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## MINUTES

### Standing Committee on Finance • Board of Trustees • Batavia Public Library District

#### *Special Meeting*

Tuesday • 2 April 2019

1. **Call to Order**

Trustee Culotta called the meeting to order at 7:20 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Committee Members Present:** Jennifer M. Culotta and Andrew R. Deitchman

**Committee Members Absent:** Michael E. MacKenzie

**Other Trustees Present:** None

**Staff Members Present:** Director George H. Scheetz; H. Joseph McKane; Joanne C. Zillman

**Visitors Present:** None

3. **Approve the Agenda**

Trustee Culotta asked whether there were any changes to the agenda.

In the absence of any changes, Trustee Culotta declared that the agenda stands approved as distributed.

4. **Approve the Minutes:** Special Meeting, Tuesday, 5 February 2019

Trustee Culotta asked whether there were any changes to the minutes.

Motion by Trustee Deitchman to approve the minutes of the special meeting, as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

The consensus of the Committee was to consider Agenda Items # 5 and # 6 concurrently for reasons of efficiency.

5. **An Ordinance Transferring Accumulated Interest from the Bond & Interest Fund (Fund 24) to the Library Fund (Fund 10)**

6. **An Ordinance Closing Out the Bond & Interest Fund (Fund 24) and Transferring the Balance of the Bond & Interest Fund (Fund 24) to the Special Reserve Fund (Fund 22)**

Trustee Culotta stated that the purpose of these agenda items was to recommend transferring funds from and closing out the Bond & Interest Fund (Fund 24).

In response to a question from Trustee Culotta, discussion followed on the particular purpose of each ordinance.

Director Scheetz noted that Attorney Roger A. Ritzman proposed the format of each ordinance to ensure that the Library's intentions and actions were unequivocal.

Motion by Trustee Deitchman to recommend that the Board of Library Trustees approve "An Ordinance Transferring Accumulated Interest from the Bond & Interest Fund (Fund 24) to the Library Fund (Fund 10)" and "An Ordinance Closing Out the Bond & Interest Fund (Fund 24) and Transferring the Balance of the Bond & Interest Fund (Fund 24) to the Special Reserve Fund (Fund 22)," as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

The Committee requested that Director Scheetz place this item on the Consent Agenda.

7. **Group Medical Insurance**

Trustee Culotta stated that the purpose of this agenda item was to recommend a group medical insurance plan for the Batavia Public Library for the year beginning 1 June 2019, as follows:—

- Maintain the three current plan options with the current provider (BlueCross BlueShield of Illinois).

Director Scheetz noted that the Library received renewal information on its group medical insurance plans from the Buttrey-Wulff-Mamminga Agency. The total "health renewal premium change" percentage for the Library is +11.13% (overall), effective 1 June 2019. The increase was due primarily to "change in risk" (10.0%).

H. Joseph McKane, the Library Accountant / Finance Specialist, presented information to place the cost of group medical insurance in the context of the Working Budget. Discussion followed.

Motion by Trustee Deitchman to recommend that the Board of Library Trustees approve the group medical insurance plan, as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

The Committee requested that Director Scheetz place this item on the Consent Agenda.

8. **Working Budget for 2019–2020** (Preliminary Review)

Trustee Culotta stated that the purpose of this agenda item was to conduct a preliminary review of the Working Budget for 2019–2020.

H. Joseph McKane, Library Accountant / Finance Specialist, reported that Kane County had not yet posted Tax Computation Reports for Tax Year 2018 (payable in 2019). As a result, he was not able to complete his work on the Working Budget.

The consensus of the Committee was to defer this agenda item to its next meeting.

9. **New Accounting Software**

Trustee Culotta stated that the purpose of this agenda item was to recommend the approval of a proposal for accounting software.

Director Scheetz noted that this project is an element of the Technology Plan and the Capital Asset Plan.

