

1. **Call to Order, Roll Call, and Declaration of Quorum**
2. **Acknowledgment of Audience**
3. **Approval of Agenda** – *Motion to accept the agenda for Wednesday, July 27, 2022.*
4. **Board Officer Reports**
 - A. **Secretary's Report**
 1. *Motion to accept the minutes for the June 22, 2022 regular monthly meeting.*
 - B. **President's Report**
 - C. **Treasurer's Report**
 1. *Motion to accept Claim Ordinance #550 in the amount of \$37,122.34.*
5. **Director and Library Report**
 - A. *Library Report & Updates*
 - B. *Strategic Plan- Quarterly Update*
6. **Committees**
 - A. **Building Committee Report**
 1. *Motion to accept the minutes of the July 12th, 2022 Building Committee meeting.*
 - B. **Finance Committee Report**
 - C. **Policy Committee**
 1. *Motion to accept the minutes of the June 27th, 2022 Policy Committee meeting.*
 2. *Motion to accept the non-residence ordinance as presented.*
 3. *Motion to accept the reviewed Capital Assets Policy as presented.*
 4. *Motion to accept the reviewed Fund Balance Policy as presented.*
 - D. **Personnel Committee**
 - E. **Technology Committee**
7. **Unfinished Business**
8. **New Business**
9. **Adjourn to Closed Session**
 - a. *Move that the Berkeley Public Library Board of Trustees adjourn to Closed Session pursuant to:
-Appointment, Employment, Compensation, Discipline, Performance, or Dismissal
Of Specific Employee(s) of the public body or legal counsel of the public body.
5 ILCS 120/2 (c) (1)*
10. **Reconvene Regular Session**
 - a. *Action on any items discussed in Closed Session*
11. **Adjournment**

1. Call to Order, Roll Call, and Declaration of Quorum

*The meeting was called to order by President Villafana at 6:30pm.
Present: Trustees Conlin, DeFord, Hawn, Kovacik, Thomas, Villafana.
Absent: Trustee Mason-Smith.
A quorum was present.*

2. Acknowledgment of Audience

*Assistant Director La Barbera and Director Cox were present.
Resident Maureen Stolle joined the audience after agenda item #5A- Director and Library Report.*

3. Approval of Agenda – Motion to accept the agenda for Wednesday, June 22, 2022.

*Motion to approve: Trustee Conlin
Second to Motion: Trustee Kovacik
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.*

4. Board Officer Reports

A. Secretary's Report

- 1. Motion to accept the minutes for the May 25, 2022 regular and annual meetings.*

Motion to accept the minutes from the Regular meeting:

*Motion to approve: Trustee Hawn
Second to Motion: Trustee Thomas
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.*

Motion to accept the minutes from the Annual meeting:

*Motion to approve: Trustee Hawn
Second to Motion: Trustee Thomas
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.*

B. President's Report

1. *Committee assignments for FY2023.*

President Villafana reviewed individual communication she had with Trustees regarding interests in serving on various committees. The following committee assignments were confirmed, with the chair for each carrying over from FY 2022 unless committees opt to change them when they next meet:

*Policy: Trustees Kovacik and DeFord
Building: Trustees Mason-Smith, Hawn, and Thomas
Technology: Trustees Mason-Smith, Conlin, and Thomas
Personnel: Trustees Thomas and Villafana
Finance: Trustees Kovacik, Conlin, and Villafana*

President Villafana also made the Board and library administration aware of potential funds in the amount of \$3,000 designated for programming for a youth audience that was discussed at a recent Village of Berkeley meeting. She encouraged the Library to consider applying for some of those funds.

C. Treasurer's Report

1. *Motion to accept Claim Ordinance #579 in the amount of \$28,100.24.*

*Motion to approve: Trustee Kovacik
Second to Motion: Trustee DeFord
Vote: [roll call vote]
Ayes: Trustees Conlin, DeFord, Hawn, Kovacik, Thomas, Villafana.
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.*

Treasurer Kovacik informed the Board of a recent bank transfer and to expect updated paperwork from Republic Bank for check signing as the Board's officers had changed this fiscal year.

