

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
BUDGET & FINANCE COMMITTEE MEETING
MINUTES
August 14, 2018**

PRESENT (Board)	Wendy Goldstein	M. David Johnson
	Stella Kalfas	John Miller
	Allan Ruter	Carol Schmitt
	Kathy Vega	

**PRESENT
(Staff)** **Vickie L. Novak, Library Director**
 Jane Berry, Assistant Director
 Christine Klimusko, Business Manager

GUESTS **Sally Baylaender, Assistant Department Head and Youth Services Librarian**
 Linda Burns, Head of Reader Services
 Diane Comen, Head of Reference via conference call
 Mark Depa, Head of Facilities
 Hilary Gabel, Director of Communications
 Rich Kalinski, Head of IT
 Karen Kee, Head of Circulation
 Teri Room, Head of Technical Services

1. CALL TO ORDER AND ROLL CALL

President Ruter called the meeting to order at 6:00 p.m. and the roll was called.

2. PUBLIC COMMENTS

None at this time.

3. DEPARTMENT HEAD PRESENTATIONS

a. Administration – 0991

Library Director Novak began with an introduction to the 2019 annual budget process. She has met individually with each of the Department Heads prior to

today's meeting. Novak explained that at the heart of the 2019 budget process are very exciting concepts, including the Core Values of the 2019 – 2021 Strategic Plan and special capital projects.

Novak reviewed the Administration FY2019 proposed budget. She noted that the Administrative Budget includes library-wide expenses, such as postage, telephone, incentives and recognition, general insurance and dental insurance. The IMRF rate for 2019 will be 9.54%, 2.72% lower than the 2018 rate of 12.26%. The Admin Budget includes an increase in Professional Fees due to an increase in the third and final year of the MOU with the Village; other Professional Fees; Legal Fees; Health Insurance; Maintenance; Trustee Expense (for the winter dinner); general insurance, contingency; employee training and travel; Machinery & Equipment – for additional security cameras and swipe card readers for Stairwell “B”. The Admin Budget includes an increase in Capital Repair and Replacement of \$125,000, per the established schedule.

President Ruter re-ordered the agenda at this time.

g. Reference Services – 0997

Diane Comen, Head of Reference Services, presented her FY2019 Budget remotely via conference call. Reader Services will be transferring the responsibility of Periodicals to the Reference Department in 2019. Reference will absorb this cost of \$28,500 by reducing the Reference Department's Books and Pamphlets Expense. As suggested during the External Assessment and the recent Focus Groups, Reference plans to hire outside consultants to teach advanced technology classes and has provided for this expense in the 2019 Reference Budget. Comen included \$8,000 for the purchase of additional tables and chairs to be located on the second floor, where shelving units have been removed.

b. Communications – 0992

Director of Communications, Hilary Gabel, presented the Communications 2019 Budget. Gabel explained that the Communications Budget is small and uncomplicated. The majority of the annual Communications Budget is newsletter related – printing and postage. Reader Services will be transferring \$10,000 from its Program Expense line to the Communications Budget. In the past, Communications has organized and hosted Library Programs and the expense would be charged to Readers Services. Gabel also requested that \$3,500 from the annual Friends of the

Library donation be earmarked for additional Adult Enrichment Programs.

c. Technical Services – 0993

Teri Room, Head of Technical Services, presented the Technical Services FY2019 Budget. There are no increases in the TS operating expenses in her proposed budget.

d. Reader Services – 0984

Head of Reader Services, Linda Burns, reviewed the proposed 2019 Reader Services Budget. Reader Services will be transferring \$10,000 to Communications for Programs in 2019. Reader Services will also transfer the responsibility of Periodicals to the Reference Department. By eliminating the \$28,500 periodicals expense, this allows Readers Service to focuses on Electronic Resources – MyMediaMall and Hoopla and to purchase additional popular fiction titles. Hot Picks, which replaced the Library’s Rental Books collection, is very popular and there are plans to expand the collection in 2019.

e. Circulation – 0995

Karen Kee, Head of Circulation, explained that the 2019 Circulation Budget will remain flat this year. The 2019 Circulation Budget includes a 3% percent increase in Maintenance Expenses, due to an increase in the maintenance agreements for the Self-Check Stations and the Sensusource Counters. Kee will reduce Processing Supplies and Miscellaneous Expenses to offset the increase in Maintenance Expense. Kee is looking into the possibility of making Glenview Public Library a Passport Acceptance Facility. This would generate additional revenue for the Library.

f. Youth Services – 0996

Sally Baylaender, Assistant to the Department Head and Youth Services Librarian, presented the Youth Service’s 2019 Budget in Department Head Barbara Littlefield’s absence. The 2019 YS Budget is flat. Littlefield has reallocated funds within the YS budget to allow for a summer intern to help with the summer volunteers during the Summer Reading Program. The 2019 YS Budget would also include funds to cover the expense of translating many of the Youth Services program brochures into Spanish and Korean, for those in the Community that do not speak English. This was an External Assessment and Focus Group/Strategic Plan suggestion.

