

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – January 24, 2022**

Vice President Dahlstrand called the meeting to order at 7:02pm, followed by the Pledge of Allegiance.

**ROLL CALL**

**Trustees Present**

Dr. Phyllis Dahlstrand, Vice President  
Cindy Bochenek, Secretary  
Kitty Mitchell, Treasurer  
Clare Lund  
Dr. Eileen McCaffrey (7:04pm)  
Dr. Rita Woods (7:05pm)

**Staff Present**

Sheree Kozel-La Ha, Executive Director  
Alex Annen, Assistant Director  
Carol McSweeney, Business Manager  
Patti Nakutis, Administrative Assistant

**Trustees Excused**

Jane Klunk, President

**AUDIENCE TO VISITORS**

Vice President Dahlstrand acknowledged Dan Eallonardo; Library Consultant – Independent Construction Services, Accountant Dave Lennon; Senesac & Lennon, Ltd., and CPA John Williams; Hearne and Associates, and library staff.

**NEW BUSINESS**

**Audit Review John Williams/Hearne & Assoc**

John Williams provided the Annual Fiscal Report ending Fiscal Year June 30, 2021 and an Audit letter dated November 1, 2021. John reviewed highlights of the document and was open for questions. The library has a surplus of funds this year and the budget shows conservative spending.

- o The library has been approved for 2.5 million in bonds (must be spent in 2 years)
- John departed at 7:12pm.

**Accountant Dave Lennon/Senesac & Assoc**

Dave Lennon gave a positive overview of library budgeting and finances. He will be contacted for final review regarding the amount to be used in bonds.

**ICS Review – Dan Eallonardo**

Dan Eallonardo provided a current review of construction plans.

- Contractors bids are firm.
- Costs should be available within the next 2 months (aside from furniture).
- There was a brief discussion regarding cash reserves. Audit funds are restricted.
- In addition to capital improvements, Director Kozel-La Ha recommends spending a portion of our capital funds on a new, slightly smaller Bookmobile.
- Dan recommended to begin construction payments with library funds, followed by bond funds. Capital can then resume for appropriate disbursements after the bond is expended.
- Bids are due to be opened March 16. Dan will review with Architects and Contractors.
- On March 28 Dan and Architect will make a Contractor recommendation along with any alternates. Board will review. The process is: contract goes to contractor; contractor signs and construction begins.

- Site Zoning was approved by the Village of Homer Glen. The Inter-Governmental Agreement (IGA) with the Village, for the sidewalk connecting the library and Heritage Park, will be discussed on Feb 28 at Parks & Rec Village meeting @ 6pm.
- Outdoor sign – variance required. Architect working on document to ask for variance. This will be an alternate. Cost will be locked in if we accept the alternate.
- We will need a Building Permit after preliminary review.
- 4 alternates –
  - A. Improvement to HVAC system in Administration corridor due to air deficit.
  - B. Old HVAC system in Youth Services area needs duct work removed.
  - C. Paint entire inside of library. Project only includes painting any room that is touched. Best price for painting would be at this time.
  - D. New outdoor electronic sign
- Construction should start mid-April. Completion Nov 2022/Dec 2022/Jan 2023. Damages not included in contract for completion date. Instead, working off a reasonable schedule due to current material delays.
- 2 things also not included
  - Hallet Movers – moving children's furniture \$23,000 (current quote)
  - New Phone System if the current one cannot be expanded
- Budget money for permit costs, temporary storage, testing (concrete, asphalt, etc.) and contingency in place.

Dave Lennon and Dan Eallonardo departed the meeting at 7:35pm.

## **CORRESPONDENCE**

Director Kozel-La Ha reviewed the following correspondence:

- An email from Alma Velasquez; Community Giving Manager at BMO Harris Bank confirming a \$5,000 sponsor award.
- A letter from Old Plank Trail Community Bank confirming a sponsorship of \$3,000.
- A letter from the Homer Township Oak Arbor Gleaners with a \$250 donation and an additional \$500 to be used for the Micro Pantry.
- A letter of resignation from Bookmobile Manager Maryellen Reed effective June 30, 2022.
- A letter from Greg McCormick; Director at IL State Library regarding the 2022 "Guide to the Secretary of State Literacy Effort" Adult Literacy Grant.
- A letter of resignation from Circulation Page Lori Brett - last day Friday, December 3.
- A letter of resignation from Circulation Page Nathan Compton – last day Dec 27.
- 14 holiday cards were received.
- A letter taped to the front door regarding sex trafficking – reported to Will County Sheriff.

## **APPROVAL OF MINUTES**

Trustee Lund made a motion to accept the minutes of the November 29, 2021 Regular Session Library Board meeting. Trustee Bochenek seconded the motion. All in favor, motion passed.