5. Director and Library Report

A. Library Report & Updates

Director Cox provided recent information about library operations including: status of alarm system after storms; repairs to sidewalks after work done by AT&T; success of 'Play Date at the Park' on 6/11 with 80-100 attendees; library has been in contact with Berkeley Park District for potential addition of a 'Little Free Library' to Prairie Path/Story Walk area; library has requested and received funds from 'No Child Hungry' for the purchase of an exterior free pantry for the community; approved status of building permits related to July remodeling project.

6. Committees

A. Building Committee Report

The Board reviewed a quote for circulation desks/furniture received through Williams Architects and briefly discussed colors and finishes of different components.

1. *Motion to accept the minutes of the May 25, 2022 Building Committee Meeting.*

*Motion to approve: Trustee Hawn
Second to Motion: Trustee Conlin
Vote: [voice vote]
Ayes: all
Nays: none*

Berkeley Public Library
Regular Monthly Meeting

Board of Trustees Meeting Agenda
June 22, 2022 6:30pm

Absent: Trustee Mason-Smith
Result: Motion carried.

2. Motion to accept the quote for circulation fixtures as presented.

Motion to approve: Trustee Hawn
Second to Motion: Trustee Conlin
Vote: [roll call vote]
Ayes: Trustees Conlin, DeFord, Hawn, Kovacik, Thomas, Villafana.
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.

B. Finance Committee Report

NO REPORT

C. Policy Committee

NO REPORT

D. Personnel Committee

NO REPORT

E. Technology Committee

NO REPORT

7. Unfinished Business

NO UNFINISHED BUSINESS

8. New Business

NO NEW BUSINESS

9. Adjournment

Motion to approve: Trustee Villafana
Second to Motion: Trustee Conlin
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.

The meeting was adjourned at 7:09pm.

Treasurer's Report

July 2022

1. **Claim Ordinance #580** is presented in the amount of \$37,122.34. With 16.66% of FY23 elapsed, the library has year-to-date budgeted expenses totaling \$55,338.78, which is 10.35% of the budgeted \$534,535.00.

Notable expenses for the month of June, 2022 include:

- Bellwood Public Library – 16 black stanchion posts for blocking off areas during construction
- Domino's Pizza – HSC end of year pizza party
- Gioacchino's Ristorante – Family Movie Night pizza party
- Illinois Alarm – Station Monitoring and Annual Inspection: July – September 2022
- iPage – Website .org annual renewal
- Jewel Osco – Program supplies: Anime club, Bingo, bunco, HSC, SRP kickoff day, Story time, monthly teen/youth craft bags, and Senior bags
- Krafftcare – SRP Prize: \$50.00 gift card
- Library Furniture International – Fifty percent deposit on circulation desks and book drop
- National Notary Association – IL Notary Primer book for circulation
- Newsweek – Annual subscription renewal
- Scholastic Inc – Annual renewal – Teachables
- Stan's Donuts – Staff Birthday – Z. Vega
- Williams Associates Architects, Ltd – Professional services: May 2022
- Z. Vega – Expense sheet reimbursement: Laundering of circulating book bags

Expenses June be found in the '*Expenses by Vendor – Detailed Report*' of the financial reports packet (pp 4-8). Therefore:

I move that the Berkeley Public Library Board of Trustees approve Claim Ordinance 580 in the amount of \$37,122.34.

1. **Bank Paperwork.** Once the paperwork is prepared by the bank and returned to us, Isabel will reach out to the board to notify us that it is ready for signature. As of today (7/11) it is not yet ready. If the paperwork is ready later this week, Isabel will let us know but will also bring it with her to the July board meeting so that anyone who needs to sign may sign the paperwork at that meeting.
2. **Audit.** The FY22 audit is in process. Isabel completed her field days with the auditors on Monday, June 5 – Friday, June 8. At this time, all paperwork has been provided and the next step will be receipt of a draft for review. I will keep you posted on the progress, but it appears that things remain on target.
3. **Services Generating Revenue.** The Finance Committee will be meeting immediately prior to the July 2022 general board meeting to discuss, among other things, offering new services to the public (i.e., license plate renewals) that also provide revenue to the library. There will be more to come on these matters at the August board meeting. One requirement for these types of services will be a separate checking account (maintained through which ACH transfers may flow with third-party agents and the State of Illinois.

