

HINSDALE PUBLIC LIBRARY

Finance/Personnel Committee Minutes
Thursday, September 30, 2021 at 12:30 p.m.

Present: John Bloomfield, Treasurer; Emily Zeng, Vice-President; Denise Wong, Secretary; Dick Munson, Trustee

Also Present: Karen Kleckner Keefe, Executive Director; Nancy Marvan, Office Manager

The meeting was called to order at 12:33 p.m.

Financial Statement Review

An overview of the Library's finances and how they are co-mingled with the Village's was provided for the new trustees. Since we are a municipal library, the Village levies on our behalf.

Approve Committee Minutes

On a motion by Emily Zeng and seconded by Dick Munson, the minutes of the February 16, 2021 and March 18, 2021 meetings of the Finance Committee were unanimously approved.

2022 Budget

Keefe provided a draft budget for the Committee. She reviewed line by line and provided information on variances from the 2021 budget. She informed them of the end of year transfer to the Capital Fund. The Committee discussed upcoming capital projects. The 2022 budget will be on the November agenda for Board approval. The budget will determine the Library's levy request.

2022 Levy

Bloomfield and Keefe reviewed the tax levy process with the Committee. They discussed ensuring the amount the Library levies is sufficient to cover the Library's expenses for the upcoming year. We will be receiving updated information from the Village which includes estimates for new construction. The 2022 tax levy will be on the November agenda for approval. The Committee agreed to meet one more time before the October board meeting to discuss further before bringing a recommendation to the Board.

Other Business

None

Adjournment

There being no other business before the committee, on a motion by Denise Wong and seconded by Emily Zeng, the committee unanimously agreed to adjourn at 2:23 p.m.

Approved: October 14, 2021