

**ANTIOCH PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES**

I. The regular meeting of the Board of Trustees of the Antioch Public Library District was called to order by President Becky Masik Tuesday, May 28, 2024 at 7:01 p.m. in the Kakacek Room at the Library.

Present:

- **Library Board Members: Becky Masik, Paul Hettich, Toni Leprich, Susan Moore and Robert Altman**
- **Absent Board Member: Ryan Haley and Deborah York**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Jennifer Norris, Sam Langford and Hannah Sator**

II. Secretary's Report/Approval of Minutes of Last Meeting

Susan Moore moved to approve the Minutes of the April 30, 2024 Board meeting, the April 23, 2024 Minutes of the Personnel Committee and the April 30, 2024 Minutes of the Decennial Committee meeting. Paul Hettich seconded. All voted aye.

III. Approval of Bills and Payroll

Robert Altman moved to approve bills and payroll, Paul Hettich seconded. On a roll call vote: Paul Hettich, aye; Robert Altman, aye; Susan Moore, aye; Toni Leprich, aye and Becky Masik, aye.

IV. Treasurer's Report

No report, treasurer absent.

V. President's Comments

Becky Masik thanked everyone for attending the extra meeting.

VI. Notices and Communications

A. County Clerk Assessed Valuation

Becky Masik passed noticed around from County Clerk's office assessing the valuation of property for the Antioch Public Library District in the sum of \$923,260,468.

B. Donald Fencil Donations

Becky Masik passed a note around from patron Donald Fencil for a total of \$400. Part of the donation was used for Jennifer's Fireside Friday talks.

C. Staff Technology Assistance E-mails

Becky Masik read two emails from patrons thanking Library staff for help with their computer.

D. ILA Awards Nomination

Becky Masik read a letter from former Board Trustee, Bob Burke, nominating Jennifer Drinka for an ILA award.

E. Reaching Forward E-mail

Becky Masik read an email from Circulation Assistant Emily Caldara thanking the Library for sending her and all staff to Reaching Forward in Rosemont.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka gave a brief summary of the Digital Accessibility Investigation and where the Library is at with it. A resolution was signed with our attorney's approval and we will be moving forward with making our website more ADA compliant. Jennifer

Norris, our Assistant Director of Operations is heading up the project. Jennifer Drinka stated the Library's in-service trip to Reaching Forward was a success. The adult services program participation have been the highest from the last 10 years, social media engagement participation has been the highest in history as well as our passive programs. The summer reading program (SRP) begins June 1 and sign up for the Fourth of July parade is ready.

i. Summer Reading Program T-Shirts (designed by Hannah Sator)

Hannah Sator, Marketing & Communications Associate, spoke about the summer reading program and presented the Board with their SRP t-shirts, which were designed by Hannah and the SRP mascot, Matty the Mouse, also designed by Hannah. The SRP will run from June 1 – July 31. Staff and Board have prizes separate from patrons.

B. Personnel Changes

i. Nora Samelson, Children's Services Associate: Early Literacy hiring. Full-time.

ii. Carter Tritschler, Maintenance Custodian hiring. Full-time.

Toni Leprich moved and Robert Altman seconded the hiring of Nora Samelson and Carter Tritschler to their full-time positions. All voted aye.

VIII. Public Comment

A. Board Corner

Toni: Received her newsletter today. The article by Susan Moore was good. Toni asked if the Board could judge the picture contest. Amy Blue responded the Antioch Fine Arts Foundation is judging.

Debbie: Absent.

Susan: Met Donald Fencl at fireside Friday, which was nice.

Paul: The VFW is hosting the SRP mascot Matty. Paul reminded Amy the VFW cleared space for the Friends to hold any extra books they have. Susan Moore said the Friends sold a lot at their book sale.

Robert: Nothing.

Ryan: Absent.

B. Citizen's Comments: None

C. Staff Comments: Amy Blue shared the Illinois State Library Database will be providing a statewide e-resource package, without any charge, which would save the Library money as some of the databases they will provide are ones we currently pay for. Jennifer Norris said she would have to make certain if the new databases are compliant with the new digital investigation.

D. Friends Report

Amy Blue reported the Friends gave the Library \$1000 for Children's programming and their book sale was a success. They are now off for the summer.

IX. Unfinished Business

A. Capital Improvement Project: Progress, Budget & Proforma

Jennifer reported this was the last month with CCS and the last of their bills were paid this month. We are down to approximately \$20 in the renovation budget. Robert Altman asked if there was any money left for the sitting area at the Children's desk. Jennifer said no but we may be able to use another line code. A \$16000 invoice slipped through the cracks. Henry Brothers also needs to still fix the Studio door and the Marketing & Communications door.

