

CARY AREA PUBLIC LIBRARY DISTRICT – BOARD MEETING

Committee of the Whole

Finance

Wednesday, June 1, 2016

Minutes

- 1. Call to order** - Chair Barb Kalchbrenner called the meeting to order at 6:08 p.m.
- 2. Roll call** – Present were Library Trustees Barb Kalchbrenner, Scott Migaldi, Margaret Myers, Jan Polep, Teresa Sigsworth and Lisa Stiegman. Also present were Library Director Diane McNulty and Head of Support Services Karen Long.
- 3. Discuss the preliminary budget for FY 2016-2017**– Diane distributed the proposed estimated income and preliminary budget for FY 16/17. Income changes made included: Live and Learn grant and annexation fees were listed but not in the total since they are both unknowns. Lake County proposed revenue is down \$4000 from last year but McHenry is up. Per capita is also unknown as to whether it will be received at all. Personal Property Replacement Tax is estimated lower; state may also reduce that payout. Interest projected was reduced since we will spend a major portion of the special reserve. Not sure if we can host 2 elections so budgeting for one. Total estimated budget is \$1,968,450.37.

Diane then started going through the proposed budget. Will budget for 2 new positions (one part time position each for Circulation and Info) and increasing the hours for the Administrative Assistant. Made adjustments to make base pay \$10 an hour to equalize the Circulation and Info staff sharing the desk; that also adjusted some of the current staff. (1-6% increase but average of 4%). Health insurance does not renew until December; it will go up so adding a 35% increase to cover the potential increase. She questioned the tuition reimbursement; keep separate in that line item or just make it all training? Decision to roll it all together but can be used for tuition.

Renovation project can change some of the following items; electric costs could be more or less but gas went down this year. Raised HVAC line due to possible increased maintenance cost. Still researching what maintenance costs will be for elevator. Telecommunications is not complete; don't have e-rate final figure and getting quote for more bandwidth. Diane is waiting on a figure from Ehlers for their fee for the debt certificate.

For materials added to Fiction, YA and some YA non-fiction. Reducing Youth Services by \$5000 since we are still tight even with the weeding. For public relations she asked if we wanted to keep 4 newsletters per year; 2 at 6 pages and 2 at 8 pages. Or go to 6 newsletters? Would also increase the postage amounts. Discussed pulling out of the Community showcase. Equipment maintenance going up with new sorter and 2nd self check. Still working with Linda on additional technology needs so not firm yet. Will be contacting Ehlers to determine when the first loan payment will be due; in this budget or FY 17/18? Scheduled another COW of the whole meeting on June 21st at 6:00.

4. Any and all other business the Board may wish to discuss – Diane reported the variance meeting went well. Village zoning board approved us and it goes to the village board next.

5. Adjourn – motion by Migaldi to adjourn, Polep seconded. Meeting ended at 8:31 p.m.

Respectfully submitted,

Head of Support Services

Reviewed by,

Secretary