

**River Forest Public Library  
Finance Committee Meeting  
MINUTES  
Tuesday, February 6<sup>th</sup>, 2024 at 2:00 PM**

**Present:** Committee members Cathy Ruggeri, Deborah Hill, Scott Delano. Jim Hopkinson attended via phone. RFPL Director Emily Compton and Operations Manager Shannon Duffy were also present.

**Call to Order:** Trustee Ruggeri called the meeting to order at 2:02 pm.

**Minutes:** The December 6th, 2023 draft Minutes were approved.

**New Business**

**Draft amended budgets: FY 23-24: Operating and Capital**

Director Compton proposed two amendments to the FY 23-24 Operating Budget. Technical Support would be increased from \$23,500 to \$30,000. She expects the Library to spend less in Automation and proposed decreasing that line item from \$44,500 to \$38,000, which would offset the proposed increase in Technical Support. The Library is expecting to receive more property tax revenue than was originally budgeted. The projected actual expenditure for Wages and Salaries is under budget, even with the additional pay period that was included for catch-up purposes on the August 31<sup>st</sup> payroll. While expenditures on Adult Programming are projected to go over budget, the Library will receive a grant from the Township which will be applied towards that expense. As of January 31, the projected estimate of revenue over expenses for FY 23-24 is \$200,000.

The cost of the repairs to the Barbara Hall meeting room and to the back office due to a burst pipe will be accounted for in the Operating Budget.

Amendments to the Capital Budget include adding the Live and Learn Grant of \$50,000 and excess revenue amount of \$170,080 from FY 22-23. Under capital expenditures, Director Compton removed HVAC upgrades that the Library will not proceed with this fiscal year. All other amendments are related to the AHU project.

**Draft budgets: FY 24-25: Operating and Capital**

The Committee calculated expected property tax revenue using the 2023 levy amount and applying a 3.4% CPI increase to estimate the amount of the 2024 levy. After analyzing a salary study from HR Source, Director Compton would like to include funds for compression raises for certain positions as well as merit raises of 3%-5% for all staff. FY 24-25 is the

last year for required wage increases to meet the new Illinois minimum wage of \$15/hour. The proposed budget for wages would provide funds to pay additional personnel if a staff member is absent for an extended period and to fund expenses incurred under the Paid Leave for All Workers Act. Increases in the Staff Training and Development line item would allow the Library to send more people to conferences and other training sessions and purchase more professional memberships. Director Compton thought that the line item for IMRF could be lowered from \$55,000 to \$50,000. The Staff Recognition line was increased from \$3,250 to \$6,000. Total personnel costs would be 62% of all expenses; the Serving Our Public standard provides that up to 70% of expenses should be wages and benefits.

The Newsletter line item will go over budget this year. The budgeted amounts for the Newsletter and Advertisement line items under Printing and Advertising were raised. RFPL Marketing and PR Specialist Fran Arnold is working on a rebranding proposal as part of the strategic planning goal to better market the Library's services and programs. The rebranding will include a new logo and fonts and will require changes to the Bookplate.

The line items for all programming departments have been increased. The Adult and Children's Departments are hoping to collaborate on more all-ages programs.

\$20,000 was included in Automation for the development of a new website. The Committee discussed whether this expense should be considered a capital expense and determined that it should be categorized as capital. This expense will be moved to the Technology line item in the Capital Budget.

The title of the "In-House Audio Visual" category was changed to "In-House AV & Other Nonprint Materials" to better capture items such as American Girl Dolls and check-out tech.

Under Technical Support, 50 prepaid hours of support for FY 24-25 had already been approved by the Board to receive a more favorable rate from Outsource Solutions Group ("OSG"). Director Compton has discussed with OSG upgrading the Zoom capabilities of the Barbara Hall meeting room.

\$150,000 of the revenue reported on the Capital Budget is a Foundation grant that has been approved but not yet distributed to the Library for Phase II of the community room renovation. The Capital Budget also includes \$28,000 for 10 new computers, although the purchase of some computers can be deferred if necessary for budgetary reasons.

### **Old Business**

The Committee discussed investing additional funds from the operating account into CDARS: \$50,000 at this time and an additional \$150,000 as first installment property tax money is received. The Committee agreed to this proposal.

**Next Meeting: TBD**

**Adjournment**

Trustee Delano moved to adjourn the meeting at 2:54 pm, seconded by Trustee Hill.