

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, May 15, 2018  
Kossmann Room, 7:00 p.m.**

President Baker called the May 15, 2018, Regular Meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

Board members in attendance included: Susan Sadowski, Carol Jacobsen, Monica Iacono, Francesca Irion, William Shanklin, and William Ryan. Ingrid Becton and Teresa Menolascino were absent. Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, and Administration/HR Manager Rita Andreuccetti.

Visitors in attendance were Assistant Head of Kids' Library Gloria Rock-Walsh, Head of Marketing and Special Project Manager Rita Perona, and Head of Adult Services Bryan Blank.

There was no correspondence.

The first order of business was the approval of the Minutes of the April 17, 2018 Regular Board of Trustees Meeting. Monica Iacono moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the April 17, 2018 Regular Board of Trustees Meeting be approved as presented.

Susan Sadowski seconded the motion. The motion carried.

The next order of business was the approval of the May 15, 2018 Accounts Payable. William Shanklin moved:

**THEREFORE BE IT RESOLVED:**

That the May 15, 2018 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Carol Jacobsen seconded the motion. The motion carried.

Director Harper distributed the monthly credit card statements and the small check register. She reviewed the revenue and expenditure. She noted that the Library will not receive property tax payments until June. She stated that a replacement tax payment of \$47,905 and the Per Capita Grant for \$34, 257 were received this month. The Library also received its first rental payment from Brew Point.

She reviewed the expenditure lines. Group Health continues to crest over and will be over this year. Overall the other lines were on target.

In the Director's Report, Ms. Harper stated that the City will reappoint Trustee Ingrid Becton, Trustee Susan Sadowski, and Trustee William Shanklin to the Library Board at the May 22 Council Meeting. The Library also hosted two interns. Noor spent three months rotating through departments to complete her COD Library Technical Assistant degree. Kira also worked in different departments and earned credit on her Elmhurst College degree. Kira will work at the Library over the summer.

Circulation statistics were up 6% this month. Trustee Baker asked about the percentage of holds unfilled. Director Harper stated that it remains constant at 10%, but we expect the number will decrease in the coming months with the new texting service that sends out text reminders.

There was no President's Report.

The first order of Unfinished Business was the Kids' Library Renovation. Director Harper noted that the project remains on schedule. It is expected to be completed by the end of the month.

Director Harper, Assistant Head of Kids' Library Gloria Rock-Walsh, Head of Marketing and Special Project Manager Rita Perona, and Head of Adult Services Bryan Blank discussed the process of the Library's Culture Statement.

The first order of New Business was the 2017 Tax Rates. Director Harper went over the Summary of Assessed Valuations and Library Tax Levies and answered questions.

The next order of New Business was the draft of the 2019 budget and fund balance projects. Highlights from the Revenue Report include: a 3% increase in property tax collection, an increase of \$25,000 in State Grants, an increase of \$10,000 under Copier Revenue, and an increase of \$59,000 in Interest.

Highlights from the Expenditure Report include: a 2% merit raise increase for staff, Audio Visual Materials is reduced by \$11,000, and the Book line is decreased by \$6,000. The funds from Books are being transferred to the Digital Content line to help offset demand for ebooks. There is \$12,000 decrease in Computer Supplies/Software. There is a \$30,000 increase in the building line. Equipment is increased by \$5,000. Grounds is increased by \$10,000. Alterations is \$320,000 for the lobby floor, carpet in the Circulation Department, Marketing Offices in Admin, and the café façade.

Director Harper discussed the Library's ballooning bond fund payment, which will be paid off in 2023. Between 2019 through 2022 there will be substantial increases in the bond fund payment. In 2019, there will be an increase of \$23,000. In 2020, the increase will be \$261,000 for a bond payment of \$1.8 million. In 2021, there will be an increase of \$64,000. In 2022, the increase will

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be \$162,000. The Library is going to have substantial bond fund increases until the bond is paid off in 2023.

There being no Other Business, the meeting was adjourned at 8:35p.m.