H. Joseph McKane, Library Accountant / Finance Specialist, distributed a comparative summary of his research. He reported that he developed specifications, identified qualified software providers, and solicited proposal for new accounting software. He received four proposals, identified by the name of the software package, as follows:—

- Denali Fund (Cougar Mountain Software): \$9,663.00

McKane reported that this software provider (Cougar Mountain) was generally non-responsive to requests for information and clarification and was eliminated from further consideration. Discussion followed.

The consensus of the Committee supported the decision to eliminate Cougar Mountain from further consideration.

- Incode (Tyler Technologies): 38,789.00
- MIP® Fund Accounting (Abila / Community Brands): \$16,505.00

McKane noted that the initial cost for annual maintenance and support was \$1,078.00.

- Navigator (Serenic Software): \$67,860.00

McKane reported that he was trying to avoid overbuying; that is, purchasing software modules that were not needed. He recommended the proposal from Abila, a division of Community Brands HoldCo LLC, for Abila™ MIP® Fund Accounting software and related client services. Discussion followed.

In response to a question from Trustee Culotta, discussion followed on cloud-based solutions. (The recommended version of MIP® Fund Accounting is not a cloud-based solution.)

McKane noted that the proposed source of funds for this project was the Library Fund (Fund 10).

Trustee Culotta noted that, in her experience, MIP® Fund Accounting is a good system. She suggested to the Committee that it was futile to extend the search for software solutions further.

Motion by Trustee Deitchman to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from Abila, a division of Community Brands HoldCo LLC, of Austin, Texas, for an on-premise / perpetual license (\$4,490.00 upfront cost), client services (\$12,015.00 upfront cost), and maintenance and support (\$1,078.00 annual cost) for Abila™ MIP® Fund Accounting software, for a total cost of \$17,583.00, as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

The Committee requested that Director Scheetz place this item on the Consent Agenda.

#### 10. **Future Agenda Items**

Director Scheetz reported that a list of future agenda items was included in the Committee packet for purposes of information and planning.

#### 11. **Comments from the Committee**

H. Joseph McKane, Library Accountant / Finance Specialist, reported that the Library received its “Preliminary Notice of Illinois Municipal Retirement Fund Contribution Rate for Calendar Year 2020” (the “Total Employer Rate” is 10.14%).

There were no additional comments from the Committee.

12. **Next Meetings or Events**

- a. *137th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2019), Thursday, 4 April 2019*
- b. *138th Anniversary of the Batavia Public Library (5 April 1881–2019), Friday, 5 April 2019*
- c. *National Library Week (62nd Annual Observance, 1958–2019), Sunday–Saturday, 7–13 April 2019 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2019 Theme: Libraries = Strong Communities*
- d. *National Drop Everything and Read (D.E.A.R.) Day, Friday, 12 April 2019 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors decided to “drop” the “day” and now promote D.E.A.R. as a month-long event in April.]*
- e. *Board of Library Trustees (Regular Meeting), Tuesday, 16 April 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- f. *Good Friday, Friday, 19 April 2019, Library Open [I]*
- g. *Easter, Sunday, 21 April 2019, Library Closed*
- h. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Tuesday, 30 April 2019 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- i. *Children’s Book Week (101st Annual Observance), Monday–Sunday, 29 April–5 May 2019 — “A great nation is a reading nation.”—Melcher [Note: Now sponsored by Every Child a Reader, a 501(c)(3) not-for-profit organization.]*
- j. ***Standing Committee on Finance, Tuesday, 7 May 2019, 7:00 PM (or immediately following the Standing Committee on Services), Elizabeth L. Hall Conference Room, Batavia Public Library***
- k. *Board of Library Trustees (Regular Meeting), Tuesday, 21 May 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

13. **Adjournment**

Motion by Trustee Deitchman to adjourn the special meeting. Seconded by Trustee Culotta. All: Aye. The motion carried.

Trustee Culotta declared the meeting adjourned at 8:04 p.m.

Respectfully submitted,

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George H. Scheetz  
Director