

KENT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Finance Committee Meeting, August 26, 2019

Present: Charles Lerner, Trustee; Earl Runde, Trustee; Sabina Minney, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 3:00 pm.

The agenda for the meeting was reviewed. No changes were made.

The minutes of the previous meeting were reviewed and adopted without change.

Treasurer's Report

Mr. Runde reported that the balance of the checking account was \$218,373.97, and the savings account balance was \$178,507.58.

Ms. Adams informed the committee that she had emailed Mr. Haggerty related to the lease negotiation for the space at the North County library.

Ms. Minney moved to recommend moving \$15,000 from reserve to the budget for fiscal year 2020. Mr. Runde seconded the motion, which was approved unanimously.

Ms. Adams presented end of the fiscal year adjustments for the fiscal year 2019 budget. The committee discussed the adjustments and the necessity of the adjustments. Mr. Lerner requested that a copy of the adjustments be attached to the minutes.

Mr. Runde moved to recommend the adjustments to the fiscal year 2019 budget as presented. Ms. Minney seconded the motion, which was approved unanimously.

No further business was brought before the committee.

The meeting was adjourned at 3:29 pm.

The next meeting of the Finance Committee will be on September 23, 2019 at 3:00 pm in the Chestertown Library, Inc., building.

FY2019 KCPL Budget Adjustments

| | 900 Fund Operating | | | 902 Fund ESRL | | | 907 Fund Restricted | | |
|--|-----------------------|------------|------------------|------------------|------------|-----------------|------------------------|------------|-----------------|
| | Budget | Actual | Balance | Budget | Actual | Balance | Budget | Actual | Balance |
| GOVERNMENT | | | | | | | | | |
| 9955.334.05-05/ON BELHAF OF RETIREMENT | | | | | | | | | |
| 9955.334.80-80/STATE FUNDING | \$102,577 | | \$102,577 | | | | | | |
| 9955.337.90-12/TOWN OF GALENA | \$2,500 | | \$2,500 | | | | | | |
| 9955.337.90-15/TOWN OF CHESTERTOWN | | | | | | | | | |
| 9955.337.92-10/KENT COUNTY | \$662,196 | | \$662,196 | | | | | | |
| FEES | | | | | | | | | |
| 9955.341.50-40/POSTAGE-COPIES | \$7,000 | | \$7,000 | | | | | | |
| 9955.353.65-00/LOST-DAMAGED BOOKS | \$1,000 | | \$1,000 | | | | | | |
| 9955.353.70-00/OTHER FEES | \$6,000 | | \$6,000 | | | | | | |
| 9955.363.75-00/MEETING ROOMS | \$300 | | \$300 | | | | | | |
| DONATIONS | | | | | | | | | |
| 9955.365.10-00/DONATIONS | \$2,000 | | \$2,000 | | | | | | |
| 9955.365.10-30/FRIENDS OF THE LIBRARY | \$2,900 | | \$2,900 | | | | \$15,000 | | \$15,000 |
| OTHER | | | | | | | | | |
| 0000.394.00-00/FUND BALANCE RESOURCES | \$30,000 | | \$30,000 | | | | | | |
| 9955.361.65-00/INTEREST INCOME | \$0 | | \$0 | | | | | | |
| 9955.369.90-00/MISCELLANEOUS REVENUE | \$2,000 | | \$2,000 | | | | | | |
