



NEW LENOX PUBLIC LIBRARY  
DISTRICT BOARD FINANCE  
COMMITTEE MEETING  
April 8, 2019

The meeting of the New Lenox Public Library District Board of Trustees Finance Committee was called to order at 6:30 p.m. on Monday, April 8, 2019, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Linda Evans, Ed Tatro, Bonnie Ulstad  
Absent: Ann Podoba

Staff present: Michelle Krooswyk: Director, Michael Stubler: Business Manager

**Audience to Visitors**

None

**New Business**

Director Krooswyk reviewed the process for creating next fiscal year's budget.

- The extension of the tax levy occurs in mid to late March. Since taxes were just extended, Director Krooswyk is currently meeting with managers to obtain their input on department specific budget lines, so a first draft is being created now.
- Business Manager Michael Stubler has created a spreadsheet that incorporates the last five years of income and expenditures in addition to current year's actual and projected expenditures. Also, variance between the current and projected budget is included. Director Krooswyk pointed out the full funding of the Per Capita Grant, the actual Will County levy extension, how the salary lines are calculated and how developer fees are incorporated year to year.
- The New Lenox Library is fortunate being in Will County because we receive approximately 98-99% of our levy extension, whereas some Cook County libraries are significantly lower.
- In regards to staffing, a 15 hour per week Digital Service Specialist will be added to the staff to provide additional hours of assistance at the Digital Media Lab desk. Director Krooswyk mentioned that page positions are already in accordance with the required minimum wage increase level for next year; later this summer, she will work on creating a schedule and projection for page positions to ensure they will reach the \$15 minimum wage in 2025. Digital Services Manager and IT Manager will be moved into the same budget line to prepare for an upcoming salary study in the distant future.
- Streamlining programming budget line was discussed in addition to known and necessary increases in budget lines, such as Tools and Equipment.

### **Trustee Comments**

- None

### **Adjournment**

Trustee Evans moved and Trustee Ulstad seconded to adjourn the meeting at 6:55 pm. Motion passed by unanimous vote.

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Michelle Krooswyk, Director

Respectfully Submitted,  
Michelle Krooswyk  
Library Director