



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 969 5625  
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Providing the community with the keys to lifelong learning.

### MINUTES OF THE FINANCE COMMITTEE MEETING FEBRUARY 20, 2017

#### 1) Call to Order

The meeting was called to order at 6:02pm by Committee Chair Kerry O'Connor on Tuesday, February 20, 2018 at the Westmont Public Library.

#### 2) Roll Call

Present: Trustee Heather Booth, Trustee Annie Delano, Trustee John Martens, Committee Chair Kerry O'Connor  
Also Present: Trustee Elaine Carmichael and Board President Jason Fichtel (*arrived at 6:08pm*)  
Staff present: Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Theresa Barry

#### 3) Pledge of Allegiance

#### 4) Open Forum:

- a. **Public in attendance:** Spencer Parker, Finance Director Village of Westmont, present to answer questions.  
Glen Liljerberg, IT Director Village of Westmont, present to answer questions.
- b. **Board:** none
- c. **Director:** none
- d. **Staff:** none

#### 5) New Business:

##### a. Review of the FY19 budget considerations

Coen presented details on a proposed change in opening hours. Opening a half hour earlier Monday-Saturday at 9:30am would benefit patrons by adding about 150 service hours over the course of the year. O'Connor asked why 9:30am. Coen said that a 9:30am start won't require us to add staff. She can provide additional details for a 9am start with information on the number of staff and salaries it would require if the committee requests it. Delano mentioned that the Board discussed longer opening hours a few years ago but we didn't move forward with it. Why now? Coen explained that the idea of a 9:30am start wasn't originally considered. After looking at other area libraries' opening hours and seeing some are open at 9:30am, a 9:30am start for WPL was proposed.

Coen presented the most current salary survey and scale based on information from LACONI and Management Association. Last year was the first year all staff were put on a salary scale. Option A for the salary line in the draft budget includes a 2.5% increase which is primarily based on cost of living. Option B includes wage adjustments so that employees are compensated based on the number of years they have been in their position at WPL. Delano said she supported the option B increase but would also like there to be an evaluation of the employee's performance. Both options include making one of the part-time youth services positions into a full-time position. The Youth department has seen steady increase in circulation and program attendance. This would put them on par with adult services staff hours.

Coen explained that the phone budget includes switching to a voice over IP phone system. The Village has some equipment we can use, which would cut the cost considerably. This project was originally estimated to be about \$17,000 on our capital outlay plan. The quote received was for \$11,000. If we budget this in our operating budget, we can take it off our capital outlay plan. O'Connor appreciates the savings we have seen from outsourcing our IT to the Village.

The Board discussed the special reserves budget line. If we go with option B for the increased salaries the special reserve budget line will be smaller. Coen agreed and pointed out that these numbers are still tentative since we don't know what our actual property tax income will be until our next meeting. The draft budget for that meeting will include detailed revenues.

Coen asked the committee if the general feedback was to continue working on option B with increased salaries, VOIP conversion, a few cuts to technology, and trying to incorporate some funds into the special reserves budget line. The committee agreed that this is the feedback.

**b. Review of the long range financial worksheet**

Coen explained that the special reserves fund has two sources of revenue – money specifically budgeted for special reserves from the operating budget, and the end of fiscal year surplus from the operating budget. The worksheet includes estimations on the revenue for the fund over the next 10 years. Coen stressed that these are estimations for purposes of the exercise and they are not going to be those numbers. If we then deduct the cost of the capital improvement expenditures, we have an ending balance. Our minimum per the Fund Balance Policy is \$150,000 and that is maintained over the next 10 years if we have similar numbers to the worksheet. O'Connor wanted to make the Board aware that if we go with option B of the budget, we won't have as large a contribution for FY19 as is on the current worksheet. He also pointed out that the worksheet indicates we will budget approximately \$40,000 per year for special reserves from the operating budget. This may require tightening of the belt. Carmichael asked if the next phase of renovation on the first floor would be paid for out of special reserves. Coen said yes. O'Connor asked Coen to continue to provide details on future priorities in the long range plan. Rajesh Parikh (*arrived at 6:56pm*).

**c. Recommend the next finance committee agenda for May 2018: FY19 cash flow analysis, review of capital outlay plan**

Coen invited the committee to send her any additional suggestions.

**6) Adjournment:**

**Motion:** Booth moved to adjourn at 6:58pm, Martens seconded.

**Vote:** All in favor.

**Motion passed**

Respectfully submitted,

Annie Delano

Westmont Public Library, Board of Trustees, Secretary