

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

09.21.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Cardinal Room of the Arlington Heights Memorial Library on Monday, September 13, 2021, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator.

09.21.02 There was no **PUBLIC COMMENT**.

09.21.03 **REVISIONS TO POLICY 5.001 HOURS OF SERVICE** (Item 1) – The committee reviewed proposed revisions to Policy 5.001 Hours of Service to set revised hours based on library building usage. The committee was in favor of changing the library closing hours Monday through Friday to 9 p.m. and shifting Sunday hours of service to noon-6 p.m. beginning October 18, 2021.

09.21.04 **TEMPORARY POLICY DUE TO COVID-19** (Item 2) - The committee was in favor of sunsetting the temporary policy due to COVID-19, set to expire on September 21, 2021.

09.21.05 **2022 LIBRARY HOLIDAY DATES/CLOSINGS** (Item 3) - The committee reviewed a schedule of proposed library holiday dates and closings for 2022. Juneteenth was added to the 2022 schedule and will be observed on Sunday, June 19 with the library remaining open and it being a paid holiday for staff.

09.21.06 **REVISIONS TO HUMAN RESOURCE POLICY – HOLIDAYS** (Item 4) – The committee reviewed and discussed proposed revisions to human resource policy – Holidays to reflect the inclusion of Juneteenth as a recognized paid holiday.

09.21.07 **2022 BOARD MEETING SCHEDULE** (Item 5) – The committee reviewed a schedule of proposed dates for the 2022 board and Committee of the Whole meetings.

09.21.08 **REVIEW OF THE DRAFT OF THE 2022 BUDGET** (Item 6) – Staff presented a first draft of the 2022 budget for consideration by the committee.

Budget Summary

Total General Fund Revenue	\$15,047,955
General Fund Operating Expenditure Budget	\$15,299,421
Transfer from General Fund to Capital Projects Fund	\$0
Capital Projects Fund Revenue	\$5,000
Capital Projects Fund Expenditure Budget	\$493,926
Total Combined Funds Revenue <i>(including transfer)</i>	\$15,052,955
Total Combined Funds Expenditure Budget	\$15,793,347
Difference between Total Revenue and Total Expenditure Budget	\$(740,393)

Total General Fund expenditures exceed total General Fund revenue by \$251,467. Total Capital Project expenditures exceed total Capital Projects revenue by \$488,926. Combined account expenditures exceed combined revenue by \$740,393.

Per 2022 budget targets, the maximum increase in the operating budget, excluding property, is 2.9%. A 2.9% increase would yield a maximum 2022 budget amount of \$16,142,298; the proposed 2022 budget for operating expenditures, excluding property, is \$15,186,810. The proposed budget is \$955,488 below the target.

Revenue Projections

For real estate taxes, staff have assumed a 2021 levy equal to a 0% increase on the 2020 extended levy. Intergovernmental revenue includes a Per Capita Grant. The library budgeted to receive 24% of personal property replacement tax [PPRT], collected by the Village of Arlington Heights, estimated to be \$146,880. The Friends of the Library and the Arlington Heights Memorial Library Foundation continue to supplement library services and programs to the community.

Personal Services and the Full Time Equivalency [FTE]

The budget target for Personal Services, adopted by the board in June 2021, was a maximum increase of 3.5%, including medical insurance initially set at 6%. The library administrative team [LAT] reviewed all staffing needs, estimated potential pay increases, and included estimates for a 2.6% medical insurance increase provided to the library by the Village. Managers and LAT assess how to best fill staff vacancies and work to reassign and reallocate existing hours. Frozen positions allow managers to reallocate work and roles based on needs post COVID and to accommodate new services. Due to the adjustment of weekend hours, 4.47 FTEs will be removed from the budget for 2022. The 2021 FTE budget was 165.19. The headcount will decrease FTEs to 160.72 in 2022.

Medical Insurance

The Village has renewed the medical insurance agreement with a 2.6% increase, 3.4% lower than the initial budget target of 6%. Within departmental budgets, medical insurance has been budgeted based on the current specific medical coverages selected by the full-time employees within each division.

Illinois Municipal Retirement Fund (IMRF)

The 2022 IMRF rate set by the Village for is 11.47%. IMRF costs fluctuate with rate of return increases and decreases. The 2021 rate was 12.54%.

Capital Projects

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

- Kids' World refresh
- Drive-up window pass through drawer
- Pump in boiler room
- Fence replacement at Makerplace
- Additional Makerplace security cameras
- Sidewalk repair on front ramp at Makerplace
- Repair of stone panels on building at Makerplace

Services and Collections

Expenditures in services and collections for 2022 will reflect the Board of Library Trustee's priorities of timely access of 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:

- Expansion of LitCrates to tweens
- Public address system for Makerplace
- Strategic plan
- Compensation analysis
- Employee engagement survey

Travel and Training

Large conference requests are made each year by department managers to LAT. This centralized budget line is regulated by LAT to help determine appropriate staff who will attend conferences based on the library's needs. The 2021 budget was underspent due to COVID-19 travel restrictions. Many 2022 conferences are scheduled to be in-person, so the travel and training budget increased by 8% in 2022.

Trustee Ruhl joined the meeting at 7:49 p.m.

09.21.09 **LONG RANGE FISCAL PLAN** (Item 7) – Michael Driskell presented two drafts of the long range fiscal plan, showing a 0% and a 1% increase over the 2020 extended levy by Cook County for consideration by the committee.

09.21.10 **OTHER**

**-ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS
JOINT MEETING – SATURDAY, OCTOBER 23, 8:30 A.M. AT THE
MAKERPLACE** – A joint meeting with the Arlington Heights Park District Board of
Commissioners has been scheduled for Saturday, October 23 at the Makerplace.

- President Zyck expressed condolences to the families of long-time library employees Amy Gray and Margaret Musich.
- President Zyck acknowledged a thank you note sent by the family of Margery Frisbie.
- President Zyck forwarded positive feedback and gratitude from former Governor Patrick Quinn and resident Cheryl about the *Portrait of a Soldier* exhibit at the library.
- Several Makerplace tours are taking place next week, with the Grand Opening to occur on September 19.
- The library is taking preliminary steps to comply with President Biden’s vaccination mandate for employers with over 100 workers to ensure their workforce is fully vaccinated or produce a negative test result on a weekly basis.

09.21.11 Trustee Supplitt moved **THE COMMITTEE OF THE WHOLE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Smart seconded. All were in favor and the committee went into closed session at 8:40 p.m.

The committee returned to open session at 9:18 p.m.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF SEPTEMBER 13, 2021.** Trustee Ruhl 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 Smart seconded. All were in favor and the meeting was adjourned at 9:19 p.m.