

MEETING DATE: February 28, 2021

TO: Library Board of Trustees

FROM: Judy Booth, Library Director

SUBJECT: PAY LIBRARY INVOICES THROUGH CITY CHECK RUN

SUMMARY

Although most of the Library's checks are paid through the City check run, some have been paid through the Library's Check run. Staff recommends paying all the Library's checks through the City Check Run in order to accommodate the loss of staff in Technical Services as well as to streamline work and save staff time for the Administrative Services Department.

RECOMMENDATION

Approve moving all library check paying to the Administrative Services Department and continue to include a report of library checks paid each month as a Consent Item (as before) in the monthly library board agenda.

FISCAL IMPACT

This change will free valuable staff time for both the Library and the Administrative Services Department during these financially challenging times while still giving the Board and the public access to library invoice paying data.

DISCUSSION

The library has processed many of its checks through its own library check run for many years although some checks had been processed through the City check run. With the loss of the staff member administering the paying of library bills in December we asked the Administrative Services Department to pay our checks because of this absence as well as the concern of how late the payments would be due to the short work month of December 2020 and that the board meeting for check approval was not until the 28th of January.

In consulting with the Administrative Services Department, we understand that running all checks through the City check run would save them staff time as well. In this time of City revenue shortfalls and staff vacancies, we believe this change is warranted. The board does approve and recommend the library budget to City Council which is direction to staff regarding payment of library invoices. To allow for oversight by the board library staff will create a spreadsheet to be added as a Consent Item to the monthly agenda, like the former computer-generated report.

Attachment:

- Library Summary for AP 01-28-2021