

January 13, 2021

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held virtually via Zoom, Wednesday, January 13, 2021.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:30 pm.

Members present: Mark Prosperi, President; Eugene Griffin, Vice President; Mira Barbir; Jonathan H. Maks, MD; Shabnam Mahmood; Michelle Mallari; Magnolia Rivera-Pulex; and Richard Kong, Director

Staff present: Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Monica Chavez, Administrative Assistant to the Director; Nancy Kim Phillips, Community Engagement Manager; Matt MacKellar, Community Engagement Supervisor

Dr. Maks announced his resignation from the Board after 8 years on the Board due to family and personal reasons. He praised the work that the Board and library leadership has been doing. He thanked Mr. Kong and Ms. McGrath for their leadership and the Board for the time and commitment they have made to help the library and community thrive and prosper. He hopes to be able to help the library and community again in the future.

Mr. Prosperi and the Board thanked Dr. Maks for his service and wished his family the best. The Board accepted his resignation.

Dr. Maks left the meeting at 6:37 pm.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF DECEMBER 9, 2020

Mr. Prosperi proposed an amendment to the minutes of the regular meeting, which was shared with the Board. Mr. Griffin made a motion, seconded by Ms. Barbir to approve the minutes of the regular meeting as amended, and the closed meeting of December 9, 2020. A roll call vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

COMMENTS FROM OBSERVERS

There were no comments from observers.

DIRECTOR'S REPORT (Written report provided by Mr. Kong to the Board prior to the meeting)

COVID-19 Reopening Update

Tier 3 resurgence mitigations are still in place across the state, so we continue to offer patrons an opportunity to place holds on physical items from our collection and use a limited number of computers by appointment, while temporarily pausing in-building browsing. It is possible we will open the building for browsing with significant capacity and time limits in place if the Governor moves our region out of Tier 3 in the mitigation plan. Staff continue to offer a wide array of online services, including online experiential learning opportunities, book discussions, advisory services offering recommendations for books and more, and phone and chat information services. The bookmobile is making more community stops, allowing patrons an option to pick up holds at those stops.

The Village of Skokie Health and Human Services Department informed me that they plan to offer COVID-19 vaccinations to library staff, but I have not received a confirmation of when this will happen. We have also discussed the possibility of a few library staff helping with contact tracing to support the Village's efforts during this busy time.

#### Renovation Update

Phase 3 of the renovation on the east side of the first floor is progressing smoothly. The spaces within the youth service area are taking shape nicely, especially in the various program rooms (i.e., BOOMbox, Activity Room, Storytime Room) and around the perimeter of the youth courtyard. Shales McNutt Construction (SMC) projects completion of phase 3 in late March, and we are still projected to complete the renovation on budget as well. Weekly online meetings with SMC and Andrew Berman Architect (ABA) continue and there is a steady stream of communication via email about the project.

#### Financial Outlook for FY 2020-2021

*Note: An update will be provided each month through FY 2021*

We received another late payment of \$27,948 in property tax revenue in December. This brings our total fall collection to \$6,123,718, which is only \$74,755 below our projected revenue used for the FY 2020-2021 operating budget. This means we received 98.8% of the anticipated fall revenue from property tax collections, and 99.46% of the entire 2019 tax levy in 2020. We are essentially fully funded for the current fiscal year's operations.

We are on track to meet our significantly reduced overall spending target this fiscal year. As I mentioned earlier, we will spend down the original budgeted amount for capital expenditures from our operating fund before using our reserves. In addition, the printing and publicity line will end up going over the reduced budgeted amount because of remaining print newsletter issues that will be produced in the current fiscal year, and the costs of additional signage related to our COVID-19 reopening of curbside pickup services and Stage D services.

At the start of the new fiscal year in May 2021, we project having \$5 million in our operating fund balance plus the revenue we receive from property tax collections through the end of April. We should be in a strong position with both our operating fund and reserve fund to begin FY 2022.

