



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES
FINANCE COMMITTEE MEETING
NOVEMBER 23, 2020
6:00 P.M.

VIA ZOOM

AGENDA

- | | | |
|-------|--|-------------------------|
| I. | Call to Order | Richard Bloom, Chairman |
| II. | Roll Call | Richard Bloom, Chairman |
| III. | Approval of the Minutes
A. May 13, 2020 | ATTACHMENT |
| IV. | Recognition of the Public | |
| V. | Public Comment -- Limited to 3 minutes | |
| VI. | Agenda - Additions / Deletions | |
| VII. | Unfinished Business | |
| VIII. | New Business | |
| | A. Transfer funds from corporate carry-over to GASB 54 | ACTION |
| | B. Transfer funds from corporate carry-over to Special Reserve | ACTION |
| | C. Approve the 2021 calendar year salary schedule to reflect the
new minimum wage | ACTION |
| | D. Discuss moving forward with interviewing external accounting
firms to represent the library. | ACTION |
| IX. | Recommendations to the Board | |
| X. | Adjournment | Richard Bloom, Chairman |

Committee: Bloom – *Chair*; Kelsey, Jakacki-Dattomo, members; Conradt, Ex-Officio

FINANCE COMMITTEE MEETING

MAY 13, 2020

10:00 A.M.

VIRTUAL (ZOOM)

MINUTES

I. Call to order **Richard Bloom, Chairman**

The meeting was called to order at 10:00 A.M. by the committee chairman

II. Roll Call **Richard Bloom, Chairman**

Present: Richard Bloom, Chairman; Diane Kelsey, Corrine Jakacki-Dattomo, members; Nancy Conradt, Ex Officio; Library Director, Benjamin Weseloh; Maureen Bajor, Human Resources Manager; Jason Rock, Information Manager.

III. Approval of Minutes

The minutes of the April 16, 2020 finance committee meeting were approved as Presented.

IV. Recognition of the public

None

V. Public Comment-Limited to 3 minutes

None

VI. Agenda-Additions'/Deletions

None

VII. Unfinished Business

- A.** The committee reviewed the revised revenue projections for the FY 2020/2021 Budget reflecting a \$5250 dollar reduction from the original proposal. This was

completed and the committee approved the new revenue side of the budget.

- B.** The committee then addressed the changes made on the expenditure side of the budget to obtain a balanced budget. The largest reduction occurred in the Reference-Electronics area showing a decrease of \$4290 dollars. This concerned the committee. Ben explained that in the initial budget a double count occurred when merging the adult and youth services requests and this was corrected. Ben then explained that by using S.W.A.N. for group purchases we are able to receive discounts on certain data-base purchases. The other changes were much smaller in scope but did bring the expense side of the budget into agreement with the revenue side. The committee approved the revised F.Y. 2020/2021 budget and recommended it be presented to the board for approval at the May 26, 2020 meeting.

VIII. New Business

Discussion was had regarding the interviewing schedule of external accounting firms for a competitive comparison. This project was on the schedule for completion in the spring of 2020 but was running behind schedule and the Covid-19 virus cancelled the entire endeavor. It was agreed by the committee to meet prior to the November 23, 2020 board meeting to establish an interview time line, determine the mode of the interview and to develop an outline of the information we are seeking. This was agreed to by the committee.

IX. Recommendations

The finance committee will present and recommend approval of the F.Y. 2020/2021 budget to the board at the May 26, 2020 board meeting.

X. Adjournment

The meeting was adjourned at 10:34 A.M.



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Resolution 20-04 **Transfer from within the Corporate Fund To the GASB 54 Fund**

Upon a motion duly made and seconded, the resolution that appears below was adopted by a vote of a majority of the Board of Library Trustees:

Resolved to transfer \$58,000 – from within the **Corporate Fund** to the **GASB 54 Fund**

1. GASB 54 \$58,000

Present:

Absent:

The Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the transfer of **\$58,000** from within the **Corporate Fund** to the **GASB 54 Fund**

Ayes:

Nays:

Absent:

IN WITNESS THEREOF, I have affixed my name as Secretary of the Board of Library Trustees.

23rd of NOVEMBER 2020

Secretary



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Resolution 20-05 **Transfer from within the Corporate Fund To the Special Reserve Fund**

Upon a motion duly made and seconded, the resolution that appears below was adopted by a vote of a majority of the Board of Library Trustees:

Resolved to transfer \$60,000 – from within the **Corporate Fund** to the **Special Reserve Fund**

1. Special Reserve \$60,000

Present:

Absent:

The Resolution was moved by Trustee _____, seconded by

Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the transfer of **\$60,000** from within the **Corporate Fund** to the **Special Reserve Fund**

Ayes:

Nays:

Absent:

IN WITNESS THEREOF, I have affixed my name as Secretary of the Board of Library Trustee.

23rd of NOVEMBER 2020

Secretary

DRAFT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

SALARY SCHEDULE 1/1/2021-12/31/2021

Pay Grade	TITLE	MINIMUM	MIDPOINT	MAXIMUM
6	Library Director	SET BY BOARD	SET BY BOARD	SET BY BOARD
5	Adult Services Manager Youth Services Manager Human Resources Manager Circulation Services Manager Technical Services Manager	48,768 49,256	62,352 62,975	75,936 76,695
4	Adult Services Librarian Young Adult Librarian Youth Services Librarian Technical Services Librarian Information Technology Librarian Public Relations Specialist	38,039 41,177	50,831 52,718	63,622 64,258
3	Technical Services Assistant Adult Services Assistant Youth Services Assistant Administrative Assistant Bookkeeper Senior Circulation Clerk	16.26 17.60	20.45 21.25	24.64 24.89
2	Maintenance Assistant	15.24 16.50	18.91 19.65	22.58 22.80
1	Circulation Clerk	10.16 11.00	12.78 13.84	15.40 16.67

Exempt Employees

Hourly Employees

Grade and Title Approved by Board of Library Trustees: November 22, 2010.

Approved by Board of Library Trustees: February 28, 2011; November 26, 2012; February 25, 2013; April 28, 2014; June 23, 2014; January 26, 2015; March 23, 2015; April 26, 2017; May 22, 2017; February 26, 2018, May 28, 2019, November 25, 2019, Reviewed November 23, 2020