



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
FINANCE AND ADVOCACY COMMITTEE MEETING
March 11, 2021**

PRESENT: Tom Krueger, Shannon Rischow, Becky Spratford, Joyce Hagen-McIntosh, Elizabeth Crowe
(meeting conducted remotely)

ABSENT: None

STAFF: Charity Gallardo

Meeting called to order by Krueger at 10:16 am.

PUBLIC COMMENTS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Draft Operating Budget FY 2021-2022:

Executive Director Gallardo presented the draft budget and underlying estimates, identified highlights and significant changes from the current year's budget, and responded to questions from the Committee members and other Board members present at the meeting. Matters discussed included the following:

Because the ongoing pandemic and response still present substantial uncertainties for budgeting and operations, the proposed budget uses conservative assumptions concerning income, and anticipates that flexibility may be important to adjust to changing needs and services. As with last year's budget, while reviewing estimates for all of the budget subcategories, the Board will approve the budget figures using the following categories: Income, Personnel Expenses, Services Expenses, Other Operating Expenses, and Capital Outlay & Debt Service Expenses. This approach allows flexibility to adjust spending within those categories.

Income – The majority of income will be from property taxes, using an estimated value provided by the Village. Interest income has been reduced in light of market conditions. Because income from fines, fees and other charges will continue to be lower, the draft budget conservatively assumes no income from those sources.

Personnel Expenses – Salaries increase to reflect inflation adjustments and the impact of minimum wage increases; insurance and IMRF expenditures have been adjusted to reflect updated charges and more accurate projections; staff training expenses are reduced to a more typical level after a purposely higher level of training expenses in the current year. The overall total remains steady from this year.

Services Expenses – The draft budget is based on staff input and requests for acquisitions, looking both at historical data and adjustments required to address changed conditions. It anticipates significant increases for providing digital services, which reflects customer needs and demand fueled by the pandemic, as well as overall trends in library usage. Overall, 12-13% of the draft budget will be devoted to collections, which is in line with good library practice. The draft budget also projects an increase in public relations costs to reflect purchase of a system to improve customization of communication with patrons about library services that is under consideration, if necessary.

Other Operating Expenses – Maintenance expenses increase to anticipate further work on the parking lot and landscaping. Supply expenses decrease to more closely reflect actual expense levels in the current year. Consulting expenditures include additional needs for upcoming strategic planning work, EDI efforts, legal consultation on pandemic-related issues, and website improvements.

Capital Outlay & Debt Service Expenses – Technology equipment expenses increase to reflect ongoing efforts to upgrade equipment. Debt service expenses are defined by the repayment schedule.

Committee members did not identify any concerns about, or objections to, any elements of the budget estimates or processes. The draft budget will be presented for consideration by the Board at the March 16 meeting.

ADJOURNMENT: Krueger adjourned the meeting at 11:08 am.

Respectfully submitted,

Tom Krueger, Committee Chair