Berkeley Public Library
ORD 580
July 2022 (June 2022 Invoices) - By Vendor

	<u>Jun 22</u>
Amazon	416.95
Baker & Taylor	143.13
Baker & Taylor - AV	301.30
Bellwood Public Library	300.00
Comcast Cable	443.67
Domino's Pizza	62.59
Gioacchino's Ristorante	42.95
Illinois Alarm	198.00
iPage	19.99
Jewel Osco	172.18
Konica Minolta Business Solutions	207.02
Konica Minolta Business Solutions*	98.00
Krafftkare	50.00
LeDonne True Value Hardware	184.73
Library Furniture International	8,682.00
LIMRiCC - PHIP	1,721.70
MyndVR	29.95
National Notary Association	36.45
Newsweek	99.00
Romano Landscape	182.00
Scholastic Inc.	551.00
SiteLock	36.00
Stan's Donuts	40.09
Staples Advantage	250.52
T-Mobile	157.50
US Postal Service	139.58
Village of Berkeley	21,775.77
Williams Associates Architects, Ltd	765.87
Zamaira Vega	14.40
TOTAL	<u>37,122.34</u>

Berkeley Public Library Revenue and Expense Report - ORD 580

July 2022 (June 2022 Revenue and Expenses)

	Jun 22
REVENUE	
43300 · Direct Public Grants	
43320 · No Child Goes Hungry - FY23	300.00
Total 43300 · Direct Public Grants	300.00
43500 · Tax Revenue	
43502 · PPRT	15,956.67
43500 · Tax Revenue - Other	2,337.53
Total 43500 · Tax Revenue	18,294.20
44700 · Health Insurance Reimbursement	425.63
44800 · Cash Sales	
44810 · Facsimile/Scanner	163.60
44820 · Fines	8.00
44840 · Miscellaneous	1.16
44850 · Copier/Printer	282.85
44860 · Used Books	8.50
Total 44800 · Cash Sales	464.11
45000 · Interest Income	
45010 · Bank Income	255.14
45020 · CD Interest	32.90
Total 45000 · Interest Income	288.04
46400 · Other Types of Income	
46430 · Lost Books	20.34
Total 46400 · Other Types of Income	20.34
TOTAL REVENUE:	19,792.32

Total Other Expense

50000 · Direct Public Grant Expenditure	
50510 · Age Options Grant	219.98
Total 50000 · Direct Public Grant Expenditure	219.98
51000 · Government Grant Spending	
L&L Construction Grant Spending	9,447.87
Total 51000 · Government Grant Spending	9,447.87
55000 · Direct Public Support Spending	
Friends Story Walk Spending	38.97
Total 55000 · Direct Public Support Spending	38.97
Total Other Expense	9,706.82

	Jun 22
EXPENSE	
100 · PERSONNEL	
101 · Salaries	19,298.76
102 · FICA	1,476.35
103 · IMRF	1,000.66
104 · Insurance	1,721.70
105 · Staff Development	40.09
Total 100 · PERSONNEL	23,537.56
200 · MATERIALS	
201 · Adult	87.72
202 · Young Adult	62.65
203 · Youth	129.12
204 · Periodicals	99.00
207 · Databases	551.00
209 · DVD's	301.30
210 · Miscellaneous Non-Print	14.40
211 · Video Games	187.68
Total 200 · MATERIALS	1,432.87
300 · TECHNOLOGY	
302 · Voice & Data	502.47
Total 300 · TECHNOLOGY	502.47
400 · PROGRAMMING	
401 · Summer Reading	100.00
402 · Adult	102.55
403 · Young Adult	44.66
404 · Youth	182.74
Total 400 · PROGRAMMING	429.95
500 · PROFESSIONAL FEES & SERVICES	
507 · Digital Branch	55.99
Total 500 · PROF. FEES & SERVICES	55.99
600 · POSTAGE - OCLC - TRAVEL	
601 · Postage	92.80
602 · OCLC	23.58
Total 600 · POSTAGE - OCLC - TRAVEL	116.38
700 · EQUIPMENT - SUPPLIES	323.49
800 · EQUIPMENT CONTRACTS	
801 · Print Services	236.89
Total 800 · EQUIPMENT CONTRACTS	236.89
900 · FACILITIES	
901 · Building Maintenance	5.99
902 · Grounds Maintenance	221.99
905 · Alarm Monitoring	198.00
907 · General Building Improvements	353.94
Total 900 · FACILITIES	779.92
TOTAL EXPENSE:	27,415.52

Berkeley Public Library
Budget v. Actual Spending - ORD 580
July 2022 [June 2022 Invoices]

	TOTAL 16.66% Budget Year Elapsed				
	Jun 22	May '22 - Apr 23	Budget	\$ Over Budget	% of Budget
EXPENSE					
100 · PERSONNEL					
101 · Salaries	19,298.76	37,616.67	255,000.00	-217,383.33	14.75%
102 · FICA	1,476.35	2,877.67	20,560.00	-17,682.33	14.0%
103 · IMRF	1,000.66	1,963.02	18,000.00	-16,036.98	10.91%
104 · Insurance	1,721.70	3,443.40	21,000.00	-17,556.60	16.4%
105 · Staff Development	40.09	112.58	1,500.00	-1,387.42	7.51%
106 · Board Development & Materials	0.00	72.40	750.00	-677.60	9.65%
107 · Staff Tuition Support	0.00	0.00	2,500.00	-2,500.00	0.0%
Total 100 · PERSONNEL	23,537.56	46,085.74	319,310.00	-273,224.26	14.43%
200 · MATERIALS					
201 · Adult	87.72	909.93	8,000.00	-7,090.07	11.37%
202 · Young Adult	62.65	253.75	2,600.00	-2,346.25	9.76%
203 · Youth	129.12	757.74	7,500.00	-6,742.26	10.1%
204 · Periodicals	99.00	99.00	1,750.00	-1,651.00	5.66%
205 · e-Books	0.00	0.00	3,000.00	-3,000.00	0.0%
207 · Databases	551.00	551.00	4,750.00	-4,199.00	11.6%
208 · Audio Books	0.00	0.00	650.00	-650.00	0.0%
209 · DVD's	301.30	787.22	4,400.00	-3,612.78	17.89%
210 · Miscellaneous Non-Print	14.40	140.88	500.00	-359.12	28.18%
211 · Video Games	187.68	348.09	1,000.00	-651.91	34.81%
Total 200 · MATERIALS	1,432.87	3,847.61	34,150.00	-30,302.39	11.27%
300 · TECHNOLOGY					
301 · Technology Services	0.00	800.00	4,500.00	-3,700.00	17.78%
302 · Voice & Data	502.47	1,004.94	7,250.00	-6,245.06	13.86%
303 · SWAN Membership	0.00	0.00	17,000.00	-17,000.00	0.0%
304 · PC Hardware & Software	0.00	0.00	5,500.00	-5,500.00	0.0%
Total 300 · TECHNOLOGY	502.47	1,790.44	34,250.00	-32,459.56	5.23%
400 · PROGRAMMING					
401 · Summer Reading	100.00	100.00	1,500.00	-1,400.00	6.67%
402 · Adult	102.55	208.91	1,500.00	-1,291.09	13.93%
403 · Young Adult	44.66	80.40	1,000.00	-919.60	8.04%
404 · Youth	182.74	623.38	2,750.00	-2,126.62	22.67%
400 · PROGRAMMING - Other	0.00	0.00	0.00	0.00	0.0%
Total 400 · PROGRAMMING	429.95	1,012.69	6,750.00	-5,737.31	15.0%
500 · PROFESSIONAL FEES & SERVICES					
501 · Audit	0.00	0.00	5,500.00	-5,500.00	0.0%
503 · Public Relations	0.00	0.00	1,000.00	-1,000.00	0.0%
504 · Legal & HR Services	0.00	0.00	1,800.00	-1,800.00	0.0%
506 · Banking & Administration	0.00	0.00	0.00	0.00	0.0%
507 · Digital Branch	55.99	91.99	1,000.00	-908.01	9.2%
508 · Insurance	0.00	0.00	500.00	-500.00	0.0%
Total 500 · PROF. FEES & SERVICES	55.99	91.99	9,800.00	-9,708.01	0.94%

Berkeley Public Library
Budget v. Actual Spending - ORD 580
July 2022 [June 2022 Invoices]