#### Bookmobile Services Presentation

Community Engagement Manager Nancy Kim Phillips and Community Engagement Supervisor Matt MacKellar will attend the January Board meeting to give a short presentation about bookmobile services and neighborhood engagement. Information about the bookmobile, including an interactive map of regular bookmobile community stops, is available on the library's website at <https://skokiellibrary.info/about/bookmobile/>.

#### Adjustment to Organizational Structure

After many discussions with staff and considerable thought, I decided to adjust the organizational structure by creating two new departments and adding two new members to the management team. The two new departments are the Young Adults Services Department and Safety Department, led by Laurel Johnson and Thalma Brooms, respectively. Having representation and voices with expertise, experience, and knowledge in these two areas is critical to the success of what we do for our community and the overall operations and services of the library. We are fortunate to already have Laurel and Thalma on our staff, as they can easily step into these new management roles. Both Laurel and Thalma have impressed me with their leadership skills and dedication to not only their specific areas but to the entire library and community.

#### 2020 Year in Review

Communications and Multimedia Engagement Manager Jane Hanna, her staff, and others throughout the organization contributed to the creation of the 2020 annual report (<http://skokiellibrary.info/2020review>). Though 2020 brought many challenges that made it difficult for the library to operate normally, I am extremely proud of our staff for the resilience and dedication they demonstrated in serving our Skokie community. Our partnerships throughout the community and the relationships and trust built with patrons also helped us get through this trying year. This report will be shared with community partners and patrons through multiple channels.

#### ILA Legislative Meetup

Illinois Library Association (ILA) is hosting its annual north suburban legislative meetup online on Monday, February 15, 2021, 9 am-10:30 am. This event will provide an opportunity for library trustees, directors, and staff to meet with state and federal legislators and hear their thoughts about issues affecting libraries.

#### Discussion of Director's Report

Mr. Proserpi would like the Board to discuss a potential policy for any employees that refuse to get the COVID-19 vaccine at the next meeting. Ms. Chavez will add it to the February agenda.

Mr. Griffin asked if there is an organizational chart that can be shared with the Board. Ms. Chavez will upload a copy to the Board Dropbox account.

#### APPROVAL OF CONSTRUCTION PAY APPLICATION #13

The Board reviewed Construction Pay Application #13 and change orders #191 and 192. Neither were in amounts requiring Board approval.

A motion was made by Ms. Barbir, seconded by Ms. Rivera-Pulex.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CONSTRUCTION PAY APPLICATION #13 AND CHANGE ORDERS #191 AND 192, SUBJECT TO AUDIT.

A roll call vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

### BILLS

Ms. Rivera-Pulex asked a clarifying question regarding two payments to EBSCO that were in two different categories. Mr. Kong explained that they are annual renewals for database resources. They also provide physical materials such as magazine and newspaper subscriptions. She also asked about a payment to Kingsley Companies in the furniture line. Mr. Kong explained that the payment was for the purchase of a replacement exterior book drop. She also asked about a \$5,000 payment in the employee reimbursement line. Ms. Trilling explained it was a reimbursement of funds set aside by staff in a Section 125 Dependent Care account. Ms. Rivera-Pulex also had a question about a payment to Lands' End for staff jackets and polo shirts. Mr. Kong explained that it was for employee uniforms and jackets for staff who work outdoors such as the bookmobile, building services, and safety staff.

Mr. Griffin asked a question about a payment to Niles Township Property Tax Appeals. Mr. Kong explained it is for legal services related to a co-op made up of taxing bodies in Niles Township for the purposes of recovering as many funds as possible from businesses that file property tax appeals.

He also asked about a payment of \$6,000 to Shales McNutt Construction from the maintenance line. Mr. Kong explained that it was to take care of an asbestos issue.

Mr. Prosperi asked about a payment to the Highland Park Public Library. Mr. Kong explained it was our portion of the cost for the recent program with Dr. Ibram X. Kendi. It was a large joint virtual program with many other libraries in the area. Mr. Griffin commented that it was a good program.

