



## **Financial Committee Meeting**

### **West Georgia Regional Library System Board of Trustees**

#### **Minutes**

*Submitted by: Cherry B. Waddell, WGRLS Business Manager*

November 19, 2019 at 9:00 a.m.

WGRLS Administration Building/2<sup>nd</sup> Floor

124 W. Chandler Street, Carrollton, GA 30117

#### **Call to Order**

Beth Hammond committee Chair called the meeting to order at 9:01 a.m. Hammond gave an overview of the Finance committee stating that the finance Committee meets before the general Board meeting talking with Jeremy, asking questions of Jeremy and Business Manager, Cherry Waddell as they go through the financial reports provided. The Finance Committee then comes up with recommendations to present to the General Board for their approval. Denney Rogers, Board Chair has no voting power on the Finance Committee but is consulted for clarification. The Committee must have a quorum in order to make recommendations to the Board. Finance Committee Chair, Beth Hammond is appointed by Board Chair, Denney Rogers. Beth opened the floor for questions from the committee. Having no questions, Beth asked each committee member to introduce themselves and who they represent.

#### **Committee members present:**

- Beth Hammond, Chair
- Keri Perkins
- Mike McPherson
- Shannon Bentley

#### **Committee Members Absent:**

- Jenna Barton

**Other Trustees and Staff Present:**

- Denney Rogers, WGRLS Chair
- Jeremy Snell, WGRLS Director
- Stephanie Irvin, WGRLS Deputy Director
- Cherry Waddell, WGRLS Business Manager

**Approval of Agenda:**

Motion made by Keri Perkins, seconded by Shannon Bentley, passed 4-0

Approval of Minutes (September 24, 2019 Regular Meeting):

Shannon Bentley questioned what are Certified Librarians. Jeremy Snell explained that they are Master Librarians of Information Science.

Motion made by Mike McPherson to approve minutes, seconded by Keri Perkins, passed 4-0

**New Business**

- Review of FY2019 Financial Statements (July 2018 –October 2019) Mr. Snell covered FY19 Level 4 Financial Reports with explanations. We expect revenues coming in December. Materials expenditures includes carry over balance from previous year. Invoiced Board of Education in October and money is coming in as expected from Board of Commissioners. Jeremy will ask for some of the fund balance from Fund 120, Neva Lomason Library be allocated to construction. Mike asked how the loss of revenue from State is being shown. Jeremy said that State is withholding the reduction.
- Jeremy reported that money is coming in as expected for Douglas County Libraries. They are spending down their materials money for their yearend closing.
- Bremen City and BOE’s have been invoiced.
- Tallapoosa Library revenue is coming in as expected. The \$17,100 expense is a refund to the City of Tallapoosa for elevator funds that were donated. After the State money was no longer available for the elevator project, the City wanted to move forward with the project on their own and requested the donated money be released to them for the project.
- Heard County (Franklin Library) Board of Commissioners’ money is coming in as expected. Heard County pays for salary and operations for Franklin Library and Shared Services for the 3 Hear County Libraries.
- Centralhatchee Library revenue is coming in as expected. Due to new employee they are over budget but the city will reimburse to balance.
- Paulding County revenues are coming in as expected. Small revenue amounts from BOC are reimbursements for technology supplies ordered through WGRLS.
- Carroll County Libraries:
  - Mount Zion City pays for Salary

- Whitesburg City has been invoiced twice. Jeremy is meeting with City of Whitesburg in December. County has also been invoiced for SPLOST. Denney asked if we had gotten any response from our invoices and Jeremy responded “NO”. Mike asked what if we have any recourse for collection. Denney explained that we had problems in the past getting the City to pay. Jeremy reported that Whitesburg Library had received a \$10,000 grant again from the Williams Company.
- Temple Library money from the city is coming in as expected. The deficit is due to reimbursements from the city coming in a little late.
- Beth Hammond called for Jeremy to present Budget Amendments:
  - First Amendment Request: Jeremy is hopeful that State Legislature will revise budget mid-year to exempt libraries from the budget cut. Jeremy proposed an amendment to WGRLS FY2020 budget to decrease the budget for State Materials to align with the 4% State Budget cut.
  - Second Amendment Request: Jeremy proposed allocation of Fund 120 (Neva Lomason) balance of \$8071.26 to be used to move the fiber line due to relocation of service to Neva Lomason Library.
  - Mike McPherson motioned to approve decreased Budget as presented in first proposed amendment.
  - Shannon Bentley seconded.
  - Mike McPherson motioned to approve second proposed amendment.
  - Shannon Bentley seconded.
- Beth opened for discussion Shared Services Fee Structure revision. Denney and Beth provided the history of the \$7000 base plus per capital formula. Jeremy present various scenarios of flat fee and per capita for consideration. Mike asked if we have state mandates for reserves. Jeremy said the State Guidelines suggest 3 months’ reserves. After much discussion, Beth asked Jeremy for his suggestion of the most palatable formula that will meet the financial needs of WGRLS. Jeremy like the idea of meeting in the middle of the scenarios with a flat base of \$5000 and \$.28/capita. Shannon and Denney also commented they like meeting in the middle.
  - Shannon Motioned to motioned to change Shared Services formula to \$5000 flat base with a \$.28/capita
  - Keri Perkins seconded
- **ADJOURNMENT**
  - 10:01 Shannon motioned to adjourn
  - Keri seconded
  - Meeting adjourned