

# CARY AREA PUBLIC LIBRARY DISTRICT – BOARD MEETING

## Committee of the Whole - Finance

Tuesday, May 11, 2021

7:00 p.m.

### Minutes

1. **Call to order** - Chair Jason Pinshower called the meeting to order at 7:03 p.m. In the absence of Sigsworth, Tom Garvin was determined secretary pro-tem.
2. **Roll call** - Present via Zoom were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, Jason Pinshower, Allison Richmond. Present in the library was Jan Polep. Also present in the library were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long and Assistant Director of Public Services Mona Reynolds. Christina Rank was also present via Zoom.
3. **Discuss the preliminary budget for FY 2021-2022** – Diane explained the change to the way the budget is formatted. In prior years all income and expenses were listed in the same form. Now the special funds are broken out by what we receive. No Fines as revenue, there may be more in Lost and Paid for items that are not returned. Some income like copy/fax and passports was lower; this year with being closing multiple months there was less received. More non-resident card purchases. Per capital grant could be higher, currently we left last year's amount. E-rate is only for internet service this year. Passport acceptance began first week of May and 8 were processed the first week. Total estimated income for all funds is \$2,210,216.08.

For the proposed budget any item in red is not a finalized number. Salaries are now over \$1,000,000 for this year working towards the \$15 an hour minimum wage in 2025. Custodial is higher than last year with new position having more hours. We do not know insurance figures except for vision.

Conferences are higher with 2 scheduled in-person conferences and travel. Garbage pickup is a bit higher, phone service is higher. Trustees were questioned if they wanted to attend any virtual or in person conferences? \$1000 was put in that line. Added the compensation survey by HR Source to track the salaries with the minimum wage changes and an employee opinion survey, those costs are in the consultant services line. Materials budget is up slightly but some movement between accounts. Periodicals are down; due to more publications ceasing. Downloadable materials is up; spending more on Hoopla due to use (it is a pay for use item). For some of the databases we did a 3-year renewal term to lock in the price instead of taking 5% increases yearly.

Funds on deposit in postage for passports and newsletter will offset next year's budget. Automation budget for cloud services and software is listed at \$30,000 but still fine tuning. This will include a Gmail account for each board member. Loan payment for the year is \$121,000.00. Loan cannot be prepaid until FY2025/2026 budget. With the estimated income, the General Fund this is currently \$27,785.54 under budget. The last page then breaks out each of the special funds and expenses for FICA/IMRF/UE/Audit and Insurance funds.

Questions from the board - do we need to fund anything for the Strategic Plan with this budget? Only big item in the SP would be an electronic sign. That would come out of special reserve. Discussion about giving the part timer's sick leave. We may have to do a total pipe replacement of the sprinkler system, that would come out of special reserve.

4. **Any and all other business the Board may wish to discuss** – after Diane gets firmer figures it could be an agenda item on the June board meeting for approval. Christina will get sworn in on Thursday at the regular meeting.
5. **Adjourn** – motion to adjourn by Migaldi, seconded by Allison. Meeting adjourned at 7:58 pm.

Respectfully submitted,

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Assistant Director of Support Services

Reviewed by,

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Secretary