STATE OF TEXAS
COUNTIES OF POTTER & RANDALL
CITY OF AMARILLO

MINUTES

On July 13, 2020, the HLC Council met at 9:30 a.m. via Zoom for a Regular Meeting.

The following Members were present:

Amanda Barrera	Chair
Laura Storrs	Member
Mindy Weathersbee	Proxy
Valarie Olson	Member

Also in attendance:

Troyce Wilson	Harrington Library Consortium
Heather Bailey	Harrington Library Consortium

ITEM 1: Call to Order. Amanda established a quorum and called the regularly scheduled meeting of HLC Council to order at 9:36 a.m.

ITEM 2: Approval of minutes. Motion to accept the June 8, 2020 minutes was made by Valarie, seconded by Laura, and unanimously carried.

ITEM 3: Discussion and consideration of the 2021 proposed budget– Laura presented the proposed 2021 budget (document attached). Troyce pointed out that the Plant Fund Proposed Budget amount $169,952 listed should be changed. Laura will change the spreadsheet to reflect the revised amount. Laura will send the proposed budget to the Finance Committee for final review, and plan to make a recommendation to the Council at the next scheduled meeting. There was no action taken on this item.

ITEM 4: Discussion and consideration of non-profit rates for meeting room rentals – Troyce presented the current HLC meeting room rental policy. The non-profit meeting room rate is $40 a day, and $25 an hour. Troyce recommended that the Council change the rate to $75 a day, and $25 an hour. A motion to change the HLC Meeting Room non-profit rental rate to $75 a day and $25 an hour was made by Laura, seconded by Mindy, and unanimously carried.

ITEM 5: Discussion and consideration of the use of a Zoom connector in collaboration with the City of Amarillo- The City is deciding whether to collaborate with HLC and split the cost of a Zoom connector for the Polycom. HLC has a Polycom tv unit, camera, and speakers. Using the Polycom with a Zoom connector would make meetings and trainings a more interactive experience, as the Polycom allows the remote participants to see and hear all meeting attendees. This item will be tabled until HLC has a response from the City.

ITEM 6: Presentation discussion, and consideration by the Harrington Library Consortium staff on current departmental issues and activities- Troyce reported that Canadian ISD is interested in joining HLC. Troyce understands that there are three schools involved. Unger Memorial Library, Plainview is still planning on joining also. Troyce reported that she will investigate upgrading SiteGround, HLC's web hosting site due to corruption issues. Also, HLC has been hosting two trainings a week. Troyce has recorded some of the trainings and offered them as a refresher for libraries.

ITEM 7: Presentation and discussion from the Harrington Users Group Representative- There was nothing to discuss.

ITEM 8: Discuss Time for Next Meeting and Possible Agenda Items. The next Council meeting will tentatively be scheduled on August 10, 2020. HLC will contact Laura as to the Finance Committee's progress on the proposed budget, and the Council will meet if the proposed budget recommendation is ready for approval.

Add the following items to the next agenda:

- Discuss 2021 proposed budget

ITEM 9: Public Forum. There was not anyone from the public in attendance.

Amanda Barrera, Chair

ATTEST:

Heather Bailey

HARRINGTON LIBRARY CONSORTIUM
ESTIMATED RECEIPTS, EXPENDITURES & AVAILABLE CASH

	Operating			Plant Fund		
	2019/20		2020/21	2019/20		2020/21
	Original Budget	Revised Estimate	Proposed Budget	Original Budget	Revised Estimate	Proposed Budget
Available Funds						
Beginning of Year	379,722	383,264	344,098	176,327	176,380	169,952
Add: Budgeted Revenue						
Operating Income	415,581	401,715	410,097	3,552	1,741	1,741
Making Available	795,303	784,979	754,195	179,879	178,121	171,693
Deduct Expenditures:						
Operating, less depreciation	433,825	440,881	460,586	-	-	-
Total Expenditures	433,825	440,881	460,586	-	-	-
Available Funds End of Year	361,478	344,098	293,609	179,879	178,121	171,693
CAPITAL RESERVE		-	-		(100,000)	(100,000)
SOFTWARE REPLACEMENT RESERVE		(150,000)	(150,000)		-	-
OPERATING RESERVE 3 MONTHS		(110,220)	(115,147)		-	-
Surplus		83,878	28,463		78,121	71,693

