

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 09.19.01 A meeting of the Board of Library Trustees of the Arlington Heights Memorial Library Committee of the Whole was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, September 10, 2019, at 7:30 p.m. by President Zyck.

Upon **ROLL CALL**, the following answered Present: Trustees Supplitt, Tangney, Thanopoulos, Smart and Zyck.

Absent: Trustees Medal and Ruhl.

Also present: Mike Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Lisa Slankard, Resident; Melissa Cayer, Resident.

- 09.19.02 There was no **PUBLIC COMMENT**.
- 09.19.03 **2019 BUDGET AMENDMENT (Item 1)** – President Zyck invited Ms. Ekl to join the table. Staff presented an amendment to the 2019 budget to include 2019 expenses for the Belmont makerspace project.
- 09.19.04 **REVIEW OF THE DRAFT OF THE 2020 BUDGET (Item 2)** – Staff presented a first draft of the 2020 budget for consideration by the committee.

Budget Summary

Total Revenue [Combined Funds Revenue Projection] = \$15,200,491

General Fund Operating Expenditure Budget = \$15,785,727

Transfer from General Fund to Capital Projects Fund = \$0

Capital Projects Fund Expenditure Budget = \$1,071,200

Total Expenditure Budget = \$16,856,927

Difference between Total Revenue and Total Expenditure Budget = (\$1,656,436)

Per 2020 Budget Targets, the maximum increase in the operating budget, excluding property, is 5.73%. The proposed 2020 budget for operating expenditures, net of property, is \$15,785,727. The proposed budget is \$40,002 below the target.

Revenue Projections

For real estate taxes, staff have assumed a 2019 levy equal to a 1% increase on the 2018 extended levy. Intergovernmental revenue includes a Per Capita Grant. The Friends of the Library revenue request will be approximately \$105,000. The Arlington Heights Memorial Library Foundation is in the process of securing a \$150,000 donation. Overall, staff are budgeting a 3.4% revenue increase in 2020 compared to the library's 2019 budget.

Personal Services and the Full-Time Equivalency (FTE)

The budget target for personal services set by Committee of the Whole and adopted by the board on June 18, 2019, was a maximum increase of 6.85% excluding medical insurance, initially set at 8%. While making adjustments to the overall staffing structure to accommodate changing priorities, services and usage patterns, the 2020 budget shows an increase in the budgeted full-time equivalency of 2.41, to 166.4, compared to the 2019 budget. Personal services is proposed to increase by 5.3% for the 2020 budget compared to the 2019 budget.

Overtime

Overtime budgets for all departments are based on 2019 experience through June and consideration of the 2020 proposed staff increase of 2.41 FTEs.

Medical Insurance

The Village of Arlington Heights has renewed the medical insurance agreement with a 3.5% increase. Within departmental budgets, medical insurance has been budgeted based on the current specific medical coverages selected by the full time employees within each division as of June 2019.

IMRF

The Illinois Municipal Retirement Fund (IMRF) estimate by the Village for 2020 is 12.64%, up from 10.01% in 2019. IMRF costs fluctuate with the rate of return increase and decreases.

Budget Additions

The Library Administrative Team (LAT) reviewed add-on requests and transfer requests submitted by department managers. An add-on request is required for more than 1% in a budget account, or for any new service or program. This threshold, set by the board, ensures thorough and consistent analysis of all account lines.

Capital Projects

Most items were recommended in the engineering assessment or by the Board of Library Trustees, and all are considered part of the library's strategic plan.

- ESL office move from second floor to first floor
- Info desk, including ADA compliant, increase visibility to customers from entrances
- Creston System Hearing Loop programming, Hendrickson Room

- Liebert computer room, evaporation unit replacement
- Second floor vending area remodel
- Belmont makerspace repairs
- Belmont makerspace buildout
- Belmont makerspace computers, iPads, laptops
- Belmont makerspace commercial kitchen

Services and Collections

Expenditures in services and collections for the fiscal year 2020 will reflect the board's priorities of timely access to new and popular materials, technology instruction, inclusion, and popular programs for all populations represented in Arlington Heights. The strategic plan was a top consideration while evaluating this area. Items to note:

- Exhibits
- Tech Bar
- Electronic databases
- Library of Things
- Wayfinding, digital signage, signage
- One Book, One Village
- ESL Department prominence
- Author visits
- Info Desk, Customer Service Visibility
- Programs

Friends of the Library has committed to provide supplementary funding for exhibits and programs.

Travel and Training

The budget for travel and training for large conferences is centralized in the administrative budget to help determine appropriate staff attendance at the conferences based on the library's needs. Historically, this account has been underspent. In 2019, travel and training expenses are expected to be 29.3% underspent. The 2020 budget has been slightly reduced in this category to reflect actual expenditures.

09.19.05 **OTHER**

- The committee discussed the Illinois Library Association Nominating Committee seeking candidates for the 2020-2021 Executive Board election.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:20 p.m.

Janet Moravec, Recorder