

WARRENVILLE PUBLIC LIBRARY DISTRICT
Library Board of Trustees Committee of the Whole Meeting
Wednesday, April 18, 2018

1. Call to Order – Trustee DuRocher called the meeting to order at 6:04 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Richardson (arrived at 6:47 p.m.), Ruzicka, Stull and Warren

ABSENT: Trustee Picha

ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

3. Public Comments – none
4. Review of the first draft of the FY19 Working Budget

FUND BALANCES

- The Library relies on both the Corporate and Building Maintenance Fund balances to balance the FY18/19 budget. Conservative projections indicate there will be sufficient fund balances over the next four years to maintain the 25% target in the Corporate/Working Cash Funds and in the Building Maintenance Fund.
- The Building Maintenance Fund rate is a flat .02%. As the assessed valuation of the district property increases, the library receives more money in this fund. Director Whitmer recommends moving some expenses from the Corporate Fund to the Building Maintenance Fund.

INCOME

- Property tax is up by 3%, CPI was 2.1% and will be 2.1% for the next tax levy. Because of new construction in the community the tax revenue will increase.
- Use fees have decreased (copier, extended use fees, lost/damaged materials). This is expected to continue on a downward trend in future years.
- Total income is up by 3%.

EXPENDITURES

- Funds are included for the FY19 Strategic Priorities:
 - Priority #1 – Plan for the future
 - Strategic Planning Consultant - \$15,000

Priority #2 – Maintain a Safe, Efficient Facility

- LED retrofits (\$20,000 to be supplemented by a grant)
- Security cameras (\$3,100) plus additional funds for wiring.
- Intrusion Alarm/Secure Staff Work Areas – Administration has contracted with Alarm Detection Systems for installation of this system in the current fiscal year.

Priority #3 – Communicate and Engage with the Community

- Additional staff hours for public services and marketing
 - Website Development (\$8,000)
- Annual appreciation dinner for staff and trustees - \$2,000
 - Library card expiration date notification - \$250

EMPLOYEE EXPENSES

- Currently, the budget includes up to 2% merit increase for all current employees. Director Whitmer stated after receiving confirmation of the Per Capita Grant she recommends a 3% merit increase, adding \$6,000 to the budget. The Board agreed with the recommendation.
- The Library's IMRF contribution rate will decrease from 12.97% in 2018 to 11.02% in 2019.
- The Library's Unemployment rate decreased from 0.31% to 0.28%.
- IT salary costs will be removed from Technical Services salary costs and placed on a new line item.
- Additional hours/new positions are included in the budget. Staffing two public service desks requires additional hours to maintain existing level of service and adequate desk coverage.
 - A current Adult Services Librarian position will be promoted to full-time.
 - Two 16 hour positions are added for Public Services.
 - Marketing Supervisor will increase to 22 hours per week and Graphic Designer to 18 hours per week.
 - The IT Assistant will increase by 2 hours to 18 hours per week.
 - One Member Services Associate will increase by 6 hours.
 - One 16 hour position is added for Member Services.
- Health insurance costs assume a 10% increase. Dental, vision, and life insurance assume a 5% increase.

OPERATING EXPENSES

- Pre-processing of library materials will be expanded to include barcode application on most books and spine labels on several collections. This will allow reallocating staff hours.

AUTOMATION/IT EXPENSES

- Software includes upgrade of public and staff PCs to Microsoft Office 2019.
- Printer replacements are included but will be carried out only if printers begin to fail.
- Planned preventative replacements of a server, several switches and a self-check station.

PROFESSIONAL DEVELOPMENT

- No funds were budgeted for either the American Library Association Conference or Illinois Library Association Conference for staff or trustees.
- The Marketing Specialist plans to attend a Library Marketing Conference in St. Louis.
- There is a Staff In-Service Day on October 5, 2018 focusing on harassment training.
- \$500 is included for Trustee workshops and seminars.

LIBRARY MATERIALS

- Funding for library materials was adjusted according to prior years' spending. Books and AV were decreased and eBooks, including Hoopla, were increased.
- The budget for Internet subscriptions was reduced. Any database used less than 5 times a month or cost more than \$60 per use may be discontinued. Director Whitmer explained how she acquired the statistics.

PUBLICITY

- "Reading Matters" will remain 8 pages in length instead of expanding to 12 pages, reducing the budget for printing.
- The Marketing Specialist requested \$300 for Facebook ads/boosts.

LOWER LEVEL ROOM

Director Whitmer stated Public Services staff wrote a report regarding turning the lower level room into a program room. Because science programs can be very messy Director Whitmer is recommending this be completed. STEM and robotic programs are usually at full capacity. This will allow more programming space.

Director Whitmer is including \$1,000-\$2,000 for improvements to the room. The maintenance man will paint the room and add shelving.

Trustee Richardson arrived at this time (6:47 p.m.)

Discussion was held concerning a book sale, however, Director Whitmer feels the room is better suited to programming and the book sale just did not generate enough income to offset staff costs associated with receiving donations, supervising volunteers and managing the sale.

Trustee Picha arrived at this time (6:52 p.m.)

OTHER

Trustee Picha asked if there are funds available to replace the front entrance doors. Director Whitmer responded the maintenance man will sand and stain the doors once the weather warms up. Funds will be included for replacement of the doors if refinishing is not successful.

5. Review need for May 16, 2018 Committee of the Whole Meeting

Consensus of the Board is no meeting is needed in May.

6. Items for Information/Discussion - none

7. Adjournment

MOTION: Trustee Warren moved to adjourn the Committee of the Whole Meeting at 6:55 p.m. Trustee Richardson seconded.

Voice vote:

Ayes – all

Nays – none

Motion Carried

Respectfully submitted,



Heather J. Stull, Secretary
Board of Trustees
Warrenville Public Library District