

Minutes
Geneva Public Library District
Committee of the Whole Meeting
Small Conference Room
June 23, 2014

PRESENT: President Esther Steel, Vice President Travis Ketterman, Secretary Susan Shivers, Trustees Pat Lord and Bob Shiffler.

ABSENT: Treasurer Steven Andersson, Trustee Mark Adams

STAFF PRESENT: Interim Director Marilyn Boria, Assistant Director Peggy Carlson

GUESTS: Christine Lazaris, new Library Director as of 6/30/14

President Steel called the meeting to order at 7:00 p.m. Roll call was taken.

The meeting began with a discussion of the comparison between the 2012 and 2013 Equalized Assessed Valuation of property within the Library District. It was noted that there had been a decrease in EAV from the 2012 tax year to the 2013 tax year. Next, the Committee reviewed the tax extensions and tax rates for 2012 and 2013. According to the Kane County Tax Extension Detail Report for the Geneva Public Library District, the library will receive \$4,506,598.55 in property taxes for FY 2014-2015.

Boria then distributed a draft of estimated revenues for FY 2014-2015 which included not only the property tax revenue but all other sources for the District. The Committee reviewed the information and concurred with these estimates.

The next order of business was a review of estimated expenditures for FY 2013-2014 and proposed expenditures for 2014-2015. Boria explained that this was a transitional budget because the former Director had begun the preparation, she had completed it, and the new Director would be responsible for spending it. In preparing the budget, Boria noted that she had met several times with the new Director to explain the process, review staff requests, and include funds for collections and services that the Lazaris wanted to focus on in the coming year.

The main changes to the budget included a large increase in the materials budget to provide additional copies of popular materials, both print and electronic, for the public. Even with a proposed merit pay pool of monies totaling 2.5%, there was a slight decrease in the line items for salaries because one full-time staff member retired and will not be replaced. Another full-time staff member retired and will be replaced by 2 part-time employees to provide more flexibility at public service desks. The line item for computer equipment was increased substantially to allow for replacement of older computers, a new server, and the purchase of Macintosh computers for Teen Tech and adult programs. Additional monies were included in Contractual Services for the community survey and the strategic plan. All Trustees agreed with these proposed changes.

In reviewing expenditures for Personnel Development, Trustees agreed that, following the policy guidelines, tuition reimbursement would be funded up to \$5250 per individual for FY 2014-15 so that there would be sufficient funds available to provide training and development opportunities for the entire staff.

Finally, the Committee reviewed the draft Appropriation Budget and agreed with the proposed numbers. It also was agreed to combine some of the categories in the Appropriation Budget to provide more flexibility. For example, the Supplies budget for each department will be combined into one line item for this expenditure.

At 8:25 p.m., the Committee of the Whole meeting adjourned.



Esther Steel, President



Susan D. Shivers, Secretary