

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Committee of the Whole Meeting**  
**Wednesday, April 21, 2021– 6:00 p.m.**

1. Call to order – Trustee Picha called the meeting to order at 6:08 p.m.
2. Roll Call – Trustee Picha called roll call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Stull

ABSENT: Trustees Ruzicka and Warren

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, Systems Administrator Cynthia Makowski, Member Services Manager Jaime Perpich

3. Public Comments - none
4. Review of the first draft of the FY22 Working Budget

Director Whitmer stated the Management Team will be participating this year to discuss and answer questions about their budget items.

Trustee Picha thanked Director Whitmer for putting together the budget.

### **INCOME**

Director Whitmer reviewed the following items:

- The property tax extension is approximately \$50,000 higher than the previous year (2-3%)
- The overall budget has a deficit of approximately \$69,000. This is caused by planned use of fund balance from several funds:
  - o Use of Special Reserve Fund Balance - \$60,650
  - o Use of Alba Lemos Gift Fund Balance - \$3,000
  - o Reduced levy extension for Building Maintenance Fund - \$5,518 and use of accumulated fund balance - \$92,110
- Because of COVID-19, several areas of the budget were significantly underspent in FY21. Upon completion of the FY21 Audit, the Board may wish to transfer \$100,000-\$200,000 from the Corporate Fund to the Special Reserve Fund.

### **Long Term Fund Strategy**

Director Whitmer stated to simplify accounting and reduce risk associated with accumulating excessive fund balances which can be challenged by property owners, she recommends the following for the Building Maintenance Fund:

- Spend fund balance down to zero over the next two fiscal years and in future years utilize the Corporate Fund for expenses currently charged to the Building Maintenance Fund.
- Proceeds normally levied for the Building Maintenance Fund will be captured in the levy for the Corporate Fund.

Director Whitmer stated the library will capture all of the property tax money through the corporate fund. The auditors have recommended the library zero out the Building Maintenance Fund. This will also simplify the library's accounting practices.

Alba Lemos Gift Fund - Director Whitmer stated this fund will be spent down to zero in FY22 by using the remaining funds (approximately \$3,000) to support digital collections.

### **Fund Balance Projection Notes**

Director Whitmer stated in FY25 the fund balance targets will fall below the 25% target outlined in the Library's Fund Balance Policy.

The Fund Balance Projections take into account the need to utilize corporate fund balance to pay part of the debt certificate principal and interest beginning in FY22 and all of the principal and interest beginning in FY23.

Director Whitmer stated she does not know when property assessments will be made so the Fund Balance Projections do not include increased property tax revenue from new developments, Arden of Warrenville and the Vanguard Cantera Apartments.

### **Personnel**

Director Whitmer reviewed budget items pertaining to staff.

Continuous learning is identified as an ongoing responsibility in the Strategic Plan. The budget includes funds for two managers to attend the Public Library Association Conference and two librarians to attend the American Library Association Annual Conference.

Director Whitmer stated the salary budget includes a 3% maximum merit increase.

Health insurance is budgeted with a 10% increase and other premiums include a 5% increase beginning on January 1, 2022.

Director Whitmer stated Systems Administrator Cynthia Makowski will be relocating at the end of 2021. She has requested her replacement be hired and on boarded to work with her for at least 3-4 months prior to her departure. Cynthia would also like to hire a part time IT Assistant before the full time person is hired.

Trustee DuRocher asked why Kathy Gaydos has requested to return to an in-house graphic designer. Kathy stated she currently has a very good independent contractor, however, she is not always available when needed and Kathy has to arrange things around the independent contractor's schedule. Trustee Richardson asked if this would be a remote position. Kathy replied she would have to discuss this with Director Whitmer but there are definitely times when it would have to be in-house work.

## **Member Services – Jaime Perpich**

Trustee DuRocher stated she loves the idea that a physical library card with online access will be mailed to new residents. Jaime Perpich replied it was actually Kathy Gaydos' idea.

Jaime Perpich stated the following budget items were removed from the FY22 Budget Request as they are now covered by our SWAN membership:

- Postage for Overdue Notices
- Library Elf Subscription
- NCOA Database Verification

## **Marketing – Kathy Gaydos**

No questions or comments regarding this category.

## **Public Services – Paul Dobersztyn**

Trustee DuRocher stated she is very happy to see more electronic resources.

Trustee Picha asked if programming will continue to be broadcast through zoom. Mr. Dobersztyn stated he hopes to be able to do a hybrid model, with some in-building attendance and zoom, or at least recorded if allowed by the presenter. Trustee Picha stated the recorded programs are wonderful for homebound residents and parents with children. Mr. Dobersztyn stated the "on demand" programs have a much larger attendance than the live online programs.

## **Automation – Cynthia Makowski**

Director Whitmer stated Cynthia always has a clear plan for the future needs of the library. There were no questions from the trustees about this category.

## **Capital Expenditures – Jackie Davis**

Director Whitmer stated the current public address system will no longer be supported so a new public address system will need to be added to this category.

Trustee Picha asked if the staining of the building exterior is needed at this time. Jackie Davis responded she is scheduling this to be completed before the wood is in real need as it was in the past.

Trustee DuRocher suggested the front doors be replaced due to the condition and weight of them. Director Whitmer asked if any of the trustees are attached to the design of the current wood doors. Consensus of the Board is replacement doors do not need to be wood, glass would be fine.

## **General Questions**

Trustee Picha questioned the large increase in the payroll budget for Member Services. Director Whitmer replied the shelvers will be moving from Technical Services into Member Services. The Technical Services budget was not reduced due to hiring a full-time cataloging coordinator.

Trustee Picha suggested budgeting one trustee to attend the Public Library Association Conference instead of two. Trustee Richardson volunteered to attend next year.

Trustee Lezon asked if Reading Matters could be reduced and thinks many households might just recycle it when received. Director Whitmer stated in past surveys, patrons stated they learned of library happenings from the printed newsletter.

Trustee Picha stated she thought the postcards mailed out during the pandemic were great and wondered if a monthly postcard is an option. Kathy Gaydos replied the postage to mail the postcard was not much less than the printed newsletter, but printing costs would be reduced. It is likely we would still need to design and print a newsletter for in-library distribution.

Trustee DuRocher commented on how much she loves having more availability on Hoopla. Director Whitmer stated the CD audiobooks are not checked out as much due to the new automobiles not having a CD player and some libraries are now loaning out CD players.

The final budget will be presented to the Board at the June Board Meeting for approval.

4. OTHER ITEMS FOR INFORMATION/DISCUSSION – None

5. ADJOURNMENT

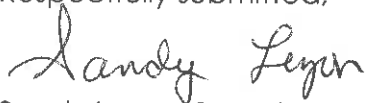
*Trustee DuRocher moved to adjourn the Committee of the Whole Meeting at 6:58 p.m.  
Trustee Richardson seconded.*

*Voice vote – all ayes.*

*Absent – Trustees Ruzicka and Warren*

*Motion carried*

Respectfully submitted,



Sandy Lezon, Secretary  
Board of Trustees  
Warrenville Public Library District