

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
MINUTES OF A STUDY SESSION  
OF THE BOARD OF TRUSTEES**

May 1, 2019

**I. CALL TO ORDER**

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Johnson called the meeting to order at 7:04 p.m. A quorum was present.

**II. ROLL CALL**

Present: President Brian Johnson, and Trustees Jean-Paul Ruiz-Funes, Lois Neustadt and Raheela Anwar; and Library Director Rebecca Wolf.

Absent: Trustees Keta McCarthy, Kathleen Reichert and Suzie Shoup

Present were library employees; Nicola White (Administrative Assistant) and Kevin Breese (Human Resources Consultant). Present were Winnetka residents Jeffrey Liss and Angelique Burbach.

**III. PUBLIC COMMENTS**

No public comments.

**IV. Discussion Regarding Proposed Working Budget for FY 2019-2020**

Director Wolf stated that the District has signed the Levy Edit Report. She stated that they will not have final levy numbers until the end of June.

Director Wolf stated that she miscalculated the tax collections in the previous draft of the working budget for FY 2019-2020. She corrected the error and now projects that total revenues will increase by 4.2%.

Director Wolf stated that she does not know what the final levy amount will be, but she has given an educated guess of 97% of what the District levied. She filtered that through the FICA, IMRF and Building Funds.

Director Wolf stated that she did not look too much further into capital outlay because the District is still discussing the revised plans for the Northfield Branch with the architects.

Director Wolf stated that the District will hopefully have final numbers from the patio project in June; she thinks the project will come in at under \$250,000.

Director Wolf stated that if all positions had been filled and the librarian IIs were in place for the full year, the personnel budget line would have run at 2 to 3% below budget for the current fiscal year.

Trustees Anwar and Ruiz-Funes asked Director Wolf to compare the 2019-2020 budget to the 2018-2019 projected budget.

President Johnson stated that the 4.3% increase in property tax collections seems aggressive and asked how realistic the \$250,000 increase is.

Trustee Ruiz-Funes stated that over the past few years, the District has never had a 4% increase in tax collections. Director Wolf responded that she can bring the number down.

President Johnson asked if the District is still collecting taxes from the previous fiscal year. Director Wolf stated that they are, but there is no guarantee that they will collect it in this fiscal year.

Trustee Anwar stated that she was surprised to see that the total expenses for the 2019-2020 working budget were about \$700,000 higher than the actual expenses for the current fiscal year. Director Wolf responded that the increase is a result of the capital outlay that the District did not spend this year on building and equipment.

Trustee Ruiz-Funes stated that the Board needs clarification on certain elements of the budget; such as property tax collection, and the larger categories in operating expenses (IT services, administrative services, personnel and programming) and capital outlay.

President Johnson stated that the District should start with a more realistic amount of revenue. He stated that starting the revenue line at \$3.78 million instead of \$3.89 million would be closer to Trustee Ruiz-Funes prediction of a 1.5% increase in revenue.

President Johnson stated that Director Wolf should refine the personnel budget line. Director Wolf suggested she have a meeting with Trustee Ruiz-Funes to further discuss the personnel budget.

Trustee Ruiz-Funes stated that over the past four years revenues have been increasing at 1.5%, and operating expenses have been increasing at 3.8%. He stated that this is a trend the District should reverse and suggested that operating expenses grow at a rate no higher than 2%.

Trustee Anwar asked if the Northfield renovation is built into the capital budget for the 2019-2020 fiscal year given that it must be amortized over the remaining life of the Northfield lease. Director Wolf responded that the cost is reflected in the budget, but she did not amortize it because she wants to be transparent about what the District is spending.

President Johnson stated that if the District spends the full \$750,000 from capital outlay on the patio project and Northfield renovation, and collects the lower amount of \$4.2 million in FY 2019-2020, they would still be able to replenish the reserves by about \$190,000.

Trustee Ruiz-Funes stated that the District should aim for a 2% growth in revenue, and a less than 2% growth in operational expenses; while keeping capital expenditures at around \$750,000.

Trustee Ruiz-Funes stated that ideally, the budget should reflect operating priorities or key initiatives for the year. He stated that the District should determine the key assumptions underlying the budget in order to understand it at a higher level.

**V. Update on the Patio Project**

Director Wolf stated that the patio project went through the Design Plan Review. She stated that the Design Review Board was very complimentary and called the District “innovative.”

Director Wolf stated that the District will soon be going out to bid for construction.

**VI. Public Comments**

No public comments.

**VII. Closed Session**

A MOTION was made by Trustee Anwar to adjourn to Closed Session per 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district, and seconded by Trustee Neustadt.

The MOTION passed on a voice vote and President Johnson adjourned to a Closed Session at 7:33 p.m.

**VIII. Return to Open Session**


**IX. Adjournment**

There being no further business to come before the Board, President Johnson adjourned the meeting at 8:28 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

  
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Brian Johnson, President

  
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Suzanne Shoup, Secretary