

**BARTLETT PUBLIC LIBRARY DISTRICT
FINANCE COMMITTEE MEETING MINUTES**

Tuesday, April 9, 2019

6:30 p.m.

Location: East Conference Room

800 South Bartlett Road, Bartlett, IL 60103

630-837-2855

The Finance Committee Meeting was called to order at 6:30 p.m. by Trustee Hopkins.

The following Trustees/Committee Members were present: Sias, Hopkins, Barry

Also present:

Library Director, Karolyn Nance

Trustee Lynn DeSmidt

Patron Joe Olsen

Town hall:

None

Agenda

Director Nance presented an overview of the Bartlett Public Library District 2019-2020 Budget Draft. The current draft shows a surplus of \$6,145 which includes the Cook County Estimate Error Calculation of \$2,775 and a line item for the current deficit of \$140,000.

Town Hall:

Public Comments – Joseph Olsen

- I. Proposed Budget of \$12,000 for Gifts from the Friends of the Library should be discussed with the Friends of the Library in light of the fact that the large donation amount made by the Friends in the 2018-19 fiscal year may not be sustainable. The Friends substantially reduced their cash available this year making this high a giving level unsustainable.
- II. The line item for deficit reduction may not in fact reflect the full amount necessary to eliminate the deficit by the end of the 2019-20 fiscal year. Year end 6/30/19 accruals to convert from modified cash basis to accrual basis for audited financial statements will likely increase this amount for such things as payroll and related expenses.
- III. Asked to be allowed to take a look at the Auditor's adjusting journal entries at 6/30/19 in order to be able to judge what the amount of such adjustments might be.
- IV. Suggested that the Library budget continue to have an amount for tuition reimbursement and not be -0- as proposed. The reason for this is to support any staff identified or hired who might be identified as a part of a succession plan.

- V. Building Maintenance proposed as \$50,000 include funds for any energy savings work proposed by ComEd in their February 2019 study which has yet to be shared with the Board. Important that the budget seek to fund energy savings initiatives that will reduce operating costs and make savings available for other library needs.
- VI. Is the RAILS reimbursement of 50% for Dave Barry's ILA and AHA travel expenses put into the reimbursement line item?
- VII. Do we know what the Library's 2018-19 Telephone expenses actually should be?
- VIII. Asked if the line items in the budget had been adjusted to reflect increased FICA, IMRF, Unemployment Insurance, Workers Compensation and Health Insurance expenses with adding the maintenance staff?

ADJOURNMENT:

There being no further business, a motion to adjourn was made by President Barry. Trustee Sias seconded the motion. The meeting adjourned at 7:21p.m.