	TOTAL 16.66% Budget Year Elapsed				
	Jun 22	May '22 - Apr 23	Budget	\$ Over Budget	% of Budget
600 · POSTAGE - OCLC - TRAVEL					
601 · Postage	92.80	156.20	250.00	-93.80	62.48%
602 · OCLC	23.58	58.24	350.00	-291.76	16.64%
603 · Travel	0.00	0.00	75.00	-75.00	0.0%
Total 600 · POSTAGE - OCLC - TRAVEL	116.38	214.44	675.00	-460.56	31.77%
700 · EQUIPMENT - SUPPLIES	323.49	498.69	5,000.00	-4,501.31	9.97%
800 · EQUIPMENT CONTRACTS					
801 · Print Services	236.89	444.37	4,500.00	-4,055.63	9.88%
Total 800 · EQUIPMENT CONTRACTS	236.89	444.37	4,500.00	-4,055.63	9.88%
900 · FACILITIES					
1001 · Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
1002 · Capital Projects Funds	0.00	0.00	95,000.00	-95,000.00	0.0%
901 · Building Maintenance	5.99	12.88	4,000.00	-3,987.12	0.32%
902 · Grounds Maintenance	221.99	396.99	2,000.00	-1,603.01	19.85%
905 · Alarm Monitoring	198.00	198.00	1,350.00	-1,152.00	14.67%
906 · Elevator Maintenance	0.00	391.00	2,250.00	-1,859.00	17.38%
907 · General Building Improvements	353.94	353.94	5,500.00	-5,146.06	6.44%
Total 900 · FACILITIES	779.92	1,352.81	120,100.00	-118,747.19	1.13%
TOTAL EXPENSE:	27,415.52	55,338.78	534,535.00	-479,196.22	10.35%

Other Expenses

50000 · Direct Public Grant Expenditure		
50510 · Age Options Grant - FY22/23	219.98	808.64
Total 50000 · Direct Public Grant Expenditure	219.98	808.64
51000 · Government Grant Spending		
L&L Construction Grant Spending	9,447.87	9,447.87
Total 51000 · Government Grant Spending	9,447.87	9,447.87
55000 · Direct Public Support Spending		
2022 Medallion Hunt Expenses	0.00	0.00
Friends Story Walk Spending	38.97	77.34
Total 55000 · Direct Public Support Spending	38.97	77.34
Total Other Expenses:	9,706.82	10,333.85

Berkeley Public Library Expenses by Vendor - Detailed - ORD 580 July (June 2022 Invoices) - By Vendor Transaction

	Date	Num	Memo	Account	Amount
Amazon	06/02/2022	x-3972253	Program Supplies: Story Time	404 · Youth	17.79
	06/02/2022	x-3972253	Program Supplies: Bunco	402 · Adult	22.87
	06/23/2022	x-8689017	Program Supplies: Monthly Youth Craft Bags	404 · Youth	11.57
	06/23/2022	x-8689017	Double-Sided Open/Closed Sign	907 · General Building Improvements	38.16
	06/27/2022	xx-1380269	Positive Parenting	201 · Adult	16.37
	06/27/2022	xx-1380269	Jujutsu Kaisen 01	202 · Young Adult	17.30
	06/27/2022	xx-1380269	How to Fold a Taco, Father and Son Time, A letter from Teacher	203 · Youth	52.43
	06/27/2022	xx-1380269	The Leaf Thief x 3 - Fall Story Walk	Friends Story Walk Spending	38.97
	06/27/2022	xx-1380269	XBox: Demon Slayer; Play Station: Demon Slayer; Switch: Demon Slayer & Sports	211 · Video Games	187.68
	06/27/2022	x-7142605	Jujutsu Kaisen 0 - Spanish edition	202 · Young Adult	13.81
				Total Amazon	416.95
Baker & Taylor	06/03/2022	2036778341		203 · Youth	56.04
	06/07/2022	2036808109		202 · Young Adult	31.54
	06/08/2022	2036787611		201 · Adult	34.90
	06/13/2022	2036805386		203 · Youth	20.65
				Total Baker & Taylor	143.13
Baker & Taylor - AV	06/01/2022	T24124060		209 · DVD's	22.16
	06/06/2022	H61554150		209 · DVD's	39.88
	06/13/2022	H61679970		209 · DVD's	87.13
	06/13/2022	H61629160		209 · DVD's	59.83
	06/20/2022	H61705950		209 · DVD's	92.30
				Total Baker & Taylor - AV	301.30
Bellwood Public Library	06/13/2022	2022-Const	16 Black Stanchion Post Rope Barriers	907 · General Building Improvements	300.00
				Total Bellwood Public Library	300.00

