



MEETING MINUTES

I. Call to Order and Roll Call.

President Fishman called the meeting to order at 6:30pm. Secretary Di Lorenzo called the roll.

PRESENT: Trustees Cox, Di Lorenzo, Fishman, Nealon, O'Keefe, Sennett, Sommer, Director Auston

ABSENT: None

VISITORS: Liz Seager – League of Women Voters; resident Ari Aft

STAFF: Marti Bellefontaine, Cathleen Blair, Sandra Discepolo, Andrea V. Johnson, Marcos Levy, Linnea Lundberg

II. Review draft of April 16, 2024 Regular Board Meeting Minutes. Trustee Sennett moved approval of the April 16, 2024 Regular Board Meeting Minutes, as presented. Trustee Sommer seconded the motion. There was no discussion.

Aye: Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman

Nay: None

Absent or not voting: None

MOTION CARRIED.

III. Public Comment. None.

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Reports for April 2024. Trustee Sommer reported:

- Replacement taxes in May will be \$19,752 for a total of \$113,987, which will result in this line item being just about 12% below budget at fiscal year-end. Illinois replacement tax is a tax paid primarily by corporations, S corporations, partnerships, and trusts earning income in Illinois. This tax is collected in addition to the regular Corporate Income Tax.
- There were no Special Reserve Fund expenditures in April.
- In early May, the library reinvested 3 CDs to capture 5% rates, and extended them to capitalize on the good rates. There are two more CDs maturing later this month that will be reinvested accordingly.
- There was a check to Arthur J. Gallagher in the amount of \$4,527 which was coded to the Liability fund, account 94000. On the All-Classes income statement, the total for the month for the Liability Fund (account 94000) is \$5543.78, a little higher. The difference is due to 2 unemployment insurance payments made through the payroll – which are journal entries and are not included in the check listing.

- A check to Computer View in the amount of \$5,690 is for the annual renewal of our enterprise anti-virus software TrendMicro.
 - The check number 57450 to Neil Hansen for Building improvement in the amount of \$7,555.30 is for deep cleaning the carpets and select upholstered furnishings twice each year. We have used this vendor for years (formerly DBA as Bright Side).
 - On page 10 of the checks there a check to Sikich for \$9,003, which is being accounted for under non-librarian salaries. With the longer than expected vacant Finance Manager position, we hadn't budgeted enough in the professional accounting services line for a year, so we've treated the accounting consulting as a contracted employee for most of the year, debiting those funds from the same line as though they were an employee.
- B. Bills and Salaries Check Detail for April 2024. Trustee Cox moved approval of the April 2024 Bills and Salaries Check Detail, as presented. Trustee Nealon seconded the motion.
 Aye: Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman
 Nay: None
 Absent or not voting: None
 MOTION CARRIED.

VI. Action Items.

- A. Ordinance No. 2023/24-211, Ordinance Setting Schedule for Regular Meetings of the Board of Trustees of the Wilmette Public Library District, Cook County, Illinois and Providing Repository of Certified Copies of Ordinances. Trustee Sommer moved approval of Ordinance 2023/24-211, as presented. Trustee Sennett seconded the motion.
 Aye: Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman
 Nay: None
 Absent or not voting: None
 MOTION CARRIED. *The Ordinance is attached.*
- B. Annual Decision to Participate in the Public Library Non-Resident Services Program. Director Auston summarized this annual procedure. Trustee Di Lorenzo moved approval of library participation in the Public Library Non-Resident Services Program. Trustee O'Keefe seconded the motion.
 Aye: Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman
 Nay: None
 Absent or not voting: None
 MOTION CARRIED.

VII. Discussion Items.

- A. Progress update on Strategic Plan Space Needs Assessment with Engberg Anderson Architects. Director Auston reported:
- Staff engagement around our Space Needs Assessment (aka the Strategic Facility Plan) kicked off at Staff Development Day on Friday, April 19, where nearly 80 employees participated in a discussion of our project from a presentation with our architect Joe Huberty. Earlier that week, the core team (including multiple managers, with trustees Fishman and O'Keefe) met with our architect and his partner Shaun Kelly on April 16 to officially kick-off our project, and again on May 9. In between these meetings, trustees comprehensively toured the library building to

see challenges first-hand and to learn about some opportunities that we've been exploring. Meanwhile, staff has been discussing the project among themselves and sharing feedback with Administration in response to key question prompts built around the concepts of what aspects of the building and operations need to be preserved/retained, what spaces or services should be re-evaluated or discarded, and what spaces, services, collections or other aspects should be created as part of this project. Staff are also exploring their priorities for meeting the current and emerging needs of our community, informed by both their own firsthand experience in direct public service and/or awareness of emerging trends and the anticipated impacts of innovations driving our industry and culture.

- This latter subject of community engagement will soon be coordinated and launched with our consultant and presented with the context of possibilities from the ideation of trustees and staff. Meanwhile our contractor team is gathering data, ranging from our anticipated space needs for collections and operations to our anticipated project materials, including furnishings, shelving, and equipment and resources previously identified for update/replacement as part of our long range capital planning. We recognize that in addition to the goals of this revitalization of the first and lower levels, there are building elements that are wearing and in need to update, and that there's an economy of scale and opportunity cost for including some necessary planned improvements while we have skilled trades and a construction manager already engaged on this project. From this range of topics and goals, we will eventually be presented with a menu of options to consider. We will most certainly not be able to immediately afford or accomplish all of these options as part of this project, but we'll have a better picture of our needs and aspirations, and can develop a priority list and plan for addressing the remaining details over time.

