



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES
FINANCE COMMITTEE MEETING
MAY 13, 2020
10:00 A.M.

ONLINE VIA ZOOM

AGENDA

- | | | |
|-------|--------------------------------------------------------------------------------------------------------|--------------------------|
| I. | Call to Order | Richard Bloom, Chairman |
| II. | Roll Call | Richard Bloom, Chairman |
| III. | Approval of the Minutes
A. April 16, 2020 | ATTACHMENT |
| IV. | Recognition of the Public | |
| V. | Public Comment -- Limited to 3 minutes | |
| VI. | Agenda - Additions / Deletions | |
| VII. | Unfinished Business
A. Draft Income Projection for FY 2020-2021
B. Draft Budget for FY 2020-2021 | ATTACHMENT
ATTACHMENT |
| VIII. | New Business
A. Timeline for Interviewing Prospective Accounting Firms | |
| IX. | Recommendations | |
| X. | Adjournment | Richard Bloom, Chairman |

Committee: Bloom -- *Chair*, Kelsey, Jakacki-Dattomo, Ex-Officio: Conradt

FINANCE COMMITTEE MEETING

APRIL 16, 2020

10:00 A.M.

VIRTUAL (ZOOM)

MINUTES

I. Call to Order

Richard Bloom, Chairman

The meeting was called to order at 10:00 A.M. by the committee chair

II. Roll Call

Richard Bloom, Chairman

Present: Richard Bloom, Chair; Diane Kelsey, member; Nancy Conradt, Ex Officio; Benjamin Weseloh, Library Director; Maureen Bajor, Human Resources Manager; Jason Rock, Information Technology.

Absent: Corrine Jakacki-Dattomo.

III. Approval of the Minutes

A. February 24, 2020

Minutes of the February 24, 2020 meeting were approved as presented

IV. Recognition of the public

None

V. Public Comment—Limited to 3 minutes

None

VI. Agenda-Additions/Deletions

None

VII. Unfinished Business

None

VIII. New Business

A. Investment of Public Funds Policy

Richard Bloom

A new paragraph was added to the Investment of Public Funds Policy titled Sustainable Investments. This paragraph addressed the need to invest Public Funds in a manner which shall provide the highest investment return with the maximum security while meeting the daily cash flow demands of the library. A motion to approve the revised Investment of Public Funds Policy was approved unanimously.

B. Draft Income Projection for FY 2020-2021

The second item on the agenda was the presentation of the proposed FY 20/21 anticipated revenue stream. Two line items; Interest Allocation and Copiers were reduced to reflect the current economic environment. The committee approved the recommended changes.

C. Draft Budget for FY 2020-2021

The final item on the agenda was the presentation of the expense side of the FY 20/21 budget. Discussions were had regarding numerous category and line items within those categories. These topics ranged from Administrative Expenses, Technology, Programming and Library Materials. It was agreed that the Library Director and Staff will review and make minor changes to the expense side of the budget and submit the revisions to the Finance Committee in May.

Ben then gave a brief update to the committee on the current library closure due to the Covid-19 virus and the proposed methodology to be implemented in reopening the library and resuming operations.

IX. Recommendations

The committee will recommend to the board the approval of the revised Investment of Public Funds policy at the April board meeting.

X. Adjournment

The meeting was adjourned at 11:52 A.M.

