

Superiorland Library Cooperative Finance Committee Meeting

November 26, 2019

A meeting of the Superiorland Library Cooperative Finance Committee was held on November 26, 2019 at 11:00 a.m. eastern at the Superiorland Library Cooperative (1615 Presque Isle Avenue, Marquette) and via Zoom conferencing service.

ATTENDANCE

Finance Committee/SLC Board Members Present:

At Superiorland Library Cooperative: Caroline Jordan (Finance Committee/SLC Board Member), Brad Winnicki (Finance Committee/SLC Board Member), Shawn Andary (Finance Committee/SLC Director), and Pam Malmsten, Recorder (Finance Committee/SLC staff)

Zoom Conferencing Service: Pat Cheski (Finance Committee/SLC Board Member) and Andrea Ingmire (Finance Committee/Advisory Board of Librarians Representative)

Finance Committee Member Absent: Dwight Sunday

Library Directors/Staff/Public Present: None

CALL TO ORDER: Shawn Andary called the meeting to order at 11:03 a.m. eastern.

APPROVAL OF THE AGENDA: The agenda was approved as presented by consensus.

APPROVAL OF THE FINANCE COMMITTEE MINUTES OF FEBRUARY 6, 2019: the Finance Committee minutes of February 6, 2019 were approved by consensus.

REVIEW OF FY 2019/2020 PROPOSED BUDGET REVISION: A proposed revised budget for FY 2019/2020 was reviewed. Pam Malmsten summarized the proposed changes. Proposed line item revisions included:

1. State aid direct and indirect revenues were corrected; both were slightly off in the original budget.
2. The Ballet to Blues fundraiser net income (\$1,105) was added to revenues.
3. Staff salary increases were updated; the original budget included 3% raises; actual increases were 2%. Shawn's salary was also revised; the figure in the original FY 2020 budget was incorrect.
4. The Programming Mini-Grant expense in the professional and contractual (3-801) line item was increased by the amount of the Ballet to Blues net income.
5. A Curtis Library internet increase subsidy (\$320.40) was added to the professional and contractual line item. SLC will subsidize 50% of Curtis Library's internet increase for one contract year.

6. Technology consulting services were added to the budget. \$3,750 was paid to Merit Technologies and an estimated \$400 will be paid to CDW.
7. The professional and contractual line item was increased by \$1,000 for NMLN dissolution legal expenses.
8. The Overdrive content budget was reduced by \$6,000 (reduced to \$18,000 from \$24,000). \$3,000 was transferred to computer supplies (3-730) to subsidize OpenDNS filtering software. The remaining \$3,000 will be used to subsidize Office 365, a new e-mail platform. \$1,500 was transferred to computer supplies to subsidize new e-mail hosting licenses and \$1,500 was transferred to the professional and contractual line item for e-mail hosting services.
9. The PFN Internet Consortium rebilled expenses and revenues were added to the budget.
10. A few budget line item expenses were adjusted based on FY 2019 total expenditures and current year-to-date actuals.
11. Great Lakes Talking Books (GLTB) fund: the Community Promotion line item was reduced by \$129 to keep total expenditures the same as in the original FY 2020 budget.
12. UPRLC fund: \$369 of the Network Administrator's health insurance was added to UPRLC health insurance to keep the total charged to UPRLC the same as in the FY 2020 original budget. (This amount was also approved by the ALS Council and the UPRLC Board.)
13. The Victoria Wolf fund expenses and revenues were updated to actual.

Shawn presented additional information on Office 365, the new email platform. Pam noted that the rebilled revenues and expenses for the SLC Merit Internet Consortium need to be added to the budget; internet consortium expenses and revenues are equal and therefore are budget neutral.

Total revenues in the proposed revised budget: \$802,108

Total expenses in the proposed revised budget: \$835,090

Project net income (loss) in the proposed revised budget: (\$32,982). Note: The deficit includes a board-approved general fund balance transfer of \$30,000 to be paid into SLC's MERS Defined Benefit Surplus Division.

RECOMMENDATION FOR SLC BOARD: Pat Cheski made a **motion to recommend that the FY 2019/2020 revised budget [with the addition of the Merit Internet Consortium rebilled revenues and expenses] be accepted by the full Board.** The motion was seconded by Brad Winnicki, unanimously approved, and carried.

PUBLIC PARTICIPATION: There was no public participation.

NEXT MEETING DATE: It was agreed that the next meeting of the Finance Committee would be determined later.

ADJOURNMENT: There being no further business, the meeting was adjourned at .11:35 a.m. eastern by consensus.

Pamela Malmsten, Recorder