



City of Waukesha

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Meeting Minutes - Final

Library Finance Committee

Bruce Gay, Executive Director
bgay@waukesha-wi.gov

Thursday, August 9, 2018

4:15 PM

Library Board Room

1. Call to Order

Others Present: Executive Director B. Gay & Financial Planning Analyst C. Braun

Other Committee members present: M. Ryan

Other Committee members absent: K. Guilfoy

The meeting was called to order at 4:15 p.m. by Trustee P. Kasprovicz.

Present 2 - Helgestad, and Ammerman

Absent 1 - Lombardi

2. Approval of meeting Minutes

A. [ID#18-1158](#) Approval of the minutes for August 10, 2017

Trustee M. Ryan moved to approve the minutes for August 10, 2017. Trustee S. Ammerman seconded, motion carried unanimously.

3. New Business

A. [ID#18-1170](#) Discussion/recommendation regarding Library's 2019 operating budget

Executive Director Gay reported we received a letter from City Administrator K. Lahner and Finance Director R. Abbott that informed us there's a 2% wage increase budgeted for employees. We should increase heat, electric and water/sewer all other items unless contractual should be at 0%. He gave these directions to library managers and they submitted their department budgets which are incorporated into the 2019 budget draft we have today. Executive Director Gay reviewed with the committee the 2019 projected revenue page. Fines and printouts are down, Lakeshores remains about the same, the payment from Waukesha County is down by \$5000 which is based on a formula developed years ago. The Finance Committee discussed the history of how the formula was developed and why the revenue is down. He reviewed the budget draft by department. Personnel amounts have not yet been received from Finance but will be incorporated into the budget when received.

5110 Administration

- *Conference & training has an increase. This is a priority of his.*
- *Other professional is down as this was used to pay for strategic planning in 2018. This was carry over funds from 2017.*

5111 Technology

- *There's a \$35,300 increase in other professional but this is just expenses moved from other areas in the budget to properly reflect where they should be budgeted. It includes maintenance on book drop, self checks, security gates and microfilm reader.*

5120 Building

- *There is a request for a ½ time custodian which is not incorporated into the budget yet. It will be added when we receive payroll information from Finance.*
- *In building maintenance roof repairs was moved here from the capital budget and the maintenance of the book drop was moved to IT (1917).*
- *Water billings have gone up.*

5130 Circulation Services

- *The equipment maintenance was just moved to IT (1917).*
- *There's a decrease in office supplies.*

5132 Waukesha Read

- *This is a grant & donation funded account.*

5140 Information Services

- *Material spending is up as items naturally cost more and want to work more with schools on databases.*

5141 Children's Grant

- *This is a grant funded account.*

5150 Information/Adult Services

- *Machinery & Equipment is down as this was moved to IT (1917) for microfilm maintenance*

5151 System

- *This is for the resource library contract and remains the same.*

5160 Outreach

- *No changes.*

5165 CAFE

- *This is 100% reimbursed by Bridges for use of an employee and small reimbursables.*

5170 Technical Services

- *This is the exact same request as 2018. Tech. Services turns a book into a library book.*

5191, 5192, 5193, 5197 (843) Fund

- *This is the endowment fund which includes trusts, gifts, memorial and the rental collection. There is no change.*

1917 Technology CIP

- *There is an increase and they are considering moving this into the operating budget.*

The Finance Committee discussed the revenue and fine revenue will be budgeted at \$97,000, lost & damaged \$12,500 and photocopies \$250.00 and printouts \$16,000.

Trustee Ammerman moved to recommend approval of the Library's 2019 operating budget as presented. Trustee Ryan seconded, motion carried unanimously.

4. Adjournment

Absent any objections, the meeting adjourned at 4:50 p.m.

NOTICE: A majority of Library Board members or Common Council members may be in attendance.

Library Board Members: Please notify the Library Office by 1:00 PM meeting day, if you are unable to attend this meeting.

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Joan Quinlan, 48 hours prior to the meeting at 262-524-3694.