

Date: January 10, 2020, updated January 14, 2020

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Requested Budget amendment for Board Meeting of January 14, 2020

FY20 Budget amendment requests recommended by staff. These requests do not change TUFL's overall budget.

- Transfer \$450 from 80280805 52201 Building Repair and Maintenance to 80280801 51410 Small Tools and Equipment for new chairs for the second floor Reference Desk.
- Transfer \$5,000 from 80280803 50110 CCHA Salary – Regular Employees to 80280800 52320 Administration Travel, Education and Training to fulfill staff request for standardized customer service training. ZingTrain customer service training has been valuable at other libraries and we are fortunate that they are available to present at our February 20, 2020, Staff Day.
- Transfer \$300 from 52909 ADV/MKTING/PUBLIC EDUCATION to 52199 OTHER PROFESSIONAL SERVICES to cover the News-Gazette hosting the Library's website for the last 6 months of FY20.