



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
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westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### MINUTES OF THE FINANCE COMMITTEE MEETING

FEBRUARY 21, 2023

#### 1) Call to Order

The meeting was called to order at 6:36 p.m. by Treasurer Kerry O'Connor on Tuesday, February 21, 2023 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Vice President Elaine Carmichael, Trustee Beth Krotiak, Treasurer Kerry O'Connor

**Also Present:** Assistant Village Administrator Spencer Parker, Village Director of Finance Jamie Cunningham, Secretary Heather Booth, and President Jason Fichtel

**Absent:** Trustee Melissa Donoghue (arrived 6:55 p.m.)

**Staff present:** Director Julia Coen, Assistant Director Colleen Seisser, Administrative Assistant Michelle Mahlan

#### 3) Pledge of Allegiance

#### 4) Open Forum:

- a. **Public:** None
- b. **Board:** None
- c. **Director:** None
- d. **Staff:** None

#### 5) New Business

##### a. Review the financial report on distribution of property taxes

**Discussion:** Coen reviewed the information on the report. We receive 3% of the tax dollar from Westmont taxpayers. Our per capita income is the lowest of neighboring libraries at \$83 per person. The Library is 97% funded by property taxes and a small percentage from interest, grant, and fees. O'Connor asked if we could provide physical copies of the report at the front desk for the public. Coen stated that it will be posted on our website. O'Connor gave a shout out to our graphic designer who put this information together in a way that makes it easy to understand.

##### b. Review the salary survey data and the FY24 salary scale

**Discussion:** Coen stated salary surveys are conducted every year by HR Source. The report reflects salary ranges for all positions and how we compare to other libraries. Krotiak inquired about the population size HR Source pulls their data from. Coen explained that HR Source provides the survey to all Illinois libraries and participation is voluntary but the vast majority of suburban Chicagoland libraries participate. Booth inquired if the positions for Librarian and Assistant Librarian at the Westmont Library are equivalent to positions at other libraries. Coen stated that our Assistant Librarians mostly do desk work and assist with programming. All librarians have an MLS at WPL. The recommended adjustment to the ranges in the salary scale for 2023 per HR Source industry standards is 2.65%.

**c. Review the draft revenue report and expense priority list for FY24**

**Discussion:** Coen reviewed the anticipated revenues for FY24. The consumer price index increase is 7% but per PTELL our levy increase is limited to 5% plus new development. Interest is expected to remain strong through 2023 and the beginning of 2024. The Village is annexing a number of properties, so the non-resident fees will be going down. The Nicor Gas franchise agreement is expected to remain at the same level in FY24. Miscellaneous and donation revenue fluctuate so the anticipated amount is based on overall trends. Krotiak asked when we will receive this year's Nicor Gas franchise money and Coen stated the Village transfers that toward the end of the fiscal year.

The expense priority list shows that \$70,000 will need to be transferred to the special funds reserve. Anticipated expenses for the facility include HVAC and chiller maintenance updates, window cleaning, landscaping, indoor seating furniture for adult services, new public and staff computers to replace outdated technology, keyless building entry, and security camera updates. Coen noted that as was discussed last year, staff salary increases would be higher this year to meet cost of living increases. Also included in next year's list is updated wayfinding throughout the Library. O'Connor asked if HVAC improvements were already on the capital outlay plan and Coen stated that these items will be budgeted in maintenance.

**d. Recommend the next finance committee agenda for May 2023**

**Discussion:** Coen stated that based on the Board Action Calendar, the FY24 cash flow analysis and capital outlay plan will be discussed at the May 2023 finance committee meeting.

**6) Adjournment:**

**Motion:** Krotiak moved to adjourn at 6:57 p.m, Carmichael seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Kerry O'Connor**

**Westmont Public Library Board of Trustees, Treasurer**