

DRAFT

**MINUTES
WAUKESHA PUBLIC LIBRARY BOARD
FINANCE COMMITTEE MEETING
Thursday, August 10, 2017 4:00 PM
Library Board Room**

Members Present: Trustee S. Ammerman, C. Lombardi, P. Kasprowicz, and M. Ryan

Members Absent: Trustees K. Guilfooy

Others Present: Interim Director J. Klima, Trustee E. Helgestad, Financial Planning Analyst C. Braun, and Special Projects Coordinator J. Quinlan

The meeting was called to order at 4:00 p.m. by Board President P. Kasprowicz. Newly appointed Trustee Sandra Ammerman was introduced. She provided the Committee with her background and credentials. Her background is in accounting. She has lived in Waukesha for 26 years. She and her family are avid Waukesha Public Library users. She is the Associate Director of ERAs Senior Network, formerly known as Interfaith. She served on the Friends Board for five years and is happy to be back working with the Library.

1. **Approval of the minutes for August 10, 2015. Trustee Lombardi moved to approve the minutes for August 10, 2015 as amended. Trustee Ryan seconded, motion carried unanimously.**

2. **Discussion/recommendation regarding FY2018 operating budget**

Interim Director Klima reviewed the revenue projections for 2018. He explained that general revenues have been changed based on historical data. The Library adjusted fine revenue to more accurately reflect the receipts. Trustee Kasprowicz asked what happens if the Library does not meet the fine estimates. Interim Director Klima replied that the Library would look at the budget to see where the loss could be offset; it is in the best interest of the Library to be as accurate as possible when estimating revenues. He commented that revenue from printouts (computer generated printing, faxing and scans) has increased. He explained that Out of County revenue is based on formulas set by the State. Miscellaneous revenue includes out of county cards and credit agency referrals. Funding from Waukesha County is down \$10,000, but Resource Library funding has remained the same. Café revenue includes reimbursement for the salary and benefits of the CAFÉ System Administrator, a Library employee whose services are contracted out to CAFÉ. The \$50,000 revenue from the School District of Waukesha is reimbursement for the salary portion of the new Children's Librarian School liaison. Per the pending three year contract, the Library would be responsible for the benefit package. This employee would be a City of Waukesha–Library employee who would work 20 hours a week at the Library and spend 20 hours a week in the schools. If it works out, the contract with the School District would be revisited. (Trustee Deatrick arrived at 4:10 p.m.)

Interim Director Klima said that City Departments were directed to be conservative when putting together their 2018 operating budgets. He explained that employees would be getting a 2% increase in pay across the board. He highlighted the following changes from the 2017 operating budget:

5110 Administration

- There is an overall reduction in the Admin budget
- Salaries have increased due to possible negotiations regarding the Library Director position

5111 Technology

- An slight increase includes salary and CAFÉ costs

5120 Building

- An increase in contract costs for the cleaning service and security; these have not increased for years

5130 Circulation Services

- Includes a proposal to merge two 20 hour positions, which would include a benefit package budgeted at the family level
- A decrease in collection agency fees and the furniture budget – these dollars were shifted to the supply line

5140 Children's Services

- An increase of \$10,000 in the materials budget which has remained stagnant for years
- An increase in personnel costs due to the request for the School Librarian liaison; the salary costs to be offset by revenue from the Waukesha School District

5150 Information Services

- A decrease in personnel costs – new hires at entry level salary and one employee dropped health insurance
- An increase in programming dollars

5151 System Services

- No change in the Resource Library contact; this funding may go away with legislative changes

5160 Outreach Services

- No changes

5170 Technical Services

- Includes a request for a 10 hour Page/Shelver position
- Increase in supplies; RFID tags cost more than the traditional security targets

1917 Technology

- No changes; this budget is part of the CIP budget and not operating

5165 Café

- Café costs are reimbursed through the System

There were no changes to the Restricted Funds. Trustee Deatrick questioned how many new FTEs would be added in the 2018 operating budget. Interim Director Klima replied that

the budget includes a 1.25 increase in the full-time equivalents. Trustee Ryan asked what the rental collection was. Financial Analyst Braun replied that it is a self-funded collection of high demand items that people can check out for one dollar. Interim Director Klima said that the total cost of the budget contains a 3.195% increase, which includes the increase in the Children's material budget and the 2% cost of living increase in personnel costs. The budget is due tomorrow and the Library is scheduled to meet with the City Administrator and Finance Director next Thursday to review the Library's 2018 budget request.

Trustee Kasprovicz asked about the concrete work to repair the steps on the west side of the building. Interim Director Klima responded that the work will not be completed this year as it is too late to pour concrete. (Trustees Probst and Sura arrived at 4:35 p.m.) The Library is planning on asking the City to carry over any excess funds in its budget to offset the costs of the repairs. There is \$25,000 in the CIP budget, but the cost to repair the stairs is closer to \$65,000. The Library also has \$20,000 in CIP funds for roof repair this year and the estimate came in under that; any excess funds could be transferred to the stair repair project. Trustee Helgestad asked if the Library would be soliciting bids for the project. Interim Director Klima said that the Engineering Department has taken over the planning of the project. **Trustee Lombardi moved to recommend approval of the Library's 2018 operating budget as presented. Trustee Ryan seconded, motion carried unanimously.**

3. **Adjournment**

absent any objections, the meeting adjourned at 4:40 p.m.

J. Quinlan, Recorder