A motion was made by Mr. Griffin, seconded by Ms. Rivera-Pulex:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

### CONSENT AGENDA (Financial Statements; Reports; Gifts; Personnel)

Mr. Griffin made a motion, seconded by Ms. Mahmood:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. REPORTS;
2. GIFTS: \$25 FROM KAY AND BOB BOXER IN MEMORY OF DIANA HUNTER; \$100 FROM CAROLYN ANTHONY IN MEMORY OF DIANA HUNTER; \$40 FROM A.E. COOKE; \$300 FROM EVELYN MARKS SIEGEL WITH SPECIAL APPRECIATION FOR THE ADULT SERVICES AND AUDIO-VISUAL COLLECTION;
3. PERSONNEL: PROMOTIONS: THALMA BROOMS, FULL-TIME SAFETY MANAGER, SAFETY DEPARTMENT, EFFECTIVE DECEMBER 21, 2020; LAUREL JOHNSON, FULL-TIME YOUNG ADULT SERVICES MANAGER, YOUNG ADULT SERVICES DEPARTMENT, EFFECTIVE DECEMBER 21, 2020.

A roll call vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

#### PRESENTATION ON BOOKMOBILE AND NEIGHBORHOOD ENGAGEMENT

Mr. MacKellar and Ms. Kim Phillips gave a presentation to the Board on the bookmobile as a vehicle for community engagement at the library.

Ms. Barbir asked about what the community engagement staff has been hearing from the community about their needs during this time. One of the things that Ms. Kim Phillips mentioned was just the normalcy of people being able to return to the bookmobile stops. Mr. MacKellar said that patrons have really been craving contact with people to combat feelings of isolation. He mentioned the homebound service that the library provides as one way for patrons who are unable to get out to still be able to interact with the library and get their needs met. Ms. Barbir also asked if any other senior centers in the community would benefit from having the bookmobile stop at their locations. Mr. MacKellar mentioned the challenge being that many of the senior centers are currently on lockdown. Ms. Kim Phillips mentioned that the schedule is definitely full with private stops in the morning and public stops in the evening, and it the ability to add more is a bit of a capacity issue. Because of that, there has been discussion about other ways that patrons in senior centers can be served, such as dropping off materials or periodically setting up in the lobbies of the buildings versus using the bookmobile purely as a delivery mechanism.

Ms. Rivera-Pulex asked about what people's reactions have been about coming onto the bookmobile in these times. She mentioned seeing the bookmobile on East Prairie and not seeing much activity. Mr. MacKellar and Ms. Kim Phillips explained that patrons are not allowed onto the bookmobile during the pandemic. Patrons are served outside the vehicle without having to get on. Mr. MacKellar explained that before the pandemic it was a very busy stop during after school hours, but with schools being mainly remote, there has been less activity.

Ms. Rivera-Pulex also mentioned not seeing as many stops on the east side of the community. Mr. MacKellar mentioned one of the stops added in when the stops were revised was McNally Park

which is on the east side of Skokie. Some of the changes made had to do with equity issues and so a number of stops that were added were to address those equity factors.

Ms. Barbir expressed the joy she feels every time she sees the bookmobile out in the community.

Mr. Griffin asked a question about one of the stops that was discontinued because of safety concerns. Mr. MacKellar explained that Church and Springfield was a very busy intersection and there had been a couple of patron-caused accidents and so the bookmobile team decided it was safer to eliminate that stop.

Ms. Mallari asked how the bookmobile is communicating with patrons in the community that speak different languages. Ms. Kim Phillips mentioned that a couple of the bookmobile assistants are Spanish-speakers. She also mentioned that they have reached out to the ELL parent center and are hoping to make more connections there. Mr. MacKellar mentioned relying upon staff back at the library that speak a number of other languages when there is a specific need. They also pull materials in different languages depending on the populations being served on a given day. Mr. MacKellar also mentioned empowering organic leaders to be informal promoters in the community.

