



ZION-BENTON PUBLIC LIBRARY

BUDGET AND FINANCIAL COMMITTEE MEETING

Zion-Benton Public Library District
Meeting Room B
Tuesday January 21, 2020 at 6:00 PM

Minutes

Present: Wendy Driver, Rosemary Kauth (Chair), and Mick Jacobsen (staff)

- Approve Minutes from 11/19/19 meeting.
W. Driver motioned and R. Kauth seconded. All in favor. R. Kauth thanked M. Jacobsen for taking minutes.

- Fund Balance Policy Discussion.
M. Jacobsen presented this policy. The Committee discussed the fund definitions and the reasoning for what % should be held back in the general fund.

- Fixed Asset Policy Discussion.
M. Jacobsen presented this policy. He mentioned that the Library will work with its auditing firm to put together an easy to use spreadsheet.

- Potential Large Expenditure Discussion.
 - o Interior Painting
M. Jacobsen mentioned along with interior painting (to happen before carpeting) it is necessary to paint the I Beam in the exterior canopy as they are starting to rust.
 - o Carpeting
M. Jacobsen presented an idea of applying for an Illinois State Library grant to assist in this expensive but necessary upgrade.
- Discussion of Supplies General Line 4301.
M. Jacobsen explained why this line shows as over spent.

- Review of Library budget at 6 months.
The Committee reviewed the library's budget at the 6-month mark and found no issues beyond the 4301 line already discussed.