



## PARKS AND RECREATION DEPARTMENT

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### LIBRARY COMMISSION STAFF REPORT

Meeting: May 12, 2021

#### Subject

Update on the Library Commission Budget.

#### Recommended Action

Receive an update on the Library Commission budget.

#### Discussion

The City of Cupertino's fiscal year (FY) begins on the first of July and ends on June 30 the following year. On June 16, 2020 City Council approved a budget of \$31,709 for the Library Commission program (Attachment A) which includes administrative costs, materials, contingencies, and contract services. With staffing costs and contract services removed, the Commission has \$380 remaining in their budget for materials. Below is a breakdown of these costs.

FY 2020-21 Library Commission Budget	
Category	Amount
Administrative Costs (employee compensation, benefits, cost allocation)	\$29,269
Contract Services (Poet Laureate Program)	\$2,000
Contingencies (2.5% of materials and contract services)	\$60
Materials	\$380

#### *Poet Laureate Program*

The Poet Laureate Program budget is housed within the Library Commission budget as contract services. The budget is applied each fiscal year and funds do not roll over automatically if unused. The current balance for the Poet Laureate budget is \$1,559.21, with \$440.79 expensed for the poetry windows project. The next fiscal year will begin on July 1, 2021 and end on June 30, 2022. Some of the budget is typically used to support the Poet Laureate Celebration, which marks the transition between the outgoing and incoming Poet Laureates. It is also important to note that this transition occurs in the middle of the fiscal year, so the program budget would be shared between the outgoing and incoming Poet Laureates. If additional funds are needed for the program, the Poet Laureate can reach out to the Library Foundation or Friends of the Library and follow their process to request funding.

Below is a breakdown of the current Poet Laureate FY 2020-21 budget and an estimated budget for FY 2021-22.

FY 2020-21 Poet Laureate Budget						
<u>Initial Funds</u>						
Date	Amount	Source	Description	Notes		
7/1/2020	\$2,000	City of Cupertino	Annual distribution of funds for Poet Laureate Program	Fiscal Year ends 6/30/21		
<u>Expenses</u>						
Date	Amount	Balance	Funding Source	Description	Status	Notes
August 2020	\$440.79	\$1559.21	City	Printing/ Posters	Paid	Poetry Windows Program

FY 2021-22 Poet Laureate Budget						
<u>Initial Funds</u>						
Date	Amount	Source	Description	Notes		
7/1/2021	\$2,000	City of Cupertino	Annual distribution of funds for Poet Laureate Program	Fiscal Year ends 6/30/22		
<u>Expenses</u>						
Date	Amount	Balance	Funding Source	Description	Status	Notes
January 2022	\$300	\$1,700	City	Poet Laureate Celebration Event	Future Expense	

**Sustainability Impact**

No sustainability impact.

**Fiscal Impact**

No fiscal impact.

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Reviewed by: Joanne Magrini, Director of Parks and Recreation

Approved for Submission by: Joanne Magrini, Director of Parks and Recreation

Attachments:

A – Library Commission Fiscal Year 2020-21 Budget