

**PLANO COMMUNITY LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
FINANCE COMMITTEE MEETING
JUNE 15, 2017, 6:30 P.M.
HELD IN THE DIANA HASTINGS BOARD ROOM**

The Finance Committee meeting was called to order at 6:34 p.m. by Chairperson Zoila Gomez. Present were Trustee Gayle Severson and Library Director Deanna Howard. Committee member Tom Karpus was absent.

Property Tax Receipts

The 2016 Tax Computation Report was in the packet for the committee's review. The library will receive an \$8,000 increase in property tax revenue.

2017-2018 Operating Budget

Deanna presented the draft budget for FY 2017-2018. Corporate fund receipts are estimated to be \$667,000, expenses \$639,700 (before transfers out of the fund).

The salary budget includes keeping the Technical Services Manager position vacant. Deanna indicated she could continue to manage the workload of processing new items. Other staff continue to have additional responsibilities as well (not additional hours). Deanna requested a 3% raise for staff. The committee felt the budget could handle this amount. A 10% increase was added to the health insurance line for any possible cost increases.

The Per Capita Grant funding of \$10,000 will be used to supplement the collection budget. The utility budgets remained the same. The Repairs budget was set at \$40,000. Deanna will ask the Building & Grounds Committee to meet to identify and prioritize needed repairs. She hopes to be able to continue to allocate funding for repairs for the next three years. Repairs discussed included: the exterior and roof of the west bay are in bad condition, exterior painting needed, gutters need to be replaced, and parking spaces may need to be resurfaced. No repairs are expected to be needed for the HVAC system.

Because we keep the corporate levy request high we will need to make transfers to the IMRF and Social Security Funds at the end of the fiscal year. After these anticipated transfers we show an estimated budget deficit of \$7,700 at the end of the fiscal year.

Trustee Gomez recommended the 2017-2018 Operating Budget draft be presented to the board for approval. Trustee Severson agreed.

Being no further business, the meeting was adjourned at 6:47 p.m.

Notes submitted by Deanna Howard

Approved as submitted, 7/20/17

Gayle Severson