

**PLANO COMMUNITY LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
FINANCE COMMITTEE MEETING
JUNE 17, 2020
MEETING HELD ONLINE VIA ZOOM**

The Finance Committee meeting was called to order at 7:02 p.m. by Chairperson Tom Karpus. Present were Committee Members Gayle Severson and Christine Backus. Library Director Deanna Howard was also present.

NOTICE: This meeting of the Library Board was held without the physical presence of a quorum of Library Trustees and was specifically authorized by the Governor pursuant to Covid-19 Executive Order No. 5, March 16, 2020. The meeting was conducted live remotely via Zoom.

CITIZENS TO BE HEARD

None.

PROPERTY TAX RECEIPTS

The 2019 Tax Computation Report was in the packet for the committee's review. Deanna noted that the library's increase in receipts will be \$24,500.

2020-2021 OPERATING BUDGET

There was a lot of discussion about the uncertainty of how the Coronavirus pandemic will impact the library's property tax receipts, for both this fiscal year and next fiscal year. Deanna presented information regarding the overall corporate fund balance over the last 13 years. We were able to increase the fund balance by \$152,000 during this time, to a total of \$297,488 at the end of FY 18-19. These funds are available to support the operating budget as we move forward in these uncertain economic times. Deanna has reduced the expected revenues from fines and fees. Replacement tax receipts have been reduced by 30%, as suggested by the State of Illinois. The bottom line is that we don't know what the impact of the pandemic will be on our revenues. Deanna emphasized that typically all property taxes are received by December, so we will know mid-year what our financial condition is and can make any adjustments needed at that time.

Deanna noted that although she was not asking for a staff raise, the salary budget included a 2% increase as a reference point. She also presented information on several other options, including no raise and adjusting everyone's salary to reflect the minimum wage increase. After much discussion it was agreed to build a 1% raise into the salary budget. The committee will make a point to look at the budget again mid-year when we have a better picture of our property tax receipts. At that time they will consider whether the budget can support an additional 1% raise, which would take effect in January.

Most other expenses remain the same as last year. We continue to budget \$80,000 for repairs. The committee discussed the need to replace the HVAC system, both the rooftop units and the control system. It has become increasingly difficult to repair the system. Carrier considers the system at end-of-life and does not support parts any longer. The anticipated cost of this project

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is about \$300,000. Deanna has spoken to the loan officer about financing this expense. The library's existing mortgage could be refinanced, and Deanna has information regarding the bank's requirements and timeline. The Professional Services line was increased to \$60,000 to cover the cost of an HVAC engineer.

After the anticipated transfer to the IMRF and Building & Maintenance funds at the end of the year we show a budget deficit of \$55,300. Deanna noted that we typically underestimate our revenues and overestimate our expenses, so we may not end the year in a deficit. In the last two fiscal years we also budgeted for deficits, but actually increased our corporate fund by over \$100,000 during that time. The overall Corporate Fund balance of about \$300,000 is available to support any deficit in this year's budget.

Trustee Backus moved the committee present the FY 2020-2021 Operating Budget draft to the board for approval. Motion carried. Ayes-3, Nays-0, Absent-0.

2020-2021 STAFF RAISES

Discussed above.

2020-2021 BUDGET & APPROPRIATIONS ORDINANCE

The tentative Budget & Appropriations Ordinance was reviewed. The Budget & Appropriations Ordinance is high to capture any new growth in the area. The tentative B&A will be approved at the regular board meeting on June 18. There will be a notice in the paper of the public hearing at the August 20 board meeting.

OTHER

None.

Being no further business, the meeting was adjourned at 7:46 p.m.

Notes submitted by Deanna Howard

Approved as submitted, 7/16/20

Cecelia Carey