



Meeting of the Finance Committee
of the Frank L. Weyenberg Library Board of Trustees
Thursday, November 5, 2020 at 4:30 p.m.

ELECTRONIC MEETING NOTICE: Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the Zoom platform with each member accessing the meeting remotely. Citizens may join the meeting online via the link below.

Join Zoom Meeting

<https://us02web.zoom.us/j/87370008951?pwd=T2VQdTRxUG9ub2p4N2ZHSjlZcmo0dz09>

Meeting ID: 873 7000 8951

Password: 777668

AGENDA:

- I. Call to Order, Verification of Posting
- II. Action Item: Approval of the Minutes of the September 15, 2020 Meeting
- III. 2021 Library Operating Budget
- IV. Adjourn

Jennifer Bogli, Chair

Posted: November 3, 2020



**Finance Committee Meeting Minutes
September 15, 2020**

A meeting of the Frank L. Weyenberg Library Finance Committee was held on September 15, 2020 at 4:30 p.m. on the Zoom online meeting platform.

Jennifer Bogli called the meeting to order at 4:30 p.m. Committee members present: Jennifer Bogli, Lauren Croix and Alex Olson. Also present: Rachel Muchin Young, Library Director and Craig Jacobson, Business Manager.

Ms. Bogli confirmed posting of public notice as of September 10, 2020.

A motion to approve the minutes of the July 10, 2020 meeting was properly moved and seconded. Motion carried.

The Committee reviewed the library's 2020 financials. With the exception of a few items that were incorrectly recorded, the financials are as expected. The items should be corrected during the audit process.

The Committee reviewed the proposals for the building repairs. The Committee was comfortable with approving the full scope of proposed work, and taking the necessary funds from reserves to do so, under the condition that every attempt was made to replenish the reserve fund to the target amount within the next year. The Committee recommended approval to the full Board of Trustees.

The Committee approved withdrawing funds from the reserve fund to leave 11% of tax revenue in reserves, with the assumption that the target amount of 12% tax revenue would be replenished as soon as possible.

The Committee was presented with preliminary information on the potential structure of the 2021 operating budget.

The Committee held preliminary discussions on the future of the Library's fine and fee structure.

The Committee discussed possible changes to the Library's credit card policy and decided not to make a recommendation at this time.

Having no further business, a motion to adjourn was properly moved and seconded. The motion carried.

Jennifer Bogli
Finance Committee Chair
Unapproved

**Frank L. Weyenberg Library
2021 Operating Budget**

Account #	Name of Account		2020 Budget	2019 Budget	2018 Budget	2017 Budget
99-31190	Gifts & Grants Restricted					
99-31191	Gifts & Grants Unrestricted					
REVENUES						
Account #	Name of Account	2021 Draft Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget
99-40-001-900	Mequon Taxes	\$ 1,058,000.00	\$ 1,075,000.00	\$ 1,050,000.00	\$ 1,049,000.00	\$ 1,048,930.00
99-40-001-901	Thiensville Taxes	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00
99-40-001-902	County Reimbursement	\$ 13,111.00	\$ 14,967.00	\$ 11,500.00	\$ 10,210.00	\$ 14,197.00
99-42-006-903	Fines & Fees	\$ 9,000.00	\$ 27,543.00	\$ 27,010.00	\$ 29,450.00	\$ 30,000.00
99-44-013-300	Investment Interest	\$ 1,500.00	\$ 5,000.00	\$ 3,500.00	\$ 2,000.00	\$ 1,200.00
99-45-015-280	Miscellaneous Revenue	\$ 1,649.00	\$ 2,750.00	\$ 2,750.00	\$ 2,500.00	\$ -
99-45-014-904	Book Sale Revenue	\$ 9,000.00	\$ 7,500.00	\$ 4,000.00	\$ 3,000.00	
99-45-015-520	Fund Balance Transfer	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -
TOTAL REVENUES		\$ 1,203,000.00	\$ 1,283,500.00	\$ 1,209,500.00	\$ 1,206,900.00	\$ 1,205,067.00
Draft as of November 2, 2020						

