



West Georgia Regional Library System Finance Committee Work Session

MINUTES

April 29, 2022, at 11:00 a.m.

This work session was held virtually.

Trustees in Attendance:

- Beth Hammond - Chair
- Keri Perkins
- Karen Tarpley (appointed to the committee 4/8/2022)
- Pat Rakestraw (appointed to the committee 4/8/2022)

WGRLS Staff in Attendance:

- Stephen Houser, Director
- Stephanie Irvin, Deputy Director

The purpose of this work session was to introduce the newly appointed members of the Finance Committee to their role on the committee and acquaint them with the duties of the Finance Committee. The work session was also held to begin discussion on the preparation of the FY2023 Budget including considerations for recommendations concerning placement of reserves. It was also for all committee members to become familiar with the new reporting format that will be used now that WGRLS has migrated to the MIP software. Discussion was also held regarding how the Finance Committee would hold meetings in the future as well as the fact that a called meeting would need to be held in June to approve the FY2023 budget.

Chairperson Hammond called the meeting to order and completed a roll call. She asked that the new members introduce themselves and gave them the opportunity to ask any questions. She thanked them for volunteering to serve on the committee.

Ms. Hammond then gave an overview of the Finance Committee duties as well as a brief history of why this committee had played such an important role for the Board of Trustees over the last several years. Mr. Houser then gave an overview of third-party accounting services and reporting.

Mr. Houser presented the FY2022 Budget reports in the old format. He explained that adjustments would need to be made based on several factors to include the Governor's across the board salary increase for all government employees. He explained centralized versus decentralized libraries including counties that actually had both centralized and decentralized libraries within the county. He also explained about materials funds and shared services fees as well as the state requirement that if there is a decrease in local funds, there is a risk of losing

matching state funds. Further he explained that with these old reports, he is unable to adequately present the status of funds for each line item. With the new reports, he will be able to show a percentage of funds expended. He explained about capital projects. Mr. Houser presented the new financial reports as prepared by MIP and advised these are the reports that we can expect to see going forward. He explained the information presented and how these reports give a clearer picture of our financial standing.

While Mr. Houser had already mentioned there will be budget amendments for FY2022, he is going to postpone further discussion on this until he has all of them prepared.

Mr. Houser advised that the yearly audit which began in September 2021 was completed in March 2022. He is happy to report there were no findings. The auditor will be presenting the report at a called meeting in June just for that purpose. He is proposing that the Finance Committee schedule a work session the week before the meeting to go over the report. He is proposing June 3, 2022, at 11 a.m. as the date for the work session for the Finance Committee. June 7, 2022, at 10 a.m. is the proposed date for the called Board Meeting with the Finance Committee meeting at 9 a.m. prior to the Board Meeting.

Mr. Houser also asked that the Finance Committee give consideration as to how they would like to hold meetings in the future with consideration for a possible work session held virtually a week before the normal meeting. This procedure should cut down on the amount of material the committee has to go through in the one hour allotted time frame as well as make the meeting go smoother. He also asked that the committee give thought as to recommendations for consideration of where excess reserve funds could be placed since it is not recommended that more than 25% of operations be held in reserves. He did point out that we do have quite a bit of reserves at the present time, but there were some misunderstandings among branch managers regarding expenditures of funds which will be monitored closer in the future as well as this fact that we are just returning to full operations following COVID.

Minutes taken by Beth Hammond, Chair.