Ms. Kim Phillips left the meeting at 7:34 pm.

#### QUARTERLY INVESTMENT UPDATE

The investment policy states that the director shall prepare a quarterly report on investments and their returns.

The library's Reserve Fund for Sites and Buildings includes the following accounts, with their respective balances at the end of the 4th Quarter 2020.

- Fifth Third Bank Reserve Fund (\$1,094,602)
- IL Funds Reserve Account (\$5,417,390)
- IMET Reserve Fund (\$571)
- North Shore Community Bank 4 CDs (\$1,066,346)
- First Bank Chicago CD 0436 (\$1,074,550)
- First Bank Chicago CD 2083 (\$1,079,724)

The total balance as of December 31, 2020 is \$9,733,184. This is a 5.0% decrease from the balance at the end of calendar year 2019 due to the payment of \$597,967.50 for our 2019 bond debt service. Interest earned in calendar year 2020 totaled \$85,671.40. Due to uncertainty regarding property tax collections last year, there was no fiscal end-of-year transfer from the operating fund into the reserve fund in June 2020.

Regarding IMET, we received an email from its Executive Director saying that the current fair value recovery estimate is at 59% of the total loss. This means we expect to receive an additional \$3,766 in disbursements.

The spreadsheet provided to the Board includes more detail about the accounts that make up the Reserve Fund and their returns.

Ms. Rivera-Pulex asked some clarifying questions about the interest rates and the amount of interest earned. The Board noted the quarterly investment update.

At 7:39 pm, Pramod Shah, Skokie Village Clerk, swore in the newest library trustee, Michelle Mallari. Mr. Shah left the meeting at 7:41 pm.

APPROVAL OF AND AUTHORIZATION FOR COUNSEL TO SIGN EXTENSION TO TOLLING AGREEMENT WITH IMET

Last January, the Board approved an extension of the IMET (Illinois Metropolitan Investment Fund) tolling agreement. This extension expires on January 31, 2021. IMET's attorney has contacted the library's attorney Samuel Cavnar to offer another extension to the tolling agreement. The proposal is to extend the tolling agreement for six months, terminating on June 30, 2021.

The total amount lost from the library's IMET account in 2016 was \$111,936.40. We have recovered a total of \$62,276.55 (55.64% of the total amount lost). According to IMET Executive Director/Chief Investment Officer Sofia Anastopoulos, the current fair value estimate of how much we should expect to recover is 59%, which means we should still expect to receive \$3,765.93 (3.36% of the total amount lost).

In order to retain the right to pursue litigation against IMET for another year, Samuel Cavnar recommends that the Board approve this six-month extension of the tolling agreement and authorize Robbins Schwartz to execute and return the tolling agreement extension to IMET's attorney. Both the original tolling agreement and the proposed text for the one-year extension were provided to the Board.

Board approval of the extension of the IMET tolling agreement and authorization for Samuel Cavnar to execute and return the agreement to IMET's attorneys on the Board's behalf was requested.

Mr. Prosperi provided a summary of the IMET litigation for the newest trustees. Ms. Rivera-Pulex asked if there are any expenses involved with signing the tolling agreement. Mr. Prosperi said there are not.

A motion was made Mr. Griffin, seconded by Ms. Rivera-Pulex:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE EXTENSION OF THE IMET TOLLING AGREEMENT AND AUTHORIZATION FOR SAMUEL CAVNAR TO EXECUTE AND RETURN THE AGREEMENT TO IMET'S ATTORNEYS ON THE BOARD'S BEHALF.

The roll call vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

APPROVAL OF TRANSFER OF REMAINING FUNDS IN 2001 DEBT SERVICE ACCOUNT

In 2001, the library opened a debt service account with the issuance of \$17,500,000 in General Obligation Bonds to finance a library renovation project.

