

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Committee of the Whole Meeting
Wednesday, May 20, 2020 – 6:00 p.m.

1. Call to order – Trustee Picha called the meeting to order at 6:03 p.m.
2. Roll Call – Trustee Picha called roll call

(Meeting was conducted entirely via conference call, not at the Library)

ATTENDING: Trustees DuRocher, Picha, Richardson, Ruzicka, Stull, Warren

ABSENT: Trustee Lezon

STAFF ATTENDING: Library Director Sandy Whitmer, Diana Abraham, Lydia Butler, Stephanie Cook, Jackie Davis, Paul Dobersztyn, Kathy Gaydos, Therese Higgins, Tom Hill, Julie Jesernik, Helen Kynch, Cynthia Makowski, Jen Moore, Jaime Perpich, Gail Smith, Kathy Strickland, Mary Thomas, Sylvia Thompson, Mandy Wilson

3. Public Comments - none
4. Review of the first draft of the FY21 Working Budget

INCOME

There is a potential for late arrival of property taxes this year due to DuPage County extending payment of the first payment to September 1, 2020 without the usual late fees. People who qualify for the late fee waiver can take the 3 months to pay their June 1 property tax payment. The Library receives approximately 50% of revenue from the first tax payment.

A small amount of the June 1 payment has been received. Last year approximately \$36,000 was received at this time and to date approximately \$16,000 has been received.

There are enough funds in the bank to cover the expected delay of up to 60% of property tax income in the first three months of the fiscal year. If there is another fee waiver for the September 1 payment the Library could be impacted. Director Whitmer is closely monitoring the funds.

Trustee Warren asked if the reserve funds are used is it replenished from tax money received. Director Whitmer stated the Library will simply allow the financial report to show a deficit in the corporate fund. Other funds such as the

working cash fund would carry us through. The auditors and accountant are fine with that procedure.

Director Whitmer stated the following:

- Property tax extension increased by \$40,000.
- Extended use fees have been zeroed out as the Library plans to become fine free July 1. This has reduced the income by \$18,000-\$20,000.
- Interest income is down.
- Based on the state's financial situation the Per Capita Grant income has been removed.
- Director Whitmer stated she will add the Per Capital Funds into the Budget & Appropriation Ordinance in case the grant money, approximately \$17,000, is received.

Trustee Stull asked if any decision has been made regarding the Concerts on the Commons. Director Whitmer stated on May 18 City Council discussed the Hotel/Motel Tax Grant process and approved an agreement to allow the Tourism and Arts Commission to review any requests for reimbursement. Any events scheduled before July 31, but cancelled because of COVID-19, can be submitted for reimbursement. Director Whitmer is planning to cancel the June concerts and reschedule them for September.

Trustee Warren asked if the City will receive any hotel/motel revenue this year. Director Whitmer stated revenue will be down and she feels there will be changes to the program next year.

EXPENDITURES

SALARIES, IMRF, FICA UNEMPLOYMENT AND WORKERS COMP

Director Whitmer stated she would like direction from the Board concerning pay increases.

She stated solid performers should be midpoint on the pay scale. Some staff fall very low on the scale and she would like to bring them up to the midpoint. This budget draft reflects these increases, ranging from \$0.50 to \$2.75 per hour. Three managers would also receive parity adjustments according to this plan.

Other staff would receive a 2% cost of living adjustment this year. One person has reached the maximum and would not receive the full 2% even though eligible.

The cost of these adjustments plus an increase in IMRF and other employment related taxes is \$42,000. This is 3.7% more than FY20.

Director Whitmer gave the following options for the Board to consider:

- a. Beginning July 13 implement parity adjustments and 2% wage increases for those not eligible for a parity increase.
- b. Beginning July 13 implement a 2% wage increase for all employees. Implement parity increases on January 11, 2021.
- c. Implement a wage freeze (no wage increases in FY21).
- d. Implement a temporary wage freeze through January 10, 2021. Revisit wages in November or December to determine if increases are possible in January 2021.

Trustee Stull asked if we are aligned with the \$15 minimum wage. Director Whitmer stated current wages meet the January 2021 minimum wage of \$11 per hour. The proposed adjustments would meet the January 2023 target of \$13 per hour. The \$15 per hour minimum wage is effective in January 2025.

Trustee Richardson asked if the 2% increase could be implemented in July as a cost of living and in November/December revisit the parity increases which could be implemented in January 2021.

Trustee DuRocher stated she feels the country is headed for a huge recession and the Board needs to be fiscal stewards for the Library. She asked Director Whitmer what would happen if the Library finds itself in fiscal trouble. Director Whitmer stated there would be furloughs or layoffs for staff.

Trustee Picha suggested a total wage freeze take place now and revisit this in November/December.

After considerable discussion, it was the consensus of the Board to implement a temporary wage freeze through January 10, 2021 and revisit wages in November or December.

Director Whitmer stated the following staffing adjustments for FY21 are included in the budget.

