

Wood Dale Public Library District
Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
December 18, 2024
7:00 p.m.

1. Call to Order

President Dunn called the regular meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on December 18, 2024, at 7:04 p.m. at the Wood Dale Public Library District at 520 North Wood Dale Road, Wood Dale, IL 60191.

2. Roll Call

Present: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba

Absent: Norris

Others Present: Klos, Renkosiak, Martha Trotter

3. Public Comment

No comments.

4. Secretary's Report

a. Minutes: November 20, 2024 - Regular November Board of Library Trustees Meeting Minutes

Trustee Zaremba presented the minutes. A motion to approve the November 20, 2024 - Regular November Board of Library Trustees Meeting Minutes was made by Trustee Sparacio and seconded by Trustee Matuszewski.

Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Zaremba. Abstain: Szabo. Absent: Norris. Motion passed.

5. Financial Report

a. Treasurer's Report: Revenue/Expenses by Fund/Investment Report

Trustee Krebasch presented the Treasurer's Report to the Board. A motion to approve the Treasurer's Report was made by President Dunn and seconded by Trustee Szabo.

Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba. Absent: Norris. Motion passed.

b. Bill List/Cash Disbursements

Trustee Krebasch presented the Bill List/Cash Disbursements to the Board. Director Renkosiak stated that last month's Blue Cross Blue Shield bill was split to two transactions due to the ACH limit.

A motion to approve the Bill List/Cash Disbursements was made by Trustee Matuszewski and seconded by Trustee Sparacio.
Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba.
Absent: Norris. Motion passed.

c. Audit FY2024 – Presentation and Acceptance

Martha Trotter from Sikich LLC introduced herself and presented the Fiscal Year 2024 Audit to the Board. She reported that the audit has been completed, and the required Comptroller's report has been filed. A clean, unmodified opinion was presented, reflecting no significant issues. Trotter noted that audit preparation went smoothly, with all necessary documents submitted in a timely manner. The library complies with annual GAAP reporting standards. The net position stands at \$9.8 million, with \$7 million invested in capital assets. An increase in net position was observed, and the balance sheet is consistent with monthly financial statements. The General Fund has an unassigned balance of \$902,988, available to support operations in the next fiscal year. Additionally, the library maintains reserves equivalent to half a year's expenditures. Improved fund balances were noted, and there were no changes to accounting statements under the GASB framework this year. Expenditures remain conservative, and the IMRF is well-funded at 91.5%, surpassing the funding levels of other pension funds in the state. Ms. Trotter invited questions and discussed additional communications to the Board. These included adjustments related to long-term activity not calculated by the accountant, as well as year-end accounting and account groupings, which reflect tasks outside the scope of the accountants. She also highlighted the need for a formal policy on journal entries. Trustee Krebasch requested clarification regarding journal entries and the notes on segregation of duties.

Please note: Martha Trotter left the meeting at 7:27 pm.

A motion to approve Audit FY2024 was made by Trustee Krebasch and seconded by Trustee Szabo.
Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba.
Absent: Norris. Motion passed.

d. Accept Statement of Cash Receipts and Disbursements – July 1, 2023, through June 30, 2024

A motion to approve the Statement of Cash Receipts and Disbursements – July 1, 2023 through June 30, 2024 was made by Trustee Krebasch and seconded by President Dunn.
Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba.
Absent: Norris. Motion passed.

6. President’s Report

President Dunn reported on the library’s Holiday Open House. The Santa Clause was wonderful and so was the Jr. High School Choir and the Adult Choir group. The staff did a great job organizing and running the event. President Dunn mentioned that she received a lot of complements about the event. Trustee Matuszewski also noted her satisfaction with the event.

A motion to approve the President’s Report was made by Trustee Matuszewski and seconded by Trustee Sparacio.

Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba. Absent: Norris. Motion passed.

7. Director’s Report

Director Renkosiak asked if there were any questions about his written report. He reviewed the report including staff updates, salary schedule, and the ILA legislative meetup. Since the library will be adding 3D printing as a service, the policy committee will need to meet late January or early February to review a 3D printing policy. Director Renkosiak reported on the staff holiday collection to the Bensenville/Wood Dale Food Pantry that was just under \$700.

A motion to approve the Director’s Report was made by Trustee Krebasch and seconded by Trustee Matuszewski.

Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba. Absent: Norris. Motion passed.

8. Correspondence and Communications

No correspondence was received.

9. Legal/Ethics Report

No report.

10. Committee Updates

a. Policy Committee

No report.

11. Continuing Business

a. Website and Rebranding

Director Renkosiak reported that the first meeting for the rebranding and new website project occurred this week and we received a Statement of Work to review. This project is anticipated to last six months and we hope to launch a new website in June 2025.

b. Bookmobile:

Director Renkosiak will provide more information regarding a bookmobile at future meetings.

12. New Business

a. Per Capita Grant Requirement and Application Review and Authorization for Submittal

Director Renkosiak presented the Per Capita Grant Application and reported that the library meets most of the Standards for Illinois Public Libraries. The standards are in the process of being revised by the statewide Review Committee, therefore, in the future we will be reviewing new standards.

A motion to approve the Per Capita Grant application and authorize Director Renkosiak to submit the application was made by Trustee Krebasch and seconded by Trustee Matuszewski.

Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba.

Absent: Norris. Motion passed.

b. Annual printing credit for Wood Dale Public Library Cardholders

Director Renkosiak explained the process for the proposed annual printing credit for Wood Dale Public Library cardholders. Funds would be added to library cards however they will not have any cash value. Director Renkosiak also mentioned that this will be a great incentive for residents to get a library card.

A motion to authorize \$10 of free printing per year for Wood Dale Public Library cardholders was made by Trustee Krebasch and seconded by President Dunn.

Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba.

Absent: Norris. Motion passed.

13. Adjournment

A motion to adjourn the December 18, 2024, Regular Board of Library Trustees meeting at 8:04 p.m. was made by Trustee Matuszewski and seconded by Trustee Szabo.

Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba. Absent: Norris. Motion passed.