

**St. Charles City-County Library District
Board of Trustees Budget Work Session Minutes
May 27, 2015**

The St. Charles City-County Library District Board of Trustees met for a Budget Work Session at 7:00 p.m. on Wednesday, 27 May 2015, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Justin Collier
- Myra Crook
- Lisa DeClue
- Joann Leykam
- Gail Zumwalt
- Mary Reese
- John Thaelke

Board members absent:

- Jerry Cook
- Georganne MacNab

Library Staff present:

- Jim Brown, Director
- Margaret Conroy, Assistant Director
- Pat Batzel, Human Resources Manager
- Frank Noto, Information Technology Manager
- Joshlyn Racherbaumer, Marketing Manager
- Laurie St. Laurent, Branch Manager, Spencer Road, South County and Discovery Village Branches
- Julie Wolfe, Chief Financial Officer

Vice-President Mary Reese called the meeting to order at 7:03 p.m. Six members of the Board listed above as present responded to roll call. Joann Leykam arrived at 6:07 p.m.

The purpose of the Budget Work Session was to review the proposed FY16 St. Charles City-County Library District Budget.

Jim Brown introduced Joshlyn Racherbaumer, the District's new Marketing Manager, to the group.

Mr. Brown also informed the Trustees that preliminary phone interviews were being conducted for the Youth Services Manager position.

FY16 Revenues Budget: Julie Wolfe, CFO, summarized several adjustments made to the preliminary FY16 Revenues Budget that was presented to the Trustees on 12 May 2015.

FY16 Personnel Budget: The Personnel budget was updated to include the salary for the Technical Training Specialist position and to restore the contribution for dependent healthcare coverage to 75%. A three percent increase for health insurance premiums is included in the FY16 Budget. The District is still recommending a 2% salary increase for all staff in FY16. The total FY16 Personnel budget is \$11,494,547, which is 65% of the District's overall budget. A brief discussion was held on cost of living versus merit increases and implementation of an employee recognition/reward program.

FY16 Materials Budget: Margaret Conroy reported that the preliminary FY16 Materials budget was revised to include an additional \$8,000 in the Adult Print Books line item. It was noted that the FY16 Materials budget does not include the anticipated \$50,000 A&E Tax revenue which must be spent on library materials. The total FY16 Materials Budget is \$3,108,000.

FY16 Operations Budget: The FY16 Operations Budget was updated to reflect more accurate projections for Professional Associations (MLA, ALA and PLA), Training, Travel and Dues, and Professional Fees (OrangeBoy, Benefits consulting, Botz & Deal Audit, District legal Retainer, UNIQUE Collection Agency, Hayes Company Insurance Broker, security services at the Kathryn-Linnemann Branch, an ACA module for iPS and new accounting software). The total FY16 Operations Budget is \$2,531,660.

FY16 Technology and Telecommunications Budget: The total Technology and Telecommunications Budget for FY16 is \$518,496. Items included in the budget for FY16 are:

- An additional \$40,000 in the Professional/Consulting fees line for SCCCLD Website overhaul.
- \$40,000 in the software line for the website rebuild.
- The telecommunications line item was increased due to increased costs for improving wireless speeds/faster bandwidth at library branches and the Community Commons.
- It was noted that the Technology and Telecommunications training budget was transferred to the FY16 Operations budget.
- \$32,000 has been budgeted in FY16 for E-Commerce expenses.

Julie Wolfe reviewed Capital projects completed in FY15 and projects planned for FY16:

FY15

- Face-Out shelving in Middendorf-Kredell Children's area
- Middendorf-Kredell Computer Training Room
- HVAC Replacement at Kisker Road, Corporate Parkway and Deer Run Branches
- External Sealing projects

FY16

- Extensive parking lot repairs
- Electrical and Lighting improvements
- Electrical access in branch study areas
- Restroom refresh at Corporate Parkway
- Reclaim space from Dance Connection for GA

Julie also reported that there is a placeholder in the Capital Projects Special fund for a facilities consultant to create a District wide facilities master plan.

The Trustees recommended that E-rate rebates be reflected in the budget. The Trustees requested that the FY16 Budget be revised to include an increase in the staff salary from 2.00% to 2.25% and that any remaining funds be distributed where needed.

The meeting was adjourned at 9:21 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees 6/9/15
Date