

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

- 10.21.01 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, October 4, 2021, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Galla and Ruhl

Also present: Michael Driskell, Executive Director; Jack Bower, Digital Services Manager; Janet Moravec, Business Office Administrator.

Trustee Ruhl joined the meeting at 7:01 p.m.

- 10.21.02 There was no **PUBLIC COMMENT**.
- 10.21.03 **MAKERPLACE UPDATE** (Item 1) – Jack Bower reported on the library’s Makerplace building located at 112 North Belmont Avenue. Since early September, Makerplace tours were provided to 100 library staff members and 56 neighbors. The grand opening on September 19 provided tours to 487 people and nearly 400 waivers were signed. Since opening its doors, on average there are 50-70 users per day and 57 scheduled tour participants. The sewing area and fabrication rooms are seeing the most traffic. Makerplace essential programs begin in October, introducing the basics of using the sewing, vinyl cutting and laser cutting equipment. Michael Driskell reported kitchen certification is almost complete. An electrician has been out to complete work on the fire alarm system on the range hood with the Village health department certification in progress.
- 10.21.04 **MILLER PICKING UNIT REPLACEMENT** (Item 2) – Michael Driskell reported that due to supply chain issues, the Miller Picking HVAC unit replacement originally budgeted for 2021, has been delayed. Installation of the new unit has been rescheduled for Spring of 2022. A 2021 budget amendment will be brought to the October 19 board meeting.
- 10.21.05 **REVIEW OF THE PROPOSED BUDGET FOR 2022** (Item 3) – Michael Driskell highlighted a second draft of the 2022 budget that includes several changes from the first version presented at the September 13 Committee of the Whole meeting:

### Budget Summary

[a] Total General Fund Revenue	\$15,047,955
[b] General Fund Operating Expenditure Budget	\$15,314,412
[c] Transfer from General Fund to Capital Projects Fund	\$0
[d] Capital Projects Fund Revenue	\$5,000
[e] Capital Projects Fund Expenditure Budget	\$1,491,296
[f] Total Combined Funds Revenue ( <i>including transfer</i> )	\$15,052,955
[g] Total Combined Funds Expenditure Budget	\$16,805,708

Difference between Total Revenue and Total Expenditure Budget     \$(1,752,753)

Total General Fund expenditures exceed total General Fund revenue by \$266,457. Total Capital Project expenditures exceed total Capital Projects revenue by \$1,486,296.

Combined account expenditures exceed combined revenue by \$1,752,753.

### 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 Arlington Heights Memorial Library Foundation continue to supplement library services and programs to the community.

As part of the agreement with the Village regarding historic PPRT funds, the library was credited \$460,000 to be used toward its contribution to the purchase of a new enterprise resource planning (ERP) system. A new system has been selected and will be under the projected cost. The Village will credit the library the difference of \$108,996 in 2021.

### 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

Due to supply chain issues, the Miller Picking HVAC unit replacement originally budgeted for 2021, has been delayed. Installation of the new unit has been rescheduled for Spring of 2022.

10.21.06 **REVIEW OF THE PROPOSED 2021 TAX LEVY** (Item 4) – Staff is proposing a 0% tax levy increase for 2021, in the amount of \$14,680,922. The committee discussed the tax levy options and their impact on the long range fiscal plan. After discussion, the committee confirmed its decision of a 0% tax levy increase over the extended 2020 levy by Cook County.

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

There being no further business to be discussed, Trustee Supplitt moved **ADJOURNMENT**. Trustee Somary seconded. All were in favor and the meeting was adjourned at 7:29 p.m.

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Janet Moravec, Recorder