



## WESTMONT PUBLIC LIBRARY

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

### MINUTES OF THE FINANCE COMMITTEE MEETING

MAY 15, 2018

#### 1) Call to Order

The meeting was called to order at 5:33pm by Committee Chair Kerry O'Connor on Tuesday, May 15, 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  
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
- b. **Board**
- c. **Director**
- d. **Staff**

#### 5) New Business:

##### a. Review and recommend the FY19 appropriation

Coen shared the draft appropriation document for FY19 and explained that the Library Board is legally required to approve an appropriation every year. Appropriation amounts exceed budgeted amounts so that if unexpected income is received by the library or if the library needs to spend more than anticipated in any budget line, those funds can legally be expended. For this reason, appropriation numbers may seem high – in order to account for any unexpected revenue or expense. Carmichael asked if this has to do with the levy. Coen explained that the levy is a separate requirement. Parker explained that you cannot levy for more than you appropriate. Carmichael asked if we appropriated the same percentage over budget last year. Coen did not have the exact number but said it was in the 30%+ range.

##### b. Review and discuss the FY19 cash flow analysis

Coen explained that the document reflects what we expect to in see in revenues and expenditures on a monthly basis for the coming year. The FY18 transfer of surplus to special reserves will take place in November 2018 and we won't have that number until the audit is complete. For the purposes of this exercise, we conservatively calculated a transfer of \$90,000 .

We should pay special attention to the ending balances in April and May of 2019 since at that point we have expended our funds throughout the year and don't receive more property taxes until June. Based on this exercise we are at 38% and 28% as a percentage of annual budgeted expenditures. The target balance for the unreserved funds is 20% to 40% of the budget with a target goal of 30%.

Martens asked why we have small amounts of property tax revenue in months other than June and September. Parker explained that it has to do with when residents pay their property taxes.

The committee agreed they like this report since it gives a clear picture of our financial health throughout the year.

**c. Review and discuss capital outlay report and Special Reserve projection**

Coen explained that the capital outlay expenditure report summarizes anticipated capital asset projects through 2029. It also includes anticipated special reserve balances. O'Connor and Delano suggested lowering the projected surplus amounts in future reports. Booth asked Coen to include additional capital projects and Delano asked her to remove numbers for facility improvements from the final balances. Coen invited guidance from the committee with regard to future renovation projects. Coen asked if she should start planning for the addition of new study rooms and the committee agreed she should. As a note, the \$30,000 Per Capita Grant money, if received this year, would also go toward facility improvements.

**d. Recommend the next finance committee meeting date**

The committee agreed that the next meeting will be in November. Coen informed the committee that we would be using a different auditing firm based on the responses from the RFP that the Village issued and approved. The Village will be crediting us with \$500 towards this year's audit expense since there was an overall increase for us.

**6) Adjournment:**

**Motion:** Martens moved to adjourn at 5:58pm, Delano seconded.

**Vote:** All in favor.

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

**Westmont Public Library, Board of Trustees, Secretary**