

WARRENVILLE PUBLIC LIBRARY DISTRICT
Library Board of Trustees Committee of the Whole Meeting
Wednesday, April 20, 2022, 6:00 p.m.

1. Call to Order – Trustee DuRocher called the meeting to order at 6:01 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson (arrived at 6:58 pm)
Ruzicka (arrived at 6:34 pm), Stull, Warren

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, IT Associate Duncan Jones, Acquisitions and Cataloging Manager MaryKellie Marquez

a. Approve Remote Attendance and Participation - No requests for remote attendance and participation were received.

3. Public Comments – none

4. Review of the first draft of the FY23 Working Budget

Director Whitmer stated the Management Team is available to discuss and answer questions about their budget items.

The following are key items brought to the Board's attention:

- The property tax extension expected income has increased by approximately \$50,400 over last year.
- The draft of this budget does not include any numbers for salaries or benefits so there is currently a surplus of \$1,157,919.
- Director Whitmer explained the projected fund balances.
- There may be approximately \$725,000 in fund balance to spend, save or transfer to special reserve at the end of FY22. This could be used for:
 - Debt certificate payments
 - Wage increases
 - Additional staff
 - Benefit changes

The Board will need to decide how much (if any) of the fund balance should be used to pay for FY23 expenditures.

- Director Whitmer stated the library will be able to increase next year's levy by 5%. If the Board chooses to levy for the full amount available, the library has the potential to increase property tax revenue by more than \$100,000.

Long Term Fund Strategy

Director Whitmer explained the goal is to spend down the Building Maintenance Fund to zero during FY23 which will simplify bookkeeping. This first draft includes a negative fund balance to ensure a zero balance is accomplished in FY23.

The Alba Lemos Gift Fund was spent down in FY22 and is no longer part of the budget.

Income

Director Whitmer stated in prior years the library paid the debt certificate with developer donation funds. Currently, there is \$17,444 of developer donation funds being held by the City of Warrenville. She asked if the Board wants to request these funds for the debt payment.

Trustee DuRocher stated she thought the debt payment was the original intention for these funds. Director Whitmer stated the original plan was to use developer donations to help pay for remodeling the lower level

Trustee Lezon asked if there are funds to make the payment without requesting the developer donations. Director Whitmer stated it will be tight. Trustee Picha stated she would like to revert back to the original plan of saving the funds for the remodeling of the lower level and to wait until next month to see where the budget is.

Trustee Picha asked if the developer donations will increase. Director Whitmer stated most of the residential development is complete and the library has received over \$200,000 in 3 years.

Fund Balance Projection Notes

Director Whitmer explained the corporate fund is projected to have nearly \$725,000 in fund balance at the end of this fiscal year. These funds can be used to cover several items including debt certificate payments, wage increases, additional staff and benefit changes.

Director Whitmer stated CPI and inflation are currently over 7%.

Director Whitmer stated the Board should consider how much (if any) of the fund balance should be used to pay for FY23 expenditures.

EXPENSES

Member Services – Director Whitmer

- No significant changes from FY22. Member Services Manager and Marketing Specialist are looking at other options to welcome new residents through the mail.
- Only staffing change is increasing the hours of one part time shelver to 20 hours per week, making all staff IMRF-eligible.
- Two staff plan to attend ILA's Reaching Forward Conference in Rosemont.

Marketing – Kathy Gaydos

- The budget includes hiring a full-time graphic designer.
- Funds are included for contracted design services during transition from independent contractor to an in-house graphic designer.

Public Services – Paul Dobersztyn

- The budget for materials reflects an increase of \$4,300 over FY22.
- Programming will include a new youth services program called "1,000 Books and Moments Before Kindergarten".
- \$1,000 is included for adult programming in Spanish.
- Hotel Motel Tax Grant programs are reflected in both income and expense for the summer and Sunday concerts.
- Staff member would like to take courses towards completion of her MLIS degree (tuition reimbursement).
- Staff member would like to attend the Association for Library Service to Children's National Institute and two staff would like to attend the ILA Annual Conference.
- 20 hours per month will be added to a current employee's schedule to present Spanish computer classes.
- Promote one staff member to assistant department manager and promote two part time staff to full time. These changes are not included in this budget.

Trustee DuRocher stated she would like the full-time positions to be a priority and asked if that would aid in staff retention. Mr. Dobersztyn and Director Whitmer stated they feel it would.

Trustee Picha would like these positions included in the second budget draft.

