

**Glenview Public Library Board of Trustees  
Budget & Finance Committee Meeting  
June 22, 2021, 4:00 p.m.  
Conference Room**

**PRESENT:** Allan Ruter Tom Blanchard  
**(Committee)** Kathy Vega

**PRESENT:** Winnie Clonts Ruth Rosenblum  
**(Board)** M. David Johnson

**PRESENT:** Lindsey Dorfman, Library Director  
**(Staff)** Teri Room, Assistant Director  
Christine Klimusko, Business Manager

**1. CALL TO ORDER AND ROLL CALL**

Committee Chair Ruter called the meeting to order at 4:00 p.m. and the roll was called. Ruter called attention to the 2022 Budget Calendar found on page 2 of the board packet. He noted that the Department Head Budget Presentations are scheduled for Thursday August 19, 2021. The meeting will begin at 5:30 p.m. He also noted that the Library's FY2022 Budget Presentation to the Village of Glenview's Board of Trustees has tentatively been scheduled for October 19, 2021.

**2. UNFINISHED BUSINESS**

None at this time.

**3. NEW BUSINESS**

**a. Past Budget Projections**

Library Director Dorfman walked the Committee through the 2019, 2020 and 2021 Budget Projections originally prepared by Village Finance Manager Maggie Bosley. Dorfman presented each of the projections on one summary page for ease of comparison. She explained that the Library has been projecting deficit spending in

each of these projections. Dorfman noted that the library has been able to make up some of the deficit each year by spending less than originally budgeted.

The Committee reviewed the Capital Repair and Replacement Sources and Uses of Funds from 2017 through 2020.

While reviewing the Library's revenue history, Dorfman pointed out that the annual Make Whole payment expires this year. When this occurs, the Library will be able to collect property taxes from the TIF through the property tax rolls directly and not through the Make Whole payment. This is expected to result in an additional \$300,000 to \$500,000 in property tax revenue each year moving forward.

**b. Sustainable Budgeting**

Previous budgets projected an operating deficit each year; and while the Library currently has funds available in the Operating Fund, Dorfman would like the Library to become a more sustainable entity. The definition of a sustainable budget, according to Dorfman, is when normal occurring revenues equal normal occurring expenditures. Any additional funds should be used to fund special expenditures.

**c. Future Budget Goals**

Library Director Dorfman is confident that the Library can find \$300,000 in operating efficiencies this year. With the possible increase in the levy resulting from the expiration of the TIF and the operating efficiencies, the library should have a sustainable operating budget within the next two years.

**d. Personnel Budget Goals**

Included in the board packet is a copy of *Serving Our Public 4.0, Standards for Illinois Public Libraries - Chapter 3 – Personnel*. The standard recommends that personnel related expenses should be equal to or less than 70% of a library's annual operating budget. Dorfman would like the Library to consistently meet this goal.

**e. New Budgeting Process**

The Department Heads have been asked to prepare their department budgets in a different way for FY2022. They have been asked to start with a blank slate and think about everything the department truly needs. Dorfman has asked each Department Head to be certain that each position included in their department's budget is essential to the department. Dorfman prepared a template, based on one the Village currently uses, and customized it to meet to the Library's needs. A sample is included in the board packet. Each Department Head has a similar version, and they will use this template to prepare their FY2022 budget.

**4. OTHER**

None at the time.

**5. PUBLIC COMMENTS**

None at this time.

**6. ADJOURNMENT**

There being no additional business to be brought before the Committee, Committee Chair Ruter asked for a motion to adjourn.

**MOTION** Moved by Trustee Vega, seconded by Trustee Blanchard, to adjourn.

Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Allan J. Ruter, Committee Chair  
Glenview Public Library Board of Trustees  
Budget & Finance Committee