



West Georgia Regional Library System Financial Committee

Regular Meeting

July 28, 2020 at 9:00 a.m.

[This meeting was held via teleconference per O.C.G.A. 50-14-1(g).]

The meeting was called to order at 9:01 a.m. by Beth Hammond, Chair.

Trustees in attendance (county in parenthesis):

- Beth Hammond (Heard County)
- Denney Rogers (Heard County) - Board Chair & Ex-officio member
- Keri Perkins (Haralson County)
- Shannon Bentley (Douglas County)

Trustees Absent:

- Jenna Barton (Paulding County)
- Mike McPherson (Carroll County)

Guests:

- None

Staff in attendance:

- Jeremy Snell, WGRS Director
- Stephanie Irvin, WGRS Deputy Director



APPROVAL OF AGENDA

- **Motion to Approve Agenda - Perkins; Second - Bentley; No Discussion; MOTION APPROVED: Vote 3-0.**

Hammond	Perkins	Bentley
YES	YES	YES

APPROVAL OF MINUTES

- **Motion to Approve Minutes from May 26, 2020, Meeting - Perkins; Second - Bentley; No Discussion; MOTION APPROVED: Vote 3-0.**

Hammond	Perkins	Bentley
YES	YES	YES

New Business

- **Discussion: MIP Accounting Software**

Mr. Snell related WGRLS previously used Blackbaud accounting software, but switched to MIP on July 1, 2020. MIP is a well-known software in the nonprofit world. A majority of libraries in Georgia switched to MIP from Blackbaud this year. Staff members Cherry Waddell, Jeremy Snell, and Stephanie Irvin attended training on it.

The first payroll run was this morning and things are going smoothly. Some invoices were put in last year and are getting paid out this year as we move from FY2020 to FY2021.

Future financial statements will look different from those the Financial Committee have been seeing, but will have the same information.



Ms. Hammond asked to clarify if there was a one time purchase fee for support. Mr. Snell said there is a one time implementation fee and annual fees, just like Blackbaud. Of the 32 or 33 Georgia library systems previously using Blackbaud only three did not switch. The systems which did not switch will have to move to the next generation product and look into another payroll vendor, since this would not be a part of Blackbaud. MIP is newer and more advanced than Blackbaud, and since more of the systems moved to this product there are more peers to look to for assistance. WGRLS also ended up with a cost advantage by having more libraries in the consortium.

- **Discussion: FY2020 State Grant Close Out**

Mr. Snell shared that typically state materials monies must be expended by June 30th of every year. However, WGRLS received \$50,000 late in the year as a result of state budget amendments in early May. WGRLS was told as long as the funds are allocated by June 30th, and all purchases received within the first 90 days of the new fiscal year then there is no problem with the carryover balance. He also checked with the WGRLS auditor and GPLS who confirmed this is an acceptable process. Mr. Snell wanted to make the board aware the state grant close out is a new process, and the 12 month financial statements will reflect funds in the June account (which will be expended). Ms. Hammond stated the board understands the explanation, and commended him for making sure the system is properly handling the funds and is in compliance.

ACTION ITEM: FY2020 Revised Budget

Mr. Snell shared the revised budget, which is in a new format. In June the materials budget returned to 35 cents per capita, the system services grant (for operations) is around \$34,000, and the state salaries grant had no change. The salaries grant went from around \$1,052,000 to around \$1,037,000 due to the retirement contribution going down this year from 21.1% to 19.06%. There were also no salary raises built in this year; normally there is a 2% raise.

He showed the updated budget, which includes \$170,000 worth of added materials money. There were some small changes in city revenue such as Buchanan and some small changes to make sure payroll calculations were exact since many of the cities reimburse for salaries. There was no increase in regional fees. There is an increase in budgeted amount for donations due to increase from the Friends donations in Buchanan to offset decrease of funds from the city. There was also an increase in internet cost, and a slight increase in the salary for the newest MLIS added to the regional staff to bring him up to the level of the other MLIS staff.

For the regional office budget, the system services grant has increased by \$34,000 which can be used for operations. Items previously cut have been reinstated, and a part of the funds were used



to give the new MLIS staff member a higher starting salary, and to move one staff member who doesn't have an MLIS out from this fund. There are also two months of cleaning costs since the janitorial position has not been filled yet. Insurance has gone up since they plan on securing a new courier van. Internet costs went up. In June, WGRLS gets the cost of internet services from GPLS. This year it was \$19,535 more than previous years. WGRLS pays systemwide for all libraries, with part refunded by the federal government normally at 80%, and GPLS picks up the remainder so we have no cost. The amount shows on the budget, but it is net zero.

The new budget has monies to help with outreach and reinstated cuts for expendable equipment – like computers, and software such as Adobe Creative Suite. It also has funds for a professional collection the member library managers can check out, which is something they requested. Training money had been cut, but it was reinstated. However, it is anticipated training will be less expensive than previous years due to many conferences being virtual. There was also \$4000 added where the regional office will pay for cloudLibrary so the funds from the libraries for cloudLibrary can be for content rather than to contributing to the platform itself.

Mr. Snell then shared a detailed document reflecting how much each library is getting from the materials money.

Ms. Hammond asked what the overall old budget was and what the current budget is. Mr. Snell said the previous budget passed in May was \$1,079,736, and the new budget is \$1,134,033.25. This came from the increase in SSG, the increase in internet reimbursement, and the materials funds increase. There are no changes to county or BOE funds, and a small decrease in what a city has provided. Donations have increased since one friends group is giving more to offset the city decrease. The main changes are the increase in materials funds and operations funds. All of the expenses planned are offset by revenue, for a net zero budget.

Ms. Hammond asked to clarify the amount of the budget increase from the previously proposed budget. Mr. Snell said it was around \$200,000. He clarified it was not coming out of fund balance; it comes out of an increase in revenue.

Motion to Approve FY2020 Revised Budget - Bentley; Second - Perkins No Discussion; MOTION APPROVED: Vote 3-0.

Hammond	Perkins	Bentley
YES	YES	YES



**Motion to Adjourn - Bentley; Second - Perkins No Discussion; MOTION APPROVED:
Vote 3-0.**

Hammond	Perkins	Bentley
YES	YES	YES

The meeting was adjourned at 9:41 a.m.

Minutes taken by Stephanie Irvin, WGRLS Deputy Director