

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES: Committee of the Whole
April 25, 2023**

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:02 pm.

Roll Call: President Saperston, Treasurer Berley, Trustee Cranford, and Trustee Carlson. Trustee Hicks and Steed (via Zoom)

Also attending: Director Shannon Halikias.

Staff attending: Department Heads Mary Malach and Michelle Kurczak

Public attending: None

Additions or changes to Agenda: None

New Business

a. Budget discussion for FY 2023-24 budget

Director Halikias presented a working draft of the budget for FY June 1, 2023 – May 31, 2023 necessary to secure funding for the Library operations.

A discussion of budget structure was held, in that there is an appropriations component to the budget as we present a combined Budget and Appropriations to the Village of North Aurora. It is necessary to consider appropriations, or the legal authority to spend, in relation to the managerial component of a budget.

General Budget:

This year physical technology needs will be budgeted for instead of utilizing Special Reserves. Reserve use will be primarily limited to emergencies and capital improvements. Self-checks are reaching end of life and will be a key expenditure and necessary for replacement, larger monitors will be purchased for the Computer Lab, and a starter laptop lab will be acquired as to hold teaching and learning technology classes for patrons.

Data reviewed to construct the budget include:

The CPI (Consumer Price Index) sets the rate that the library should respond to for any budget escalation. This year our CPI is at 5%. Last year it was at 7%, and it is anticipated to remain at 5% for next year. As such, the library must be prepared to respond to rising costs for services,

vendors, and planning for staff stewardship. Our budget did not cause an impact to the VONA last year as revenue streams and sales tax remain strong, their levy was raised 0%.

EAV growth, the prior to two year's tax computation reports and estimations for needs were considerations for budget construction. Trustees discussed the budget structure and asked questions about specific line items to gain more information. A full budget narrative was presented which explains the different aspects of the budget, and Trustees asked questions and provided feedback.

Significant rises in utility costs were noted, and Comed may not qualify MPL for grants in this next year. Utility companies escalated costs on the Library in the same fashion that happens to homeowners.

MPL saved a significant rise in insurance costs by changing agents and renegotiating, IT outsourcing costs held steady due to the change in companies providing service and negotiating the contract.

Collection items received a bump that is reflective of increased costs due to CPI. Most line items held steady with cost adjustments; key changes include the technology line item. The contingency line item was increased to \$10,000 as to have a contingency fund without using emergency funds should a need arise.

Maintenance Costs (generally .02%) include landscaping, snow removal, cleaning contracts, building washing, window washing, door repairs, painting, plumbing and repair needs, mulching, parking lot, tree removal as needed. This year we are tapping out this line item, and need to increase it for next year as all contract costs are responding to CPI.

Staff salaries remain an ongoing discussion as staff stewardship and benefits are necessary to employ qualified human resources. The Board and Director discussed the prior history of wage suppression, and the need to be competitive with peer libraries and retain staff in a very tight labor market. This year's salary raises will be in alignment with CPI with internal equity adjustments. In the winter of 2023, MPL will engage with HR Source for refreshed salary study that compares with peer libraries while reviewing job descriptions. Revising the review process will be an outcome as well. The Library must work in advance to prepare to respond. The IMRF and health insurance costs are in alignment with expected increases, and FICA is a mandatory tax.

Our human resources and collection expenditures are in alignment of Serving our Public: Public Library Standards.

Special Reserves are anticipated to be used at \$450,000 as the library needs a new roof, our current one is graded at "fair" and we do not wish to have it move to "poor." There is not a savings gain to wait longer, and leaks will be expensive repairs. Our architect/engineer notes

escalating costs and advises moving on this item as this item has been on the Facilities Operating Plan.

Security cameras are budgeted in this fiscal year as quotes for last year came in exceedingly high. Halikias will work with our new IT company to find more economical solutions. Our current system is analog, as such creative solutions need to be identified.

Plans for retrofitting service desks in FY 22/23 came in exceedingly high, even with repurposing all the existing piece and as such adaptation ideas were tabled. Custom millwork is very expensive to work with. Trustee Berley agreed that the costs were too high, and Halikias affirmed. The project is placed on this FY with a lower cost as now modular, premade solutions will be identified.

The library will come in under budget each year is there is an appropriation component that assists the Library in planning for the fall levy. The fall levy provides revenue for the next year. We levy a year behind of property tax assessments.

Last year the library did not cause a growth in the VONA levy which increased by 0%.

MPL has a need to save in Special Reserves, even though we cannot levy for reserves, as future larger projects will include a control system, potential adaptations to our parking lot, and a bookdrop extension as the current drop, while not in an emergency state, is not functional for patrons and patrons must exit their vehicle to use it which is a hazard in the winter, an difficult for mobility challenged patrons.

b. Review of Tentative B and A Ordinance 1.23 for the purposes of Budget and Appropriations for FY 23-24

The Board reviewed the tentative B and A after discussions of the budget.

Adjustments will be made to the budget and B and A according to discussions and Board feedback.

Board members expressed the need to ensure preparation for Library needs.

Trustee Steed expressed that this budget meeting was extremely informative and provided clear information.

No official action is taken in a Board Committee Meeting.

President Saperston asked for a motion to adjourn. Trustee Cranford made motion, and Mary Steed Seconded. All aye.