

**SPECIAL MEETING
LIBRARY BOARD
Monday, August 22, 2016
Library Community Room, 5:00 P.M.**



PLEASE TAKE NOTICE that a meeting of the Brown Deer Library Board will be held in the Community Room at the Brown Deer Library, 5600 West Bradley Road, Brown Deer, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

- I. Roll Call
- II. Call for Additional Agenda Items
- III. Persons Desiring to be Heard
- IV. New Business
 - a. Consideration of 2017 Library Budget Scenarios
 - b. Consideration of Village Salary Plan and proposed Library Salary Plan
- V. Adjournment

A handwritten signature in black ink, appearing to read "B. Williams-Van Klooster", written over a horizontal line.

Brian Williams-Van Klooster, Library Director
August 18, 2016

PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE LIBRARY AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING.

2017 Budget Overview

REVENUE CHANGES (+\$14,400)

- Revenues are projected to be up \$2500- expected increases in photocopies, lost materials
- Retirement and subsequent recruitment at the bottom of the vacated position's scale is expected to net \$11,927. Single benefits are retained for the purpose of cost estimate.

EXPENDITURE CHANGES (-\$31,400)

- Full time Librarians are 'exempt' under FLSA and must meet new minimum salary requirement effective 12/1/16 is \$47,476 (\$22.85/hr) for a full time worker. This will increase the hourly wage of two full time professional employees who are below the FLSA minimum, for a combined annual increase of \$15,676.
- Cost of living increase is expected to be 1%-1.5%, for a total increase of \$2800 (at 1.5%).
- MCFLS member costs increase of \$2300 (contractual)
- Periodicals increase of \$3500 (bring back to normal after part of 2016 was prepaid in 2015)
- Communications (phone line) increase of \$2100 (Bayside/Village changes)
- Gas/Electric increase of \$2500 (2016 budget was too low based on last 4 years)
- Building Maintenance increase of \$2600 (return to normal after Manager's recommendation to expend from fund balance)

NET CHANGE= -\$17,000 (over a status-quo budget)

Other pressing issue to consider is uncompetitive pay for all circulation staff. Their current pay doesn't register at the Minimum on the Village Salary Plan, and the LTA isn't listed on the Plan at all.

Scenario 1 (balanced budget)

No change for public (good or bad)
Little change for staff (good and bad)
Some more books
No strategic plan goals
Just holding on

Scenario 5 (balanced budget)

Big change for public (good and bad)
Big change for staff (good and bad)
Compensation Haves and Have-Nots
More work with the public
Time for strategic plan goals
More books, same media

Scenario 6 (balanced budget)

No change for public (good or bad)
Big change for staff (good and bad)
Slightly better compensation for staff
More work with public
Less books
No strategic plan goals

Scenario 8 (balanced budget)

Big change for public (good and bad)
Big change for staff (good and bad)
Best competitive compensation for staff
More work with public
Same books, fewer media
Time for strategic plan goals

