



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 869 6150  
westmontlibrary.org

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

### MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES

March 26, 2024

#### 1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, March 26, 2024 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Secretary Heather Booth, Vice President Elaine Carmichael, Trustee Melissa Donoghue, Trustee Beth Krotiak, Treasurer Kerry O'Connor, Trustee Joanne O'Malley, and President Jason Fichtel

**Absent:** None

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

**Also Present:** Assistant Village Manager Spencer Parker

#### 3) Pledge of Allegiance

#### 4) Approval of Consent Agenda

- a. Minutes of the regular board meeting February 20, 2024
- b. Minutes of finance committee meeting February 20, 2024
- c. Communications log February 2024
- d. Director's report March 2024

**Motion:** Booth moved to approve the Consent Agenda, O'Malley seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

- a. **Public:** Parker thanked the Library for hosting coffee with the Mayor.
- b. **Board:** Booth mentioned that her husband has been having fun looking at the newspaper archives and learning about the community. O'Connor asked about the 1st Amendment Audit to better understand how it affected staff. O'Connor also noted that he appreciated the presentation by Natalie and Alex last month which helped him to better understand the process of collection development. Carmichael mentioned the Community Awards dinner on April 29.
- c. **Director:** Coen noted that there were 25-30 people in attendance for the coffee with the Mayor at the Library. The Levy final calculations have not been received by the County yet. The Levy is based on the request submitted last October.
- d. **Staff:** Seisser noted that our new Youth & Teen Librarian Zoe started this week. The Garden Club received a \$500 grant from the Westmont Rotary Club for the Library Gardens. The funds will be used to purchase trellises, soil, and seeds. There is a new navigation scheme on the Library website. 360-degree photos of the Library are online and the 360-degree camera is now available for checkout with our Library of Things. The Mason Beehive Eagle Scout project is complete and there will be informational signs available soon.

**6) Additions and Deletions**

**Motion:** Carmichael moved to include Additions and Deletions with Bills and Salaries, Donoghue seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**7) Treasurer's Report**

**Motion:** O'Connor moved to file the Treasurer's Report for audit, Booth seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**8) Bills and Salaries**

**Motion:** Booth moved to approve Bills and Salaries Report, Krotiak seconded.

**Discussion:** None

**Vote:**

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7

Nays:

**Motion passed**

**9) Unfinished Business**

**10) New Business:**

**a. Board to discuss the FY24/2 (May 1, 2024 - December 31, 2024) draft budget**

**Discussion:** Coen noted that the draft budget was included in the board meeting packet and the revenue report was reviewed at last month's Finance Committee meeting.

On the revenue side, the levy amount is based on CPI plus new development. Interest is expected to remain strong throughout 2024. Fines and fees income is reduced slightly since all the non-resident fees were moved to the separate budget line. The natural gas franchise revenue is available in February so it will be received in FY25. Per Capita Grant funds are typically available in the summer months.

On the expense side, salary & wages have a proposed merit increase up to 3% plus adjustment within the salary scale. CPI is up 3% according to the Bureau of Labor Statistics. The new healthcare rates and IMRF contributions are based on rate changes as of January 1.

The Board and staff development expenses includes costs for the annual staff in-service and memberships with ILA, HR Source, Laconi, and Chamber of Commerce. All travel expenses for this budget cycle will all be local with no out of state conferences planned. The Board expenses include ILA memberships and trustee training workshops.

Collection development expenses have consistently been 11% of our budget. ILA recommends 8-12% of the budget should be spent on collections.

Custodial supplies for this year are already over budget, so this number has been increased to meet the demand of more foot traffic in the building and price increases for products. Processing supplies is done by our vendors who charge 8.7% for books and 1.6% for AV.

Program expenses have increased as we see higher attendance at our in-person program offerings.

Makery purchases are lower since we will not be buying any new equipment.

Marketing & advertising expenses have increased by \$400 for our larger newsletter.

Buildings & grounds expenses for General Maintenance are already over budget this year so we're accounting for that this next year. Grounds maintenance expenses include tree replacement, plowing, and a small amount for the garden. Repairs and Inspections are part of our maintenance agreements and also include required inspections.

Automation services show a 2.75% increase for IT from the Village. Our SWAN maintenance fee decreased. Our technology purchases will focus on end of life component replacement plus regular service agreements.

Furniture & equipment purchase will include new cubicle workspaces for Patron Services, lobby shelving and bench seating.

Professional services expenses include accounting and audit, legal, and collection agency. With the fiscal year change, two separate audits will be required (FY24/2 and FY/25).

For insurance there is an estimated 3% increase.

Bank fees include Propay and monthly fees for Positive Pay services. For the transfer to Special Reserves, we have earmarked \$70,000 per our capital outlay report but we will evaluate the cash flow report for FY25 and determine the amount of surplus funds we need on-hand to operate the first five months of FY25.

Krotiak noted that the equipment maintenance and repair seems a bit light compared to last year. Coen said that this past year we had known repairs we had to complete, especially with the HVAC.

O'Connor asked if there is any concern that we will be starting the January fiscal year without any substantial revenue until May. Coen noted that we will have to have surplus on-hand to cover expenses during this time.

## **11) Adjournment**

**Motion:** O'Malley moved to adjourn at 7:47 p.m., Carmichael seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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