

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 of the Library

September 14, 2021 at 7:00 p.m.

ROLL CALL

Trustees Present:

Co-Chairs: David Somheil; Treasurer and Gregg Rusk; Karen Burkum; Alexandra Hanba;
Josh Kiem; Danielle Powers; Lauren Rapisand; Joseph Steinfels, Deepika Thiagarajan

Absent:

None

Others Present:

Joanna Bertucci, Library Director; Alyson Doubek, Finance Manager

PUBLIC COMMENT

None

Treasurer Somheil opened the Budget and Finance Committee meeting at 7:11 p.m.

Trustee Thiagarajan made a

MOTION: to approve the minutes of August 10, 2021

Trustee Hanba seconded the motion.

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

Motion passed.

REVIEW OF FY22 BUDGET SUMMARY

Trustee Somheil provided a high level overview of the budget summary memo. He noted that Library Administration has spent significant time to provide a very robust view of the proposed budget and how that differs from the prior year. He also thanked Trustee Rusk for his review of the proposed budget.

Trustee Somheil noted that the FY22 assumptions for city provided services are unchanged from the prior year. He then noted that the Board's compensation philosophy is included in the memo and is also unchanged from the prior year. With regard to FY22 budgeted revenue, the draft budget assumes a 3.5% increase to the Library's levy. The capital needs assessment must be completed before the levy is finalized as the outcome of that will impact the final levy amount. Trustee Somheil then noted the increase in the Per Capita Grant revenue for FY22 in the amount of \$8,433.

Trustee Rapisand reminded the committee that the SY21 levy was flat with no increase over FY21. In order to address other budgeted items and to begin to move forward on projects that were placed on hold, the 3.5% levy increase is being proposed.

Trustee Somheil directed the committee to the Operating Expenditures section of the memo which provides detailed explanation for each of the expenditure line items. He highlighted items where increases are proposed for FY22. Also reviewed was the proposed FY22 Capital Budget. The potential carryover amount from SY21 to FY22 of \$280,000 was questioned. Ms. Doubek explained that this was a carryover of a portion of the original budget for the Sprinkler project, the carryover of which was approved in June, 2021. It is no longer anticipated that this amount will be used. Trustee Powers asked if the other carryover amounts/projects from SY21 were still expected to be undertaken. Director Bertucci explained that the server back-up will not be completed prior to December, 2021. Replacement of the phone and public address system is expected to occur this year. The ice melt system finalization has to wait to be tested until snow is present on the roof, the date of which is unknown.

Trustee Steinfels asked about the status of the city provided services assumptions and if they could be formalized. Trustee Rapisand explained that the Board had previously been involved with the City to create a Memorandum of Understanding between the two entities that would have formalized these assumptions. Due to a number of

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factors, this document was never finalized. The City has recently hired both a new Finance Director and Assistant Finance Director and so it is hoped that these discussions can begin again, prior to development of future budget documents. Trustee Somheil then directed the committee's attention to pages 12-15 of the packet that contain detailed and year over year comparisons of budgeted amounts.

Director Bertucci commented that as the current budget year progresses, the FY22 budget amounts can be refined. She also explained her rationale for proposing \$500,000 for FY22 Capital Projects; structural and HVAC work is expensive and those are likely to be the most significant findings of the Capital Needs Assessment. Her approach was to propose a larger amount than may be necessary as it is easier to reduce the proposed amount if possible rather than to significantly increase it if required.

Trustee Rusk noted that the other expense line item still under development is Building Maintenance. Director Bertucci explained the importance of having a sufficient budget to cover the cost of any unexpected repairs to critical building systems and that beginning in FY22, amounts also must be budgeted for maintenance and inspections of both the fire alarm and the newly installed sprinkler system.

REVIEW FIVE YEAR LEVY FORECAST

Trustee Rusk reviewed the levy forecast included on page 18 of the packet. This document has been given to the City Council in the past and will again be provided to the Council this year. The Board' policy is to maintain six months of operating expenditures in the Library Fund Balance at year end. This is necessitated due to the timing of tax receipts and the fact that the Library's primary revenue source is tax revenue.

Director Bertucci noted that a final version of this document will be available for review in October and will reflect the audited beginning fund balance as of May 1, 2021.

LOUNGE FUND CLOSURE

Although this account is funded exclusively by employee contributions, Director Bertucci placed closure of the account on the agenda for Committee approval as it appears on the Library Balance Sheet.

Trustee Kiem made a

MOTION: to close the Liberty Bank Lounge Fund account

Trustee Rapisand seconded the motion.

Voice Vote: Aye: Nine

Opposed: None

Motion passed.

MICROFILM BUDGET LINE TRANSFER

In order to process an invoice that exceeded the budget line item by \$100,

Trustee Kiem made a

MOTION: To approve a budget transfer in the amount of \$100 to increase the budget line for Adult Resources – Microfilm and reduce the budget line for Adult Resources – Recordings

Trustee Hanba seconded the motion.

Voice Vote: Aye: Nine

Opposed: None

Motion passed.

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OTHER

Director Bertucci noted that she had circulated a preliminary copy of the FY21 audit report and that Trustee Rusk had forwarded some questions for the auditors that would be reviewed with them prior to the final version of the report being made available in October.

Treasurer Somheil adjourned the meeting at 7:42 p.m.