



Report of MHLS Finance Committee Meeting of October 17, 2016

1. Roll Call

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|-----------------------------|--------------------------------------|
| X Regina Morini (P) (Chair) | X Camilla W. von Bergen (Ex-officio) |
| O John Dax (C) (excused) | X Tom Sloan (Staff Liaison) |
| X Lynne Ridgeway (U) | X Linda Vittone (Staff Liaison) |
| X Richard Swierat (D) | |

2. Ms. Morini called the meeting to order. She requested and received approval of the draft meeting agenda.

3. The Committee reviewed the MHLS 2017 proposed budget.

A. Mr. Sloan reported the 2017 operating revenues are based on 2016 operating revenues. The actual amount of 2017 revenues from the State of New York for the 2017 MHLS budget will be determined when the 2017 NYS Budget is finalized in April.

B. Mr. Sloan reported on key proposals regarding expenses, which are:

(1) 2017 Funding for Continuing Projects Recommended by the Directors Association and Funded with 2016 Unassigned Funds

- \$39,600 - 2017 Member Libraries Assessment @ \$600 per library for Sierra capital fees to purchase new licenses, modules, and fund migration of ILS
- \$ 2,700 - Library Elf for Year 2 subscription for patron notification of items ready for pickup/overdue materials via text/email
- \$16,000 - Aerohive Router for 22 Member Libraries/Phase II of 3 year project to improve library broadband services

(2) Unassigned Funds @ \$49,113 (70% General Support Aid Increase of \$70,162)

- General Support Aid: \$1,696,848 (2017) - \$1,626,686 (2016) = \$70,162 & \$49,113 is 70%
- System Services Advisory Committee/Directors Association and MHLS Staff Recommend to the MHLS Board the Allocation of Unassigned Funds

(3) MHLS Staff Salaries

- Full Time Positions
 - 2% COLA Increase to 2016 Salaries (per CSEA Agreement)
 - Salary Adjustments Adopted by MHLS Board for 2016 & 2017 (per CSEA Agreement)
 - Existing Part Time Delivery Clerk Position & Part Time Cleaner Position to a Full Time Position as of January 2017
 - Existing Part Time Cataloging Specialist Position to a Full Time Position as of June 2017
- Part Time Positions per \$15 Minimum Wage
 - 20% hourly wage increase for 4 Delivery Services part time positions making less than \$15 per hour



- 2) 10% hourly wage increase for 3 IT/Cataloging Specialist part time positions making more than \$15 per hour but less than \$20 per hour
- 3) 5% hourly wage increase for 2 Accounting/Administrative part time positions making more than \$20 per hour

C. Fund Balances

- (1) Operating Reserve Fund @ \$1,883,929 (100% Funded)
 - (a) MHLS Operating Reserve Fund Policy - The Reserve Fund goal will be to achieve and maintain no greater than eight (8) months (66%) of the Costs of Funding Services and Operations as defined in Section IV.
- (2) Operating Contingency Fund @ \$168,935 (59% Funded)
 - (a) The Contingency Fund goal will be to achieve and annually maintain in reserve ten (10%) of Program Funding and Operating Costs as defined in Section III.
- (3) MHLS Capital Funds @ \$188,183
 - (a) 2017 Construction Projects Funded in Operating Budget
 - (b) MHLS Capital Plan for 2018-2022 Projects Approximately \$50,000 per year in MHLS Capital Funds to Match State Public Library Construction Funds

D. ACTION ITEM – The MHLS Finance Committee recommends to the MHLS Board the approval of the proposed 2017 MHLS Budget.

4. The Committee reviewed the proposed revisions to the Members Capital Fund Policy.
 - A. Mr. Sloan reported the revisions had been reviewed and approved by both the System Services Advisory Committee and the Directors Association.
 - B. ACTION ITEM – The MHLS Finance Committee recommends to the MHLS Board the approval of the proposed revisions to the Members Capital Fund Policy.**
5. With no other business to conduct, the meeting was adjourned.

FINANCE COMMITTEE

Reviews the system budget for the forthcoming year, makes modifications to the current year, and monitors financial performance. Preferably one trustee from each county.

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