

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Committee of the Whole
Board of Trustees
Wednesday, April 19, 2017 - 6:00 p.m.

1. Call to Order – President Stull called the meeting to order at 6:05 p.m.
2. Roll Call

ATTENDING: Trustees Arlowe, DuRocher, Lezon, Picha, Stull and Warren

ABSENT: Trustee Richardson

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis and Technical Services Clerk Gail Smith

3. Public Comments – Gail Smith introduced herself and stated she works in Technical Services and is attending to learn about the board meetings.
4. Review of the first draft of the FY18 Working Budget

Director Whitmer explained the cover sheet is a summary of major changes happening this year.

INCOME:

- This is a broad overview of all income and expenses. The property taxes are up about 1.5% mainly due to new construction in the City. The income also includes the .7% Consumer Price Index increase. About \$3,000 of the taxes are diverted to TIF #3, but once residential development takes place in TIF #3 the Library will receive a reimbursement from the City to cover the services for those homes.
- Most items remain flat.
- Extended Use Fees are decreased to reflect the past year.
- The Per Capita Grant income was included since the award letter has been received by the Library.
- Overall, income should increase about \$13,000 from last year.
- The Consumer Price Index used for next year's tax levy allows for a 2.1% increase if the state legislature does not approve a tax freeze.

EXPENSES:

- Expenditures overall have a deficit of \$276,335 due to \$200,000 of the renovation project being carried over from the Capital Improvements expenses to FY18.
- The projected operating deficit is \$76,000 next year.
- Trustee Warren asked where the \$44,000 for gifts and memorials was received from. Director Whitmer explained this was the proceeds received from the Library Foundation.

EMPLOYEE EXPENSES

- The largest expense is for employee salaries and benefits.
- Maintenance position has increased from 15 – 20 hours per week.
- Six additional hours per week have been added for the Marketing and Graphic Artist positions. Originally, these positions were each budgeted at 10 hours a week, but have been hired for 16 hours per week.
- Additional hours were added for Public Services staff due to the two separate service desks.
- Trustee DuRocher asked about the new part time Technology Assistant position. Director Whitmer stated Systems Administrator Cynthia Makowski manages the network, hardware, software, telephone systems and anything related to the network with a typical workday from 7:30 am – 3:30 pm. This leaves the building uncovered during the evenings and weekends. This new staff person would assist Cynthia with basic operations, troubleshooting for staff and be responsible for monitoring the AV equipment in the meeting room.
- The final IMRF rate will be available by the time the final budget is prepared in June.
- Health insurance costs assume a 10% increase. Staff attended a renewal meeting this week and learned that the blended health and prescription costs are currently trending towards a 10% increase.
- Director Whitmer stated that elsewhere in the budget she has included \$5,000 for a consultant to benchmark the position descriptions and develop a revised pay grade schedule.
- Trustee Warren asked if Sikich, LLP could conduct the salary analysis. Director Whitmer stated that Sikich, LLP does provide HR services on a contractual basis, but the Library has a membership with the Management Association of Illinois. Director Whitmer will make a note to examine Sikich's HR services.

OPERATING EXPENSES

POSTAGE

- Director Whitmer explained that certain circulation procedures will be discontinued including mailing notices to 18 year olds and patrons whose library card is expiring.
- Postage was increased due to a possible 12-page newsletter.

TECHNOLOGY

- Trustee Picha asked why certain technology items were removed from the budget. Director Whitmer explained there is new software replacing the items deleted. Communico Suite will be replacing Boopsie, Evanced, website/web server, digital signage player, and READsquared.

INSURANCE

- Assumes a 10% increase for Workman's Compensation due to increased staff hours and under reporting maintenance hours from last year.

PROFESSIONAL DEVELOPMENT

- No funds have been included for staff members or trustees to attend the 2018 PLA in Philadelphia. Cost is approximately \$1,500 per person to attend including airfare, conference registration and hotels.

After discussion, the consensus of the Board is to contact Trustee Richardson to see if she would like to attend. If Trustee Richardson cannot attend, then Trustee Elect Ruzicka will have the option.

AUDIT

- The audit increased due to the renovation project being included in the audit. The auditors will review and examine the debt certificate along with invoices and pay requests. A schedule of assets for items valued over \$5,000 will be also developed.

MATERIALS

- Overall the print materials budget was reduced and the downloadable materials budget was increased to reflect increased use of Hoopla.
- A new vendor will be providing the periodicals and newspaper subscriptions with an online claims module.
- Trustee Warren asked if \$3,000 is sufficient for the Spanish Material Collection. Director Whitmer responded that this is an increase over the prior year's budget. Older Spanish materials are not circulating, so these funds are for new materials. Additional funds for Spanish materials would reduce funding for other collections. Discussion about programming for native Spanish speakers took place. Trustee Warren suggested that space in the newsletter be dedicated to promoting Spanish resources. Director Whitmer indicated that additional staff in Youth and Adult services would be needed to increase our level of services for this population. Following discussion, it was the consensus of the Board to have Director Whitmer add increasing the Spanish collection and programming to the Strategic Plan in FY19.

MAINTENANCE

- An increase in the monthly service charge for cleaning is anticipated due to the renovation and a large amount of glass. The daily cleaning schedule may be adjusted to clean staff areas fewer days.
- Maintenance supplies were decreased due to not having to purchase as many light bulbs and ballasts due to the LED retrofit.
- Trustee DuRocher asked why the security budget is so high. Director Whitmer stated that every year \$4,000 included for possible sprinkler repairs.
- An HVAC maintenance contract may be obtained to keep the new system running well.
- Electricity is decreased due to the new LED lighting. Usage has currently decreased by approximately 20% and once all the retrofitting is completed it should decrease approximately 40-50%.

CAPITAL IMPROVEMENT

- Director Whitmer stated that there is \$200,000 included in the budget for Capital Improvement to cover any carryover. Trustee DuRocher asked how much is projected to be spent. Director Whitmer stated that most likely half will be spent.

DEBT CERTIFICATE

- Director Whitmer stated that there is \$167,000 for debt certificate repayment for next year.

5. Review need for May 17 Committee of the Whole Meeting

The consensus of the Board is that a May 17, 2017 Committee of the Whole Meeting is not necessary. Director Whitmer will make minor changes and present the budget to the Board at the June board meeting for approval.

6. Items for Information/Discussion – none

7. Adjournment

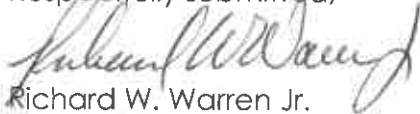
MOTION: Trustee Arlowe moved to adjourn the meeting at 7:05 p.m. Trustee Warren seconded.

Voice vote:

Ayes – all

Motion carried

Respectfully submitted,



Richard W. Warren Jr.

Secretary

Board of Trustees