

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

09.18.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:30 p.m. on Monday, September 24, 2018, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

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

Absent: Trustee Brody Garkisch.

Also present: Mike Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator.

09.18.02 There was no **PUBLIC COMMENT**.

09.18.03 **PROPOSED 2018 TAX LEVY (Item 1)** –Mr. Driskell reported staff is proposing a 0% tax levy increase over the 2017 extended levy by Cook County, in the amount of \$14,108,076.

09.18.04 **REVIEW OF THE 2019 BUDGET (Item 2)** – President Smart invited Ms. Ekl to join the table.

Budget Summary

Combined funds revenue projection = \$14,489,817

Proposed general fund operating expenditures budget = \$14,965,339

Proposed transfer from general fund to capital projects fund = \$800,000

Proposed capital projects fund expenditures budget = \$157,090

Proposed total expenditure budget = \$15,122,429

Difference between total revenue and proposed total expenditure budget = (\$632,612)

Ms. Ekl explained the second draft of the 2019 budget includes an updated medical insurance rate provided from the Village of Arlington Heights of 9.29%. Tuition reimbursement was increased from \$15,000 in 2018 to \$25,000 in the 2019 budget. The 2019 budget includes a number of new departments: 6401 Youth Services, 6410 Info Services, 6420 Circulation (formerly Customer Services), and 6430 Senior and Accessibility Services.

09.18.05 **LONG RANGE FISCAL PLAN (Item 3)** – Ms. Ekl explained estimates for 2019 through 2028 assume a 0% increase on the prior years' extended levy throughout. Estimates for 2019 operating expenditures are based on the 2018 budget actuals through June 2018. Maximum budget target shows a 2.5% annual increase in operating

expenditures in 2019 and a 0.5% increase in the following years and the current 1% loss/cost factor for tax revenue. Projects from the Engineering Assessment and those recommended by staff are estimated and tentatively scheduled through 2028.

09.18.06 **BUDGET NARRATIVE DRAFT (Item 4)** – The committee reviewed a draft of the budget narrative that will be included in the Village budget book.

09.18.07 There were no **OTHER** items to be discussed.

09.18.08 Trustee Zyck moved **THE COMMITTEE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES AND (5) THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY AND MR. DRISKELL, MS. DISTEL, MS. EKL, MS. HASTINGS, AND MS. MORAVEC BE INVITED TO ATTEND.** Trustee Tangney seconded. All were in favor and the motion carried. The committee went into closed session at 8:03 p.m.

The committee returned to open session at 8:47 p.m.

Trustee Medal moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF SEPTEMBER 24, 2018.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to be discussed, Trustee Medal moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 8:48 p.m.

Janet Moravec, Recorder