

# Parlin-Ingersoll Public Library Board of Trustees

## Minutes for February , 2013 Meeting

### A.) Call to Order:

**Present:** Michelle Quinones, Pat Carter, Jim Elson, Charlotte Van Sickle, Keely Vollmar, Brad O'Brien and Ralph Froehling.

**Absent:** Chris Duvendack and Kim Freiley.

### B.) Approval of Previous Month's Minutes:

**Approved Motion:** After entertaining one correction, President Carter declared the January minutes approved as submitted.

### C.) Communications

- Mr. Wilson re-introduced Dawn Ward, Library Assistant I, to the board. He discussed Ms. Ward's various duties and commended her on her 35 years of service to the library. Ms. Ward has submitted a letter of intent to retire effective August 2013. The board thanked her for her many years of service.

### D. Director's Report

#### 1.) Consent Agenda

**Approved Motion:** The board voted unanimously to approve the consent agenda for this month, as presented in the monthly board packets or distributed before the meeting (Motion: Mr. Froehling; Second: Mrs. Elson).

#### 2.) FY14 Budget

**Approved Motion:** The Board of Trustees voted unanimously to approve the FY14 income, expenditure and salary budgets as submitted in the board packet (Motion: Mr. Elson; Second: Mr. O'Brien).

Mr. Wilson shared some comparative data taken from 50-plus Illinois public libraries with budgets ranging from \$500,000 to \$1.05 million. While our library's income declined by 13 percent from FY08 to FY12, the average library increased their income by 4.2 percent during this same period. In addition, while our library reduced operating expenditures by 3.1% during this same time period, the comparison group increased operating expenditures by 12.5% on average. He said it is time to complete our transition to a "new normal" revenue base.

The FY14 budget projects income approximating \$657,000. This represents a decrease of approximately \$110,000, or 14.4%, from our FY08 income peak of \$767,000. While we have flattened and/or reduced most budget lines since FY08, we have been forced to use reserves to close the gap between actual revenue and expenditures the last three fiscal years. Mr. Wilson

said we can no longer continue to drain our reserves in order to support operations at our current revenue level. The budget he presented provides a blueprint for bringing operating expenditures in line with this new reality. In sum, we have now hit the “reset” button on our budget.

Mr. Wilson provided an in-depth explanation of his detailed budget documents. The recommended, and approved, budget closes the gap between anticipated revenue and projected expenditures. Regarding the salary and benefit lines, the retirements of two long-term employees (the former Youth Services Librarian and Accounts Manager) last year enabled the library to reduce our salary line, as well as staffing levels. The new budget anticipates the retirement of the Director, as well as another long-term employee. These two retirements will enable the library to reduce both of these salary lines. In addition, the elimination of Sunday hours, combined with the reorganization that will ensue with the retirement of our full-time library assistant, will allow the library to eliminate a minimum of 16 additional staff hours.

In addition to reducing our salary and benefit lines, the new budget includes reductions in materials expenditures and all discretionary budget lines. The materials budget line still represents 12 percent of our operating budget, which is the recommended benchmark for public libraries, according to the Illinois state standards document. In FY12, the libraries included in the comparative sample mentioned above allocated an average of 11.5% of their operating budget for the purchase of materials. So, while we have reduced our materials budget line, it is still in line with other libraries. The reductions include the elimination of the Newsbank database, Value Line and the Chicago Tribune, among other minor items. However, we also shifted some money to add the downloadable magazine service, Zinio. This service will permit customers to search and download 20-25 popular magazines on their laptops, tablets and smart phones. All other budget lines were reduced to bare essentials.

### **3.) Director Search**

Mr. Wilson provided a brief review of applications received to-date for the Director’s position. We have received 15 applications. Four applicants did not meet the basic requirements of MLS/MLIS and five years library experience. Three of the other applicants had most of their experience in non-public library settings. Of the remaining eight (8) applicants, the board has invited three individuals to interviews. One applicant withdrew her application upon learning the board would require relocation to the Canton community. The board expressed interest in interviewing one or two more candidates. The board will continue the job search.

The board adjourned the meeting at 5:15 p.m. by unanimous consent following a motion by Mr. Froehling.

***NEXT MEETING: The Board of Trustees will meet Wednesday, March 20 at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.***

Attest: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_