

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

October 11, 2022 at 7:00 p.m.

President Hanba called the meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present:

Alexandrea Hanba; Josh Kiem; Lauren Rapisand; Gregg Rusk; David Somheil; Joseph Steinfelds, Deepika Thiagarajan

Trustees via Phone:

Danielle Powers, Theresa Renaldi

Others Present:

Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, and John Priala, Library Staff

President Hanba noted that a motion will be needed to allow for remote attendance from Trustees Power and Renaldi and inquired as to their reason for remote attendance. Both trustees stated that their reason for remote attendance was personal illness.

Trustee Kiem made a

MOTION: to approve remote attendance for Trustees Powers and Renaldi at tonight's meeting

Trustee Rapisand seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Rapisand, Rusk, Somheil, Steinfelds, Thiagarajan

Motion passed

Trustee Rapisand will act as Secretary for the meeting.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

Treasurer Somheil opened the Budget and Finance Committee meeting at 7:02 p.m.

Treasurer Somheil made a

MOTION: to approve the minutes of September 13, 2022

Trustee Rusk seconded the motion.

Roll Call Vote: Yes: Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfelds

Abstain: Hanba, Thiagarajan

Motion passed

FY23 BUDGET

The FY23 budget presented in the packet beginning on page 12 is the final draft for approval by the Committee this evening. Director Bertucci directed the committee's attention to page 5 of the packet where the narrative budget memo begins. She noted a correction to #2 in that the budget for Natural Gas was increased to \$22,000 from \$20,000, not from \$18,000 as was indicated. She further explained that the budget remained substantially unchanged from what was presented in September with the four changes noted on page 5.

Trustee Rapisand stated that Director Bertucci has done an excellent job creating the FY23 budget noting that given the significant costs that the City has transferred to the Library for FY23 (employer payroll taxes, IMRF contributions, payroll processing), it would have been expected that the Library's budget and related levy would have increased significantly. She further stated that for the record, she is noting that the significant costs assumed by the Library were partially covered by the increase in Personal Property Replacement Tax (PPRT) and that will not necessarily be sustainable going forward. Her goal is to establish the understanding that in future years, in order to maintain

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Library operations while assuming the costs already transferred to the Library from the City, along with any future costs that maybe transferred, budget and levy increases will be required. Director Bertucci replied that in the memo that will accompany the budget sent to City Council, it was noted that these costs have been absorbed by the Library without a levy increase.

Trustee Kiem stated that he feels it is important that there is an “apples to apples” comparison between FY22 and FY23 budgets that reflects the impact of assuming these additional costs if we also had not been advised to budget for additional PPRT. Director Bertucci replied that for that comparison, the FY23 budget would have increased by 1.1%. This will be noted in the budget submission to the City.

Director Bertucci noted that the Committee would vote on the Budget this evening and then if approved, it would not appear on Consent for the October 18, 2022 Board meeting but would instead be included as New Business.

Treasurer Somheil made a

MOTION: to approve the Library’s FY23 Budget in the amount of \$5,003,967

Trustee Rusk seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfels, Thiagarajan

Motion passed

5 YEAR LEVY FORECAST

At the September 20, 2022 Board meeting, the Library Board passed a 0% increase to the 2022 levy in the amount of \$4,088,160. Included in the COW packet for this meeting is a 5 year levy forecast which also includes the assumptions used to develop the forecast. Discussion ensued with regard to the forecast and:

- Trustee Rapisand asked if these forecasts include any additional cost transfers from the City to the Library that may occur (e.g. general liability insurance etc.) Director Bertucci replied that as there was no date associated with these possible transfers, they were not included in the calculation.
- Trustee Rusk suggested that this be footnoted. As a point of clarification, Trustee Rusk noted that the City’s interest is in the levy amount and that how the Board reconciles the levy to the Library’s budget is a Board issue.
- Treasurer Somheil noted that in the levy forecast, larger increases are tied to budgeted capital projects such as HVAC replacement and that the \$265,000 carryover from the Fire Suppression project is not reflected in the forecast. Director Bertucci replied that she will add the carryover amount to the forecast.
- Trustee Thiagarajan asked about best practices for Fund Balance levels. Director Bertucci replied that a range of 6 to 12 months is considered reasonable. She added that given the current delay in property tax receipts, it is important to have adequate reserves as otherwise, the Library might be in the position of borrowing funds to cover operating expenses.

Director Bertucci provided the date for the Library’s budget presentation to the City Council, November 28, 2022, and also the date for approval of the 2022 Levy; December 19, 2022.

OTHER

None

Treasurer Somheil adjourned the meeting at 7:29 p.m.