On December 1, 2020 the final payment for principal and interest was made related to the bond debt. With a balance of \$369,011 remaining, Ms. Trilling recommended the Board approve closing the account and transferring the remaining balance from the debt service fund to the general operating fund.

Ms. Rivera-Pulex asked how soon the money will be available to use if it is transferred. Mr. Kong said it would be available immediately. She also asked what the other options would be besides transferring it to the general operating fund. Mr. Kong explained the other option would be to transfer it to the reserve fund. She asked why the decision is not being made to move it to the reserve fund if there is no need to use the funds at the moment. Mr. Kong explained that, due to the uncertainty of revenue with the ongoing pandemic, it would be better to move it to the general operating fund so that it is accessible in case it is needed. At the end of the fiscal year, the Board may consider transferring funds from the operating fund into the reserve fund if it would like.

Mr. Griffin asked about whether there will be a new debt service fund for the newest 20-year bond that was just issued. Mr. Kong explained that it will be the same fund. Mr. Griffin asked if this money therefore could stay in the fund to pay the interest on the newest bonds. Ms. Trilling explained that it cannot.

Beth Dostert joined the meeting at 7:48 pm.

A motion was made Mr. Griffin, seconded by Ms. Mahmood:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CLOSING OF THE DEBT SERVICE ACCOUNT AND TRANSFER THE REMAINING BALANCE FROM THE DEBT SERVICE FUND TO THE GENERAL OPERATING FUND.

The roll call vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

#### APPROVAL OF TEMPORARY EXPANDED FAMILY AND MEDICAL LEAVE POLICY DUE TO COVID-19

In June 2020, the Board approved the Family and Medical Leave (FMLA) Expansion and Emergency Paid Sick Leave Policy mandated by the Families First Coronavirus Response Act (FFCRA). These provisions applied through December 31, 2020, when the FFCRA expired. To date, the FFCRA has not been extended. However, on December 27, 2020, the federal government passed a stimulus bill providing that employers could voluntarily extend the FFCRA benefits to its employees through March 31, 2021. Since the Board approved a separate temporary paid sick leave policy earlier during



the December Board meeting, staff already have the option to request up to two weeks of paid sick leave during 2021.

However, due to the ongoing impact of COVID-19 on our staff, it would be reasonable for the Board to now consider a temporary policy (provided to the Board) to offer expanded FMLA benefits for staff through March 31, 2021, which would be consistent with the recently passed federal stimulus bill and the benefits previously provided to employees under the now-expired FFCRA. Should the library determine the employees continue to require expanded FMLA benefits beyond March 31, 2021, it can consider an extension of this policy at that time.

Human Resources Manager Beth Dostert and Mr. Kong worked with attorney Thomas Garretson of Robbins Schwartz to prepare the policy. If approved by the Board, library staff would be eligible to use the expanded FMLA if they are unable to work (or telework) due to the need to care for their child when the child's school or place of care has been closed or their childcare provider is unavailable, due to a COVID-19 related reason. Each library staff member would have up to 12 weeks of leave to use from April 1, 2020 to March 31, 2021, paid at 2/3 of their regular rate of pay. Library staff who have already utilized expanded FMLA hours from FFCRA last year will have their leave time treated as we would normally handle FMLA and not have their time "reset" for 2021.

Only a very small number of staff have used this benefit thus far (217 hours for a total amount of \$4,292.37), but since the challenges of the pandemic continue to impact our staff, this temporary policy would be very helpful to those who may need it over the next few months. Mr. Kong recommended Board approval of the Temporary Expanded FMLA Policy.

A motion was made Ms. Mahmood, seconded by Ms. Rivera-Pulex:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TEMPORARY EXPANDED FMLA POLICY.

The roll call vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

### PROJECTED FY 2021-2022 BUDGET

The Village Board recently approved the 2020 Property Tax Levy Ordinance, which includes the library's 2020 levy amounting to \$12,276,686. This does not include the debt levy next fiscal year for \$1,198,300 for a total levy of \$13,474,986 as approved by the library Board in September 2020. This is a 0% percent increase from last year's total levy.

