



Fletcher Free Library
235 College Street
Burlington, Vermont 05401
Ed Adrian – Board Chair

Special Meeting of Library Commission
December 7th, 2015 at 12 Noon
In the Local History Room at the Fletcher Free Library

AGENDA

- 1) Call to Order
- 2) Approve Agenda
- 3) Presentation of the updated Capital Plan for the City of Burlington (Martha Keenan)
- 3) Review and discussion of draft FY17 budget (Rubi Simon)
- 4) Adjourn

LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Special Meeting: Monday, December 7, 2015 at 12:00PM in the Local History Room of the Library

In attendance: Ed Adrian (Chair), Glenn McRae, Cate MacLachlan, Allyson Laackman, Mary Ellen Manock, Charles Winkleman, Megan Butterfield, Ellen MacLellan, Rubi Simon, Robert Coleburn, Kath Laing (Clerk)

Apologies: Jessica Nordhaus, Peter Ireland

Agenda item 1. Approval agenda. The agenda for the current meeting was approved unanimously, with change of order of items – review and discussion of draft FY17 budget coming first as item 3 and presentation of the updated Capital Plan for the City by Martha Keenan following as item 4.

Agenda item 2. Public Forum. No public forum was needed.

Chairman Adrian welcomes Charles Winkleman to the Commission.

Agenda item 3. Review and discussion of FY17 budget. Commissioners were presented with a draft FY17 General Fund budget. Commissioners asked the following questions / made the following suggestions:

- Budget format: it would be helpful to see a budget including all sources of revenue in addition to the General Fund: services from other City Departments, funding from the Friends of Fletcher Free Library, library resources tax and any other sources.
- Services provided by other City Departments: a simple MoU or memo be established between Departments to outline budget implications and expectations.
- Security: is up by \$37,000 from \$8,000 in FY16. Security expenses in FY16 have been covered partially by vacancy savings from the Teen Librarian position. Teen Librarian starts in January 2016.
- Allocation of revenue budget: Donations down in FY17 and grants up. The funding in donations is unrestricted, whereas grants are restricted and spent out. The annual appeal did not meet its goal in FY15. This is only the second year of the expanded appeal, library is being conservative in FY17. The strategic plan allows us to develop Library programs for community investment – attracting increased restricted revenue.
- Revenue budgets for comparable libraries: it might be helpful to review their fundraising goals and budget structure.
- Capital needs: it may be helpful to develop with Capital Improvement Project of the City a synopsis of library capital needs over the next few years.
- Salary setting: it is important to remain competitive, it may be helpful to research comparable library salary structures. Director Simon responded that her plan is to assess all job descriptions within the context of the strategic plan and desired outcomes.
- Commissioners agreed that an annual budget meeting is a good idea.

Agenda item 4. Presentation of the updated Capital Plan for the City. Martha Keenan presented an updated 4 year capital plan, prioritizing urgent investment in firetrucks, streets, sidewalks, bikepath, IT investments, City Hall Park renovation. \$47M in priorities investments over the next 4 years will help City return to catch up to a sustainable level of general maintenance. This 4 year capital

improvement budget will allow the City to get past a critical stage. \$360k has been invested in capital improvements at the library in FY15 & FY16. Another \$30k to be spent on kitchen replacement in Fletcher Room and furniture.