B. Review of May 3, 2024 Finance Committee Meeting, Draft of FY24-25 Working Budget, and Schedule for next Finance Committee meeting. Trustee Sommer reported:

- Thank you to Director Auston and the library staff for their work preparing the draft budget for fiscal year 2024-2025.
- In the packet, you will note included is the report from long range financial analyst Andrew Kim from our October 17, 2023 board meeting. It assumes a deficit for current year of \$537k. In the notes to the draft budget, it is expected this number will actually be closer to \$370K this fiscal year.
- Furthermore, this analysis assumes a deficit of \$275k for FY24-25 which is approx. \$100k less than what is in the proposed budget.
- Using the long range financial planning scenario (with projected deficit spending of \$275k in FY24-25), the General Fund balance would be at 50% in FY28-29. That's five years from now, and it would be depleted between 2033 and 2034. Keep in mind this assumes a deficit of \$537k this year which as noted before it should be about \$167 less than budgeted. However, even with this assumption, we could estimate that with the proposed budget, and similar budgetary increases in future years, this fund balance depletion could happen even faster.

- Trustee Sommer stated that on page 5, under personnel, it should be noted that the staff have already been approved a 4% cost of living adjustment which was implemented in April/May 2024. Director Auston corrected that statement, noting that while market adjustments had been applied in April/May, he is recommending approval a 4% cost of living adjustment, and that this proposed staff increase is not final until the budget is approved by Board action. Director Auston also noted that after the May 3 finance committee meeting the adjusted budget proposal has walked out any increases in operations beyond personnel. There is a cost-neutral year-to-year comparison from FY23-24 to FY24-25 in patron materials and services and library operations; the only increases are cost of living increases and proposed additional staff in the personnel section.
- Trustee Sommer also noted that, in the narrative overview Line 62000, Professional Memberships, indicates it has been decreased by \$2,000 however on the budget document itself it has actually been kept the same at \$8,000.

VIII. Director's Report. Director Auston noted the following from his report:

- Physical circulation continued its recent pattern in April, making a strong showing on par with our monthly average this fiscal year with about 55,000 items checked out. Digital circulation also continues with its exponential growth trend (with another new record high for ebook checkouts this month, as well as fiscal year high for Hoopla). Digital circulation accounts for over 30% of our total circulation now.
- Door counts are remarkable and increasing overall, as we serve on average 700 users each day, rebounding strongly from our pandemic years, though still off the mark from our 2019 traffic.
- The library welcomed 132 new patrons in April.
- Adult Services, Technical Services, and Shelving staff continue to evaluate, weed, shift, and generally improve the appearance and findability of resources on the lower level and the Media Room, with some shifts and relocations being planned for those areas in the coming weeks.
- We added to the Library of Things collection in April: Xbox X console, Play Station 5 console, Jenga Giant, and 3 Rokus with Brit Box subscriptions. An additional Oculus VR Headset and an additional Nintendo Switch Lite were added to fulfill patron demand.
- In culmination of the Voices of Wilmette Oral History Project, jointly sponsored by Wilmette Public Library and Wilmette Historical Museum, all recordings collected in 2022-2023 have been transcribed and uploaded to our Local History Digital Collection. They can be accessed via <https://bit.ly/WilmetteOralHistory>
- Teen Services Librarian Krista Hutley facilitated donation of over 600 books from her work on the Best Fiction for Young Adults committee to community nonprofits and Chicago Public schools. Krista worked with partner organization Warming House representatives Grace McManus, Coordinator, and five teens actively serving on the leadership board to sort and package the books. Recipients include Mather School Library, North Chicago Community Partners via Radical Generosity Chicago, and the African Library Project via a New Trier High School student book drive initiative.
- On April 26 Sarah Jo Zaharako and Andrea Vaughn Johnson hosted Between the Lines: A Kids Book about Pronouns Author Visit. Dr. Courtney Wells and Lee Wells joined us for a reading and conversation about identity and allyship. The event was organized in partnership with the McKenzie PTA. Overwhelming community support and interest

resulted in robust attendance, engaging discussion and joyful community building. The Record Northshore covered the event. Audience members had a chance to talk with the authors after the program, as well as meet representatives from PFLAG, who provided local LGBTQ+ resources and information. The entire Youth Services team and staff from across the library contributed to the success of this program.

- HR Manager Michael Boone attended the regional 2024 HR All-Together Conference. Communications & Events Manager Sarah Beth Brown and Digital and Maker Services Manager Lauren Kelly attended the Public Library Association Conference in Columbus, OH. Youth and Teen staff attended the Chicago Comics and Entertainment Expo.
- To advance library strategic goals regarding sustainability and advocacy, librarian Katy Jacob has been serving in a new role as library liaison with community organization Go Green Wilmette. One of the first collaboration events was an April 18 Repair Café, in which residents were offered assistance in restoring items to use rather than discarding for new. Katy welcomed visitors with library resources and related information, and we look forward to additional partnerships in coming months.
- The Village Forestry division partnered with the library by installing 5 new native trees around the grounds for Arbor Day, April 26, which was followed by a free tree seedling event for the public later in the day in the front lobby that was very successful.

IX. Committees – Report on Meetings.

- A. ILA/RAILS Update. Director Auston noted it is election season for both ILA and RAILS executive boards. ILA is revising the standards for public libraries and RAILS is updating their digital accessibility page.
- B. The American Library Association (ALA) Annual Conference is scheduled for June 27 – July 2, 2024 in San Diego, CA. <https://2024.alaannual.org/>

X. Information Items.

- A. Communication. Comments from the suggestion boxes were distributed at the meeting.
- B. The library will be closed on Sunday, May 26, and Monday, May 27, 2024 for Memorial Day.
- C. The Finance Committee will meet Wednesday, May 29, 10:00am in the Small Meeting Room.

XI. New Business. None.

XII. Adjournment. Trustee Sommer moved to adjourn the meeting.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:16pm.

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

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