

**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 9, 2012 TIME: 6:30 p.m. PLACE: Library Discovery Room

I. Call To Order

President Douglas called the Special Meeting of the Board of Library Trustees to order at 6:30 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 Jeffrey was not present. Trustee Bailey arrived at 6:40 p.m. All other Trustees were present.

III. Budget Workshop

Director Kennedy asked if there were any questions from what was discussed at the previous Budget Workshop on Tuesday, February 7, 2012. No one had any questions or comments.

Proposed expenses for FY2013, Services Expenses (5500)

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

Both departments are doing more with programming since the building remodeling. President Douglas asked if the Library did any programs at the Outreach Community Center. Director Kennedy stated that the Library takes books to the senior lunch and the Center brings buses of students to Library. President Douglas asked if the Library could partner with the Center for programming, reaching out to underserved areas; the Center could come up with what they need and the Library could help implement it. Trustee Wade suggested that the Library have more programs for junior high students. Director Kennedy stated that she is working with the managers on other ideas to improve services to the public.

Director Kennedy stated that she would like to combine budget line 5504 Library Handouts with the library printing that was formerly a part of budget line 5302.

Trustee Wade asked that the Library increase publicity so people are more aware of what is going on at the Library and that more newspaper ads be purchased. Trustee Wade also asked for

clarification on the differences between various publicity line items. President Douglas suggested that a marketing strategy be part of long range planning. Director Kennedy stated that although the Library will be making plans for an newsletter it would not decrease the cost of mailing the paper newsletter. The bulk mailing of the newsletter would be less expensive than targeted mailing. The newsletter would hopefully reach more people.

Director Kennedy stated that the Library Publicity and Promotion account line will include expense for the celebration of the Library's 50th Anniversary. It was agreed to increase funding for the 50th anniversary celebration to \$6000.

Trustee Wade requested that all publicity expenses be grouped together under one account line so it is easier to see how much is spent on publicity. Trustee Wade asked if there are reference online tools that the library doesn't have but would like to have.

No one had any additional suggested changes to the proposed budget amounts in the 5500s.

The Board left the Special Meeting at 7:12 p.m. for a previously scheduled Facilities Committee meeting.

The Special Meeting was reconvened at 8:15 p.m.

Proposed expenses for FY2013, Collection Development (5600)

Director Kennedy reviewed what types of expenses are included in each budget line. Most budget lines will have the same amounts as FY2012.

President Douglas asked why there was a budget decrease in budget line 5601, Youth Services Books, from FY2011 to FY2012. Director Kennedy explained that the library is out of space to increase the collection and that for each book purchased one book has to be withdrawn so the budget lines may be decreasing in some places. Director Kennedy stated that one of the budget lines where expenses will be increasing is in the reference budget lines as more online databases are purchased. Director Kennedy also stated that when the Board starts to work on long range planning they will note that the staff is recommending that the Library move to more digital formats.

The various budget lines for magazines are flat; though an individual subscription price may increase there are several titles which cease publication each year.

Director Kennedy stated that the Youth Services staff would like to combine the two parent budget lines, 5620 and 5621, into one budget line.

Trustee Wade asked where the budget was for material to learn a foreign language. Director Kennedy explained that there used to be a separate budget for kits, which are books and CD or DVD, but they are now purchased with and shelved with the book collections.

Trustee Arends asked how the staff selected material in a foreign language. Director Kennedy stated that purchasing material in Spanish was relatively easy because there are many publishers and bookstores that sell bestsellers translated to Spanish. For Gujarati and Hindi books the Library asks for a selection of titles from a publisher in India.

Trustee Wade asked if the Library accepted requests from patrons for database purchases. Laura Hays, Head of Adult Services, said that several patrons have asked for Rosetta Stone to which Libraries are not allowed to subscribe. Patrons are also asking for Ancestry.com which may not provide remote access. Trustee Arends asked what legal databases the Library subscribes to. Director Kennedy demonstrated to the Board how to access the databases through the Library web page.

Director Kennedy stated that an increase in the budget line for Digital media, line 5651, is being requested so that the Library can subscribe to Overdrive Advantage and other possible downloads. Trustee Wade asked if there are different companies which offer ebook services. Director Kennedy stated that every publisher has ebooks but there are only a few companies that have a subscription model and carry multiple publishers. Trustee Wade asked if the Library had a separate server to back up the main server. Director Kennedy stated that Computer View served that function for the Library.

Director Kennedy asked for a new budget line, 5652, in the amount of \$40,000 to track grant expenses.

The total amount requested for Collection Development is \$552,500.

Special Funds:

Director Kenney explained that the FICA and IMRF expenses are based on total payroll. FICA is calculated on 7.65% of the payroll. IMRF rates increase every year. The Library gets final rates in November from the Village. The estimated increase to use for budgeting purposes is 10% every year. IMRF is calculated on 80% of total payroll.

The Capital Maintenance and Repair budgets will be over budget in fiscal year 2012 because of breakdowns. Some heating coils, the sprinkler system alarm bell, and the uninterrupted power source all had to be replaced this year. Trustee Arends asked for a comparison with previous year expenditures. Director Kennedy said it would be provided but could be misleading because remodeling expenses came out of this budget category.

Property taxes paid for the Kuhn Road property could be reduced following the demolition of the buildings. Director Kennedy will contact Bloomingdale Township when the work is completed.

Having no further requests for changes from the Board, Director Kennedy will put the budget numbers in to the FY2013 Budget Spreadsheet for Board review at the regular February meeting.

IV. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:48 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees