

**MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM**

**Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, IL 60188**

DATE: February 7, 2012

TIME: 7:00 p.m.

PLACE: Library Horizon Room

I. Call To Order

President Douglas called the Special Meeting of the Board of Library Trustees to order at 7:00 p.m.

President Douglas led those in attendance in the Pledge of Allegiance to the Flag.

II. Roll Call

Visual Roll Call was conducted. Trustee Wade was not present. All other Trustees were present.

III. Budget Workshop

Budget Assumptions

Director Kennedy stated that all numbers are preliminary, including the year-end estimates. Year-end estimates are based on yearend numbers for previous years and the first eight months of the current year. During the budget process assumptions were made on the rising costs for water rates, IMRF rates, paper expense, and anything that is labor intensive.

Director Kennedy stated that electric expense is under budget this year because of the mild winter.

Director Kennedy reviewed the Budget Documentation file line-by-line looking at anticipated year end totals and the proposed budgets for income and expenses for the next 3 years.

Projected income for FY2013

Anticipating the total tax levy will remain constant over the next two years, property tax revenue in the General Fund is anticipated to decrease.

A new account line is requested, 3304 Sale Items. This account is used to track items that the Library sells on which it needs to pay sales tax.

President Douglas asked if money paid to the Library for lost items should be recorded as an income line or go back into the collection. Director Kennedy stated that it would be a different

way of doing bookkeeping from what the Library has traditionally done and would have to be a part of future discussions with the bookkeeper and the auditor.

The Per Capita Grant income was accrued to FY2011 although the money was received in October 2011 which is FY2012. Director Kennedy asked the Board to establish account line 5652 for expenses related to grants. This new line would make it easier to track and budget for grant expenses.

Proposed expenses for FY2013, Personnel line items (5100)

Staff salaries for FY2013 are budgeted at exactly what was budgeted for FY2012, including a \$10,000 salary allowance which was not used in FY2012.

Under Professional education, line 5105, Director Kennedy is proposing a modification to the tuition reimbursement line to include online classes. There are no staff members presently in the LTA program but Director Kennedy asked that this tuition reimbursement expense remain in the budget to leave an option for non-exempt staff who may wish to pursue the LTA program.

Expenses for Professional membership, line 5106, are anticipated to be the same in FY2013 as in FY2012. The same is true for Life insurance, line 5107. Health Insurance, line 5108, is budgeted to increase 7%. President Douglas asked Director Kennedy to get more information on how the Health Care Act may impact future expenses.

No one had any suggested changes to any of the proposed budget amounts in the 5100s.

Proposed expenses for FY2013, Plant Maintenance (5200)

Director Kennedy reviewed what types of expenses were included in each budget line.

The Fiscal Year 2012 budget for all 5200 account lines was \$151,000 and the yearend estimate is \$134,000. For Fiscal Year 2013 Director Kennedy is requesting \$150,000 in total 5200 account expense.

No one had any suggested changes to any of the proposed budget amounts in the 5200s.

Proposed expenses for FY2013, Business Expenses (5300)

Director Kennedy reviewed what types of expenses were included in each budget line.

President Douglas asked if the pay phone use was enough to justify having it. Director Kennedy stated that the phone is used regularly and that the Library is not paying for the phone presently because the company filed for bankruptcy. Director Kennedy was asked to track usage of the pay phone and explore alternatives.

Trustee Arends asked if the \$20,000 budgeted for outside consultants in FY2012 was not spent would it go into reserves. President Douglas stated that if the Board decided at a later date to hire a consultant for long range planning than the money could come out of reserves.

Director Kennedy stated that account line 5317 Bank fees was under budget because credit card fees were not being recorded in that line. The Library pays approximately \$53 per month in fees with an average income of \$1700. In the future the credit card fees will be recorded in line 5317.

Trustee Arends asked if the Library had any plans to conduct citizen surveys in the next three years. Director Kennedy stated that the survey about Simkus will be conducted using Survey Monkey which is free for a small survey. Director Kennedy said that surveys in future years were yet to be determined.

The Fiscal Year 2012 budget for all 5300 account lines was \$141,000 and the yearend estimate is \$115,000. For Fiscal Year 2013 Director Kennedy is requesting \$126,000 for the total 5300 account expense.

Trustee Arends asked if Director Kennedy was asking the Trustees for guidelines on the expense requests or a vote. Trustee Arends stated that he would need to see all proposed expenses before voting. Director Kennedy stated that the total proposed expenses were at \$3,149,311.

No one had any suggested changes to any of the proposed budget amounts in the 5300s.

Proposed expenses for FY2013, Circulation and Materials Processing Expenses (5400)

Director Kennedy reviewed what types of expenses were included in each budget line.

President Douglas inquired about the purpose of account line 5409, RBP/ILL Expense. Director Kennedy explained that the line is use to reimburse other libraries when our patrons loose their books. In most cases the Library is passing on the fee already paid by the patron. President Douglas asked for clarification on the processing of DVDs and CDs done by Midwest Tape.

The total request for the 5400 account lines for fiscal year 2013 is \$188,737.

No one had any suggested changes to any of the proposed budget amounts in the 5400s.

Director Kennedy distributed packets for the Facility Committee meeting on February 9, 2012.

Trustee Hudspeath recommended that the budget meeting be continued on February 9, 2012 at 6:30 p.m. The other Trustees agreed.

President Douglas asked that a Human Resources Committee meeting be held the first week of March.

Director Kennedy distributed Service Priorities to the Trustees for a discussion item on the agenda of the February 15 meeting.

IV. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:04 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees