

**Agenda**  
**Finance Committee Meeting**  
**North Riverside Public Library**  
**Board of Trustees**  
**May 21<sup>st</sup>, 2018, 6:30 p.m.**

**CALL MEETING TO ORDER**

- Review and Accept Minutes of the Meeting of March 19<sup>th</sup>, 2018 (no quorum established April 16<sup>th</sup>, 2018)
- Review and Discuss Financials:
  - o Treasurer's Report
  - o Balance Sheet
  - o Journal Entries
- Review and Discuss Tax Appeals
- Review and Discuss Warrant List
- Review and Discuss transfer amount of \$70,000

**OLD BUSINESS**

**NEW BUSINESS**

- Review and Discuss 2018-2019 Budget Draft

**ADJOURNMENT**

North Riverside Public Library  
Board of Trustees  
Finance Committee Meeting  
April 16, 2018

No quorum was established. Portions of the Finance committee agenda were added to the rescheduled special board meeting held April 23<sup>rd</sup>.

Prepared by Director Bazan.

### **2018/2019 Budget Justification:**

Although this presented budget is broken down into line items, I am asking the board to pass the budget based on totals per category rather than line items. For example: passing Salaries for a total of \$478,509 rather than library clerk salaries, library page salaries, administrators salaries.

There are several reasons for this change. This working budget is our represents our goal numbers, however changes happen frequently which make us reevaluate our spending through out the year. For examples: Something happens to Mike and we lose him part way through the year. Rather than replace Mike with a full time person we find two part time people who are amazing and we hire them. However rather than being administrators, they would be in the clerk column which would substantially change our line item allocations but not the total we plan to spend in the budget category Salaries. Having approved the budget category means that we can make that change without making various budget adjustments at the board meetings.

Budget adjustments would still be needed between categories (moving funds from Benefits to Salaries if we were for example no longer paying health insurance but paying for an additional part time employee).

**Revenue:** Major changes come in the property tax line (6901-01) and the unrealized income from annuities line ().

- Property Tax (6901-01) is expected to rise \$50,000 based on our levy amount. The 2017/2018 levy year is expected to collect between \$4,000-6,000 more than the budgeted amount.
- Estimated Loss due to property assessment appeals (6901-14) is decreased based on this year's current \$6000 loss which is a continuation of the trend of decreases in loss over the past 5 years.
- Unrealized income from annuities increase is being used to fund the upgrades we need to our carpeting (part of which will be 1/3 will be paid on this budget year and the remainder as well as shelf moving will be on next budget year, repairs/upgrades to our HVAC system, and replacement of our lighting fixtures.

**Expenditures:** Changes come in most line items based on changes in priorities and desire to allocate funds to the areas that we identified in our strategic plan as focus areas.

- Salaries (7504-7508): this number is reflective of a 2% cost of living increase to all employees except our new administrative assistant and our new adult librarian and an increase for one circulation clerk to make her a circulation supervisor. Funds were reallocated between line items to more accurately reflect the categories employees work in.
- Benefits (7600-7670): The increase in benefits is based in enrolling in the IMRF pension fund (7650-09) for 8 employees who would be eligible and doing away with the 6% retirement payment to full time staff members. There is a decrease in health insurance (7600-05)

- Insurance (8460-8470): Changes reflect actual spending based on the 2017-2018 fiscal year.
- Other Expenses (8600-8601)/Debt Services (8700-8701): Reflect our final payment.

# DRAFT

In the change column, the parentheses means less than last year.

No parenthesis means more than last year. A dash means it's the same.

## Account

<b>REVENUE</b>		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>CHANGE</b>
	carryover from previous year				
6901-01	property tax	\$ 970,000	\$ 970,000	\$ 1,020,000	\$ 50,000
6903-01	fees and fines	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
6904-01	Donations	\$ 5,000	\$ 5,000	\$ 9,500	\$ 4,500
6905-01	grants	\$ 5,500	\$ 5,500	\$ 6,500	\$ 1,000
	Mary Kadlec estate	\$ -	\$ -		\$ -
6906-01	interest	\$ 220	\$ 220	\$ 220	\$ -
	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ (40,000)	\$ (20,000)	\$ (15,000)	\$ 5,000
6901-14	Estimated Loss Due to Property Assessment Appeals - Current Year				\$ -
	Unrealized Income Annuities	\$ 20,000	\$ 20,000	\$ 69,407	\$ 49,407
	<b>total</b>	<b>\$ 972,720</b>	<b>\$ 992,720</b>	<b>\$ 1,102,627</b>	<b>\$ 109,907</b>

<b>OPERATING EXPENSES</b>		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>CHANGE</b>
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### SALARIES

7504-01	library clerks	\$ 204,893	\$ 240,733	\$ 166,415	\$ (74,318)
7507-01	library pages	\$ 25,787	\$ 29,106	\$ 21,225	\$ (7,881)
7508-01	administrators	\$ 261,453	\$ 205,351	\$ 290,869	\$ 85,518
	<b>total</b>	<b>\$ 492,133</b>	<b>\$ 475,190</b>	<b>\$ 483,294</b>	<b>\$ 8,104</b>

### BENEFITS

7600-05	health insurance	\$ 24,290	\$ 31,000	\$ 25,800	\$ (5,200)
7614-06	workers compensation	\$ 1,444	\$ 1,444	\$ 2,300	\$ 856
7650-09	pension fund	\$ 12,488	\$ 12,488	\$ 27,399	\$ 14,911
7660-06	unemployment insurance	\$ 1,500	\$ 1,500	\$ 500	\$ (1,000)
7670-08	social security/mcare	\$ 34,026	\$ 34,026	\$ 36,033	\$ 2,007
	<b>total</b>	<b>\$ 73,748</b>	<b>\$ 80,458</b>	<b>\$ 92,032</b>	<b>\$ 11,574</b>

### TRAINING

7700-01	educational training trustees	\$ 500	\$ 500	\$ 500	\$ -
7800-01	educational training staff	\$ 1,500	\$ 2,500	\$ 3,000	\$ 500
	<b>total</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 3,500</b>	<b>\$ 500</b>

# DRAFT

OPERATING EXPENSES		2016-2017	2017-2018	2018-2019	CHANGE
<b>MATERIALS</b>					
8090-01	books on CD-adult	\$ 2,600	\$ 1,500	\$ 2,000	\$ 500
8091-01	books on CD-children	\$ 600	\$ 600	\$ 700	\$ 100
8096-01	compact disks-music-adult	\$ 975	\$ 975	\$ 400	\$ (575)
8097-01	compact disks-music-children	\$ 1,265	\$ 1,265	\$ 1,000	\$ (265)
8105-01	adult fiction/nonfiction	\$ 24,000	\$ 24,000	\$ 30,000	\$ 6,000
8106-01	children's fiction/nonfiction	\$ 22,000	\$ 22,000	\$ 25,000	\$ 3,000
8107-01	adult reference	\$ 5,000	\$ 1,000	\$ -	\$ (1,000)
8108-01	eBooks	\$ 6,000	\$ 4,000	\$ 5,000	\$ 1,000
8109-01	children's reference	\$ 200	\$ 200	\$ -	\$ (200)
8115-01	adult large print	\$ 1,800	\$ 1,800	\$ 2,500	\$ 700
8120-01	newspapers	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
8130-01	internet databases	\$ 9,600	\$ 9,600	\$ 10,000	\$ 400
8140-01	adult periodicals	\$ 3,900	\$ 2,500	\$ 900	\$ (1,600)
8141-01	Children's Periodicals	\$ 1,100	\$ 1,100	\$ 600	\$ (500)
8160-01	adult DVDs-feature movies	\$ 4,800	\$ 4,800	\$ 6,800	\$ 2,000
8161-01	adult DVDs-documentary/travel	\$ 1,000	\$ 1,000	\$ 1,500	\$ 500
8162-01	children's DVDs-movies	\$ 4,100	\$ 4,100	\$ 3,800	\$ (300)
8166-01	children's games	\$ 1,800	\$ 1,800	\$ 2,500	\$ 700
	<b>total</b>	<b>\$ 93,240</b>	<b>\$ 84,740</b>	<b>\$ 95,200</b>	<b>\$ 10,460</b>
<b>PROGRAMS</b>					
8150-01	children's programs	\$ 3,000	\$ 3,500	\$ 4,500	\$ 1,000
8152-01	children's summer reading program	\$ 4,500	\$ 4,500	\$ 4,500	\$ -
8155-01	adult programs	\$ 3,000	\$ 4,000	\$ 7,000	\$ 3,000
	<b>total</b>	<b>\$ 10,500</b>	<b>\$ 12,000</b>	<b>\$ 16,000</b>	<b>\$ 4,000</b>
<b>STRATEGIC INITIATIVES</b>					
8158-01	Strategic Initiatives	\$ 8,000	\$ 8,000	\$ 4,000	\$ (4,000)
	<b>total</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 4,000</b>	<b>\$ (4,000)</b>
<b>COMPUTERS</b>					
8171-01	information technology	\$ 9,200	\$ 9,200	\$ 12,000	\$ 2,800
8172-01	new computer equipment	\$ 7,000	\$ 4,000	\$ 12,500	\$ 8,500
8175-01	mis computer fund	\$ 16,197	\$ 16,197	\$ 18,956	\$ 2,759
8180-01	software	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
8190-01	website	\$ 300	\$ 300	\$ 500	\$ 200
8195-01	email	\$ 125	\$ 125	\$ 125	\$ -
	<b>total</b>	<b>\$ 33,822</b>	<b>\$ 30,822</b>	<b>\$ 45,081</b>	<b>\$ 14,259</b>
<b>OFFICE SUPPLIES</b>					
8202-01	Office Supplies	\$ 22,000	\$ 10,000	\$ 14,500	\$ 4,500
	<b>total</b>	<b>\$ 22,000</b>	<b>\$ 10,000</b>	<b>\$ 14,500</b>	<b>\$ 4,500</b>

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OPERATING EXPENSES	2016-2017	2017-2018	2018-2019	CHANGE
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## UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 12,510	\$ 12,510	\$ 15,000	\$ 2,490
8302-07	electricity	\$ 27,500	\$ 27,500	\$ 31,500	\$ 4,000
8303-07	gas	\$ 6,300	\$ 6,300	\$ 6,500	\$ 200
8304-07	water/garbage	\$ 900	\$ 900	\$ 1,800	\$ 900
	<b>total</b>	<b>\$ 47,210</b>	<b>\$ 47,210</b>	<b>\$ 54,800</b>	<b>\$ 7,590</b>

## BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 12,000	\$ 12,000	\$ 55,000	\$ 43,000 HVAC, Ca
8308-07	service contracts	\$ 35,000	\$ 35,000	\$ 38,000	\$ 3,000
8315-07	fees and permits	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
8320-07	Building and Grounds	\$ 35,000	\$ 35,000	\$ 18,000	\$ (17,000)
8330-01	casual labor	\$ 2,200	\$ 2,200	\$ 3,500	\$ 1,300
8335-07	building repairs	\$ 14,000	\$ 14,000	\$ 15,000	\$ 1,000
	<b>total</b>	<b>\$ 99,700</b>	<b>\$ 99,700</b>	<b>\$ 131,000</b>	<b>\$ 31,300</b>

## TRAVEL

8341-01	meals & dinners	\$ -	\$ -	\$ -	\$ -
8342-01	lodging/meals/mileage	\$ 1,600	\$ 2,400	\$ 1,600	\$ (800)
	<b>total</b>	<b>\$ 1,600</b>	<b>\$ 2,400</b>	<b>\$ 1,600</b>	<b>\$ (800)</b>

## OTHER EXPENSES

8355-01	memberships	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
8365-01	library promotion	\$ 4,400	\$ 4,400	\$ 4,500	\$ 100
8370-01	postage	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
8375-01	public relations	\$ 500	\$ 500	\$ 500	\$ -
8385-01	memorials and tributes	\$ 150	\$ 150	\$ 500	\$ 350
8432-01	mileage reimbursement	\$ -	\$ -		\$ -
8396-01	bank charges and fees	\$ 150	\$ 150	\$ 150	\$ -
8399-01	ILL Loss/Damage	\$ 500	\$ 500	\$ 250	\$ (250)
	<b>total</b>	<b>\$ 9,200</b>	<b>\$ 9,200</b>	<b>\$ 9,400</b>	<b>\$ 200</b>

## OUTSIDE SERVICES

8400-01	accounting	\$ 25,500	\$ 25,500	\$ 25,500	\$ -
8401-01	audit	\$ 7,000	\$ 7,000	\$ 7,700	\$ 700
8402-01	legal fees	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
8404-01	public information	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
8405-01	appraisal	\$ 450	\$ 450	\$ 450	\$ -
8305-01	architect/buidling consultant	\$ -	\$ -		\$ -
8406-01	collection agency	\$ 200	\$ 200	\$ 200	\$ -
8408-01	strategic plan	\$ 500	\$ 500	\$ 500	\$ -
8410-01	printing	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
8430-01	payroll expenses	\$ 3,550	\$ 4,000	\$ 4,500	\$ 500
8435-01	background checks	\$ 100	\$ 100	\$ 150	\$ 50
	<b>total</b>	<b>\$ 56,300</b>	<b>\$ 56,750</b>	<b>\$ 58,000</b>	<b>\$ 1,250</b>

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<b>OPERATING EXPENSES</b>		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>CHANGE</b>
<b>INSURANCE</b>					
8460-05	liability insurance package	\$ 8,840	\$ 8,840	\$ 13,000	\$ 4,160
8470-05	directors/officers insurance				\$ -
	<b>total</b>	<b>\$ 8,840</b>	<b>\$ 8,840</b>	<b>\$ 13,000</b>	<b>\$ 4,160</b>
<b>OTHER EXPENSES</b>					
8600-01	Bond Interest	\$ -	\$ -		
8601-02	Debt Certificate Interest	\$ 2,075	\$ 2,490	\$ 2,500	\$ 10
	<b>total</b>	<b>\$ 2,075</b>	<b>\$ 2,490</b>	<b>\$ 2,500</b>	<b>\$ 10</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 960,368</b>	<b>\$ 930,800</b>	<b>\$ 1,023,907</b>	<b>\$ 93,107</b>
<b>NET INCOME</b>		<b>\$ 12,352</b>	<b>\$ 61,920</b>	<b>\$ 78,720</b>	<b>\$ 16,800</b>
<b>DEBT SERVICE</b>					
8700-02	Bond Principle	\$ -	\$ -		
8701-02	Debt Certificate Principle	\$ 40,000	\$ 30,000	\$ 30,000	\$ - last payme
	<b>total</b>	<b>\$ 40,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>
<b>RETAINED EARNINGS</b>			<b>\$ 31,920</b>	<b>\$ 48,720</b>	<b>\$ 16,800</b>