

Date: July 2, 2014

To: Board of Trustees

From: Celeste Choate

Re: Finance

Related attachments include: Proposed revised FY 2014-2015 budget (action)

Here is the proposed revised L05 General Funds budget that will, we believe, better serve our patrons. The Budget Summary and Detail Trial show information about all of the Library's funds. Highlights of the attached proposed revised L05 budget include:

- In the last budget revision, I accidentally removed \$18,262 from the Circ Clerk, sal pt (PG-23) budget line. This was an error which has been rectified by adding those funds back in and removing them from Circ Clerk, hr sch (PG-23H) instead.
- The materials budget remains untouched. Funds removed from the L05 General Funds budget will be replaced by using L10 endowment funds and Friends Book Sale funds. These will purchase print and downloadable books.
- We added to Building, Capital Expense to prepare for potential building expenses. If funds remain at the end of the year, we will work with the City to determine how to set this up as a fund that grows over the years to help cover expensive building repairs.
- Funds have been added to Building maint committed to cover exterior TUFL grounds work not covered by the City.
- The IT Manager, sal ft (PG-39) and Health/life insurance funds have been increased to fund the IT Manager position for the full year 12 months.
- Funds were removed from Information technology, hr fund, leaving enough for current IT hourly time and transition time.
- Three hourly Circulation Shelver positions will be opening before fall 2014 and will remain unfilled. Additional shelving hours will be pulled back as we will no longer budget specific time for shelf-reading outside of the shelving process. With these two changes, approximately 54 hours of shelving week will be saved for an approximate savings of \$25,850 during the fiscal year.

I appreciate the teamwork that went into the preparation of this proposed revision and appreciate your consideration of it.