

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Library Board of Trustees Committee of the Whole Meeting**  
**Wednesday, May 22, 2019**

1. Call to Order – Trustee Picha called the meeting to order at 6:03 p.m.
2. Roll Call  
ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka (arrived at 6:21 p.m.)  
Stull and Warren  
ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis  
PUBLIC ATTENDING: Gail Smith
3. Public Comments – none
4. Review of the first draft of the FY20 Working Budget

**INCOME**

- Director Whitmer stated there are no significant changes to the income from prior years. She is waiting to see if interest rates on the Library's bank accounts will change now that MB Financial merged with Fifth Third Bank.
- Approximately \$1,000 City TIF Funds may be received.
- Property tax income increased approximately 3%.
- The most important column in the budget sheet is the "% change FY19 projected to FY20 budget."

**EXPENDITURES**

Director Whitmer reviewed the expenditure categories line by line with the following highlights:

**PERSONNEL EXPENSES**

- Salaries are increasing slightly due to two part time positions becoming full time in September. Because the strategic plan calls for expanded services to the Hispanic population a part time employee will be full time and work on this part of the strategic plan.

A Customer Service Specialist will be promoted to full-time with her additional hours devoted to assisting the Marketing Department. She is currently assisting with social media posts.

IMRF expense will decrease because the Public Services Manager's salary will be at a lower rate. Medicare and Social Security will increase due to the across the board salary increases.

- Health insurance costs are increased due to the new full time positions.

## SUPPLIES

- Circulation will need to order library cards will increase that line item by approximately \$2,500-\$3,000. Cards are ordered every 3-4 years.

## FURNITURE/EQUIPMENT PURCHASES & MAINTENANCE

- This has decreased since some major purchases were made during this fiscal year.

## AUTOMATION

- This increased due to some items being budgeted from the Special Reserve Fund that are typically not included.

## LIABILITY INSURANCE

- Insurance Package (Liability) assumes a 5% increase.
- Officers & Directors Policy is expiring and will renew for another three-year period assuming a 4% increase. The Library saves a considerable amount when renewing for the three-year term. Director Whitmer will be meeting with the insurance broker in June so these numbers may be adjusted.

## PERSONNEL DEVELOPMENT

- The Staff Recognition Dinner and Staff In-Service Day have been included. Director Whitmer explained some libraries are going to multiple staff days, half day events multiple times or even a meeting on the same day of every month in the morning. At this time we will remain with one staff in-service day and possibly some morning staff training this year.
- The budget includes one staff person attending PLA.

## TRUSTEE DEVELOPMENT

- The budget includes two trustees attending PLA. Trustee Whitmer is suggesting this be reduced to one trustee.

## CONTRACTURAL

- Attorney fees were decreased based on this year's fees.

## LIBRARY MATERIALS

- Library materials currently include a 3% increase over last year's budget, however, Director Whitmer is recommending some reductions to certain collections in order to balance the budget.

## PROGRAMMING

- This has been increased for additional programs and the cost of concerts was increased.

Trustee Stull asked if the Library is pursuing going fine free. Director Whitmer stated she has not investigated it at this time and a study should be done in conjunction with the Strategic Plan.

#### PR/PUBLICITY

- The newsletter will continue to be a quarterly publication. There was discussion of discontinuing the mailed newsletter but feedback indicates it is the primary source of Library information for many residents.

#### BUILDING AND MAINTENANCE

- Director Whitmer explained the building and maintenance line items no longer include funds for anticipated emergency repairs, just normal maintenance.
- Trustee Stull asked if security cameras have been installed. Director Whitmer stated this project has been carried over into the FY20 budget.

#### UTILITIES

- Electricity is reduced due to the LED Retrofit/Replacement project.

#### GIFT EXPENDITURES

- Gift expenditures includes income expected to be received from the DuPage Foundation.

#### DEBT SERVICE

- This is the yearly debt service payment.

#### CONTINGENCY

- The Contingency line item was reduced from \$10,000 to \$5,000 based on actual expenditures over the last 5 years.

### **FUND BALANCES**

Director Whitmer explained the Corporate Fund has a deficit of \$24,295. The fund balance target is within the 25% goal for the fiscal year, but continued deficit spending combined with the impact of the minimum wage legislation will result in the Library falling below the target in just 2-3 years. The Board needs to be aware of this.

### **SUGGESTED EXPENDITURE REDUCTIONS**

Director Whitmer explained there are several ways to reduce expenditures including:

- Staffing – delay the new full time positions to be effective September 1, which will decrease salaries and benefit costs.
- Reduce library materials in areas where circulation is down.
- Trustee DuRocher asked if a patron is interested in a database, we do not currently own could they use the resources at College of DuPage or other libraries. Director Whitmer replied you cannot access other library databases. College of DuPage's licensing may stipulate you have to be a student.
- Director Whitmer is suggesting only one Trustee attend PLA next year.

## DISCUSSION

- Trustee Picha asked if the Library is shopping for the best options for automation maintenance. Director Whitmer stated Systems Administrator Cynthia Makowski compares one-year subscriptions versus multiyear and researches all options available.
- Trustee Warren asked why there is a charge under Furniture/Equipment Purchases and Automation Supplies for toner cartridges. Director Whitmer explained the toners included in the Furniture/Equipment Purchases is for the copier toners and service calls. Director Whitmer explained the \$2,500 in Operating – Automation Supplies is for all the employee and department printer toner cartridges.
- Trustee Warren asked if we get a good price from Konica for the print charges. Director Whitmer replied a black and white is less than \$0.01 per print and a color print is less than \$0.10.
- Trustee Warren asked why there is a charge for shredding. He thought the local financial institutions would do it free. Director Whitmer stated they do not shred 30 boxes at one time.

### 5. Items for Information/Discussion

Trustee Picha stated the suggested expenditure reductions are only \$22,815 and the deficit on Page 1 is \$42,008 leaving a deficit of approximately \$19,000.

Director Whitmer stated the deficit on page 1 includes expenditures from the Special Reserve Fund. She expects adjustments to salaries for new hires may reduce the remaining deficit.

Trustee Stull asked if the budget reflects the LED retrofit project. Director Whitmer stated it does, however, it does not fully include the City taking over the streetlamps.

Trustee Picha asked if a balanced budget must be passed. Director Whitmer stated a balance budget does not have to be passed as long as the Library has fund balances, which we do.

Director Whitmer explained the Fund Balance Projections.

Trustee DuRocher stated she thinks only one trustee should go to PLA.

Trustee Lezon asked if property tax income would increase. Director Whitmer stated most of the new developments are located in TIF Districts with the only exception on Ferry Road and at the Regal Cantera parking lot. The Library would not see any taxes from those developments for at least three years. Director Whitmer stated the City/Library Task Force may need to meet to discuss reimbursement for residential development in the TIF districts.

Trustee Picha thanked Director Whitmer for the detailed budget. Director Whitmer thanked her Management Team for all their input.

Director Whitmer will revise the budget with the suggested revisions and bring the budget to the June Board Meeting for approval.

6. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 6:46 p.m. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,



Heather Stull, Secretary

Board of Trustees

Warrenville Public Library District