



HIGHWOOD PUBLIC LIBRARY FINANCE COMMITTEE MEETING MINUTES
Wednesday September 15, 2021 6:30pm
Highwood Public Library

1. Call to order: 6:30pm

2. Roll call:

Lucy Hospodarsky, President; Nora Loreda, Treasurer;
Jason Muelver, Trustee; Carmen Patlan, Executive Director

3. Public comment from the floor: None

4. New business

- Reviewed the proposed FY23 staffing model and associated salary/benefit expenses. The model includes salary increases for all, the new Associate Director position, additional hours for two current staff members gaining additional responsibilities (general programming management and children's programs), and the hiring of two individuals responsible for our outreach services. Current hours of operations remain the same. The additional hires, AD position, and increased ours for two staff members in the amount of ~\$255,000 will be 100% covered by the funds raised to date by the Friends' sustainability campaign. These funds have been collected.
- The Friends' sustainability campaign goal is \$1M which represents 3 years' worth of this staffing model.
- Reviewed the tax levy budget and the anticipated deficit of approximately \$30,000. This amount will be covered by grants already received that are designated as operating grants.
- Determined the tax levy request of \$292,500 to recommend for Board approval. This is the same amount requested for FY22 and is based on the Friends' meeting the fundraising goal for our sustainability campaign.
- Discussed revisiting the operational needs post-renovation and making sure we look toward future needs early (i.e. increasing hours of operations) enough and apprise the city regarding potential increases in future tax levy requests. Note that the \$30,000 deficit that will be met by grants represents ~10% of our FY23 tax levy request.

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Carmen Patlan, Executive Director director@highwoodlibrary.org • Laura Ramirez, Associate Director