| Description | 2016 Year-end | | | 2016 Approved | Year-end Projected | Scenario | Scenario | Scenario | Scenario |
|-----------------------------------|-----------------|----------------|----------------|----------------|--------------------|----------------|----------------|----------------|----------------|
| | 2013 Activity | 2014 Activity | 2015 Activity | | | 1 | 5 | 6 | 8 |
| General Property Taxes | 385,346 | 385,346 | 385,346 | 385,346 | 385,346 | 385,346 | 385,346 | 385,346 | 385,346 |
| Photocopies | 6,251 | 7,118 | 8,385 | 6,500 | 6,500 | 8,000 | 8,000 | 8,000 | 8,000 |
| Library-Fines | 19,214 | 20,393 | 16,217 | 1,600 | 16,000 | 16,000 | 16,000 | 16,000 | 16,000 |
| Sale of Materials | 1,089 | 719 | 1,511 | 900 | 900 | 1,400 | 1,400 | 1,400 | 1,400 |
| Lost Material Charges | 1,641 | 1,736 | 1,945 | 1,500 | 1,500 | 2,100 | 2,100 | 2,100 | 2,100 |
| Miscellaneous Charges | 500 | 3,436 | 4,304 | 4,000 | 4,000 | 4,200 | 4,200 | 4,200 | 4,200 |
| MCFLS-Reciprocal Borrow | 113,693 | 108,511 | 97,010 | 86,734 | 86,734 | 87,244 | 87,244 | 87,244 | 87,244 |
| Investment Interest | 80 | 1,596 | 1,136 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rent Income | 0 | 6,550 | 33,165 | 33,000 | 33,000 | 33,000 | 33,000 | 33,000 | 33,000 |
| Donations - Library | 10,190 | 7,802 | 14,633 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| | 538,004 | 543,208 | 563,652 | 541,980 | 541,980 | 545,290 | 545,290 | 545,290 | 545,290 |
| Salaries/Wages | 290,668 | 291,541 | 296,543 | 313,035 | 313,035 | 314,760 | 310,704 | 310,704 | 305,127 |
| Part-time/Temporary | 0 | 0 | 0 | 0 | 0 | | | | |
| WI Retirement | 17,992 | 18,274 | 17,326 | 18,072 | 18,072 | 18,709 | 19,942 | 19,942 | 19,562 |
| FICA | 21,206 | 21,193 | 21,854 | 23,947 | 23,947 | 23,009 | 23,009 | 23,009 | 23,344 |
| Group Insurance | 63,183 | 57,886 | 43,653 | 52,715 | 52,715 | 38,224 | 38,514 | 46,113 | 51,475 |
| Workers Comp Insurance | 784 | 788 | 802 | 0 | 800 | 800 | 800 | 800 | 800 |
| Technical Services | 5,757 | 2,605 | 2,744 | 3,100 | 2,500 | 2,600 | 2,600 | 2,600 | 2,600 |
| Printing Services | 5,404 | 5,829 | 6,613 | 4,500 | 4,600 | 4,400 | 4,400 | 4,400 | 4,400 |
| Equipment Maintenance | 22,403 | 17,842 | 15,615 | 16,500 | 16,630 | 18,800 | 18,800 | 18,800 | 18,800 |
| Office Supplies, Equip & | 8,878 | 4,098 | 5,869 | 3,700 | 3,700 | 3,700 | 3,700 | 3,700 | 3,700 |
| Postage & Mailing | 398 | 535 | 299 | 380 | 380 | 380 | 380 | 380 | 380 |
| Communications | 543 | 635 | 831 | 700 | 2,800 | 3,000 | 3,000 | 3,000 | 3,000 |
| Professional Membershi | 173 | 398 | 357 | 500 | 500 | 500 | 500 | 500 | 500 |
| Professional Training | 495 | 723 | 642 | 700 | 700 | 0 | 0 | 0 | 0 |
| Mileage Reimbursement | 224 | 578 | 594 | 400 | 600 | 600 | 600 | 600 | 400 |
| Collect Repair/Maint/Sup | 2,903 | 5,276 | 5,087 | 4,100 | 4,100 | 4,100 | 4,100 | 4,100 | 4,100 |
| Periodicals | 5,054 | 8,180 | 7,244 | 3,000 | 3,000 | 6,500 | 6,500 | 6,500 | 6,500 |
| Books | 49,756 | 38,194 | 41,302 | 38,000 | 38,000 | 41,000 | 44,000 | 38,000 | 38,000 |
| Audio/Visual | 11,407 | 15,364 | 15,364 | 11,600 | 11,600 | 11,600 | 11,200 | 9,600 | 9,600 |
| Donation Expenditures | 3,931 | 6,326 | 11,726 | 8,000 | 6,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| Library Programming | 1,855 | 708 | 1,087 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Natural Gas/Electric Serv | 19,527 | 20,575 | 19,392 | 17,000 | 19,500 | 19,500 | 19,500 | 19,500 | 19,500 |
| Sewer/Water Services | 690 | 729 | 746 | 600 | 750 | 750 | 750 | 750 | 750 |
| Cleaning Services | 13,800 | 16,056 | 15,060 | 14,800 | 14,800 | 14,800 | 14,800 | 14,800 | 14,800 |
| Building Maint/Repair Se | 4,261 | 9,226 | 11,939 | 4,431 | 4,431 | 7,000 | 7,000 | 7,000 | 7,000 |
| Building Supplies | 1,318 | 1,482 | 1,930 | 1,200 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| | 552,609 | 545,041 | 544,618 | 541,980 | 545,660 | 545,232 | 545,299 | 545,298 | 544,838 |
| Net of Revenues & Appr | (14,605) | (1,833) | 19,033 | | (3,680) | 58 | (9) | (8) | 452 |
| Fund Balance | 66,520 | 64,862 | 83,895 | | 80,215 | 80,273 | 80,206 | 80,207 | 80,667 |
| | 12% | 12% | 15% | | 15% | 15% | 15% | 15% | 15% |