DRAFT

**INCOME PROJECTION
FY 2020/2021**

Library Fund	FY 17-18 Anticipated	FY 17-18 Actual	FY 18-19 Anticipated	FY 18-19 Actual	FY 19-20 Anticipated	FY 19-20 Actual thru Feb.	FY 20-21 Anticipated	FY 20-21 Actual
Tax Levy-Corp Fund	\$2,020,332	\$2,018,341	\$2,052,037	\$2,089,554	\$2,115,484	\$2,110,830	\$2,155,659	
Personal Prop.Replac.Taxes	\$40,000	\$36,540	\$27,000	\$39,530	\$38,000	\$20,057	\$35,000	
Interest - Allocated	\$3,000	\$12,405	\$6,000	\$28,446	\$20,000	\$17,886	\$1,000	
Dividend Income						421		
Fines	\$20,000	\$17,030	\$15,000	\$9,538	\$10,000	\$6,242	\$7,000	
Copiers	\$6,000	\$5,196	\$5,000	\$5,701	\$5,000	\$4,804	\$6,250	
Non-Resident Fees	\$1,800	\$1,477	\$1,800	\$2,452	\$1,800	\$823	\$2,400	
Lost & Paid Books	\$1,200	\$1,145	\$1,200	\$374	\$1,200	\$646	\$500	
Per Capita Grant	\$23,234	\$37,405	\$37,405	\$37,405	\$37,405		\$37,405	
Donations-Summer Reading Program	\$2,500	\$1,350	\$1,500	\$1,530	\$1,500	\$150	\$1,200	
Memorials and Donations	\$200	\$6,037						
Other Income	\$2,000	\$3,108	\$3,000	\$103,768	\$3,000	\$3,510	\$3,000	
Other Grants	\$2,500		\$2,000	\$14,571		\$2,140		
Impact Fees (Developer Donations)	400	176	300	150	200		200	
Library Fund	\$2,124,166	\$2,140,210	\$2,152,242	\$2,333,019	\$2,233,589	\$2,167,509	\$2,249,614	
Special Revenue Fund - IMRF	\$112,278	\$112,747	\$136,039	\$137,856	\$123,730	\$78,740	\$130,531	
TOTAL REVENUE	\$2,236,444	\$2,252,957	\$2,288,281	\$2,470,875	\$2,357,319	\$2,246,249	\$2,380,145	

ACCT #	ACCOUNT NAME	FY18/19 year end	FY 19/20 Proposed	FY 19/20 YTD	FY 20/21 Proposed	FY 20/21 COMMENTS	DRAFT
LIBRARY FUND							
PERSONNEL:							
41100	Salaries	1,098,921	1,171,405	798,475	1,197,245	Based on 33 staff (ft18, pt15) Includes \$14000 merit pool	
41100	ER Health Savings		7,200		10,800	H.S.A. - 8 participants @ 1200, 1 extra	
41110	Ins-Health & Dental, Life, FSA	160,287	177,000	111,511	167,000	18 Eligible employees, 18 budgeted	
41120	FICA	80,435	90,000	58,475	93,000		
41130	Unemployment Compensation	1,522	2,700	1,477	2,000		
41140	Worker's Compensation	4,059	4,600	4,346	4,800	Quote \$4600	
			1,452,905		1,474,845		
ADMINISTRATIVE EXPENSES:							
41310	Professional Development	2,725	10,800	2,769	14,000	ALA, PLA, ILA, IACONI, Webinars, Reaching Forward, Tuition reimbursement (\$7200)	
41320	Travel	1,888	3,500	1,514	2,700	Hotel, mileage reimbursement per IRS requirement	
41330	Association Dues	5,054	5,700	3,332	5,800	Institutional and professional memberships	
41332	Payroll Processing	5,190	5,400	3,916	5,500	Web Pay, Web Time, W2 processing, ACA reporting	
41334	Office Supplies- General	6,560	6,600	4,782	6,000	YS (\$600), AS (\$200), PR (\$600), Admin (\$500), General office supplies \$4170 (postage meter supplies \$170, misc. office supplies \$1300, printer/copier paper \$1500, letterhead, envelopes, business cards \$700)	
41336	Office Equipment	19,230	21,525	15,653	20,700	ISBS copier/fax usage/printer (\$1550 mo./\$ yr), postage meter \$450/yr, YS (\$1275)	
41338	Postage	5,079	6,800	5,160	6,800	Board packets, inter-library loans, overdue notices, certified mail, homebound mail, bulk mail permit \$225	
41342	Administrative Miscellaneous	1,182	1,800	1,582	1,800	Bank fees, background check fee, contingency, HR Direct - Poster Guard (\$85), Nayax copier fees \$215/annual	
41344	Supplies-Food	2,648	4,000	2,044	3,240	Board retreat, in-services, hosting of meetings, Christmas dinner, other events	
41346	Materials & Resource Recovery	1,092	1,600	914	1,600	No increase needed	
41348	Circulation Services Supplies	4,143	4,500	2,790	4,500	This line item is also used to purchase, Library Cards, Postcards, Receipt Printer Paper, Tote bags, Plastic bags	
			72,225		72,640		
ADMINISTRATIVE TECHNOLOGY EXPENSE:							
41400	Equipment/Upgrades - Staff	6,647	21,550	25,607	1,929	10.2-inch iPad Wi-Fi 128GB \$429.00, 4 Chip Readers \$300 each \$1200 total, XP-PEN Artist15.6 15.6 Inch IPS Drawing Monitor \$299.99,	
41410	Software - Staff	4,574	4,485	5,395	27,102	Yearly cost of 2 licenses of Adobe Creative Cloud through Techsoup @ \$382.32 each total \$764.64. Sikich quotes \$4150 for Mimecast. Year Subscription to Cricut Access \$95.88, SonicWall Upgrade \$3451, Microsoft 365 E3 Licensing \$140 @ \$14 each, BitLocker Drive encryption \$2000, KnowBe4 Licensing \$2000 + labor \$2000, Teams + OneDrive labor cost \$5000, Mimecast migration labor cost \$7500	
41415	Phone System	9,703	1,440	1,080	1,440	Morgan Birge 120/mo	
41420	Technology Management	71,737	59,691	44,988	62,400	Sikich managed services cost @ \$4400 /month. StorageCraft Backup costs @ \$400/month, Skykick Email Backup @ \$400/month.	
41425	Warranties/Extended Care	7,535	3,937	753	2,960	Annual renewal for HP/Servers @ \$2,420, Deep Freeze \$540	
			91,103		95,831		
LIBRARY MATERIALS-BOOKS:							
42112	Reference-Electronic	46,733	49,000	46,417	44,695	Forced. \$6,702.00, EBSCO Database Package (3 WWW/MLIS) \$5000, Library Aware \$771.00, Learning Express \$2583, Pronunciator \$1,400, AtoZ Databases \$1,880, AtoZ World Foods and Maps \$500, World Book Online \$1885, Public Records/Check Illinois \$2591, Mosio Chat \$576, Ancestry/Heritage Quest \$2816.49, ABC CLIO \$835, World News Digest and Writers Resource \$890.24, DLI(Overdrive) \$5933.36, Eread Illinois \$1550est. Lynda.com \$7000, GVRL Admion Fee \$100est. YS Tumble Books + Tumble Math \$1250, YS World Book Spanish \$299, YS World Book Early Learning \$730	