City of Amarillo

9520 - Harrington Library Consortium

Description	Actual 2017	Actual 2018	Budget 2019	RevEst 2019	Dept Req 2020
33775 HLC Port Fees	363,300	378,860	385,938	386,029	385,321
33700 Culture and Recreation	**363,300**	**378,860**	**385,938**	**386,029**	**385,321**
37110 Interest Income	6,409	9,420	9,243	4,376	4,376
37109 Interest Earnings	**6,409**	**9,420**	**9,243**	**4,376**	**4,376**
37410 Miscellaneous Revenue	18,116	13,080	20,400	11,310	20,400
37400 Miscellaneous Revenue	**18,116**	**13,080**	**20,400**	**11,310**	**20,400**
TREVENUE Total Revenues	**387,825**	**401,361**	**415,581**	**401,715**	**410,097**
41100 Salaries and Wages	78,991	75,438	78,704	83,434	91,578
41500 PFP	0	0	2,500	0	2,500
41820T Health Insurance	11,825	9,938	10,603	16,108	20,029
41900 Life	22	18	18	28	35
42010 Social Security - Medicare	1,108	1,067	1,141	1,199	1,328
42020 Social Security - OASDI	4,045	3,653	4,880	4,820	5,678
42110 TMRS	9,673	9,233	9,603	10,182	11,257
42115 OPEB Funding	1,648	1,477	1,912	1,907	2,225
42300 State Unemployment	107	102	53	113	102
42400 Workers Compensation	56	53	63	62	71
42560 Change in Sick and Annua	-4,096	-1,962	0	0	0
41000 Personal Services	**103,379**	**99,017**	**109,479**	**117,853**	**134,804**
51110 Office Expense	3,199	3,194	3,000	3,774	3,000
51950 Minor Office Equipment	305	170	1,000	1,132	500
51000 Supplies	**3,504**	**3,364**	**4,000**	**4,907**	**3,500**
61100 Communications Billing	375	381	500	371	500
61200 Postage	48	126	300	120	300
61400 Dues	500	500	500	500	500
62000 Professional	33,689	36,760	46,142	47,012	47,526
69300 Leased Computer Software	233,817	242,799	238,800	238,500	238,800
60000 Contractual Services	**268,429**	**280,566**	**286,242**	**286,503**	**287,626**
71100 Insurance and Bonds	2,100	2,100	2,100	2,100	2,100
75100 Travel	899	141	2,500	731	2,500
75200 Mileage	950	827	1,250	730	1,250
75300 Meals and Local	18	0	200	0	200
77450T Admin Other	5,494	6,000	6,162	6,166	6,276
77610 Information Technology - City	21,463	21,463	21,892	21,892	22,330
70000 Other Charges	**30,924**	**30,531**	**34,104**	**31,619**	**34,656**
TEXPENSES Total Expenses	**406,236**	**413,479**	**433,825**	**440,881**	**460,586**

9530 - HLC Plant Fund

Description	Actual 2017	Actual 2018	Budget 2019	RevEst 2019	Dept Req 2020
37110 Interest Income	2,404	3,604	3,552	1,741	1,741
37109 Interest Earnings	**2,404**	**3,604**	**3,552**	**1,741**	**1,741**
37465 NBV Asset Disposal	0	-128	0	0	0
37400 Miscellaneous Revenue	**0**	**-128**	**0**	**0**	**0**
TREVENUE Total Revenues	**2,404**	**3,477**	**3,552**	**1,741**	**1,741**
51950 Minor Office Equipment	4,253	8,169	0	0	0
51000 Supplies	**4,253**	**8,169**	**0**	**0**	**0**
76000 Depreciation	3,304	826	0	0	0
70000 Other Charges	**3,304**	**826**	**0**	**0**	**0**
TEXPENSES Total Expenses	**7,556**	**8,995**	**0**	**0**	**0**