



West Georgia Regional Library System Finance Committee

Regular Meeting

Minutes

September 22, 2020 at 9:00 a.m.

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

CALL TO ORDER

The meeting was called to order at 9:03 a.m. by Beth Hammond, Chair.

Trustees in attendance (county in parenthesis):

- Beth Hammond (Heard County), Chair
- Jenna Barton (Paulding County)
- Keri Perkins (Haralson County)
- Mike McPherson (Carroll County)
- Shannon Bentley (Douglas County)

Other trustees in attendance

- Denise Askin (WGRLS Regional Board Chair)

Staff in attendance:

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

APPROVAL OF AGENDA

Mr. Snell said there would be a discussion item related to the closeout of FY2020, but no additions to the agenda.

Motion to Approve Agenda - Bentley; Second - Barton; No Discussion; MOTION APPROVED: Vote 5-0.

Hammond	Barton	Perkins	McPherson	Bentley
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YES	YES	YES	YES	YES
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APPROVAL OF MINUTES

Motion to accept minutes from July 28, 2020 regular meeting – Bentley; Second – Perkins; No Discussion. MOTION APPROVED: Vote 5-0.

Hammond	Barton	Perkins	McPherson	Bentley
YES	YES	YES	YES	YES

New Business

First two months financial statements for FY2021

Mr. Snell shared the review of the first two months of FY2021. For the regional office, there is an increase in the materials budget line due to the board-approved payment of the \$4,000 annual cloudLibrary platform payment. Money currently in the Dues, Fees, and Travel line will be used for this payment. The regional office currently has a fund balance of around \$70,000, which doesn't include around \$30,000 in earmarked funds.

The Neva Lomason Library has a remaining fund balance, and Mr. Snell will be looking at options for usage of the balance. The Villa Rica Library's fund balance is from SPLOST, and the manager is looking into spending it on materials. Douglas County Libraries, the Bremen library, and the Tallapoosa library are within budgetary guidelines. The library in Buchanan had an increase in supply expenditures, but this amount will be covered by Friends. The library in Franklin is operating within budgetary guidelines and has increased their fund balance. Ms. Hammond asked about the FY2020 shared services fees for the Heard County libraries. Mr. Snell shared the Heard County Board of Commissioners has paid for all of the shared services fees for the library in Franklin. He said Centralhatchee and Ephesus will be invoiced for the flat fee for their populations, and the County commission will pay for the rest. FY2021 will be an ongoing discussion.

The libraries in Ephesus, Centralhatchee, Temple, and Paulding Counties are operating within budgetary guidelines. The Mt. Zion library does have a bit of a negative fund balance, but it is decreasing.

The Whitesburg library has carryover SPLOST money and gift money that can only be used for materials. Ms. Askin asked what the deadline was for using this money. Mr. Snell has checked with the library and said the amount was considered expended when the money was sent to the library, but that he would like the funds to be spent within the next year. There is approximately



\$16,000 remaining to be spent, and it can only be spent on materials. A good portion will be spent on e-content. Whitesburg does have a positive fund balance due to the SPLOST funds, as well as an unspent STEM grant from the Williams company. Mr. McPherson asked how the city is communicating with the system. Mr. Snell shared WGRLS had reduced the amount necessary for staff salaries by making the manager part-time. This move was done in the hopes of that the city would increase their contribution to 82%, which would be the same monetary contribution as last year. However, the city has kept their contribution at 50% of the manager’s salary, resulting in the Friends needing to contribute more funds.

The State Salaries Grant fund is within budget. There is a small surplus to allow for the addition of a new staff member. The fund will end at \$0 since it can’t be carried over to another year. The System Services Grant will also end at \$0. The fund balance in the State Materials Grant is increasing to prepare for proposed expenditures mid-year. The MR&R Fund includes outstanding revenue for the Villa Rica library’s HVAC, but reimbursement should be received soon as the application has been submitted. The Neva Lomason Construction expenditures have gone over budget. Ms. Askin asked about the timing in invoices, and Mr. Snell clarified that most of the funding agencies want to be invoiced in October. Ms. Hammond asked about the overage in the Neva Lomason Construction funds. Mr. Snell shared the construction fund currently has over \$60,000 in unallocated funds. They are looking at HVAC to take care of extra moisture, which would come out of this fund.

Motion to accept first two months financial statements for FY2021 – Barton Second – Perkins; No Discussion. MOTION APPROVED: Vote 5-0.

Hammond	Barton	Perkins	McPherson	Bentley
YES	YES	YES	YES	YES

Budget Amendment 2021-01

Mr. Snell shared Budget Amendment 2021-01 is due to an accidental over expenditure in materials monies due to an attempted new method of invoicing by the former materials manager, which resulted in part of the funds not showing as spent when they actually were spent. Since \$3,100 was already earmarked for spending, Mr. Snell is recommending that the state materials fund for FY2021 be increased by \$3100.00. The funds will be moved from shared services to state materials. Thus, no orders will have to be cancelled. The current assistant director for materials management recommended there be quarterly, as opposed to annual, reconciliations of spending to prevent errors of this nature from happening in the future. Mr. Snell said quarterly reconciliation of the materials fund will be implemented beginning in FY2021. Mr. Snell asked the finance committee to increase the allocation for materials by \$3,100 in Fund 100 for FY2021.



Motion to accept Budget Amendment FY2021-01 – McPherson Second – Bentley; No Discussion. MOTION APPROVED: Vote 5-0.

Hammond	Barton	Perkins	McPherson	Bentley
YES	YES	YES	YES	YES

Update on FY2020 Year End Closure

Mr. Snell gave an update about the FY2020 year-end closure. He expects to have everything completed and closed by the end of the week. A year end audit will be forthcoming.

Other Business

Ms. Hammond shared she is resigning as the chair of the finance committee. She thanked all members of the committee for their hard work.

Adjournment

Motion to adjourn–Bentley; Second – Perkins; No Discussion. MOTION APPROVED: Vote 5-0.

Hammond	Barton	Perkins	McPherson	Bentley
YES	YES	YES	YES	YES

The meeting was adjourned at 9:53 am.