

**WPLC Budget Committee**  
**Meeting Notes**  
**March 27, 2023, at 2:00 pm**

**1. Review of Background and Timeline**

*During the Meeting:* The group reviewed the [2023 budget process and timeline](#). M. Clark reminded the committee that we only need to share a draft budget at the April meeting. If the board requests any changes in April, updates will be made and shared with the budget committee via email in May to finalize. We would only schedule another meeting of this group if we need to discuss in more detail.

The committee was asked to consider how the move to a two-year recommendation cycle might impact the work of this group. The committee agreed it makes sense to assemble FY24 and FY25 budgets now, knowing that the board will review each year's budget annually and retain the right to modify if the landscape changes. Committee still wants to see flexibility in year 2 of the budget process. The thinking is that building two years of budgets at one time provides systems with a longer budget horizon for planning. J. Anderson asked about the 5-year commitment to the 5% average increase, and it was confirmed that FY25 is the final year of this commitment. Per the committee's request, M. Clark will put a FY25 budget together and will share with the committee via email.

**2. Discussion of 2024 Draft Budget**

*Changes from 2023 Budget and discussion items*

M. Clark walked the committee through the draft budget and pointed out the following:

- a. Increase of the buying pool of \$66,722 (average of 5% increase over 5 years – this will be year 4).
- b. Tentative cost: Magazine income and expenses are listed in the budget with the projected cost of \$100,000 for 2024. Whether or not this will be renewed is a discussion that the DL Steering Committee is having in April and will be determined at the Annual Meeting on April 26<sup>th</sup>. Clark has put together a packet for the annual meeting that includes usage stats and costs per circ information. This line item could be removed from the budget if the WPLC chooses to not renew this package.
- c. There are no Digital Newspaper Hosting costs for 2024. – this project is on hold therefore we do not need to budget for this item.
- d. ContentDM Hosting costs for 2023 were paid for by Milwaukee Public Library. Costs for 2024 will revert back to the WPLC.
- e. The slight increase in the website expense line is for WPLC list management fees. Increase of \$17 is for email list management.
- f. Project management fees: WiLS is requesting a 5% increase to better align project management costs with WiLS' standard rate.
  - a. Gilderson-Duwe suggested a consideration of 75% of standard rate for next two years – see what that looks like. A 5% increase this year, would put us at 71% of the standard rate for WiLS. The committee would like to see closing the gap closer to 72-73% of standard average hourly rate.

***Topics for consideration***

- a. M. Clark asked if there's any expense we've missed. Nothing was suggested by the committee.
- b. What does the committee want for the R&D or Reserve fund amounts?
  - As of February 28, 2023, there is \$59,000 in R&D and \$48,758.80 in Reserve.
  - Historically, the committee has put a total of \$15,000 in R&D and Reserves together – amounts have flipped between the two, \$10K in one and \$5K in the other. S. Hesel asked about how potential delivery project or magazine project research might impact either of these funds. Agreement to use what project managers have proposed, \$10,000 for R&D and \$5,000 for reserves.
- c. Digipalooza Project Manager Costs and Potential Scholarship: Should this be in the budget as a line item? Taken from reserves?
  - a. Cost per person:
    - i. Registration: \$249
    - ii. Hotel for 2 Days: \$355
    - iii. Flight: \$400
    - iv. Total: \$1004

Digipalooza is an Overdrive biannual conference that WiLS sends at least one project manager to. Request is that the WPLC pays for one project manager to attend as well as offer a scholarship to send one additional WPLC member (from the Selection Committee or Digital Library Steering committee) to attend. That member would need to share out what they learn to the Selection Committee. It was decided to put this in the budget as a unique line item, spreading cost over two years for 2025 conference. For 2023 costs, these can be requested from the board, and reserve funds could be used to support conference attendance this year.

*Additional Documentation:* [2024 Draft Budget](#)

Project managers will share a revised FY24 and speculative FY25 budget with the committee in preparation for the April 26 board meeting.

Adjourned at 2:55 pm.