A preliminary draft budget for FY 2021-2022 was provided to the Board, including estimates for anticipated revenues and expenditures. This is the first look at the projected budget. Mr. Kong will provide revised budgets in February and March, and will ask the Board to approve the budget in April.

The provided projected operating budget spreadsheet and projected revenues/expenditures document include more detail, but Mr. Kong provided some important notes to consider.

### **Revenues**

Earlier in 2020, there was some uncertainty about what the impact of the pandemic would be on property tax collections, which is the primary source of our revenue. Thankfully, with 99.5% of the 2019 tax levy received in 2020, the library did not experience an unusual reduction in property tax revenue. However, since the pandemic is still having a negative impact on the economy, there is no guarantee that we will not see a drop in the collection rate in 2021. Therefore, for the purposes of planning this FY 2022 operating budget, we are factoring in a decrease in the property tax revenue.

Revenue from corporate personal property replacement taxes is projected at \$200,000, which is a decrease of \$100,000 from the amount we budgeted in FY 2020. For FY 2021, the Illinois Department of Revenue estimates a decrease of 17.4% from the FY 2020 replacement tax allocations. The economic slowdown caused by COVID-19 is the largest contributing factor to this decrease.

The projected revenue does not include any revenue from fines and fees due to the change in our borrowing policy last year to eliminate overdue fines.

Revenue from interest earned on our interest-bearing checking accounts and investments is projected at \$20,000, which is a significant decrease from last year's projection due to lowered interest rates. We are not factoring in interest gained from our Reserve Fund accounts because those funds do not factor into the General Operating Fund.

The projected revenue from our Per Capita Grant remains the same as last year. The Illinois State Library awarded the library a FY 2020 Illinois Public Library Per Capita Grant for \$80,980, which was received last October.

Also on the revenue side, though the renovation project should be completed this current fiscal year, we are including revenue from utilization of reserves at \$300,000 to account for the possibility of an unexpected issue with the renovation or another large capital expense. This appropriation of reserve funds will simply remain in the Reserve Fund if unused.

### **Salaries, Benefits, IMRF, FICA**

The largest portion of the library's expenses is for the salary line projected at \$7,100,000, which is the same as this current year's budget. Due to the unusual circumstances brought on by the pandemic, and the fact that we have not filled some vacant positions, we have been able to reduce our salary expenses this year. It is difficult to predict what our staffing levels will need to be for the next fiscal year, but keeping the budget at last year's level will allow us to fill vacant hours if needed and also provide a cost of labor increase and a merit increase upon Board approval. The Board typically considers staff compensation increases in March.

Some expected increases are factored in the budget for insurance (i.e., health, dental, life). In addition, the IMRF employer's rate for 2021 is 9.94%, and the FICA rate is 7.65% of the wages. Those lines on the budget have been adjusted.

### **Continuing Education and Memberships**

The Continuing Education and Memberships budget is reduced significantly from last year due to the ongoing challenges stemming from the pandemic, as many conferences will likely be held virtually next fiscal year. However, there is a possibility that the PLA National Conference in 2022 will be held as an in-person event. This is traditionally the most popular conference for staff so we are factoring this into the budget. This line also covers organizational and individual memberships to professional associations. The library also anticipates continuing its staff development and training efforts in the areas of EDI (equity, diversity, inclusion).

### **Programming**

The Programming budget has received increases in recent years as this service area continues to become a larger part of how the library serves the community. However, with the ongoing pandemic, and the likelihood that we will not have events in the building for at least part of FY 2022, this line is reduced significantly from last year. Even with this reduction, we anticipate a strong level of service with programming, including strategic increases from this current year to support EDI events for the community, reading programs, collaborative opportunities with community partners, and experiential learning services (i.e., Studio and BOOMbox).

