



# NEW LENOX PUBLIC LIBRARY DISTRICT BOARD FINANCE COMMITTEE MEETING MAY 18, 2015

The regular meeting of the New Lenox Public Library District Board of Trustees Finance Committee was called to order at 6:02 p.m., by Linda Evans on Monday, May 18, 2015, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Linda Evans, Ann Podoba and Bonnie Ulstad

Staff present: Pilar Shaker

## **Audience to Visitors**

None

## **New Business**

- Director Shaker presented the projected salary chart for the 15-16 fiscal year which included adjustments to the salaries of Library Pages in anticipation of an increase in the required minimum raise. The adjustment made to the 15-16 budget will get the library about halfway to the expected new minimum and we anticipate making another adjustment next year to get us the rest of the way there. Remaining staff are projected to receive a 2% increase across the board to adjust for the increase made to the Page salaries. Director Shaker pointed out that she did not include her own salary in the projected increases as she just started in March and it didn't seem prudent.

Trustee Ulstad asked about the staff members that are listed on the chart but have no hours. Director Shaker stated that those are library substitutes and that the plan for the 15-16 budget was to pay subs based on a flat rate of 11.00 per hour for clerks and 15.00 per hour for YS/AS subs. In past years we had paid substitutes whatever hourly rate they had been making when they left their regular employment here and we had been including those rates in the annual raise schedules. Changing to a flat rate that will not be eligible for merit increases will save a significant amount of money.

Director Shaker pointed out that we won't be budgeting much more in the 15-16 budget for salaries than we did in the 14-15 budget due to the fact that the 14-15 budget seemed to have a large "cushion" in the salary line. Trustee Podoba suggested that the cushion present in the 14-15 budget may have been in anticipation of a minimum raise change.

- Director Shaker presented the 15-16 draft budget. Items of note included a decrease in the Electronic Data line due to a significant savings on a database that Rose Gilman changed out, an increase in the AS book budget, and the additional funds that will be coming from a one-time insurance payout.

Trustee Podoba asked if the budget has allowances for a potential increase in hours. Director Shaker expressed concerns about the distribution of funds that currently exists. The American Library Association recommends that libraries spend 12% of their budget on materials for patrons and we are below that recommendation now. If we direct funds towards salaries to allow the library to be open more hours we would further impact this ratio. The committee agreed that this conversation should be had at the Board level and should include a review of the Strategic Plan.

- Director Shaker explained the insurance payout that the library will be receiving as a result of the distribution of funds from a defunct insurance pool that the library formerly participated in. Director Shaker shared that she had consulted the Library's attorney with regards to legal obligations that might restrict the use of these funds and was assured that we could use them in any way we liked. Director Shaker stressed that it would be wise to use the extra money to fund a project, or projects, that wouldn't require ongoing funding. NLPL managers provided Director Shaker with a "wish list" of projects that they thought might create a nicer space for patrons and Director Shaker shared that list with the committee.

For now these funds will be budgeted in the contingency line of our budget and decisions about their use can be made later.

**ACTION:** Trustee Evans moved to approve the draft budget for presentation to the entire Board, the motion was seconded by Trustee Podoba and passed on a unanimous vote.

### **Additional Comments**

Trustees Podoba and Evans suggested that the board hold a special meeting prior to the June Board meeting to hear the budget presentation; this would allow the Board to approve the budget at the June meeting as planned.

Trustee Ulstad asked that Director Shaker include a 14-15 column to the draft for the Board presentation so that they can easily compare figures between the two budgets.

### **Adjournment**

Trustee Evans moved and Trustee Podoba seconded that the meeting be adjourned at 6:45 p.m. Motion passed by unanimous vote.

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Pilar Shaker, Director

Respectfully Submitted,  
Pilar Shaker  
Library Director