

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, OCTOBER 17, 2016.

10.16.1 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Monday, October 17, 2016, at 6:30 p.m. by President Debbie Smart.

10.16.2 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart.

Absent: Trustee Brody Garkisch

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Diane Schultz, Director of Human Resources; Deb Whisler, Director of Communications and Marketing; Michael Kelly, Director of Finance; Janet Moravec, Business Office Administrator.

10.16.3 There was no **PUBLIC COMMENT**

10.16.4 **REVIEW OF THE PROPOSED BUDGET FOR CY 2017 (Item 1)** – President Smart invited Mr. Kelly to join the table. The board reviewed a number of documents relating to the proposed budget. Mr. Kelly explained the proposed 2017 Budget includes placeholders for the expansion of service.

Budget Summary

- Total Revenue (Combined Funds Revenue projection) = \$14,204,291
- General Fund Operating Expenditures Budget = \$14,586,392
- Transfer from General Fund to Capital Projects Fund = \$1,750,000
- Capital Projects Fund Expenditures Budget = \$2,334,700
- Total Expenditure Budget (excludes Transfer) = \$16,921,092
- Difference between Total Revenue and Total Expenditure Budget (\$2,716,801)

Revenue Projections - For Real Estate Taxes, the budget assumes a 2016 levy equal to a 0% increase on the 2015 extended levy. A grant rate near the reduced amount received in 2016 was budgeted for the Per Capita Grant in Intergovernmental Revenue. Overall, the budget shows a 0.7% increase in revenue for the 2017 Budget versus the 2016 Budget.

Personal Services and the Full-Time Equivalency (FTE) - While making adjustments to the overall staffing structure to accommodate changing priorities, services and usage patterns, including extended hours, the 2017 Budget shows an increase in the budgeted full-time equivalency by 0.26, to 154.61 versus the 2016 Amended Budget.

Overtime - In conjunction with a recent update to the Fair Labor Standards Act, an overtime account has been created in each department to monitor and track overtime for non-exempt staff.

Medical Insurance - Based on recommendation of the Village of Arlington Heights, the Budget Targets include an increase of 8% in the medical insurance premium with a \$50,000 contingency.

Budget Additions - The Library Administrative Team reviewed 160 add-on requests and 39 transfer requests submitted by managers. Almost all of the transfer requests are related to the recent reorganization.

Mr. Kelly highlighted one-time projects recommended in the library's engineering assessment. Staff has also done a thorough assessment of potential needs and areas of concern that fall outside of the scope of the engineering assessment. Mr. Kelly highlighted these one-time capital projects as well.

Services and Collections - Mr. Kuhl highlighted expenditures in services and collection for 2017 including the continuation of the very successful One Book, One Village initiative; the placeholder for expansion of service; and additional staff hours for extended weekend hours.

Travel and Training - The budget for travel and training for large conferences is centralized in the administrative budget. Mr. Kuhl highlighted both the American Library Association and the Illinois Library Association annual conferences are being held in the Chicago area in 2017. With the conferences being local, more staff will be able to take advantage of the opportunity to attend.

Expansion of Services - The budget includes placeholders for expansion of services in the following amounts:

- Operating Expenses \$200,000
- Property \$200,000
- Capital \$600,000

Long Range Fiscal Plan - Mr. Kelly explained estimates for CY 2018 through CY 2021 assume a 0% increase on the prior years' extended levy. Estimates for CY 2018 through CY 2021 operating expenditures are based on the CY 2016 budget. The base version shows a 2.25% increase in operating expenditures and the current 1% loss/cost factor. Projects from the Engineering Assessment and those recommended by staff are estimated and tentatively scheduled through 2021. The board reviewed two versions of the long range fiscal plan, one with the placeholders for the expansion of service and one without the placeholders.

Mr. Kuhl explained that no action was needed by the board at this time. The proposed budget will be brought to the board for adoption at the regular board meeting on Tuesday, October 25.

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

There being no further business to be discussed, Trustee Unumb moved **ADJOURNMENT.** Trustee Nelson seconded. All were in favor and the meeting was adjourned at 8:15 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder