come to enjoy.

Additionally, Lamb advised he would bring forward a request at a future meeting to modify library operational hours to fix the staffing levels that this position helped to resolve. Plus the second part-time position will be opening in late August and will not be filled until October 1 which will provide additional cash-carry over to meet the projected revenue.

After a complete analysis of the budget, Trustee Green made a motion to adopt the budget as listed below. Seconded by Trustee Fesperman. Motion carried.

Salaries – Library	\$294,938.83
Fringe – City Portion	\$127,493.10
Postage	\$2,300.00
Telephone/Internet	\$9,800.00
Utilities	\$11,000.00
Repairs & Maintenance – Equipment	\$6,000.00
Equipment Lease	\$15,750.00
Copy Overages	\$1,000.00
Repairs & Maintenance – Buildings & Grounds	\$10,000.00
Repairs & Maintenance – Janitor	\$6,900.00
Professional Fees	\$1,250.00
Computer Maintenance/Software	\$1,500.00
Annual Support Contracts	\$4,000.00
Supplies	\$3,250.00
Uniforms/Safety Clothing Items	\$1,200.00
Meetings, Schools & Dues	\$1,500.00
Consortium Dues	\$7,600.00
Programming	\$6,000.00
Books, Magazines, AV, Software	\$45,500.00
Book Processing Supplies	\$6,000.00

Miscellaneous	\$150.00
Coffee Bar Expenses	\$5,000.00
Authnet Gateway Fees	\$900.00
Contributions – Private	\$500.00
Grants	\$5,000.00
Grant Match	\$0
Equipment Inventory over \$500	\$0
Equipment Inventory - \$500 to \$5000	\$0
TOTAL BUDGET REQUEST	\$574,531.93

Note: There is a listed difference of -\$611.15 between the proposed budget and the proposed revenue. Due to the COVID-19 pandemic and staffing changes over the summer, the library’s anticipated cash-carry over will be higher than projected and will cover the difference.

Adjourn –

With no further business to come before the Board, Trustee Sykes moved the meeting be adjourned at 6:05 p.m. Seconded by Trustee Fesperman. Motion carried.

William Lamb, Library Director
and Clerk of the Board

James Green, Library Board Vice-Chair