

Belleville Area District Library Board
Finance Committee Notes
Thursday, November 18, 2010

In attendance: Elaine Gutierrez, Joy Cichewicz, Debra Green, and Mary Jo Suchy

Deb reported that she spoke with Van Buren Township and by law the library millage money that will be collected will be paid to the library on the first and the fifteenth of every month in which the millage revenue is received.

The Library Network is preparing a proposal for providing financial management to the library. Deb has contacted the Van Buren Township's Treasurer's Department for advice in setting up a financial system. It is important to scale the system to the appropriate size for the library.

Other district libraries have a variety of systems in place. Some do everything "in house", and others contract it out or use their local municipalities. The Howell Carnegie District Library and the Ypsilanti District Library both have 1.5 staff members to handle their finances.

Deb will talk to Molly at the City regarding monthly financial reports, including a "cash on hand" report. She will also ask if any of the library's money is still in the city's library fund. In addition she will check to see if there is any end of year reporting required by the state or federal government.

The Finance Committee will look at other libraries' financial policies.

The library budget will need to be amended in January or February. This should happen after the board works on goal setting.

The Finance committee will meet again at the library on Wednesday, December 1, 2010, at 9 am.