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MINUTES

Standing Committee on Finance • Board of Trustees • Batavia Public Library District

Special Meeting

Tuesday • 6 September 2011

1. **Call to Order**

Trustee Von Lunen called the meeting to order at 6:35 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Randall E. Gibson, James F. Trefil, and J. Thomas Von Lunen

Committee Members Absent: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz and Business Manager Joy K. Ganster

Visitors Present: None

3. **Approve the Agenda**

Trustee Von Lunen asked whether there were any changes to the agenda.

Motion by Trustee Gibson to approve the agenda, as presented. Seconded by Trustee Trefil. All: Aye. The motion carried.

4. **Approve the Minutes**

a. Special Meeting in Joint Session with the Standing Committee on Services, Tuesday, 1 March 2011

~~b. Special Meeting, Tuesday, 10 May 2011~~

c. Special Meeting, Tuesday, 7 June 2011

Trustee Von Lunen asked whether there were any changes to the minutes, copies of which were distributed at the Committee meeting.

Director Scheetz noted that the minutes of the special meeting on 10 May 2011 were approved by the Committee at its June meeting, and were included on the agenda inadvertently.

Motion by Trustee Trefil to approve the minutes of the special meetings on 1 March 2011 and 7 June 2011, as presented. Seconded by Trustee Gibson. All: Aye. The motion carried.

5. **Working Budget for 2011–2012: Amendment No. 1**

Director Scheetz reported that the Committee is requested to approve Amendment No. 1 to the Working Budget for 2011–2012.

Director Scheetz noted that the Working Budget for 2011–2012 was adopted by the Board of Library Trustees on Tuesday, 21 June 2011. He reported that the net change of the proposed Amendment No. 1 is zero (\$0.00). The amendment simply reallocates funds amongst different expenditure codes, as follows:

- **Books and Other Materials:** The Working Budget (as approved) followed the Committee’s guideline for books and other materials; to wit:—“Budget at least at the level of the suggested 1997 standard in Illinois for books and other materials (12% of the operating budget).”

The amount required to meet this guideline (\$8,735) was reflected in the Working Budget as a separate line item (“Materials Adjustment”).

The Library Director requested the heads of Adult Services and Youth Services to allocate these funds to particular expenditure codes, and suggested that they use this opportunity to review the allocations for each expenditure code (for books and other materials) and suggest revisions as needed.

- **Per Capita Grant:** The Working Budget for the Per Capita Grant (as approved) was based on the award letter for 2010–2011 (\$26,266). The amendment reflects the award letter for 2011–2012 (\$26,323)—a difference of \$57.

The Per Capita Grant appears as both a revenue code and an expenditure code, so the change in revenue (\$57) is offset in the Working Budget by a change in expenditures (\$57).

In response to a question by Trustee Von Lunen, discussion followed on the guideline for books and other materials (12%).

Trustee Von Lunen suggested that a new sub-total line (“Total Other”) be added to the Working Budget report for the section immediately preceding the grand total for books and other materials.

Motion by Trustee Gibson to recommend that the Board of Library Trustees approve Amendment No. 1 to the Working Budget for 2011–2012, as presented. Seconded by Trustee Trefil. All: Aye. The motion carried.

6. **A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2011–2012 Per Capita Grant** (Illinois State Library)

Director Scheetz reported that the annual Per Capita Grant application, which is presented to the Board of Library Trustees for approval each September, is now being prepared.

7. **Future Agenda Items**

Director Scheetz reported that a list of future agenda items was included in the Committee packet for purposes of information and planning.

In response to a question from Trustee Von Lunen, discussion followed on the agenda items for October.

8. **Comments from the Committee**

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *Library Card Sign-Up Month, September 2011 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- b. *Sunday before Labor Day, Sunday, 4 September 2011, Library Closed*
- c. *Labor Day (1st Monday in September), Monday, 5 September 2011, Library Closed*
- d. *Regular Library Hours on Sunday Begin (12:00 noon – 5:00 p.m.), Sunday, 11 September 2011*
- e. *Board of Library Trustees (Regular Meeting), Tuesday, 20 September 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- f. *Banned Books Week — Celebrating the Freedom to Read (since 1982), Saturday–Saturday, 24 September–1 October 2011 [Note: An eight-day week!]*
- g. ***Standing Committee on Finance, Tuesday, 4 October 2011, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- h. *Columbus Day (Observed) (2nd Monday in October), Monday, 10 October 2011, Library Open*
- i. *Teen Read Week™ (3rd week in October), Sunday–Saturday, 16–22 October 2011 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — 2011 Theme: Picture It @ your library®*
- j. *Board of Library Trustees (Regular Meeting), Tuesday, 18 October 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- k. *ILA Annual Conference (Rosemont), Tuesday–Thursday, 18–20 October 2011*

10. **Adjournment**

Motion by Trustee Gibson to adjourn the special meeting. Seconded by Trustee Trefil. All: Aye. The motion carried.

Trustee Von Lunen declared the meeting adjourned at 6:51 p.m.

Respectfully submitted,

George H. Scheetz
Director