


Fayetteville Public Library
Long Term Revenue Committee - Organizational Meeting
January 13, 2015 4 pm
Minutes
Prepared by S. Daniel, Office Manager



Present: J. Parry, M. Rice, G. Faucette, and J. Butt
Absent: K. Agee
Staff present: D. Johnson, S. Foley, S. Daniel, and S. Davis
Press: Dan Holtmeyer

D. Johnson opened the meeting. Expenditures have been outpacing revenues for a number of years. Budget reductions for 2015 were difficult as the goal was to protect the public from feeling any cuts. The Board of Trustees assigned this committee to propose options for long-term solutions. March 4th is the target date for recommendations.

Revenue and support consist primarily of state aid, program fees, grants and overdue fines. State aid to public libraries is formula based. Over dues, while appearing reduced in 2015, actually reflect assigning fees for damaged books to its own line item. Staff will research fee levels at peer libraries. Cafe rental has remained steady; the lease is now year-to-year. It may be possible to adjust the lease to pay FPL a percentage of sales over a pre-determined level. Designated funds are those for computers, furniture, and maintenance.

Transfers come from the city, the 1 mill property tax designated for the library, and city funding specifically for books and IT equipment. Both the Foundation and the Friends organizations transfer money to FPL annually. However, a portion of the Foundation's transfer has been suspended for 7 years to replenish coffers depleted in anticipation of purchasing city hospital. That transfer has been replaced by drawing down the library's long term investment fund.

Expenditures for all library materials have decreased about 15% from \$487,500 in 2013 to \$428,000 in 2015. Print books are under funded by \$77,500 – a need identified in the library's master plan. Also underfunded is the eBooks consortium. Beginning this year, FPL will pay dues only to remain a member of the consortium. Any additional funds will purchase eBooks for Fayetteville cardholders only.

In the past, all benefits were accounted for under administration; now they are spread among departments.

Adult and Reference: On-line databases, formerly in IT, were moved to Adult and Reference Services because those staff members select and purchase the databases. Adult and Reference also shows an increase for the FPL author series because the library has taken on this expense. The NEH grant contributes to this expense.

Circulation: Materials and supplies went from \$5000 to \$10,630 due to promotional material sold at the check-out desk.

Tech Services: The majority of the increase in this department is due to benefits being reassigned. The increase in personnel is due to the loss of an admin position and the promotion of an assistant manager.

Youth and Outreach: True Lit is the main additional cost for this department.

PTO buyback: Auditors cautioned the library that vacation balances were too high creating a huge liability. In response, the board amended library policy allowing staff to cash in PTO over a 2 year period to bring down their balances. The policy was further amended to establish a maximum accrual of 320 hours per year - use it or lose it.

Administration: The \$140,000 in "amounts not funded" is for the second phase of the master plan if FPL purchases the city hospital property.

Development and Marketing: Not funded is \$8008 as we move from paper to more intensive on line marketing efforts.

Facilities: Not funded is \$22,065 for an additional contract maintenance worker. The \$99,500 is not unfunded; it represents a true cut in the maintenance budget.

IT: Cataloguing software expense went to Tech Services. Total IT maintenance went from \$65,430 to \$117,360 due to internal functionality. (A direct quote from Pickle; I have no idea what it means©)

Net revenue: Has been running negative for 5 years; this year shows a \$227 surplus.

Discussion of 5th member on committee: Committee decided to ask both Blake Woolsey and Dan Ferritor to join. David Johnson will call both.

Jack Butt left the meeting at 5:17.

The next meeting will be Tuesday, January 27 at 3 pm at which time the committee will elect a chair. Discussion to focus on projections for the future. Stephen Davis will meet individually with new members to bring them up to speed on the 2015 budget.