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## MINUTES

### Standing Committee on Finance • Board of Trustees • Batavia Public Library District

#### *Special Meeting*

Tuesday • 7 June 2011

1. **Call to Order**

Trustee Von Lunen called the meeting to order at 6:02 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Committee Members Present:** Randall E. Gibson, James F. Trefil, and J. Thomas Von Lunen

**Committee Members Absent:** None

**Other Trustees Present:** None

**Staff Members Present:** Director George H. Scheetz and Business Manager Joy K. Ganster

**Visitors Present:** None

3. **Approve the Agenda**

Trustee Von Lunen asked whether there were any changes to the agenda.

Motion by Trustee Gibson to approve the agenda, as presented. Seconded by Trustee Trefil. All: Aye. The motion carried.

4. **Approve the Minutes**

- a. Special Meeting in Joint Session with the Standing Committee on Services, Tuesday, 1 March 2011

At the request of Director Scheetz, this agenda item was deferred to the next meeting.

- b. Special Meeting, Tuesday, 10 May 2011

Trustee Von Lunen asked whether there were any changes to the minutes, copies of which were distributed at the Committee meeting.

Motion by Trustee Gibson to approve the minutes of the special meeting, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

5. **Working Budget for 2011–2012** (Final Review)

Director Scheetz noted that a copy of the proposed Working Budget—based on the guidelines as reviewed at the May meeting—were included in the Committee packet.

Working Budget

Director Scheetz reported that the budget as presented is a *balanced budget* and *meets all guidelines* established by the Standing Committee on Finance, as follows:

- **Books and Other Materials:** Budget at least at the level of 12% of the operating budget— Note: The 1997 standards included the following statement: “The library spends a minimum of 12 percent of its operating budget on materials for patrons.”

Director Scheetz reported that the proposed Working Budget meets (or exceeds) this guideline.

- **Salary Issues:** Budget a “salary pool” of at least 3.0% of the Working Budget for 2011–2012 for merit pay; present options for additional staff positions and/or hours

Director Scheetz reported that the proposed Working Budget includes a “salary pool” of 3.0% for merit pay.

In response to a question from Trustee Gibson, discussion followed on the basis for the “salary pool.”

In response to a series of questions, Director Scheetz provided a brief overview of the Library’s methodology for calculating merit pay. Discussion followed.

Director Scheetz reported that the proposed Working Budget includes funds to add one (1) new part-time position at 15 hours per week.

In response to a question, Director Scheetz provided a brief overview of human resources needs at the Library, particularly in the areas of Circulation Services and Digital Service / Information Technology. He suggested that he was inclined to assign the proposed new position to Digital Services / Information Technology. Discussion followed.

- **Reserve Funds:** Budget 2.0% reserve funds from the Library Fund; present options that ranged from zero to 2.0% as needed to balance the budget

Director Scheetz reported that the proposed Working Budget includes a transfer of 2.0% from the Library Fund to the Special Reserve Fund.

- **Overall:** Make a good faith effort to control expenditures and improve revenues without diminishing the overall quality of service

Director Scheetz reported that the proposed Working Budget meets this guideline.

Discussion followed on several expense codes, including group insurance, professional development, utilities, and outside professional services.

In response to a question from Trustee Gibson, discussion followed on the Illinois Municipal Retirement Fund and the Per Capita Grant.

Ganster reported that the basis for budgeting the Per Capita Grant was changed from the formula suggested by the Illinois State Library—that is, \$1.25 per capita—to the amount reported in the award letter from the Secretary of State (≈\$1.02 per capita).

In response to a question from Trustee Von Lunen, discussion followed on the Special Reserve Fund.

In response to a question from Trustee Gibson, discussion followed on the deficit budget reflected in the special funds, which Ganster reported was intended to reduce the reserve balance in several of those funds.

#### Motion on Working Budget for 2011–2012

Motion by Trustee Gibson to recommend that the Board of Library Trustees approve the Working Budget for 2011–2012, as presented. Seconded by Trustee Trefil. All: Aye. The motion carried.

#### 6. Other Projects

Director Scheetz reported that several standard items, which are presented to the Board of Library Trustees each June, were now being prepared. They were delineated for informational purposes:

- a. An Ordinance Ascertaining Prevailing Wages
- b. ~~An Ordinance Transferring Interest Earned in the Working Cash Fund (Fund 23) to the Library Fund (Fund 10)~~

Director Scheetz reported that interest now accrues in the Working Cash Fund due to a change in the Illinois Combined Statutes.

- c. An Ordinance Transferring Accumulated Interest from the Bond & Interest Fund (Fund 24) to the Library Fund (Fund 10)
- d. An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 22)
- e. Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2011–2012”

There were no additional comments from the Committee.

Director Scheetz noted that Agenda Items # 6 a and 6 c–d would appear on the Consent Agenda as action items, while Agenda Item # 6 e would appear on the regular agenda as a report.

#### 7. Future Agenda Items

Director Scheetz reported that a list of future agenda items was included in the Committee packet for purposes of information and planning.

#### 8. Comments from the Committee

There were no additional comments from the Committee.

#### 9. Next Meetings or Events

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 21 June 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- b. *ALA Annual Conference (New Orleans), Thursday–Wednesday, 23–29 June 2011*
- c. *Independence Day, Monday, 4 July 2011, Library Closed*
- d. *Standing Committee on Finance—No Meeting in July*

- e. *Board of Library Trustees (Regular Meeting), Tuesday, 19 July 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- f. ***Standing Committee on Finance, Tuesday, 2 August 2011, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 16 August 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- h. *Staff Development Day (4th Friday in August), Friday, 26 August 2011, Library Closed (Scheduled Work Day for All Employees)*
- i. *Library Card Sign-Up Month, September 2011 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- j. *Sunday before Labor Day, Sunday, 4 September 2011, Library Closed*
- k. *Labor Day (1st Monday in September), Monday, 5 September 2011, Library Closed*
- l. *Regular Library Hours on Sunday Begin (12:00 noon – 5:00 p.m.), Sunday, 11 September 2011*
- m. *Board of Library Trustees (Regular Meeting), Tuesday, 20 September 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

10. **Adjournment**

Motion by Trustee Gibson to adjourn the special meeting. Seconded by Trustee Trefil. All: Aye.  
The motion carried.

Trustee Von Lunen declared the meeting adjourned at 6:55 p.m.

Respectfully submitted,

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George H. Scheetz  
Director