42120	Books-Adult	41,299	49,000	27,480	47,000	Nonfiction, Fiction, ESL, Bestsellers, Favorite Authors, Reference, Standing orders, Spanish
42122	Books-Literacy	313	370	0	370	new readers and ESL materials
42130	Books-Young Adult	6,512	6,000	2,925	6,000	YA Fiction, YA Manga, YA Graphic Novels, YA Non Fiction, YA ebooks.
42140	Books-Youth	18,652	24,500	18,098	24,000	Approximately 1100 books at an average cost of \$18 each. \$1000 for books that belong in various kits, science, history, Spanish. \$2500 for books from Guadalajara Book Fair. \$700 for book replacements.
42170	RBP/ILL Book Replacement	309	1,000	453	1,000	
			129,870		123,065	
LIBRARY MATERIALS-PERIODICALS:						
42210	Periodicals	12,409	14,000	12,433	14,000	Flipster Digital Magazines (additional magazines), EBSCO subscriptions for print magazines, and newspaper subscriptions increases
			14,000		14,000	
LIBRARY MATERIALS-AUDIO VISUAL:						
42320	AV Materials-Adult	16,648	24,000	13,697	26,500	DVDs, TV series and non fiction (7,000) Audiobooks(5,500), popular CDs(1,000) eBooks for the advantage program in overdrive(10,000). Hardware for circulation(2,000). (1,000 for kindle title update 2 times a year)
42330	AV Materials-YA	2,110	2,800	1,806	3,000	To purchase teen video games, audiobooks and anime DVDs
42340	AV Materials-Youth	6,374	7,500	4,711	7,500	Video games, in house and circulating. Playaways, DVD's in both English and Spanish, Audio books.
			34,300		37,000	
TECHNOLOGY SERVICES:						
42400	Library Consortium	30,591	33,378	25,033	33,377	SWAN
42405	Internet Services	6,078	6,000	4,413	6,360	Comcast Business \$500 /month, Fail over connection \$30 /month
42420	Software - Public	8,352	9,575	5,542	10,036	Evanced \$790.71, My PC \$654, PaperCut \$237, ePrintIT \$395, Microsoft Open Value Agreement \$375, 6 Windows 10 Licenses through TechSoup @ \$20 each plus professional services for installation @ \$4224, and the yearly cost of the hotspots is \$3.240 @ \$120 per device
42445	IT Equipment/Upgrades - Public	9,366	26,200	29,469	31,325	Cricut Explore Air™ 2, Raspberry + Everything Bundle \$587.30, 5 Dell U2415 Monitors \$399.99 each 2587.25 total, Sikich quotes a server upgrade will cost \$15000, Mobile Beacon hotspots \$15.00 each through Techsoup \$150 total, Wide format printer price \$1500, Access point upgrade project will cost \$6000 for new access points and \$5000 for labor, Audio-Technica AT2020 Condenser Studio Microphone with Knox Studio Stand, Pop Filter and XLR Cable \$110, M-Audio Oxygen 25 IV USB Keyboard and Pad MIDI Controller Featuring Pad/Velocity - Sensitive Keys \$130, Focusrite Scarlett 212 3rd Gen USB Audio Interface \$160
			75,153		81,098	
LIBRARY MATERIAL MAINTENANCE						
42500	Processing-Technical Services	7,618	13,600	4,675	12,800	Book jacket covers, security strips, AV security cases, Label protectors, spine labels, barcodes, book tape, kit bags, and processing supplies. Pre-covered books, laminated paperback covers, prebound books and repair items. Archival collection supplies and
42510	Cataloguing Tool	0	330	0	0	
42515	Digitization Projects	4,850	0	0	0	
			13,930		12,800	
PROGRAMS:						
44120	Programs-Adult	6,648	6,400	5,009	6,400	Craft programs (1,600.00), Presenters: (2,400.00)Movie license AS portion (174.00), Museum Adventure Pass (275.00), SRP (1,000.00) Program/book group supplies/new initiatives: (951.00)
44130	Programs-Young Adult	4,970	5,500	2,199	5,500	Approx. 80 programs a year (\$3,300.00) Summer and reading programs (1,466) Movie License (174) Summer Reading Books (500.00). Crunchy Roll subs (60.00)
44135	Programs-Summer Reading	3,378	5,900	947	5,900	Performers \$600, book prizes \$700, Program materials \$1000, Small prizes \$600, final prizes \$2000. \$1000 for Adult and Young Adult summer reading.

