



NEW LENOX PUBLIC LIBRARY  
DISTRICT BOARD FINANCE  
COMMITTEE MEETING  
April 27, 2018

The meeting of the New Lenox Public Library District Board of Trustees Finance Committee was called to order at 2:04 p.m. on Friday April 27, 2018, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Ann Podoba, Linda Evans

Absent: Bonnie Ulstad

Staff present: Michelle Krooswyk, Director and Michael Stubler, Business Manager

**Audience to Visitors**

None

**New Business**

Director Krooswyk shared and explained the draft working budget for the 18/19 fiscal year line by line. Noted changes:

- The levied tax income will increase by about \$42,000 this year
- The State of Illinois Per Capita grant was finally awarded recently and the next year is expected to be funded at the full value.
- We still have enough money in the budget to support a 2-3% increase in staff salaries, with suggestions for specific position increases to be presented at the May regular board meeting. Shifts in salary lines were noted due to staffing changes. Director Krooswyk reiterated the information sent out in Friday News regarding the new Youth Services Manager and the move of the Digital Services Assistant position to the Information Technology department. The trustees expressed agreement with these decisions and no other comments were made regarding these two staffing changes.
- Director Krooswyk consulted each department manager and incorporated the majority of their requests.
- A new budget line was created for Teen Audiobooks.
- The Youth Services budget for fiction books has been moved out of the Developer Fee fund and the Adult Services Non-Fiction funds were add into developer fee lines. This decreases our dependence on Developer Funds by \$7,000.
- The licensing fee line is actually not over right now, which will be reflected by next month's report due to Phillip Bormet's diligence with going through the previous fiscal year purchases. As a result, the library just received a \$3,181 refund. We will still pad that line in anticipation of additional expenses.

- Rates for water, electricity, and garbage have increased so additional funds have been earmarked for those expenses.
- Mr. Stubler recommended looking into an alternative auditor since we have used our current auditor's services for a prolonged period of time. It has been suggested that we select a new auditor in the future to create transparency and neutrality.
- Director Krooswyk noted that even if we did not receive our Per Capita Grant monies next fiscal year, we will still have more money in the contingency line than previous years with the Per Capita Grant included.
- The difference between last year's budget and this year's budget is \$87,000, which is completely taken up by the contingency line. In essence, what we are spending in the next year is remaining to same.

#### Trustee Comments

- Trustee Podoba asked about the difference between the copy machine and printing line. The printing line is the amount of money that is received at the public service desks and the copy line is what is pulled from the coin box. This allows the library to evaluate if it is worth paying the fee to utilize the coin boxes. Trustee Podoba asks how much we pay to use coin boxes. Mr. Stubler informed the group that it costs \$1,200 a year for the coin boxes, which is well below what we take in from the actual coin boxes.
- Trustees present recommend the Board approve the presented budget.
- Trustee Evans said that she thinks Director Krooswyk and Mr. Stubler are doing a great job on the board's behalf. Trustee Podoba agreed.

#### **Adjournment**

Trustee evans moved and Trustee Podoba seconded to adjourn the meeting at 2:52 pm.

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Michelle Krooswyk, Director

Respectfully Submitted,  
Michelle Krooswyk  
Library Director