

Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head John Jackson
Department Library
Budget Category Operating
Date Submitted 10/28/21


Signature

If Personnel Accounts, Approval from Human Resources Director is required.

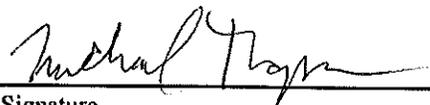
Signature & Date

Reason for Increase:

IMLS American Rescue Plan Grant was awarded to the library for additional hot spots, and an increase in digital platforms with the addition of Hoopla and increasing the books offered through Overdrive.

total match \$17,582 w/ \$9,618.00 cash & \$7,964 in kind labor.

Amounts of Funds Needed	Account Number & Name
<u>\$17,582.00</u>	<u>100-5020-4301 IMLS ARPA Grant Revenue</u>
<u>\$27,200.00</u>	<u>100-5020-6026 IMLS ARPA Grant Expense</u>
_____	_____
_____	_____

Approval by City Administrator  10/21/21
Signature Date

Approval by Council President _____
Signature Date

Finance Department Use Only:

Budget Adjustment Posted: _____
Resolution # _____ Signature _____ Date _____

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN LEGISTAR *****