

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees June 26, 2012

The Finance & Audit Committee of the Board of Trustees of Kansas City Public Library, pursuant to official notification, met Tuesday, June 26, 2012, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: David Mayta (Chair)
Joan Caulfield
Olivia Dorsey
Claudia Oñate Greim
Jonathan Kemper (ex officio)

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Purchasing Manager
Henry Fortunato, Director of Public Affairs and
Communication
Kathleen Hinton, Finance Manager
Joel Jones, Director of Branch and Outreach Services
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Director
Heather Pedersen, Administrative Officer
Debbie Siragusa, Chief Financial Officer

Mayta called the meeting to order at 3:35 p.m.

Discussing the proposed preliminary budget C. Kemper stated that the budget is very similar to the prior year in terms of revenue and expenditure. There are still some unknowns related to revenue and the protested property taxes so Library staff used conservative revenue projections to account for some of this uncertainty. He stated that the Library has been, and will continue to be, frugal and to encourage fiscally sound management practices.

Siragusa reviewed the major items in the proposed budget with the Committee. She stated that revenue is expected to be fairly stagnant since this is a non-reassessment year and that the final tax revenue will not be known for about six months.

Discussing the budget for salary and benefits Siragusa reported that the proposed budget includes the addition of 3 FTE positions: one Library Service Program position, an IT Help Desk Coordinator, and the reestablishment of a Collection Development Manager/Coordinator. The salary for the first year of the Collection Development position would be drawn from the materials budget to allow for a balanced budget and would be

would be included in the regular staffing budget in subsequent years. The budget also includes a 3% cost of living increase for all staff to be effective July 1, 2012. The last time the pay scale was adjusted was in 2007. There will not be a merit increase or one-time lump sum payout this year as in previous years.

Siragusa reported a change in the Library's procedures regarding benefits that resulted from a review by the Library's Benefits Committee over the last year. The maximum payout of sick leave at termination of employment will be capped at 900 hours, it was previously unlimited. She also reported that the Library has projected a 5% increase in expenditure for health insurance and benefits.

J. Kemper recommended that an Operations Committee meeting be held in the next several months to review the Library's benefits policies.

Siragusa reported that the Capital Outlay budget will primarily be spent on equipment and repairs. Also budgeted this year is \$200,000 from the Capital Development Fund being proposed for expenditures for Central, including moving and consolidating public PCs based on recommendation of J. Huber and Associates to improve efficiency, and a contingency budget.

Motion by Dorsey to refer to the Board the recommendation of the Chief Executive and the Finance and Audit Committee to adopt a preliminary 2012-2013 Library Operating Budget (General Fund) of \$18,011,919, Gifts/Grants Fund Budget of \$1,400,000, Building Corporation – Debt Service Fund Budget of \$725,894, Capital Development Fund Budget of \$200,000, and Library Parking Garage (Enterprise Fund) budget of \$369,000, and approve changes in fund transfers and Salary Schedule as noted on the attached schedules. Second by Oñate Greim. Approved unanimously. (LBM 3755)

The meeting concluded at 4:30 p.m.

David Mayta, Chair
Finance & Audit Committee

Date