



Westmont Public Library
Finance Committee Meeting
Tuesday, November 20, 2012
Minutes

The meeting at the Westmont Public Library was called to order at 6:00 P.M. by Committee Chair, John Martens.

Roll Call:

Present: J. Marten and M. Stern
S. Scheid @ 6:40pm

Also present: C. Kuhn, Director, J. Coen, Assistant Director and T. Barry, Administrative Assistant
Spencer Parker, Village Finance Director/Accountant

Absent: S. Scheid and A. Porter

Committee to review possible Referendum and PTELL laws to identify options and make recommendations - Kuhn clarified that while the Library would not be able to go for Referendum to raise the operating fund tax rate the Board could consider an Advisory Referendum. Kuhn advised the Committee that to levy a new supplemental tax, a referendum would be mandatory. PTELL trumps Library Law. The purpose of the tax cap (PTELL) is to keep taxing bodies from getting income greater than the consumer price index in addition to limited growth.

Voter approved 19 mil operating fund rate in 2006 before the new PTELL law went into place. The 19 mil rate is not a limiting rate.

Stern asked what the taxing rate for the current year was. Kuhn responded that to raise the same dollars as the prior year the rate was 19.57. Kuhn confirmed that to raise the same dollars in the coming year the rate may increase to over 20 mil. At this time she believed the Board's options under PTELL were to go for an Advisory Referendum, or ask for a .02 Building and Maintenance Supplemental Tax Referendum. The cost in staff time for the previous referendum was about \$3,000.00. Martens directed Kuhn to contact Library Attorney, J. Fessler and to arrange a special Board meeting so that Fessler may provide more information before the Board moved forward.

Committee to review and recommend alternative revenue streams (i.e. raise fines, raise fees, and charge for services) – Kuhn said she thought that currently WPL's fines were in line with other neighboring libraries and that money was being saved because many notices were being sent via email.

Shana Scheid arrived at 6:40 p.m.

Kuhn said that fees for proctoring might be raised to cover actual costs. Currently, there was no charge for Westmont residents but the charge for non-residents was set at \$10.00; equivalent to what COD charges.

Introducing a nominal fee to cover costs for Notary services might also be a possibility.

Martens suggested continuing to offer residents the proctoring service for free but increasing the fee for non-residents to \$15.00 or \$20.00.

Coen agreed to investigate what other libraries were charging.

Scheid agreed to check on rates for a proctoring service located near her office and report back.

The Committee agreed that having Notary services available in the evening and on weekends would be beneficial.

The Committee discussed ILL/OCLC services of loaning materials and the cost for such. Scheid asked if there was a penalty for repeat offenders for 'non-pickup'. Scheid asked if reminders were sent out. Scheid suggested using a digital signature to 'oblige' the patron to agree to pay a fee if, after an initial courtesy email reminder, the patron would then be charged for a non-pickup.

Stern moved to adjourn and Scheid seconded. Meeting adjourned at 6:55 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Fichtel', enclosed within a large, loopy oval scribble.

**Jason Fichtel
Westmont Public Library
Board of Trustees, Secretary**