X. New Business

A. Budget Committee Report

Susan Moore reported on the meeting and the recommendations from the committee:

Jennifer Drinka provided a spreadsheet with the Antioch Public Library District Budget, Appropriation & Levy History since 2008-09 up to the current proposed budget and appropriation for 2024-25. Ryan noted that the graph shows that our budget, levy requested and final extension numbers have trended very close together. The appropriation over these years shows a lot more variance. Beginning in 2017-18, the Appropriation was increased up to 200% of the Budget amount per our legal advisor, to allow for any additional funding that might be received during the budget year. Our new accountant and auditor are recommending that the Appropriation should more closely follow our budget amounts. Therefore, the 2024-25 proposed Budget recommends an Appropriation at 125% of the budget amount in most line items, with a few exceptions. Jennifer provided a second spreadsheet to the committee – Figuring Out Fund Balance for Budget Document. This spreadsheet outlined the various fund balances – Corporate, Sites & Building, IMRF, Liability, and Social Security – beginning with the 2023 starting level and progressing through projected receipt of new tax money this year. The Total Fund Balances Projected with New Tax Money is \$2,951,656.31. Jennifer provided the committee a third set of reports – the Draft Budget 2024-2025 and Footnotes. These lists provided line-by-line budget items, along with explanations. The Draft Budget included a comparison between the proposed 2024-2025 Budget and the previous 2023-2024 Budget. The proposed 2024-2025 Budget is \$3,505,273.84. Jennifer noted several items of variance. Item 1-110 Salaries, Supervisory increased due to the final implementation of the minimum wage and new overtime rules. Item 1-114 Salary Custodian increased due to conversion of a part time position to full time. Item 1-137 Computer Software Support included \$13,000 for Adobe, which is required to be ADA compliant. Item 1-230 Accounting increased due to transitioning

to a new accountant and new auditor. Item 1-235 Staff Development increased due to reimbursement to staff for higher education. Becky asked Jennifer if there is a limit on the cost of tuition for staff; no. Ryan noted that Item 1-150 Capital Outlay, Equipment has zero budgeted. Jennifer explained that since the building systems are all new/renovated, this item will not be needed. But Jennifer would like to begin setting funds aside in future budgets as a replacement reserve for future building/improvement needs. This way the Library can be prepared to cover the cost of these anticipated repairs without asking taxpayers for additional funding. The final document provided to the committee was the Tentative Budget and Appropriation 2024-2025, listing by line items the proposed 2024-2025 Budget and 2024-2025 Appropriation. As mentioned above, most Appropriations are at 125% of the Budget amount. Appropriations not at this level were highlighted in yellow. Some exceptions were the building operating funds for such things as heat, electricity, water and custodial supplies. These Appropriations were set higher to allow for unknown operating costs due to the newly expanded and renovated building, now fully in service. Appropriations were also set slightly higher for furniture, grants and future repairs, just in case these are needed or additional donations are received. Jennifer noted that no Appropriation is included for item 8-150 – Bond Service Repayment, as this was already fully appropriated in the 20 year Bond issue. Jennifer Drinka, after hearing today’s discussions and the committee’s support of staff development, asked that we increase the following two line items:

Item 1-234 Travel – increase requested Appropriation from \$8,042.50 to \$15,000.00

Item 1-235 Staff Development –increase requested Appropriation from \$46,497.50 to \$50,000.00

These increases will allow for more flexibility to expand if opportunities arise during the year.

The consensus of the Budget Committee is to recommend to accept the Tentative Budget and Appropriation 2024-2025 as presented, with the above two increases.

The Board members agreed with Jennifer’s recommendation.

B. Transfer Funds from General Fund to IMRF Fund \$10,000

Susan Moore moved and Robert Altman seconded the motion to transfer \$10,000 from General Fund to IMRF Fund. On a roll call vote: Paul Hettich, aye; Robert Altman, aye; Toni Leprich, aye; Susan Moore, aye; and Becky Masik, aye.

C. 2024-2025 Tentative Budget and Appropriation

Robert Altman moved and Paul Hettich seconded the motion to approve the 2024-2025 Tentative Budget and Appropriation as discussed earlier in the meeting. On a roll call vote: Paul Hettich, aye; Robert Altman, aye; Toni Leprich, aye; Susan Moore, aye; and Becky Masik, aye.

D. Ordinance 24-4, Non-Resident Fee

E. Ordinance 24-5, Meeting Dates

Susan Moore moved and Paul Hettich seconded the motion to approve Ordinance 24-4, Non-Resident Fee and Ordinance 25-5, Meeting Dates. All voted aye.

F. Appendix C: Children’s Services Associate: School Liaison

G. Appendix C: Maintenance Custodian

Toni Leprich moved to approve and adopt the Children’s Services Associate: School Liaison job description, which is a new job description for one of the existing Children’s Services Associate positions, and the Maintenance Custodian job description, which will supersede the existing Maintenance Custodian job description. Paul Hettich seconded. All voted aye.

H. SER8: Displays Policy

Toni Leprich moved to approve and adopt the Displays, Display Case Use, Posters, Flyers and Pamphlets Policy, which will supersede the Displays, Posters and Pamphlets Policy and the Display Case Use Policy in the Service Policy Manual, which was previously approved by this Board of Library Trustees as amended. Seconded by Paul Hettich. Robert Altman asked who

determines what cannot be displayed. Jennifer Drinka responded, anything questionable she will address it with the Board. All voted aye.

XI. Closed Session – Not necessary

XII. Adjournment

Toni moved and Robert seconded the motion to adjourn at 8:02pm. All voted aye.

Susan Moore, Secretary