44140	Programs-Youth	6,899	7,800	6,411	7,800	Movie License \$170. Museum Pass program \$137. Work room supplies; markers, crayons, glue, construction paper, craft supplies: \$600. Early literacy kits, Spanish Kits and Maker Kits replacement parts and display case items, \$1200. \$3000 for larger Youth programs, these include the Trunk or Treat, Day of the Dead, Winter Reading Program, Posadas and 3 Kings day. \$2000 for ongoing programs throughout the year, movie days, storytimes, and STEAM programs. \$350 for school outreach supplies and crafts. \$300 for 3d printer replacement filament.
44145	Events and Outreach	6,030	5,300	2,764	5,200	\$1000 for SRP finale program. \$1500 for summer reading 2021 kick-off events. \$1000 promotional items for Bloomingfest, National Library week, Library card sign up month and other large events. \$1500 Holiday open house. \$200 AS outreach
			30,900		30,800	
MARKETING & PROMOTIONS:						
44210	Marketing	4,093	4,520	2,042	5,701	Constant Contact \$798, BookPage \$348, Facebook Boosts \$50, Canva Images \$120, Adobe Creative Cloud @ 12x/y \$385 (Right Category?), Giveaways/Logo Materials \$1,500, Marketing Promotional Materials \$2,000, Photography Equipment \$500
44215	Web Site	578	1,571	700	550	Cost of hosting on GoDaddy @ \$179.88 per year. Cost of Wildcard SSL Certificate @ 369.99 per year.
44220	Promo Mats-Adult	1,807	1,500	930	1,500	YA Fiction, YA Manga, YA Graphic Novels, YA Non Fiction, YA ebooks.
44240	Promo Mats-Youth	1,512	1,600	1,056	1,600	Promo Direct and 4imprint Library Logo Materials for Youth \$900, ALA promotional materials \$300, \$400 summer reading promotional giveaways.
44245	Program Guide	14,930	16,100	11,629	15,600	12,450 pieces @ 4x/year \$12,00, Postage 4x/year \$3,600
44250	Surveys	360	360	384	384	Number provided the SurveyMonkey Customer Engagement Representative
			25,651		25,335	
FACILITIES & OPERATIONS:						
45110	Janitorial Service	10,203	9,000	2,562	12,000	Annual carpet cleaning (\$2500), Floor cleaning (\$2500), Annual window cleaning (\$700), janitor time off coverage (\$2980)
45112	Security Service	12,351	16,000	8,977	14,000	Security Monitor service
45115	Janitorial Supplies	4,954	6,000	5,127	6,000	Paper products, waste can liners , diaper can liners, foam soap, cleaning products, cleaning equipment, sanitizer, batteries, vacuum cleaner supplies, tools
45117	Security Cameras	74,512	5,500	542	5,500	Annual surveillance camera service agreement
45120	Snow Removal	45,306	32,000	28,105	32,000	Snow removal (3 yr. rolling average)
45130	Exterior Landscaping	8,972	11,000	2,569	8,235	Monthly landscape maintenance (8@\$475/mo.= \$3800), Mulch (\$2250), paver repairs (\$2185),
45140	Exterior R&M - Other	11,843	28,560	4,040	29,000	Tuckpoint Repair (\$4200), exterior lighting - 18 pole lights, 2 sconces (\$20,000), commercial exterior painting, picnic table repair (\$3000), sprinkler system repairs, misc. repairs (1800)
45150	HVAC R&M	22,089	30,000	15,595	25,000	HVAC Service agreement (\$897/mo=\$10,764), Gehrke water treatment (\$125/mo.= \$1500), HVAC repairs unanticipated
45155	Gen'l Building Services	1,323	1,775	1,157	1,400	Orkin (\$80/mo.), Water Logic-Water Filtration (\$110/qtr.),
45160	Contract Inspection & Maint	13,824	12,000	10,925	14,000	ADS (\$1068/annual), Allegiant Fire Detection-Fire Sprinklers (\$350/annual), Anderson Elevator (\$165/mo.-\$1980 annual), American National Sprinkler (\$175/semi-annual), Assa Abloy (\$935/annual), Bibliotheca (\$2050/annual), Cintas Fire-fire extinguishers (\$210/annual), IL State Fire Marshall Conveyance Certificate (\$150/annual), Elevator Category 1 Testing (\$600), Just Elevator (QEI) elevator inspection (\$170/annual), First Security (\$2531/annual), SenSource door counter (\$180/annual) , Meraki wireless maintenance fee \$1500
45165	Interior R&M - Other	35,813	32,200	18,477	18,000	Walker System/Art Wall Supplies (PR \$675), Marmoleum floor repair (\$3000), misc. repairs \$4200 (lighting, plumbing, ceiling repair, elevator), interior signage \$10,000)
			184,035		165,135	
UTILITIES						
45310	Utilities-Gas	6,468	8,225	5,043	7,200	Satori-Constellation-Natural gas supplier - fixed price April 2018 through March 2021
45320	Utilities-Electric	18,692	22,000	15,963	22,000	Satori-Direct Energy
45330	Utilities-Telephone	16,097	11,000	7,118	11,000	Call One (\$600/mo.) fax lines added, Sprint (average \$300/mo)
45340	Utilities-Water	0	2,000	774	3,600	City of West Chicago
45350	Utilities-Trash	1,533	1,600	911	1,600	Waste Management, Xtreme