FFL 101-21-060 Revenue

		2017	2016	Change	Notes:
<u>Intergovernmental Revenues</u>					
4875_110	Grant General Government Operating	\$ -	\$ -	\$ -	
4875_140	Grant State Operating	\$ -	\$ 2,500.00	\$ (2,500.00)	Reduction is due to the new Interlibrary Loan Program
4875_170	Grant Other Capital	\$ 70,000.00	\$ 50,000.00	\$ 20,000.00	
<u>Charges for Services</u>					
4600_100	Fees For Services General Government	\$ 25,000.00	\$ 23,000.00	\$ 2,000.00	
<u>Fines and Forfeits</u>					
4055_100	Fines Misc General Government	\$ 33,000.00	\$ 30,000.00	\$ 3,000.00	
<u>Licenses and Permits</u>					
4260	Impact Fees	\$ -	\$ -	\$ -	
<u>Other Revenue</u>					
4720	Carryover of Fund Balance	\$ -	\$ -	\$ -	
4950	Donations	\$ -	\$ -	\$ -	
4950_100	Donations Restricted - Book Fund	\$ -	\$ -	\$ -	
4950_105	Donations Restricted	\$ -	\$ -	\$ -	
4950_110	Donations Restricted - Library Trust	\$ -	\$ -	\$ -	
4950_123	Donations General	\$ 30,000.00	\$ 50,000.00	\$ (20,000.00)	
4952	Revenue - Other	\$ -	\$ -	\$ -	
		\$ 158,000.00	\$ 155,500.00	\$ 2,500.00	

FFL 101-21-060 Expense

		2017	2016	Change	Notes:
<u>Personal Services</u>					
5000_100	Salaries and Wages Regular, Full Time	\$1,060,244.00	\$ 1,060,244.00	\$0.00	
5000_110	Salaries and Wages Regular Part Time	\$0.00	\$ -	\$0.00	
5000_115	Salaries and Wages Seasonal/Temporary	\$20,000.00	\$ 15,000.00	\$5,000.00	Summer Reading Program & Computer Center Staff
5100	Overtime	\$2,500.00	\$ 2,500.00	\$0.00	
5200_105	Other Personal Service Special Duty	\$0.00	\$ -	\$0.00	
5200_115	Other Personal Service Other Compensation	\$11,000.00	\$ 11,000.00	\$0.00	
5200_116	Other Personal Service Longevity Pay	\$7,100.00	\$ 7,100.00	\$0.00	
5200_120	Other Personal Service Shift Differential	\$14,000.00	\$ 14,000.00	\$0.00	
5200_125	Other Personal Service Taxable Reimbursements	\$0.00	\$ -	\$0.00	
5200_130	Other Personal Service Allowance Taxable	\$8,700.00	\$ 8,700.00	\$0.00	
5400_100	Employee Benefits FICA	\$85,634.00	\$ 85,634.00	\$0.00	
5400_105	Employee Benefits Unemployment Insurance	\$0.00	\$ -	\$0.00	
5400_115	Employee Benefits Retirement B	\$90,825.00	\$ 90,825.00	\$0.00	
5400_120	Employee Benefits Workers Compensation	\$37,770.00	\$ 37,770.00	\$0.00	
5400_125	Employee Benefits Health Insurance	\$242,073.00	\$ 242,073.00	\$0.00	
5400_130	Employee Benefits Dental Insurance	\$13,524.00	\$ 13,524.00	\$0.00	
5400_135	Employee Benefits Life Insurance	\$1,568.00	\$ 1,568.00	\$0.00	
5400_140	Employee Benefits Accrued Vac/Sick/Comp	\$0.00	\$ -	\$0.00	
5400_145	Employee Benefits Employee Parking	\$2,000.00	\$ 2,000.00	\$0.00	
<u>General Operating</u>					
6000	Office Supplies	\$10,000.00	\$ 11,000.00	-\$1,000.00	
6005	Postage	\$5,000.00	\$ 6,500.00	-\$1,500.00	
6010	Computer Equipment	\$0.00	\$ -	\$0.00	
6015	Computer Software	\$0.00	\$ -	\$0.00	
6017	Computer Licensing and Maint.	\$0.00	\$ -	\$0.00	
6020	Office Equipment	\$6,000.00	\$ 1,000.00	\$5,000.00	Microfiche equipment to be replaced in 2017
6025	Furnishings	\$0.00	\$ -	\$0.00	
6200	Medical Fees And Supplies	\$180.00	\$ 100.00	\$80.00	

