

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

09.20.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:08 p.m. on Monday, September 8, 2020, in the Hendrickson Room of the Arlington Heights Memorial Library.

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

Absent: Trustees Medal and Tangney.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Patricia Dantis, Youth Services Manager; Shannon Meyer, Circulation Services Manager; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant.

09.20.02 There was no **PUBLIC COMMENT**.

09.20.03 **TEACHER INTERGOVERNMENTAL AGREEMENT (Item 1)** – The committee reviewed and discussed entering an intergovernmental agreement with School District 25 and School District 214, where the library would offer library cards for educators who work for these districts.

09.20.04 **DISCUSSION OF TRUSTEE VACANCY (Item 2)** – As a result of the resignation of Trustee Marianthi Thanopoulos, the committee discussed options for filling the vacant position.

09.20.05 **REVIEW OF THE DRAFT OF THE 2021 BUDGET (Item 3)** – Staff presented a first draft of the 2021 budget for consideration by the committee.

Budget Summary

Total Revenue [Combined Funds Revenue Projection] = \$15,046,245

General Fund Operating Expenditure Budget = \$15,240,587

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

Capital Projects Fund Expenditure Budget = \$1,425,000

Total Expenditure Budget [Combined Funds Expenses] = \$16,665,587

Difference between Total Revenue and Total Expenditure Budget = (\$1,619,342)

Per 2021 budget targets, the maximum increase in the operating budget, excluding property, is 2.5%. The proposed 2021 budget for operating expenditures, net of property, is \$15,145,797. The proposed budget is \$802,418 below the target.

Revenue Projections

For real estate taxes, staff have assumed a 2020 levy equal to a 0% increase on the 2019 extended levy. Intergovernmental revenue includes a Per Capita Grant. The Friends of the Library has committed to provide supplementary funding for exhibits and programs, totaling approximately \$45,000. The Arlington Heights Memorial Library Foundation is in the process of securing a capital, in-kind gift valued at \$40,000. Overall, staff are budgeting a 1% revenue increase in 2021 compared to the library's 2020 amended 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 August 18, 2020, was a maximum increase of 0% including medical insurance, initially set at 5%. While making adjustments to the overall staffing structure to accommodate changing priorities, services and usage patterns, the 2021 budget shows a decrease in the budgeted full-time equivalency of 166.4, to 165.19, compared to the 2020 budget. Personal services is proposed to decrease by 2.5% for the 2021 budget compared to the 2020 amended budget.

Medical Insurance

The Village of Arlington Heights has renewed the medical insurance agreement with a 1.2% 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 August 2020.

IMRF

The Illinois Municipal Retirement Fund (IMRF) estimate by the Village for 2021 is 12.54%, down from 12.64% in 2020. IMRF costs fluctuate with the rate of return increases and decreases.

Budget Additions

The library administrative team reviewed add-on and transfer requests submitted by department managers. An add-on request is required for any increase 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.

- Miller Picking Unit
- Teen office construction
- Call center construction

The project completion date for the makerspace may change from 2020 to 2021. A budget amendment may transfer this capital expenditure from the 2020 budget to the 2021 budget.

Services and Collections

Expenditures in services and collections for the fiscal year 2021 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:

- Electronic Databases
- One Book, One Village
- Makerspace
- Resources for job seekers
- Virtual Programs
- E-resources
- Cooling Tower Repair
- Acid clean heat exchangers
- Sealcoat south parking lot
- Cottonwood screening
- Bilingual closed captioning for Zoom programs
- Additional hotspots
- Library-wide ADA site assessment
- Inventory Appraisal
- Name badges for all staff

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. The 2020 budget was underspent due to COVID-19 travel restrictions. Due to continued travel restrictions, many conferences have become virtual, eliminating travel fees. 2021 travel and training costs were reduced by 21%.

09.20.06 **OTHER**

- Mr. Driskell provided an update on the progress of the makerspace project.
- Trustee Ruhl commented on the human library and its efforts to improve diversity and inclusion.

(Action Item 1)

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:18 p.m.

Julie Doren, Recorder