

**FREEPORT PUBLIC LIBRARY  
FINANCE COMMITTEE MEETING  
AUGUST 26, 2019 – 3:00 p.m.**

**I. CALL TO ORDER**

A meeting of the Freeport Public Library Finance Committee was held in the Library's Boardroom on September 27, 2019. President Rebecca Quiggle presided and called the meeting to order at 3:02 p.m.

Members Present:   Rebecca Quiggle  
                              Gwen Crow                     Renee Barr

Also present: Executive Director Ashley Huffines.

Ashley Huffines acted as Recording Secretary.

**V. DRAFT FY2020 BUDGET**

1. Discussion about library payroll expenses including overtime, Medicare, FICA/Social Security, Life Insurance, Unemployment, Workers Compensation, IMRF, and PEHP contributions.
2. Presentation and discussion about long term maintenance of the library building and property. Possible Levy for a Building Maintenance tax at .02%, which will give the library approximately \$41,000 revenue income restricted to building/property expenses.
3. Budget 101 document presented by Director Huffines. The document explains every revenue and expense line of the budget. Specific discussions and explanations of the liability insurance, used book sales, miscellaneous grants and other rental fees lines of revenue. Director Huffines is researching where the meeting room charges are being deposited as a revenue.
4. Draft of the FY2020 budget was presented by Director Huffines. Committee members went line by line and requested more information about:
  - a. Foundation bequests – explanation of how the library needs to communicate our needs to the Foundation so the Foundation can help when/where needed.
  - b. Custodial – Why is it higher than FY2019? Director Huffines explained the need to budget a couple Capital Projects to be expensed as custodial to make sure we are completing the required cleaning projects (such as, windows).
  - c. Adult Regular Books Budget – FY2018 it was \$40,000 and now it is \$15,000. Director Huffines explained that the \$40,000 spent on only hard copy books for one portion of the collection was not the most efficient way to spend the money. Over the past

couple fiscal years, Director Klonicki and Director Huffines appropriated some of these funds into Children's books and digital resources.

- d. Youth Toys – What is this line? In the past many different categories were used to break down the youth department. The youth department will now only use their materials and programming budgets. Any supplies for their department will be purchased as building supplies. This helps with not having so many expense lines of the budget.
- e. City charge to the library of \$20,000 a year. The finance committee would like to see this charge go away. Director Huffines will bring a letter to the Board of Trustees from the Finance Director with the amount each department is charged for the use of their services. If no other department is charged for City services, the library will request to also not be charged, as we are a City department.

### **XIII. ADJOURNMENT**

Meeting was adjourned at 4:12 p.m.

---

Submitted by Ashley Huffines