# LAKELAND LIBRARY COOPERATIVE

# FINANCE COMMITTEE MINUTES – Unofficial

**Wednesday, June 30, 2021, at 1:00 p.m.**

**Via ZOOM**

Present: Karen McKinnon (AL) Chair, Diane Kooiker (HO), Maggie McKeithan (OS), Dale Parus, Ex Officio (IC)

Staff Present: Carol Dawe, Janet Cornell

# CALL TO ORDER: The meeting was called to order at 12:59 p.m. by Karen McKinnon.

# APPROVAL OF AGENDA: Diane Kooiker moved, supported by Maggie McKeithan, to approve the agenda as presented - *motion carried.*

# APPROVAL OF MINUTES: Diane Kooiker moved, supported by Maggie McKeithan, to approve the Finance Committee minutes from January 6, 2021, as presented – *motion carried.*

# NEW BUSINESS:

## Fund Balance and ARPA – Lakeland has been asked to be the applicant and recipient of a ARPA capacity grant that would be administered to all the libraries in the state for digital content. Funds would be allotted to every library to be purchased through OverDrive for one-copy, one-use content. Lakeland would administer this grant for about $1 million in batches over the course of the year. To keep the funds flowing, Lakeland would need to commit $250,000-$350,000 of fund balance reserves in an account to allow for disbursements and reimbursements to be made. Diane Kooiker moved, supported by Maggie McKeithan to allow Lakeland to use fund balance reserves in an amount not to exceed $350,000 for funding the disbursements of the ARPA capacity grant – *motion carried*.

## Budgets:

## Operating Budget – Includes a 3% wage increase for staff as recommended and some significant changes in the ILS budget. Most of these changes were to III Maintenance by negotiating savings in current maintenance and including unlimited SIP2 licenses which will no longer be passed through to the libraries.

## Operating Cost Per Library– $50,000 from Fund Balance is planned to reduce overall costs so that the total would be kept within the 8-10% range. Some libraries are over this range but most of these are due to cataloging fees under the current cost formula. This has been smoothed out over a 3-year period so there will not be as many fluctuations year to year. Also, some libraries overall costs will go down as they are not paying for SIP2 maintenance as a pass through anymore.

## Capital Budget – The budget includes one-time costs for implementation of Patron Point and unlimited SIP2 licenses, along with the hosted servers and emergency building expenses. Carol Dawe mentioned that there are committed funds available for new trucks that are needed, and the committee recommended adding them to the budget for this year.

## Pass Through Budget – No significant changes were made to this budget other than the pass through SIP2 licenses were removed. Diane Kooiker moved, supported by Maggie McKeithan to approve all the budget items as presented and discussed. – *motion carried.*

## Budget Amendment 3 – Due to a staff reduction in IT, some of the wage savings is requested to be moved to consulting for IT services and webpage design. Diane Kooiker moved, supported by Maggie McKeithan to accept the amendment as shown – *motion carried*.

## 

# NEXT MEETING: There will not be another meeting scheduled until the next budget planning process unless it becomes necessary.

# ADJOURNMENT: Maggie McKeithan moved with support by Dianne Kooiker to adjourn the meeting – *motion carried*. The meeting was adjourned at 1:54 p.m.

Respectfully submitted by,

Janet Cornell