Automation – Director Whitmer and Duncan Jones

Director Whitmer stated the automation budget includes hardware and software purchases, plus ongoing maintenance and support of the current systems. Some of the special project for next fiscal year include:

- Replacement of staff desktop PCs
- Route and server replacements
- Replacement of public desktop PCs

Mr. Jones will also be completing some certification courses and using tuition reimbursement.

Cindy Ruzicka arrived at this time – 6:34 p.m.

Director Whitmer stated the library carries cyber liability insurance and companies are now requiring multi-factor authentication (MFA) be put in place. If we require staff to use their cell phones for this authentication process, we would have to reimburse staff for their cell phone use. We may need to purchase fobs.

Trustee Warren asked if SWAN could provide some guidance on this topic. Director Whitmer stated Mr. Jones is currently attending networking groups where MFA is being discussed.

Trustee Warren asked if there is a benefit to lease equipment and/or any amortization on the equipment. Mr. Jones stated the library could explore obtaining loaner equipment when something fails.

Acquisitions and Cataloging – MaryKellie Marquez

Ms. Marquez stated the following items are included in the budget for her department:

- Processing materials have been increased due to anticipated price increases
- One staff member to attend the ILA Annual Conference
- One staff member to attend ILA's Reaching Forward Conference
- One staff member plans to complete her LTA certificate (tuition reimbursement)

Capital Expenditures – Sandy Whitmer

Items to address the proactive maintenance of the library include:

- Stain the building exterior
- Replace a group of windows due to failed seals
- Install security cameras at key locations, both interior and exterior
- Replace public entry doors

Administration – Director Whitmer

- Only major change to the administration costs is bank fees. The library will be implementing "positive pay" for the corporate accounts payable checks as a fraud prevention measure.
- Funds are included for:
 - All managers to take part in management training provided by HR Source.
 - Staff to participate in SWAN Expo on August 19 and a Staff In-Service Day on November 4.
 - Staff/trustee dinner and quarterly staff luncheons.

- A full time HR position has been added to manage all aspects of human resources. This has become one of the most challenging aspects for Director Whitmer and Assistant to the Director.

Salaries and Benefits – Director Whitmer

Salaries

Director Whitmer stated she needs to know what wage increase should be awarded to staff. Trustee Lezon asked what other libraries are doing and Director Whitmer stated it is all over the place, however, the majority are being generous for staff retention.

Director Whitmer stated she can include information in next month's packet regarding other libraries. Typically, we only give merit increases. She gave an example for a 4% increase with 2% COLA that everyone receives and the other 2% would be an additional for merit increase.

Insurance

Director Whitmer asked if the library should pay a portion of staff spouse/children/family insurance premiums and if so, what amount or percentage.

Trustee Stull stated she knows some companies that if a spouse has access to employer insurance the spouse cannot be on their plan. They would have to sign off that the spouse/child would not be on the policy.

Trustee Lezon stated she feels providing insurance to part time would help with retention. Trustee Picha asked how much the library contributes to the plan now. Director Whitmer stated it depends on the plan chosen but it is either 70% or 80% of single coverage. Employees currently pay for dependent coverage.

Director Whitmer suggested paying part of the dependent coverage and could start with a low percentage. Trustee DuRocher would like to see the library pay 100% of employee premium.

Sick Leave

Director Whitmer stated part time employees currently do not have sick leave and when sick they must take time from their paid time off bank.

Trustee Stull stated she feels sick leave is important for all staff.

Annual Leave

Director Whitmer explained currently full-time employees and managers earn annual leave at two different rates. She is suggesting that all employees earn

annual leave at the same rate. Employees currently employed would be grandfathered in.

Escalation would be an additional week earned after every three years up to 6 weeks of time.

Trustee Richardson arrived at this time – 6:58 pm

Floating Holidays

Director Whitmer suggested adding 3 floating holidays for each staff member. They would be able to choose the holidays they want to celebrate from religious, state, federal, or their birthday off. These days would not carry over and must be used within the timeframe given.

Trustee DuRocher asked Director Whitmer to assign budget numbers to each of these items in the next budget draft.

Director Whitmer asked the Trustees to inform her if there is any other information, they would like included in the next draft within the next 7 days.

5. Items for Information/Discussion – none

6. Adjournment

MOTION: Trustee Stull moved to adjourn the Committee of the Whole Meeting at 7:11 pm. Trustee Ruzicka seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,



Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District