

## MEETING MINUTES

I. Call to Order and Roll Call.

Vice President O’Keefe called the meeting to order at 6:30pm. Trustee Di Lorenzo called the roll.

PRESENT: Trustees Cox, Di Lorenzo, Nealon, O’Keefe, Sommer, Director Auston

ABSENT: Trustees Fishman and Sennett

VISITORS: Liz Seager – League of Women Voters

STAFF: Marti Bellefontaine, Cathleen Blair, Ethan Herdrich, Marcos Levy

II. Public Comment. None.

III. Review draft of September 19, 2023 Regular Board Meeting Minutes. Trustee Sommer moved approval of the September 19, 2023 Regular Board Meeting Minutes, as presented. Trustee Di Lorenzo seconded the motion. There was no discussion.

Aye – Cox, Di Lorenzo, Nealon, O’Keefe, Sommer

Nay – None

Abstain – None

Absent or not voting – Fishman, Sennett

MOTION CARRIED

IV. Presentations. FY 22-23 Annual Audit Presentation. Riley Martin, audit manager at Lauterbach & Amen LLP, presented the Independent Auditors’ Report, provided an overview of the FY 22-23 Annual Financial Report and its findings, and addressed any questions from the Board. The library received the auditor’s highest opinion, and was commended for its clean and transparent financial records. The final report will be published on the WPLD website: <https://www.wilmettelibrary.info/about-us/about-the-library/library-finances-budget-overview>

V. Treasurer’s Report.

A. Financial Report for September 2023. Trustee Sommer shared her report:

- It is reasonable there are no Replacement taxes received in September. Looking historically, the library receives them during 8 months of the year and September is not one of the months we receive them.
- It is also reasonable that the library did not receive any Property Taxes.
- Trustee Sommer is keeping an eye on the CDs and the current rates. We have a number of low earning CDs that mature in the first and second quarter of 2024. At this point, even though the rates are more favorable, she does not think it is worth staff’s time to investigate every one of these CDs to

determine if it would be worth the early withdrawal penalty. She does not think the rates will change so significantly that we will miss out on taking advantage of these rates.

- On the balance sheet, the line item 39000, Current Fund Balance, is the holding place for the 2023 YTD net loss. Once the audit is completed, a journal entry will be done and this line item will go to Beginning Fund balances (as of July 1, 2023)
- In July, there was Miscellaneous Income of \$13,499, more than double what we budgeted. Director Auston looked into this and it is actually income from the Friends and should have been on line #48500 (where we budgeted for this) and not #47071. This will be corrected before next month's financial statements are prepared.
- Grounds maintenance is running high. Trustee Sommer discussed this with Director Auston. Grounds Maintenance is not a static/consistent expense month to month. We needed to take serious steps to save some trees this summer during the drought, and that's why this line is ahead.
- Periodicals are also running high, but 90% of our Periodicals expenses land in the first month of the fiscal year. We only ever spend the budgeted amount for Periodicals, so once it's spent – it's done for the year.
- The check to Computer View Inc. for \$14,670, is half of the \$29,340 for the telephone system equipment that was approved at the September 19 meeting (the portion that is Special Reserve Fund Eligible).
- In the check detail listing on pages 2 and 7, there are two checks to Computer View Inc. for \$20,600 each. Check 56686 replaces 56635. The original check came up on our Positive Pay list as potentially being passed as a fraudulent check with 2 others from that September 1 check run. All three such checks were canceled and re-issued. Thankfully this was a "false positive" this time, but we're grateful for this service. We'll be glad when we can set up ACH for most (if not all) of our vendors going forward.

- B. Bills and Salaries Check Detail for September 2023. Trustee O'Keefe moved approval of the September 2023 Bills and Salaries Check Detail, as presented. Trustee Cox seconded the motion.

Aye – Cox, Di Lorenzo, Nealon, O'Keefe, Sommer

Nay – None

Abstain – None

Absent or not voting – Fishman, Sennett

MOTION CARRIED.

## VI. Action Items.

- A. Resolution No. 2023/24-214: National Friends of Libraries Week 2023 Proclamation. Wilmette Public Library continues to be grateful for the support of our volunteer affiliate organization and what they do to support and supplement our regular funding. We encourage everyone to join the Friends of the Library (whether as members, donors, or supporters – either here at WPL or your own local public library), and thank them for all that they do to help make our library and community so much better. Trustee Cox

moved approval of Resolution No. 2023/24-214: National Friends of Libraries Week 2023 Proclamation, as presented. Trustee Nealon seconded.

