

City of Sheboygan  
2015-01-22

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Minutes Mead Public Library Finance Committee Meeting Thursday, January 22,  
2015 2: 30 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on  
Thursday, January 22, 2015 in the library Board Room.

Present Committee Members:

Dirk Zylman, presiding; Dolcye Johnson, Maeve Quinn, and Darryl Carlson. Staff  
members present:

Garrett Erickson and Debbie DeAmico.

Other s present:

Jim Amodeo, City of Sheboygan administrator.

Call to Order. Zylman called the meeting to order at 2: 30 p.m.

He determined there was a quorum present.

Approval of the December 18, 2014 Finance Committee minutes.

Quinn moved to approve the Finance Committee minutes for the November 20, 2014  
meeting; Johnson seconded.

The motion passed.

Review and possible action on payment of current expenditures, including  
payroll. Johnson questioned a few of the payables particularly the payable from  
3 M for over \$14,000.

DeAmico gave explanations for the payables in question and stated the larges  
payable that was in question from 3 M was for the new Fines and Fees software  
and hardware that was being installed. DeAmico also informed the committee that  
the funds to purchase the Fines and Fees software and hardware came from the  
MPL Foundation.

Quinn moved to accept payment of current expenditures, including payroll and reoccurring expenditures, Johnson seconded the motion.

The motion carried.



Review of Metrics.

DeAmico did not present a Wage and Expense Metric statement for the January 2015 finance committee meeting being that the City had all payroll, payroll taxes and benefits posted through December 31, 2014, and the 2014 Y-T-D budget should reflect the accurate percentages for the 2014 fiscal year.

2014 Budget status report to date.

Zylman lead the discussion on the 2014 budget with focus on items over budget.

DeAmico explained overages, especially the payroll expense items.

DeAmico explained that wages were up from the previous month due to two retirements that were unexpected for the 2014 fiscal year, which made both administrative and public services teams go over budget in the 12 th month.

Zylman questioned Amodeo if the Library could make changes during the fiscal year to move budgeted amounts around to give a more accurate accounting of funds.

The example Zylman used was Periodicals/Microfilm budgeted amount of \$18,100.00 and only \$12,350.20 spent which was underspent by \$5,749.80.

Zylman asked why there was such a large amount not spent.

Erickson explained that magazine subscription purchases are down with most being viewed online with the Zinio magazine downloads offered on the MPL website.

Carlson agreed saying that subscription salesman who solicit his store takes back almost as many magazines as they bring in, because magazines sales just are there any longer. Amodeo agreed that budget amounts could be moved around during the fiscal year as long as they are still within the approved budget, and agreed it would give a better picture for Y-T-D budget reporting.

Zylman stated it looks like there may be about a \$10,000 leftover at year-end to be transferred to the library reserve account.

Zylman asked Amodeo if the City has a projected percentage for reserve carryover at the end of a fiscal year.

Amodeo replied that the target is 25 % of operating budget in the rainy day fund.

2015 Budget Status report to date.

Zylman asked Erickson that the 2016 budget process be started ASAP so that the Library Finance Committee can begin looking at it, during their meeting in February.

Zylman asked Amodeo what he thought the budget increases would look like for expenditures and Amodeo stated that the inflation rate is looking like 2 %.

Zylman then asked if the MPL would see a 2 % inflation rate increase in the MPL budget.

Amodeo responded he expects the library budget will be at a flat budget similar to recent years.

Carlson also responded the MPL would most likely see a flat budget for 2016 and would probably stay flat for two to three more years.

Amodeo stated the MPL budget revenues could increase by way of other funding sources such as grants or donations.

Zylman asked Amodeo what he thought the health insurance rates would be like for 2016.

Amodeo said it depends on what the new health insurance plans do in 2015 and the claims experience.

DeAmico told the committee that she has the 2016 Library Staff Roster just about complete.

This document will aid in formulating the 2016 budget.

Erickson mentioned that with a flat budget again for 2016, not much will change vs. the 2015 budget, and that MPL has made large steps in streamlining the staffing at the MPL in 2015.

DeAmico also told the Finance Committee that they will also need to look at future capital expenditures such as the Phase III HVAC project, elevator upgrades and the emergency generator.

Future Finance Committee agenda items:

Start the 2016 Budget process City of Sheboygan Library Agreement on Sick/Vacation Payouts Discuss and Plan what reserve level should the MPL be at the end of a fiscal year. Donor Solicitation to pay for Capital improvements and Building upgrades/repairs.

Confirm Committee Report to Mead Public Library board of Trustees.

Zylman confirmed the committee report to MPL Board of Trustees.

Next meeting:

February 26, 2015 @ 2: 30 pm, or as needed. Adjourn:

Johnson moved to adjourn the Finance Committee meeting; Quinn seconded the motion.

The motion passed.

Zylman concluded the Finance Committee meeting at 3: 30 p.m.