## **TREASURER'S REPORT**

### **Bills / Petty Cash**

Business Manager McSweeney recapped the Statement of Assets, Liabilities, and Fund Balances as of December 31, 2021.

The following reports were made available:

- Statement of Assets, Liabilities, and Fund Balances dated November 30, 2021 & December 31, 2021
- Deposit Detail dated January 1-26, 2022 and December 2021
- Transaction Detail dated January 1-26, 2022 and December 1-29, 2021

Trustee Mitchell moved to approve bills dated December 1 - 29, 2021 and Petty Cash as stated. Trustee Woods seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Lund moved to approve bills dated January 1 - 26, 2022 and Petty Cash as stated. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **Transfer of Funds**

Trustee Mitchell moved to transfer \$250,000 for December bills and January payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Bochenek seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee McCaffrey moved to transfer \$129,000 for January bills and February payroll, IMRF and withholding taxes, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

### **EXECUTIVE LIBRARIAN'S REPORT**

Director Kozel-La Ha recapped the Director's Report:

- We will be doing a "print" newsletter this year for our 40-Year Anniversary
- Currently at 39% of budget
- Currently 2 job openings
- Statistics: 15,734 circulation check outs 15,104 returns / 877 book requests 176 new library cards 621 crafts given out in Dec, and 10,528 visitors in the last 2 months
- Currently 200-250 visitors daily (pre-COVID was up to 500/day)
- Sponsorships
  - \$9750 (local sponsors)
  - \$50,000 grant award for new computers
  - \$57,612 Per Capita
- We are serving 1700 more community residents. Census shows 40,754 residents
- Trustee page is on website
- 2 vaccine clinics were held; more being coordinated
- Asked to serve as COVID testing site. Director Kozel-La Ha and board not in favor
- 267 people attended Santa Event
- Feb 5 is Winter Reading Celebration with Fun Fun DJ and Spiderman
- Light programming resuming with limited attendance
- Chick hatch in February
- \$430,000 surplus funds this year as we plan conservatively for expansion
- Year of Celebrating Erin – sponsored by the family of Erin Nicole Simpson. Erin read 204 books to win the first Summer Reading program. Family is donating a bronze statue
- Continuing partnership with Township and Village for programs
- Review of patron challenge procedure for managers was undertaken
- New Little Free Library has been installed at Trantina Farm Dog Park
- 12-15 teens made 200+ mini positive notes for customer pick-up
- Preschool pick-up packets offered (in lieu of Preschool Round-Up in person)

## **Assistant Director's Report**

Assistant Director Annen recapped the following:

- Social media – staff posting using Hootsuite (new)
  - 2,300 Tweets
  - 99,000 Facebook entries
- 105 people replied to today's Facebook sled raffle
- Craft Fair Sat Mar 19 – first round of crafters notified
  - Nothing Bundt Cakes in lieu of Bake Sale
- Shelver interviews start Thursday
- Blood Drive being explored– worst blood shortage in decade
- Reciprocal Borrowing – 4,254 materials loaned thru reciprocal borrowing
- ILL Statistic Survey – July 2020-June 2021=143 received, lent out 35
- Update on General Policy – go in direction of IL State Library Administrative sample but will need to do a comparison based on other library policies
- A Year of Celebration – 38 stories so far 6 Word Story – win an Echo Dot
- Update Letterboxing – instead of geocaching due to app that requires payment
- Attended UIC Board meeting regarding navigating COVID and program attendance

## **Other Manager's Reports**

Other reports are available in Trustee packets from Circulation, Adult Services, Teen Services, and the Bookmobile.

## **NEW BUSINESS**

### **COMMITTEE REPORTS**

#### **Finance/Budget**

Trustee Mitchell had no new business to report.

#### **Personnel**

President Klunk was not present to report.

#### **Policy**

President Klunk was not present to report.

#### **Legal**

Trustee Woods had no new business to report.

## **Ratify December 2021 Financials**

See Treasurer's Report

## **COVID-19 Update**

13% positivity rate.

## **Other**

About two thirds of the staff are attending the Staff Appreciation Lunch with some unable to attend, not necessarily due to COVID. The restaurant will be closed to the public.

## **ADJOURNMENT**

At 8:37pm Trustee McCaffrey made a motion to adjourn. Trustee Bochenek seconded the motion. All in favor, motion passed.

The next regularly scheduled board meeting will be on Monday, February 28, 2022 at 7pm.

Respectfully submitted,

*Patti Nakutis*

Administrative Assistant

Homer Township Public Library  
Regular Meeting  
MinutesJAN24

Board of Trustees  
01/24/2022