

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
November 12, 2003**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:32 p.m. Trustees present: DiCola, Humphreys, Read, Vlcek, Daniels. Trustees absent: Sapyta. Also present Library Director Bowen

APPROVAL OF MINUTES

The Board reviewed the minutes. Humphreys noted a word processing error in the minutes and asked that it be corrected. It was moved by Humphreys and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 22, 2003 BE APPROVED AS CORRECTED.** Ayes: DiCola, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

INVOICES

Bowen reviewed the list of invoices submitted for payment. It was moved by DiCola and seconded by Read **TO APPROVE PAYMENT OF OPERATING INVOICES FOR November 12, 2003 TOTALING \$27,372.63 AND ACKNOWLEDGE PAYROLLS FOR OCTOBER TALLING \$199,418.88.** Ayes: DiCola, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

NEW BUSINESS

Bowen presented the proposed 2004/05 Budget and 2004/05 – 2008/09 Five Year Financial Plan. In preparing this year's budget request staff assumed the worst case scenario for the full five year plan. Revenue projections assume that interest rates will not increase over the next few years and that the State's budget crisis will not resolve itself anytime soon and result in full funding of the State Per Capita Grant. The budget also assumes that health insurance costs will likely not stabilize much over the next few years. Along with anticipating lower revenues, the proposed budget request expenditures that are about 1.5% less than the current Five Year Plan projected for 2004/05. Savings come from several areas. Discontinuing the card catalog has resulted in reduced cataloging fees and the elimination a part-time position in the Technical Services department. The Library has experienced greater turnover than usual in full-time positions. Several long-time staff members were replaced with employees starting at the bottom of their salary grades. A change in the carrier of the Library's property insurance has resulted

in a considerable savings on the cost of insurance. And the capital replacement schedule has been revised to reflect the decreasing cost of technology in some areas.

The proposed budget assumes a property tax levy of \$2,987,393. This is the amount projected for FY 2004/05 in past Five Year Plans. This represents a 5% increase over the current operating levy. Since the increase in the Equalized Assessed Valuation of the Village has been considerably more than 5%, the property tax rate for the library will actually decrease again in 2004/05. A resident's property tax bill shows a combined library tax including both the operating levy and the building bond debt service. The building bond is approximately the same amount each year and helps offset the increase in the operating levy. Residents should see a total increase of about 3% in their library tax bill next year. This equals about \$4 for a house with a market value of \$188,000. Trustees agreed that it was appropriate to assume the worst case revenue scenario and to reduce the budget request to reflect the various savings that were achieved. The proposed budget is available for public examination in the government documents collection of the Library's Reference Department. There will be an opportunity for public comment on the budget at the regular meetings of the Library Board of Trustees on November 26 and December 10, 2003, with final adoption of the budget scheduled for December 10, 2003.

Trustees reviewed the proposed calendar of library closings for 2004. Closings include the usual holidays and reduced hours during Heritage Fest. A closing for a staff in-service training day will be requested later in the year. No other library closings are anticipated. It was moved by Vlcek and seconded by Humphreys **THAT THE PROPOSED CALENDAR OF LIBRARY CLOSINGS BE APPROVED.** Ayes: DiCola, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

OLD BUSINESS

None.

REPORT OF THE ADMINISTRATION

Bowen reported that he attended meetings of the Illinois Library Association Finance Committee and Board of Directors. He also attended a meeting of the ILA Reporter Advisory Committee. He serves as the liaison from the Association Board to the committee that oversees the Association journal.

Administrative staff members were trained on the new database that will be used to produce the Village budget. This year library administrative staff will be able to enter the Library's budget data directly into the Village database.

Bowen reported that resident Judi Strauss, who has presented a number of library-sponsored programs over the years, is celebrating her 60th birthday. In place of presents she requested her friends and relatives to make donations to their favorite library in her honor. The Library has already been contacted by several people who want to make donations to Strauss's own favorite library – the Downers Grove Public Library.

TRUSTEE'S REQUESTS FOR INFORMATION

None.

COMMUNICATIONS

Humphreys reported that he has heard comments from many residents that the recent 75 anniversary celebration of the High School was a great success.

Humphreys also reported that resident and long-time library supporter David Kendall passed away recently. The family designated several recipients, including the Library, to receive memorials in his honor.

ANNOUNCEMENTS

None.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:50 p.m.