- Marketing Specialist position elevated to full time
- One associate promoted to Librarian
- Several positions will be consolidated
- Six positions elevated to 20 hours per week (IMRF eligible, additional hours possible through consolidation of vacant positions)

Director Whitmer also stated there are several vacant positions at this time which will not be filled until there is enough work and staff can train them appropriately, possibly with social distancing. Several job offers were extended but will be rescinded.

OPERATING

Material processing for Tech Services includes funds for pre-processed items which means the items come shelf ready.

BANK FEES

Bank fee amount is increased due to costs associated with credit card processing fees.

Trustee Warren asked if bank fees are negotiable. Due to the small amount of transactions, the fees for credit card processing are not negotiable. Fifth Third Bank charges monthly fees on the accounts but if we reach out to them they will remove the fees.

Trustee Warren asked if there would be any rebate on the library's insurance similar to what the companies are doing with car insurance. Director Whitmer stated she is meeting with the insurance broker in June and will ask about it.

FURNITURE/EQUIPMENT PURCHASES

An additional \$10,000 has been added for potential equipment purchases needed for social distancing and other COVID-19 related modifications.

Director Whitmer stated sneeze guards are being investigated for installation at all public service desks. Trustee Warren asked if the sneeze guards would be permanent. Director Whitmer replied she is looking at ways our maintenance man can construct temporary guards. Director Whitmer stated some libraries are using clear plastic shower curtains.

AUTOMATION

Trustee Picha asked if all PCs are replaced at one time or staggered. Director Whitmer stated typically they are all replaced at one time but is recommending half be replaced at this time. The other half may be replaced in the next fiscal year.

Trustee Warren asked if the old PCs are auctioned off. Director Whitmer stated they are usually recycled or donated to the People's Resource Center in Wheaton.

Trustee Warren asked if more automation is required to join SWAN. Director Whitmer stated she has completed a RAILS grant for over \$30,000. It includes less than \$1,000 for needed equipment. The bulk of the grant request is for fees related to data migration.

The Automation Maintenance budget is higher than normal because of the SWAN migration. The budget for the Sirsi/Dynix maintenance should be less than budgeted, as the billing will be month-to-month for only 6-7 months.

CONTRACTUAL – ACCOUNTING

Director Whitmer stated this item includes funds for the GASB 75 actuarial report for post-employment benefits. This is required for the annual audit every other year.

LIBRARY MATERIALS

Director Whitmer stated it is almost the same as this fiscal year. Depending on when the library reopens, more funds may be needed for eBooks than for physical materials. \$10,000 is included from the Alba Lemos Gift Fund for eBooks.

Trustee Warren asked if the Alba Lemos fund can be replenished. Director Whitmer replied it is a fund gifted to the library through an estate. If the Library received funds like this in the future the Board would have to decide if they want to establish a new fund or add to the Alba Lemos Fund. This fund will be close to zero by the end of the FY21 budget year.

PUBLIC SERVICES

Director Whitmer stated many of the expenses in this category are highly dependent on “in-person” activity, especially programs. These funds may be underspent if in-person programming is not possible. The budget also includes printing for the newsletter, but this could be interpreted to be any type of printed communication sent to our residents.

Summer Reading will be a new concept this year called “Reading for a Cause”. Participants will be able to select from a list of local organizations that will benefit from their summer reading. At the conclusion of the program, the Library will send a contribution to each organization. This program is being funded by money from the Alba Lemos bequest instead of tax dollars. A maximum of \$2,500 will be donated. The organizations include Literacy DuPage, The Student Excellence Foundation, Naperville Humane Society and Warrenville Youth and Family Services. Staff reached out to Neighborhood Food Pantries, but have not received a response.

Trustee Stull asked if the PR/Publicity budget is being revised as it still shows parade candy. Director Whitmer states that the funds in the FY21 budget actually are for July 2021 parade, as the candy will be purchased in June 2021.

MAINTENANCE

Director Whitmer stated there is no way to predict the cost or number of special cleaning services or supplies needed due to COVID-19. There are additional funds in several maintenance budget lines to cover these costs. Director Whitmer stated she purchased 4 gallons of hand sanitizer from Two Brothers and Jackie Davis has been ordering all the other supplies we will need.

TELEPHONE

Another internet service provider (COMCAST) is being added in preparation for the SWAN migration. The AT&T connection is being upgraded from 50Mbps to 100Mbps.

DEBT REPAYMENT

In order to balance the budget, Director Whitmer will request a disbursement of developer donations from the City of Warrenville to cover the principal and interest payments due in FY21.

Trustee Picha thanked Director Whitmer for such a great detailed budgeted.

Director Whitmer and Trustee Picha also thanked the Management Team for their contribution to the budget.

Trustee Picha stated Director Whitmer will present the final budget in June for approval during the regular board meeting.

4. OTHER ITEMS FOR INFORMATION/DISCUSSION – None

5. ADJOURNMENT

Trustee Stull moved to adjourn the Committee of the Whole Meeting at 7:10 p.m.

Trustee DuRocher seconded.

Voice vote – all ayes.

Absent – Trustee Lezon

Motion carried

Respectfully submitted,



Richard Warren
Board of Trustees
Warrenville Public Library District