| 9955.334.80-81/SVC ENHANCEMENT GRANT | | | | \$75,000 | | \$75,000 | | | |
| REVENUE TOTALS | \$818,473 | | \$818,473 | \$75,000 | | \$75,000 | \$15,000 | | \$15,000 |
| EXPENDITURES | | | | | | | | | |
| SALARIES & BENEFITS | | | | | | | | | |
| 9955.455.12-05/SALARIES | \$523,369 | | \$523,369 | | | | | | |
| 9955.455.22-30/BENEFITS-FICA | \$32,501 | \$4,391 | \$36,892 | | | | | | |
| 9955.455.21-10/BENEFITS-HEALTH | \$137,423 | \$4,391 | \$133,032 | | | | | | |
| OPERATING EXPENDITURES | | | | | | | | | |
| PROFESSIONAL SERVICES | | | | | | | | | |
| 9955.455.33-05/LEGAL | \$1,000 | | \$1,000 | | | | | | |
| 9955.455.33-15/ACCOUNTANTS | \$2,730 | | \$2,730 | | | | | | |
| 9955.455.33-16/AUDITORS | \$9,869 | | \$9,869 | | | | | | |
| 9955.455.36-70/LIBRARY PROGRAMMING | | | | | | | \$5,000 | \$1,301 | \$3,699 |
| PROPERTY SERVICES | | | | | | | | | |
| 9955.455.34-43/SHREDDING | \$720 | \$60 | \$780 | | | | | | |
| 9955.455.43-05/BLDG-GROUNDS REPAIRS | \$22,694 | | \$22,694 | | | | | | |
| 9955.455.43-10/SOFTWARE MAINT. | \$5,500 | \$98 | \$5,598 | | | | | | |
| 9955.455.43-23/SECURITY | \$1,465 | | \$1,465 | | | | | | |
| LEASES | | | | | | | | | |
| 9955.455.44-05/OFFICE SPACE | \$20,300 | \$265 | \$20,565 | \$5,100 | \$3,080 | \$8,180 | | | |
| 9955.455.44-10/COPIER LEASES | | | | \$12,000 | \$197 | \$11,803 | | | |
| 9955.455.44-80/COMPUTER LEASES | | | | | | | | | |
| OTHER SERVICES | | | | | | | | | |
| 9955.455.52-20/GENERAL LIABILITY | \$952 | | \$952 | | | | | | |
| 9955.455.52.35/PUBLIC OFFICIALS BONDS | \$4,900 | | \$4,900 | | | | | | |
| 9955.455.56-10/MEMBERSHIPS & DUES | \$3,500 | | \$3,500 | | | | | | |
| 9955.455.54-90/ADVERTISING | | | | \$1,500 | \$640 | \$860 | | | |
| 9955.455.57-12/STAFF DEVELOPMENT/EDU. | | | | \$3,850 | \$1,455 | \$5,305 | \$2,000 | \$713 | \$1,287 |
| 9955.455.58-10/TRVL-MEALS,MILEAGE/LDNG | | | | \$4,500 | \$198 | \$4,302 | | | |
| 9955.455.92-30/BANK CHARGES | \$1,600 | | \$1,600 | | | | | | |
| UTILITIES | | | | | | | | | |
| 9955.455.41-05/WATER-SEWER | \$2,450 | | \$2,450 | | | | | | |
| 9955.455.53-15/INTERNET-TELEPHONE | \$3,000 | \$187 | \$3,187 | | | | | | |
| 9955.455.62-15/ELECTRIC | \$32,500 | \$168 | \$32,668 | | | | | | |
| SUPPLIES | | | | | | | | | |
| 9955.455.64-20/POSTAGE | \$3,000 | | \$3,000 | | | | | | |
| 9955.455.69-90/SUPPLIES-OTHER | \$9,000 | \$778 | \$8,222 | | | | | | |
| OTHER | | | | | | | | | |
| 9955.455.75-00/COMPUTER PURCHASE | | | | \$5,000 | \$1,179 | \$3,821 | | | |
| LIBRARY MATERIALS | | | | | | | | | |
| 9955.455.69-85/BOOKS | | | | \$27,196 | \$1,568 | \$25,628 | \$6,000 | \$2,001 | \$8,001 |
| 9955.455.69-86/PERIODICALS | | | | \$7,854 | \$769 | \$7,085 | | | |
| 9955.455.69-87/AUDIO-VISUAL | | | | \$8,000 | \$16 | \$8,016 | \$2,000 | \$13 | \$2,013 |
| Expense Totals | \$818,473 | \$0 | \$818,473 | \$75,000 | \$0 | \$75,000 | \$15,000 | \$0 | \$15,000 |