Youth Services also presented a 2019 Budget with a 3% increase for departmental special projects. These special projects would include \$3,900 in Furniture and Fixtures to create a space for Middle School age patrons; an increase in Employee Training of \$1,500 for tuition reimbursement for a staff member that is pursuing her MLS and an additional \$500 for Books.

h. Facilities/Maintenance – 0998

Mark Depa, Head of Building Grounds & Maintenance, presented the Facilities 2019 Operating Budget. The 2018 Facilities Operating Expense Projection will be approximately 4% greater than the original 2018 Budget. This is due to unexpected HVAC, plumbing, electrical and landscaping expenses. The 2019 Facilities proposed operating expense budget includes a 3% increase attributed to increased Building Maintenance costs, as well as an increase in Janitorial Supplies.

i. IT/Technology – 0999

Information Technology Consultant, Rich Kalinski, presented the IT 2019 Budget. Kalinski explained that the FY 2019 Budget is flat and that expenses have been reallocated within the department to cover anticipated increases for CCS and OCLC. The IT Budget includes the purchase of iPads for both the Reference and Youth Services Departments and a replacement printer for a Department Head's office.

Kalinski explained that the Library replaced the video equipment in the Community Room late last year and into early 2018. Just as the work was completed, the audio system began to fail. IT has been able to patch together a working audio system for the time being, but it is not a permanent solution. Kalinski has requested \$15,000 to replace the failing audio equipment in the Community Room.

j. Capital Repair & Replacement – 8309 0990

Library Director Novak referred to her memo to the Board included in the Board Packet, along with cost analyses and vendor quotes. The Library has several capital projects to consider during this budget process. Projects include replacing the carpet throughout the library, with related costs to move furniture and book shelves; re-upholstery of chairs; a Marketplace and an Innovation Center. Novak walked the Board through the cost analyses and various scenarios associated with the capital projects.

The Board asked Library Director Novak and Business Manager Klimusko to prepare a summary of Funds Available as of May 31, 2018. Library Director distributed the summary to the Trustees. Trustee Ruter asked that the funds available spreadsheet be updated for the August Board Meeting, including the total cost of the special projects, funds available for the projects and the variance between the two. The Trustees will review the information and will discuss at the Special Board Meeting on September 27th.

4. COMPILATION OF PROPOSED LIBRARY OPERATING BUDGET SCENARIOS

Library Director Novak prepared a spreadsheet that included the statistics of the Full Time Equivalent of Staff, the Operating Budget, the Operating Levy, Circulation and Attendance figures since the move into the new library building from 2011 through 2018.

The Board Packet included the Consolidated Operating Budget scenarios. Business Manager Christine Klimusko walked the Trustees through the 2017 Actual figures, the 2018 Budget, the 2018 Projection and the proposed 2019 Budget. The 2019 Operating Budget without department special projects totaled \$2,341,700, an increase of \$141,100 over the 2018 Budget. The 2019 Operating Budget with department special projects totaled \$2,362,600, an increase of \$162,000, when compared to the 2018 Budget.

5. CONFIRM DATE FOR NEXT BUDGET MEETING

The next monthly Board Meeting will be held on Thursday, September 20th. The next Budget and Finance Committee Meeting is scheduled for Thursday, September 27, 2018 at 6:00 p.m. in the Conference Room.

6. OTHER

None at this time.

The Department Heads were excused at this time, with the exception of those that had presentations to be discussed in Executive Session.

MOTION Moved by Goldstein, seconded by Schmitt, to move to Executive Session per Section 2(c)(1) of the Open Meetings Act – Personnel.

Roll call vote taken. Goldstein, Johnson, Kalfas, Miller, Schmitt, Vega and Ruter voted aye. No nays. Motion carried.

The meeting moved to Closed Session at 8:15 p.m.

7. EXECUTIVE SESSION

a. Per Section 2(c)(1) of the Open Meetings Act – Personnel

The meeting returned to Open Session at 8:35 p.m.

The Trustees discussed the 2019 Operating Budget and agreed that the Board would need to look at the salary numbers for 2019 in order to make an informed decision as to how to move forward during this budget process.

8. ADJOURNMENT

There being no additional business to be brought before the Committee, President Ruter requested a motion to adjourn.

MOTION Moved by Johnson, seconded by Vega, to adjourn.

Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Carol Schmitt, Secretary
Glenview Public Library Board of Trustees