			44,825		45,400	
PROFESSIONAL SERVICES						
45500	Insurance	16,663	17,400	16,802	17,708	Property liability, umbrella package \$11,406, Directors & officers liability \$4902, treasurers bond 1400
45505	Audit	15,748	15,192	15,192	17,557	Audit \$14,857 OPEB \$2700
45510	Legal	9,225	9,000	11,295	12,600	Attorney
45515	Professional Services	0	0	0	0	
45520	Accounting	15,063	18,800	16,151	19,000	WAL 11,940, Treasurer's Report 2700, Tax forms \$125, A/E 1100, COA 2500
			60,392		66,865	
LIBRARY BOARD EXPENSES						
45600	Conf & Training-Board	135	1,000	293	500	
45605	Prof Services-Secretarial	2,913	3,300	2,166	3,300	Efficiency reporting (270/mo)
45610	Legal Notices & Ads	458	1,500	586	1,000	Required publishing of legal documents
			5,800		4,800	
CAPITAL EQUIPMENT EXPENSES						
46500	Capital Equipment & Building	0	0	0	0	
46510	Capital Projects - Interior	0	0	0	0	
	SUBTOTAL LIBRARY FUND		2,235,089		2,249,614	
GRANT EXPENSES						
49600	Grant Expenditures	16,686				
	TOTAL LIBRARY EXPENDITURES		2,235,089	1,518,156		
SPECIAL REVENUE EXPENSES						
	IMRF		123,730		130,531	Levy \$130,531
SPECIAL RESERVE EXPENSES						
	HVAC		120,000			WAC Central System and VAV hvac
	TOTAL LIBRARY & SPECIAL		2,478,819		2,380,145	