6202	Printing/Copying/Paper Mgt	\$10,000.00	\$	10,700.00	-\$700.00	Copier Lease and printing\copying expense
6203	Dues/Subscriptions	\$1,000.00	\$	1,000.00	\$0.00	ALA Memberships
6204	Books	\$188,000.00	\$	188,000.00	\$0.00	
6206	Custodian Supplies	\$800.00	\$	800.00	\$0.00	Miscellaneous Cleaning supplies, Bloodborne Pathogen kits, gloves and specialty disposal items
6208	Special Supplies	\$0.00	\$	-	\$0.00	
6210	Small Tools and Equipment	\$0.00	\$	-	\$0.00	
6212	Fuel	\$0.00	\$	-	\$0.00	
6212_100	Fuel Unleaded	\$0.00	\$	-	\$0.00	
6214	Clothing And Uniforms	\$0.00	\$	-	\$0.00	
6220	Chemicals	\$0.00	\$	-	\$0.00	
6294	Donations	\$0.00	\$	-	\$0.00	
6300_140	Repair & Maintenance Salt	\$500.00	\$	500.00	\$0.00	
6300_170	Repair & Maintenance Buildings	\$15,000.00	\$	15,000.00	\$0.00	Locks and security repairs, Audio\DVD wiring repairs
6350	Legal Notice & Advertising	\$500.00	\$	1,000.00	-\$500.00	Job postings
6400_100	Utilities Electricity	\$50,000.00	\$	50,000.00	\$0.00	
6400_105	Utilities Gas	\$25,000.00	\$	23,000.00	\$2,000.00	
6400_115	Utilities Water/Wastewater	\$5,500.00	\$	5,000.00	\$500.00	
6400_120	Utilities Rubbish Removal	\$5,600.00	\$	5,500.00	\$100.00	Waste, Recycle and Compost Expense
6400_125	Utilities Telecommunications	\$9,200.00	\$	8,000.00	\$1,200.00	
6500_103	Professional and Consultant Services Security Contracts	\$45,000.00	\$	8,000.00	\$37,000.00	Green Mountain Concert Service Contract for Library Security
6500_117	Professional and Consultant Services Instructors and Lecturers	\$15,000.00	\$	13,000.00	\$2,000.00	Youth, Teen and Adult Programs and supplies
6500_118	Professional and Consultant Services Contractual Services	\$13,740.00	\$	10,000.00	\$3,740.00	Background checks, Annual Report, Interlibrary Loan Courier, Shredding Service and Consulting firms
6500_142	Professional and Consultant Services Marketing and Promotion	\$5,000.00	\$	5,000.00	\$0.00	Placeholder for rebranding expenses
6600	Maintenance Contracts	\$20,000.00	\$	32,000.00	-\$12,000.00	Elevator Maintenance Contract, Carpet Cleaning, Microfiche Contract, Library Security Monitor Contract, Deep Freeze Maintenance Contract; Reduction due to CX Associates, LLC doing pro bono work.
6610	Custodial Contracts	\$0.00	\$	-	\$0.00	
6625	Equipment Maintenance Repairs	\$0.00	\$	-	\$0.00	
6700_100	Travel & Training Education	\$5,000.00	\$	4,000.00	\$1,000.00	Staff training and development
6700_110	Travel & Training Travel Expense	\$800.00	\$	800.00	\$0.00	Travel expenses for staff training and development
7000	Bad Debt Expense	\$0.00	\$	-	\$0.00	
7200_115	Rent/Lease Equipment	\$6,700.00	\$	8,750.00	-\$2,050.00	Reduction is due to a capital lease ending
<u>Interfund</u>					\$0.00	
8005	Vehicle/Equipment Repairs	\$100.00	\$	1,000.00	-\$900.00	Book Van repairs will be done by DPW; Misc funds for car washes and misc expenses to van.
Division Total: General Services						
Department Total: Fletcher Free Library						
Revenue Totals:		\$	158,000.00	\$	155,500.00	\$2,500.00
Expense Totals		\$	2,040,558.00	\$	2,001,588.00	\$38,970.00
Fund Total: General Fund		\$	(1,882,558.00)	\$	(1,846,088.00)	-\$36,470.00
Revenue Grand Totals:						
Expense Grand Totals:						
Net Grand Totals:						