**Frank L. Weyenberg Library
2021 Operating Budget**

EXPENDITURES						
STAFFING						
Account #	Name of Account	2021 Draft Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget
99-91-551-1-100	Salaries & Wages	\$ 597,250.00	\$ 583,850.00	\$ 564,705.00	\$ 548,000.00	\$ 479,500.00
99-91-551-1-115	Travel/Training/Seminars	\$ 2,000.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
99-91-551-1-199	Benefits	\$ 218,000.00	\$ 208,500.00	\$ 174,835.00	\$ 168,000.00	\$ 144,300.00
99-91-551-2-202	Dues & Subscriptions	\$ 3,300.00	\$ 3,250.00	\$ 3,200.00	\$ 2,900.00	\$ 2,000.00
99-91-551-2-237	Worker's Compensation	\$ 1,400.00	\$ 1,313.00	\$ 1,320.00	\$ 1,500.00	\$ 1,500.00
99-91-551-7-715	Flex Benefit	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00
99-91-551-7-730	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 823,850.00	\$ 802,313.00	\$ 748,960.00	\$ 725,300.00	\$ 632,200.00
ADMINISTRATION						
Account #	Name of Account	2021 Draft Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget
99-92-551-2-201	Postage	\$ 600.00	\$ 600.00	\$ 618.00	\$ 600.00	\$ 600.00
99-92-551-2-206	Audit	\$ 6,550.00	\$ 6,550.00	\$ 6,500.00	\$ 6,350.00	\$ 6,350.00
99-92-551-2-243	Other Insurance	\$ 20,000.00	\$ 19,378.00	\$ 19,016.00	\$ 18,500.00	\$ 18,500.00
99-92-551-2-XXX	Contracted-Technology	\$ 6,650.00	\$ 19,500.00	\$ 19,500.00	\$ 25,000.00	\$ 31,500.00
99-92-551-2-286	Computers	\$ 10,000.00	\$ 15,000.00	\$ 12,500.00	\$ 15,000.00	\$ 14,400.00
99-92-551-2-287	Mileage	\$ 600.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
99-92-551-2-288	Fiscal Agent Fee	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
99-92-551-2-289	Payroll Processing	\$ 3,500.00	\$ 4,500.00	\$ 4,000.00	\$ 3,500.00	\$ 5,500.00
99-92-551-2-290	Consultants	\$ -	\$ -	\$ 3,200.00	\$ 3,000.00	\$ 3,000.00
99-92-551-3-300	Office Supplies	\$ 6,500.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
99-92-551-3-303	Phone	\$ 2,475.00	\$ 2,200.00	\$ 1,575.00	\$ 1,150.00	\$ 1,150.00
99-92-551-3-307	Supplies-Copy Machine	\$ 4,950.00	\$ 4,947.00	\$ 4,500.00	\$ 3,500.00	\$ 5,400.00
99-92-551-3-358	Debt Collection	\$ 325.00	\$ 325.00	\$ 325.00	\$ 750.00	\$ 1,500.00
99-92-551-3-359	Monarch Fees	\$ 17,500.00	\$ 15,050.00	\$ 13,641.00	\$ 11,750.00	\$ 14,500.00
		\$ 85,650.00	\$ 103,550.00	\$ 100,875.00	\$ 104,600.00	\$ 117,900.00

**Frank L. Weyenberg Library
2021 Operating Budget**

PROGRAM & COLLECTION						
Account #	Name of Account	2021 Draft Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget
99-93-551-3-370	Programming	\$ 4,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00
99-93-551-3-371	Media	\$ 31,325.00	\$ 32,000.00	\$ 31,000.00	\$ 20,000.00	\$ 14,000.00
99-93-551-3-372	E-Content	\$ 39,500.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 32,000.00
99-93-551-3-373	Print	\$ 86,600.00	\$ 93,000.00	\$ 93,000.00	\$ 100,000.00	\$ 101,000.00
		\$ 161,425.00	\$ 161,000.00	\$ 160,000.00	\$ 156,000.00	\$ 151,000.00
BUILDING						
Account #	Name of Account	2021 Draft Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget
99-94-551-2-282	Janitorial Service	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00
99-94-551-2-283	Contracted-Building	\$ 21,250.00	\$ 21,250.00	\$ 20,000.00	\$ 20,000.00	\$ 21,000.00
99-94-551-3-306	Janitor Supplies	\$ 2,500.00	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,500.00
99-94-551-3-XXX	COVID Temporary Supplies	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
99-94-551-3-308	Building Supplies (M&R)	\$ 27,225.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 60,267.00
99-94-551-3-358	Utilities	\$ 40,000.00	\$ 42,637.00	\$ 44,865.00	\$ 42,800.00	\$ 55,205.00
99-94-551-3-359	Sewer & Water	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 3,000.00
99-94-551-7-700	Building Projects	\$ 8,500.00	\$ 68,950.00	\$ 50,000.00	\$ 72,900.00	\$ 130,195.00
		\$ 132,075.00	\$ 216,637.00	\$ 199,665.00	\$ 221,000.00	\$ 303,967.00
TOTAL EXPENDITURES		\$ 1,203,000.00	\$ 1,283,500.00	\$ 1,209,500.00	\$ 1,206,900.00	\$ 1,205,067.00
Draft as of November 2, 2020						