



www.BataviaPublicLibrary.org

MINUTES

Standing Committee on Finance • Board of Trustees • Batavia Public Library District

Special Meeting

Tuesday • 5 February 2019

1. **Call to Order**

Trustee Culotta called the meeting to order at 7:23 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Jennifer M. Culotta, Andrew R. Deitchman, and Michael E. MacKenzie

Committee Members Absent: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz

Visitors Present: None

3. **Approve the Agenda**

Trustee Culotta asked whether there were any changes to the agenda.

Motion by Trustee Deitchman to approve the agenda, as presented. Seconded by Trustee MacKenzie. All: Aye. The motion carried.

4. **Approve the Minutes:** Special Meeting, Monday, 2 October 2018

Trustee Culotta asked whether there were any changes to the minutes.

Motion by Trustee MacKenzie to approve the minutes of the special meeting, as presented. Seconded by Trustee Deitchman. All: Aye. The motion carried.

5. **Working Budget for 2019–2020**

Trustee Culotta stated that the purpose of this agenda item was to affirm guidelines and a timeline for the Working Budget for 2019–2020.

Guidelines

As the process of preparing next year's budget begins on the staff level, Director Scheetz and H. Joseph McKane, the Library Accountant / Finance Specialist, requested a review and affirmation (or revision) of the following guidelines:—

- Books and Other Materials: Budget from 12½% to 15% of the operating budget for books and other materials, contingent upon available revenue—Note: The 2014 standards include the following statement: “The library spends a minimum of 12 percent of its operating budget on materials for patrons.” (Collection Management and Resource-Sharing Standard 1)

Discussion ensued on the guideline for “Books and Other Materials.”

The consensus of the Committee supported this guideline.

- Salary Issues: Budget a “salary pool” in the range of 3.0% to 3.5% of the expenditure line for salaries (in the Working Budget for 2019–2020) for merit pay, contingent upon available revenue—compared to 3.1% in 2018–2019; 1.5% in 2017–2018; 2.0% in 2016–2017; 2.5% in 2015–2016; and 3.25% in 2014–2015.

Discussion ensued on the guideline for “Salary Issues.”

The consensus of the Committee supported this guideline.

- Personnel Complement: Present options for additional staff positions and/or hours, contingent upon available revenue—Note: This guideline is predicated on the completion of Library Director's Goal E-3.

The consensus of the Committee supported this guideline.

- Reserve Funds: Budget 4.0% of the revenues in the Library Fund for the Special Reserve Fund or the following amounts, whichever are higher:—
 - Fiscal Year 2020–2024: Budget \$600,000 for Special Reserve Fund
 - Fiscal Year 2025—: Budget \$300,000 for Special Reserve Fund

The consensus of the Committee supported this guideline.

Director Scheetz noted that this guideline fulfilled a promise to the community made during the Referendum 2018 campaign.

- Overall: Make a good faith effort to control expenditures and improve revenues without diminishing the overall quality of service.

The consensus of the Committee supported this guideline.

Director Scheetz asked whether the Committee would like to add any other guidelines. There were no additional guidelines.

Director Scheetz stated he and the Library Accountant / Finance Specialist would prepare the Working Budget in accordance with these guidelines.

Director Scheetz reminded the Committee that the Working Budget for 2019–2020 was subject to revision (and recommendation of approval to the Board of Library Trustees) by the Standing Committee on Finance, as well as final approval by the Board of Library Trustees.

Timeline

Director Scheetz and H. Joseph McKane, the Library Accountant / Finance Specialist, requested a review and affirmation (or revision) of the following timeline:—

- 5 February 2019—Review guidelines by Standing Committee on Finance
- 2 April 2019—Review preliminary proposed budget by Standing Committee on Finance
- 7 May 2019—Review final proposed budget (and recommend to the Board of Library Trustees) by Standing Committee on Finance
- 21 May 2018—Present budget to Board of Library Trustees for approval

Discussion ensued on the timeline.

The consensus of the Committee supported this timeline guideline.

No further action is required by the Board of Library Trustees, which will take action on the Working Budget in June.

6. **Future Agenda Items**

Director Scheetz reported that a list of future agenda items was included in the Committee packet for purposes of information and planning.

7. **Comments from the Committee**

There were no additional comments from the Committee.

8. **Next Meetings or Events**

- Lincoln's Birthday, Tuesday, 12 February 2019, Library Open [I]*
- Washington's Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 18 February 2019, Library Open [F]*
- Board of Library Trustees (Regular Meeting), Tuesday, 19 February 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- "Zeitgeist," PechaKucha Night Batavia, Volume 14, Thursday, 21 February 2019, 5:30 p.m., Island View Banquets*
- Casimir Pulaski's Birthday (Observed) (1st Monday in March), Monday, 4 March 2019, Library Open [I]*
- Standing Committee on Finance, Tuesday, 5 March 2019, 7:00 PM (or immediately following the Standing Committee on Services), Elizabeth L. Hall Conference Room, Batavia Public Library***
- Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 10 March 2019*
- Freedom of Information Day, Saturday, 16 March 2018 — annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
- Trivia Bee for Literacy, Saturday, 16 March 2018, 9:00 a.m.–12:00 noon, FONA International Inc.*

- j. *Board of Library Trustees (Regular Meeting), Tuesday, 19 March 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- k. *Consolidated Election, Tuesday, 2 April 2019*
- l. ***Standing Committee on Finance, Tuesday, 2 April 2019, 7:00 PM (or immediately following the Standing Committee on Services), Elizabeth L. Hall Conference Room, Batavia Public Library***
- m. *137th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2019), Thursday, 4 April 2019*
- n. *138th Anniversary of the Batavia Public Library (5 April 1881–2019), Friday, 5 April 2019*
- o. *National Library Week (62nd Annual Observance, 1958–2019), Sunday–Saturday, 7–13 April 2019 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2019 Theme: Libraries = Strong Communities*
- p. *National Drop Everything and Read (D.E.A.R.) Day, Friday, 12 April 2019 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors decided to “drop” the “day” and now promote D.E.A.R. as a month-long event in April.]*
- q. *Board of Library Trustees (Regular Meeting), Tuesday, 16 April 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- r. *Good Friday, Friday, 19 April 2019, Library Open [I]*
- s. *Easter, Sunday, 21 April 2019, Library Closed*

9. **Adjournment**

Motion by Trustee MacKenzie to adjourn the special meeting. Seconded by Trustee Deitchman.
All: Aye. The motion carried.

Trustee Culotta declared the meeting adjourned at 7:50 p.m.

Respectfully submitted,

George H. Scheetz
Director