



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD FINANCE
COMMITTEE MEETING
December 10, 2018

The meeting of the New Lenox Public Library District Board of Trustees Finance Committee was called to order at 6:30 p.m. on Monday, December 10, 2018, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Linda Evans, Ann Podoba, Ed Tatro. Bonnie Ulstad joined the meeting at 6:37 pm.

Absent: None

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

Audience to Visitors

None

New Business

- Upcoming staffing changes were discussed. An 18 hour per week circulation clerk, has been moved to Technical Services, and per employee request, her hours have been lowered to 15 hours per week. In Circulation, one new 15 hour per week clerk has been hired, and an additional 15 hour per week clerk will be hired next year. These decisions are made after looking at the budget 3-5 years from now, but using the current year's staffing budget. After researching different staffing options, this is sustainable with current levels of funding, especially since we have been receiving an average increase of 2% of the budget the past few years. We unfortunately cannot afford to hire more full time staff at this time, so we are filling staffing gaps with part time employees. Next fiscal year, we will be hiring a part time Digital Services Specialist to provide more assistance in the Digital Media Lab, which has been in high demand. Also in fiscal year 2020, there may be room for a 12 hour per week administrative assistant to support back of the house functions and staff.
- The lease for the café space sunsets on March 31, 2019, which will be discussed in more depth at the regular December Board Meeting. The possibility of different vendors is an option, especially with the extremely low rental amount of \$275 per month including utilities and garbage pickup. Legal counsel did say that lease can be extended with existing terms and price can be increased at any time to cover cost of replacing equipment.
- Business Manager Michael Stubler presented information regarding budget sustainability. Since 2015, the library has been able to maintain a surplus to allocate towards future needed capital improvements, such as HVAC replacement, carpet replacement, and parking lot maintenance. The next parking lot maintenance requires a

total resurfacing, which will cost approximately \$100,000. It's good to show the public that we are being fiscally responsible and ensuring we have money to eventually replace the one-time larger expense items. Director Krooswyk mentioned that she is extremely proud of staff and how they use their limited budgets creatively and efficiently to provide excellent services to our patrons.

- Business Michael Stubler went through specific expenditures and budget lines to explain spending that is above its projected budget half way through the year.

Trustee Comments

- Trustee

Adjournment

Trustee Podoba moved and Trustee Ulstad seconded to adjourn the meeting at 6:59 pm.

Michelle Krooswyk, Director

Respectfully Submitted,
Michelle Krooswyk
Library Director