### **Collections**

The collection budget includes multiple lines in the library's operating budget, including materials processing, learning platforms, research resources (i.e., online subscription databases), physical content (i.e., physical books, DVDs and Blu-rays, CDs, etc.), and leased content (i.e., digital content). The total budget for collections is reduced from last year due to the limitations on how we are able to serve our community (particularly inside the building and on the bookmobile) while the pandemic continues. The projections for the collection budget are similar to the reduced budget we used this year.

### **Professional Services**

The budget for professional services is increased from last year to allow for the possibility of hiring an EDI consultant to help the library make further progress in becoming a more equitable, inclusive, and diverse organization. Legal expenses will likely decrease after the renovation is completed, but examination and possible revisions of a number of policies will require legal guidance. This line may also cover the fees for a construction or engineering firm to create a new capital asset plan to revise our long-term projections for capital expenses.

### **Printing and Publicity**

The budget for Printing and Publicity, which primarily funds the work of the Communications and Multimedia Engagement staff, is reduced from the current year's approved operating budget. This projected budget will still allow for a robust communications plan, including the library's print newsletters, special brochures, print signage, and new cardholder welcome materials. Once it is safe to open the renovated spaces to the public as intended, we will have a significant campaign to celebrate the changes in the library and spread the word to welcome patrons to visit.

### **Maintenance of Equipment**

A large portion of this budget line usually goes to the cost of maintaining our RFID and materials handling equipment from Bibliotheca. Last year, to coincide with new equipment purchased for the newly renovated areas, we signed a new agreement that included a one-year waiver of the maintenance fees on the new equipment. During the next fiscal year, maintenance fees will go up. This line also includes copier costs.

### **Insurance**

As discussed during prior Board meetings, the costs for our LIRA insurance coverage increased for 2021, so we have adjusted the insurance line to factor this and another potential increase for 2022.

### **Capital**

The Capital line shows a decrease to \$271,536, taking into consideration the projected completion of the renovation project and no large capital improvement projects planned for FY 2022.

Approval of the budget is not required until April 2021.

Ms. Rivera-Pulex asked a clarifying question about the corporate replacement taxes and what the amount is based on. Mr. Kong explained it is hard to predict the expected revenue from those taxes and so the library is being conservative with regards to that amount. She also asked if the budget is able to be amended mid-year. Mr. Kong explained that the budget is voted on and approved in April and that is the budget in place for that fiscal year. Generally, the budget is not amended at that point.

Mr. Prosperi asked if Mr. Kong could go through each category to explain which have gone up, down, or stayed the same and why at the next meeting. He feels it would be easier to discuss section by section with an oral presentation. Mr. Kong asked the trustees if they had specific questions about certain line items to please let him know in order to help him prepare the presentation.

Ms. Barbir asked that the same considerations be taken this upcoming year with regards to the potential for decreased revenue from property tax collections. She would like the library to continue to monitor potential different scenarios with various projections.

Ms. Mallari asked if the funds that were approved to be moved to the general operating fund from the debt service fund are being factored into next year's budget. Mr. Kong explained that the funds will be put into the library's general operating fund which funds operations and services. The 2021-2022 budget factors in new money that will be coming in as revenue during that timeframe, not money that is currently sitting in our operating fund. That acts more like a cushion in case tax revenue does not come in, for example. Mr. Kong explained that at the end of every fiscal year there is usually an opportunity to transfer money from the general operating fund to the reserve fund if it makes sense to do so.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The RAILS Board did not meet in December.

COMMENTS FROM TRUSTEES

Mr. Prospero commented on next steps with regards to the opening on the Board given Dr. Maks' resignation.

ADJOURNMENT

At 8:04 pm a motion was made by Mr. Griffin seconded by Ms. Rivera-Pulex to adjourn the regular meeting. A roll call vote was taken and the motion passed unanimously.

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Shabnam Mahmood, Board Secretary