

Library Board Special Meeting

March 25, 2021

Attendees: Charlotte Brennand, James Britsch, Steve Derrick, Jenny Lyman, Von Mendenhall, Kate Petersen, Lyndsay Peterson (Friends), Lynette Taylor, Linda Young

Purpose: Review and approve 2021 – 2022 Preliminary Budget

James Britsch reviewed the Library's proposed budget of \$592,100 with the Board. Throughout the discussion, he referenced two documents: the budget in the North Logan City budget format and an additional document prepared by Linda Young, treasurer, that showed a comparison between the proposed budget and prior years' actuals. The following items were discussed.

Taxes. The City Manager anticipates the funds from taxes will be the same as the 2020-2021 year.

Fines. Fines may be a little lower in the coming year due to the continuing pandemic. One of the primary goals of the library in the coming year will be to get people back to the library.

Thorne Endowment. The monies from the Thorne Endowment are expected to be the same as the past year. The Thorne Endowment money is paid directly to the city to supplement the Library budget. The \$30,000 portion of the Endowment is to pay for one time specific projects. The Friends of the Library receive an additional \$30,000 to be used for Library projects at their discretion.

Wages. There are currently two full time staff. This year's plan is to hire one additional full time staff. Benefits are based on a formula used by the City office. A 3% cost of living increase is anticipated this year, but may not be fully covered by the budgeted wages.

Staff training. Due to the pandemic, only \$1,000 is budgeted for training. Much training is now done over the internet, making travel unnecessary.

Phone/internet. The City switched phone/internet services to Alltech based on a grand promise to see cost savings. The savings have been limited, but the service is much more stable and seamless.

Professional services. The City wanted a more robust firewall established to protect internet services. The improved service was added last year and will continue this year. The cost for the past year was \$1300 a month.

Collections. Money allocated to collections has been reduced due to budget tightening. This budget line item is the most important, but also the most flexible.

Special projects. This budget item is for special events and programs. As the budget shrinks, this line item is also flexible.

Capital reserve. The budget includes \$20,000 set aside from tax revenue towards a future library. This line item was an agreement between Mayor Cann and the Thorne Endowment committee. Lindsay Peterson clarified the reasoning behind the Thorne Endowment's committee request. The dedicated

property tax was used over the years to pay back the Library bond. As a result, the Thorne committee felt it was reasonable to set aside tax revenue towards the new library.

Steve Derrick moved to accept the budget as presented. Von Mendenhall seconded. Budget was approved as presented.

James Britsch will present the budget to the City Council on March 31 at 6:30. He encouraged Lynette Taylor, Chairperson, and Linda Young, Treasurer, to attend and any other Board members who were interested.

Charlotte moved to adjourn with Steve seconded.