

Attended by: Erica Ewers, Ben Jewell, Daniel Gordon, Linda Lyshol, John Rucker, Kimberly Feltner, Darlene Curtis, Gina Horn.

## 2017 Budget

- **Special Revenue Budget** – Discussion
- **Building Maintenance:** Is it cost effective to hire a single person to clean vs. the current cleaning crew.
  - Paid professional cleaning crew = \$18,000 per year
  - Wages for part-time cleaning person on staff = \$11,000
  - Is the elevator maintenance included? Yes – the cost of the contract and inspection
  - Building maintenance should only include interior, building and grounds (not janitorial)
  - Include Midwest Fire Protection (annual inspection at all branches).
- **Network Maintenance:**
  - Includes online services like Newsbank (\$4,870) and Ancestry (\$1,250)
  - Includes the \$500 stipend for Assistant Manager.
- **Staffing & hours**
  - Employee (Branch) hours were adjusted to reflect actual open hours.
  - Book Budget adjusted, taking out Capital transfer requests.
  - AV & Community promotions numbers changed when taking out Capital transfer requests.
  - Coldwater had asked to use Capital transfer for a part-time clerk, due to staffing shortages. Jewell is not in favor of using Capital transfer. Personnel Committee needs to decide if we can hire extra staff to cover shortages.
  - Quincy is requesting a 2<sup>nd</sup> clerk 2017.
- **Book Budget:**
  - Discussion about using Capital transfer funds to add to the book budget.
- **Board Per Diem**
  - Board members are paid \$25 per meeting for up to 24 meetings a year. Not knowing who will be taking the per diem or who will waive it, we should budget as if they are all collecting for the full 24 meetings, which would total \$4,200.
- **Contracted Services**
  - Should be increased to reflect what we have used this year \$18,051
  - Contracted Services include Woodlands delivery (RIDES) and State Aid
- **Office Supplies / Operating Supplies:** Would like to know what percentage is being used for Office Supplies vs. Operating Supplies.
  - **Office Supplies Definition** – earbuds, flash drives, paper, ink for copiers, envelopes and general office supplies.
  - **Operating Supplies** – everything that is used to make materials ready for the public to check out (tape, laminating supplies, cd & dvd cases etc.)
- **Traveling Expenses:** Includes our twice a week delivery between branches, Director and IT Department; Substitute staffing, training and other approved travels.

- **Maintenance:**
  - Includes Midwest Fire. They do our annual fire extinguisher inspection at all of the branches.
  - AED replacement pads and batteries for \$2,064. Batteries and pads need to be replaced every two years.
  - Elevator maintenance annual maintenance contract \$2,400
- **Office Supplies:** Separated Office Supplies from Operating Supplies.
- **Operating Supplies:** DVD cases, Tattle Tapes, book tape, barcodes and other supplies to get library material ready for the public.
- **Network Maintenance:**
  - Added \$125 for Quickbooks
- **PPT Reimbursement (Personal Property Tax):** Discussed
- **Network Maintenance:** Movie licenses (two companies) are coming from this line. One license is district wide, the other additional license has only been requested by two branches.
- **Community Promotions:** Has been decreased from \$3,000 to \$2,500.

**The Finance Committee has met and is recommending approval of the proposed 2017 Budget for the Branch District Library.**