

**MINUTES OF THE FINANCE COMMITTEE OF THE  
ZION-BENTON PUBLIC LIBRARY DISTRICT**

May 2, 2017

The Finance Committee of the Board of Trustees of the Zion-Benton Public Library District met on Tuesday, May 2, 2017, at 6:30 pm in the Youth Services Study Room.

Present: Jacqueline Holmes, Treasurer; Wendy Driver, Vice President; Mary Martin, Secretary; and Carol Dolin, Director.

The purpose of the meeting was to discuss financing for a proposed replacement of the facilities HVAC system.

Mrs. Dolin reviewed recommendations from the library attorney with regard to the project proposal, which include certification by a mechanical engineer that the proposed project is appropriate and satisfies the needs of our situation and verification that the contractors involved pay prevailing wage for our area. We also need to send page 16 in article 3 to our insurance agent to ensure that we either have the insurance required, can get it, or remove that codicil from the document. Mrs. Dolin also asked him about potential restrictions on the use of monies in the Construction Fund and Working Cash Fund. If the language of the referendum for the original construction bonds include renovation or refurbishment of the existing building, the balance in the construction fund can be expended for this project. Mrs. Dolin will investigate to ensure that this is the case. The Working Cash fund can be dissolved by passing an ordinance and the balance can be added to the General Library Fund Balance or the Special Reserve Fund. Mr. Ritzman recommended that we contact our auditor to verify how the working cash fund was established.

Mrs. Dolin presented a QuickBooks report for budget versus actual expenditures to May 1, 2017, a proposed draft of a revised salary structure, and a preliminary proposed operating budget for FY 2017-18. There is approximately \$75,000 unexpended in 7010 Building Repairs and Maintenance and 7020 Equipment Rental and Lease budget lines, and \$22,000 in budgeted but unexpended Special Reserve. Combining those balances with the Construction Fund balance of approximately \$55,000, we should be able to make the first payment on the project from our budget in FY 2016-17. The remaining \$400,000 would be split among the regular operating budget lines and special reserve in the FY 2017-18 budget. Mrs. Dolin will provide a memo with an executive summary of how the HVAC project came about, recommendations from the attorney, a list of other building and grounds related projects that Mrs. Brumbaugh discussed at the board meeting, and drafts of Ordinances to dissolve the Working Cash Fund and the Construction Fund with the intention of expending the balance of the construction fund for the first payment on the project before the end of June 2017 and allocating the working cash to project costs in FY 2017-18.

The meeting adjourned at 8:45 p.m.

Approved: May 23, 2017

Signed: /s/ Beverly Mull

Attest: /s/ Amy Onan

Recording Secretary: Carol Dolin