Aye – Cox, Di Lorenzo, Nealon, O’Keefe, Sommer

Nay – None

Abstain – None

Absent or not voting – Fishman, Sennett

MOTION CARRIED

B. Holiday Closings for Calendar Year 2024. Trustee Di Lorenzo moved approval of the Holiday Closings for Calendar Year 2024, as presented. Trustee Sommer seconded.

Aye – Cox, Di Lorenzo, Nealon, O’Keefe, Sommer

Nay – None

Abstain – None

Absent or not voting – Fishman, Sennett

MOTION CARRIED

VII. Discussion Items.

A. Summary of Finance Committee meeting of October 5, 2023, and discussion of draft Ordinance No. 2023/24-210, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2023/24, for a total of \$6,222,700. The Board discussed the Finance Committee meeting of October 5, 2023, and the draft Ordinance No. 2023/24-210, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2023/24, for a total of \$6,222,700. Following review of 3 levy scenarios for fall 2023, the Board analyzed the long range impact of the decision to the overall financial health of the library. The Board recognizes that while the library is currently in compliance with its Fund Balance Policy (retaining 6 months to 1 year of operating revenue in reserve), it’s clear that with deficit spending planned for the foreseeable future, the library district will exhaust its fund balance in approximately 10 years unless the Board takes action each year to ensure appropriate funding levels. As a result of this fact and the long range study, the Board has built consensus around a 4.9% increase over last year’s (FY22-23) levy extension. Introductory information and background scenarios leading to the proposed levy were appended to board packet, and also to the committee materials (posted on our website: <https://www.wilmettelibrary.info/about-us/board-of-trustees>). The Board is expected to take action on this item at the November 21, 2023 Regular Meeting. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday in December.

VIII. Director's Report.

Director Auston noted the following from his report:

- Physical circulation flagged a bit in September with the school season back in session, but digital circulation was stronger than average (and this month accounted for about 25% of our total circulation). Overdrive circulation was up 8% over an average month, with our strongest month of digital magazine usage to date (up 42% over August). Kanopy was also up an impressive 27% last month.
- Total active registered cardholders topped over 15,000 for the first time in over 5 years.
- Staff across multiple departments participated in several outreach and community engagement events throughout the past month, including regular school and pre-school visits, as well as representation at the Wilmette Block Party on 9/9, and as part of

Kenilworth's food truck Mondays to provide advocacy and awareness of our contractual services to the Kenilworth community.

- On September 29, Business Librarian John Amundsen was presented with a Community Partner Award by the SCORE North Cook and Lake Counties Chapter. This honor is in recognition of both Wilmette Public Library's mentoring sessions and John's June 2023 ILA Reporter article highlighting public libraries' programming and mentoring partnerships with SCORE chapters across the Chicago metropolitan area.
- This month, staff has begun to take steps to prepare the building for the relocation of the patron computers from the Technology Center to the Reference area along the south and west side of the first floor, due in early December. Additional electrical and data will be run to these spaces. Furnishings will be relocated and/or provisioned, and some collections will also be moved. DMS Manager Lauren Kelly will be attending the November 21 board meeting to introduce the library's plans to repurpose the current Technology Center and establish a dedicated creative studio and maker space, planned to launch in the first quarter of 2024.

IX. Committees - Report on Meetings.

- A. ILA / RAILS Updates. No report for ILA or Rails.
- B. Intergovernmental Cooperation Committee Update. Meeting will be held October 25.

X. Information Items.

- A. Communication. Comments from suggestion boxes were distributed at the meeting.
- B. ILA Annual Conference will be held October 24-26, 2023 in Springfield, IL.
- C. Intergovernmental Cooperation Committee will meet Wednesday, October 25.

XI. New Business.

XII. Adjournment.

Trustee Sommer moved to adjourn the meeting. MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:20pm.

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President  
Board of Library Trustees of the  
Wilmette Public Library, Cook County, IL

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Secretary  
Board of Library Trustees of the  
Wilmette Public Library, Cook County, IL