

Board of Library Commissioners Finance Committee

June 15, 2004: MINUTES

Commissioners Present: Barbara Garvey, Janet Edwards

Staff Members Present: Emily Bader, Lee Fogarty

Finance Committee Chair Barbara Garvey asked Emily Bader to review budget goals for FY04. Ms. Bader responded that the library's primary goals for FY04 were:

- Re-open the Central Library
- Re-open the four branches that had been closed by the Springfield Library & Museums Association (East Springfield, Forest Park, Liberty, Mason Square)
- Expand hours at the remaining branches to 24 hours per week over four days
- Manage the transition of the library system from private, non-profit status to city department
- Establish a volunteer program for the library system
- Collaborate with the Friends of the Library to raise funds for the library's operating budget

Lee Fogarty reviewed the status of the library's FY04 budget through May 31, 2004. She noted that, while endowment income is substantially lower than originally projected, the library expects to end the fiscal year approximately \$70,000 under-budget. The difference is primarily attributed to unfilled position vacancies and the fact that new staff hired in October 2003 were hired at a lower salary than originally budgeted.

Ms Fogarty also distributed a draft program budget for the library system that breaks out expenses for the Central Library and each branch. She explained that some expense lines are estimates based on percentages. Library administration is unable to provide exact expenses for some lines until those lines are coded by library location for a full year. Ms. Bader commented that it might not be cost effective to break out certain expenses because of the amount of time that will be required to code hundreds of small expenditures.

Ms. Edwards commented that the library may be able to get volunteer assistance to develop a more detailed accounting system for the library. She suggested that the Library Director call the Chamber of Commerce and the Incubation Program at STCC to inquire about volunteer assistance.

Ms. Edwards also asked whether the library has circulation and visitor count statistics for each library. She believes that this information would help Commissioners make budget decisions in the future. Ms. Bader replied that this data is available.

Ms. Garvey announced that the City audit of the Museum Association is nearly complete. The Mayor is looking to the audit for information that will help him determine how much money the Museum Association will need from the City in FY05. The auditor is also examining the FY04 revenue statement for library trusts and endowments. There continues to be a question regarding why the reported income is less than originally projected.

Ms. Garvey also announced that a Springfield Library Foundation has been established.

Approved June 29, 2004