



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Janet Anderson, Library Director

DATE: February 17, 2020

SUBJECT: LIB034 END OF YEAR PURCHASE

I. RECOMMENDED ACTION

It is recommended the Council:

1. Approve transferring \$292.58 from the Library's cash reserves to LIB034 to pay for books and DVDs purchased to add to the circulating collection.

II. DEPARTMENT CONTACT PERSON

Janet Anderson, Library Director 852-1045

III. DESCRIPTION

A. Background

Purchases of books and DVDs were made in December 2019 which exceeded the amount budgeted in LIB034. However, the Library has more than enough in its cash reserve to cover this amount and is requesting that \$292.58 be moved from its cash reserve to LIB034.

IV. IMPACT:

A. Fiscal Impact:

Funds are available in the Library's cash reserve to cover the excess spent for LIB034.

Project Costs

Transfer from Library cash reserves	\$292.58
To LIB034	\$292.58

V. TIME CONSTRAINTS

Approval of this transfer will allow the Library to close out the 2019 budget year.