PLAINFIELD PUBLIC LIBRARY DISTRICT
REPORT OF FINANCE COMMITTEE MEETING
JANUARY 17, 2018

CALL TO ORDER, ROLL CALL: Chair Miller called the Finance Committee meeting of January 17, 2018, to order at 7:42 p.m. in the Library's Small Meeting Room at 15025 S. Illinois Street. Roll call was conducted. Regular members present: Miller, Andel and Gilles, and Gilmore (as ex officio). Regular members absent: None. Staff present: Pappas and Hartley. Guests present: None

PUBLIC COMMENT: None.

DISCUSSION ITEMS: Pappas reviewed the budget for fiscal year 2018. The following are some of the items discussed:

- All notes and adjustments to the FY2018 Budget are available on the Midyear Review: July – December 2017 report available on the Library's website. Items on this report without notes remain unchanged.
- Library Fund, page 1 of 5
    - 1004502 Donations - reflects money received from the Foundation dissolving; already earmarked for landscaping and programming.
    - 1015001 Administration Salaries – an unfilled position creates approximately $22,000 to be redistributed.
    - 1015014 Human Resources – increase to allow for background checks on new hires.
    - There are several positions that will remain unfilled.
- Library Fund, page 2 of 5
    - 1015202 Legal Services – three months of service from fiscal year 2017 were not billed until fiscal year 2018; in addition, the Foundation attorney services will be billed to this account. Therefore, this line will need to be increased.
    - 1015801 Library Wide Events – the majority of amount budgeted will be spent on future events in this fiscal year: Fandom Fest, National Library Week, Summer Reading Program.
    - 1015322 Contingencies and 1018003 Furniture & Fixtures – plans to replace broken or deteriorating staff and public chairs and tables; and more efficient magazine holders.
    - 1025001 Tech Services Salaries – increase by approximately $6,000 to hire a Technical Services Assistant (note: this is a correction from the original report).
- Library Fund, page 3 of 5
    - 1045103 Databases, 1045104 Downloadable Materials, 1045112 Fiction – Adult, 1045113 Leased Material – no change in total budget amount; however, moving funds among the four lines to better reflect spending.
    - 1045123 ExxonMobil Grant Expenditures and 1045125 Other Donations- new line for grant and donation expenditures.
- Library Fund, page 4 of 5
    - 1055125 Other Donations- new line for grant and donation expenditures.
    - 1075001 Community Relations Salaries – Original budget for department head full year salary; however, position only filled for half of year. In addition, the CR coordinator position will remain unfilled for the remainder of fiscal year; therefore, the approximate surplus of $38,049 can be redistributed to use, in part, for job description and salary compensation studies.
    - 1075310 Pinnacle Cooperative – was billed and paid in June of 2017.
- Library Fund, page 5 of 5
    - 1095210 Lease Agreements – balance includes expense that will be reimbursed this fiscal year (copier lease change).

    - 1095211 Subscription Services – current event and room schedule software is no longer supported and needs to be replaced. Increase line budget to reflect this expense and to add Hoopla streaming service. Per Capita grant will cover these expenses if it is received.
- Other Funds, page 1 of 3
    - 3005218 Audit Expense – required actuary study has not yet been completed, the fund balance will cover this expense.
- Other Funds, page 3 of 3
    - 7508007 Demolition Costs – typo on budget line, should read $20,000.
    - 7508008 Building Improvements – possible plans for this line include boiler upgrade, reconfiguration of staff bathrooms, electrical panels, and occupancy sensors.
- The Staff Brainstorming report was updated with completed and in progress items.
- Changes discussed will be reflected in an updated Midyear Review: July – December 2017 report and presented to the Board at the regular board meeting on February 21, 2018.

RECOMMENDATION FOR BOARD ACTION: Miller recommended the Midyear Review: July – December 2017 report be accepted as presented. The recommendation was accepted by consensus.

Committee adjourned meeting at 8:21 p.m.

Respectfully submitted,

Aimee Hartley
Recording Secretary

Respectfully submitted,

Patricia L. Miller
Chair of Finance Committee