Berkeley Public Library
Expenses by Vendor - Detailed - ORD 580
July (June 2022 Invoices) - By Vendor Transaction

	Date	Num	Memo	Account	Amount
Comcast Cable					
	06/16/2022	X-0102642-6/22	Monthly Service: June 23 - July 22, 2022	302 · Voice & Data	443.67
				Total Comcast Cable	443.67
Domino's Pizza					
	06/01/2022	68	HSC Pizza Party	404 · Youth	62.59
				Total Domino's Pizza	62.59
Gioacchino's Ristorante					
	06/03/2022	28-292280	Program Supplies: Family Movie Night Pizza	404 · Youth	42.95
				Total Gioacchino's Ristorante	42.95
Illinois Alarm					
	06/01/2022	24461	Station Monitoring and Annual Inspection: July 1 - September 30, 2022	905 · Alarm Monitoring	198.00
				Total Illinois Alarm	198.00
iPage					
	06/06/2022	440794986	.org annual renew: 06/04/22 - 06/04/23	507 · Digital Branch	19.99
				Total iPage	19.99
Jewel Osco					
	06/03/2022	00175300	Program supplies: bingo, bunco, senior Mondays, and SRP Kick off	402 · Adult	79.68
	06/03/2022	00175300	Program Supplies: monthly bags, Anima club, Teen Advisory	403 · Young Adult	44.66
	06/03/2022	00175300	Program supplies: HSC, Story Time, and SRP Kick off day	404 · Youth	47.84
				Total Jewel Osco	172.18
Konica Minolta Business Solutions					
	06/14/2022	9008663040	Monthly Usage: May 15 - June 14, 2022	50510 · Age Options Grant	68.13
	06/14/2022	9008663040	Monthly Usage: May 15 - June 14, 2022	801 · Print Services	138.89
				Total Konica Minolta Business Solutions	207.02
Konica Minolta Business Solutions*					
	06/22/2022	40253612	Monthly Lease: June-July 2022	801 · Print Services	98.00
				Total Konica Minolta Business Solutions*	98.00

Berkeley Public Library
Expenses by Vendor - Detailed - ORD 580
July (June 2022 Invoices) - By Vendor Transaction

	Date	Num	Memo	Account	Amount
Krafftkare					
	06/01/2022	105031	Adult SRP prize - gift card	401 · Summer Reading	50.00
				Total Krafftkare	50.00
LeDonne True Value Hardware					
	06/07/2022	B487860	SRP Prize: Adult - gift card	401 · Summer Reading	50.00
	06/07/2022	B487860	XL BLU Household Gloves	907 · General Building Improvements	7.99
	06/15/2022	B488676	DURA 12PK C Pro Batteries: BLK 3C LED Flashlights x 2	700 · EQUIPMENT - SUPPLIES	72.97
	06/15/2022	A154766	10PK Toggle Bolt x 1; LG WHT Pict Hang Strip x 1; 3M 6PK Med Picture Hooks x 1	907 · General Building Improvements	7.79
	06/22/2022	A155373	75' Hose	902 · Grounds Maintenance	39.99
	06/22/2022	A155373	2.8oz WH K&B Sealant x 1	901 · Building Maintenance	5.99
				Total LeDonne True Value Hardware	184.73
Library Furniture International					
	06/22/2022	7940	50% Deposit: Circulation Desk/Book Drop Furniture	L&L Construction Grant Spending	8,682.00
				Total Library Furniture International	8,682.00
LIMRICC - PHIP					
	06/06/2022	06-2022	Monthly Premiums: R. Cox [736.00], R. Eichert [879.00]	104 · Insurance	1,721.70
				Total LIMRICC - PHIP	1,721.70
MyndvR					
	06/15/2022	06-2022	Monthly Service	50510 · Age Options Grant	29.95
				Total MyndvR	29.95
National Geographic					
	06/07/2022	FY23 - Ann	Annual Subscription: National Geographic	204 · Periodicals	39.00
	06/30/2022	FY23-Annual	Cancellation of FY23 Annual Subscription	204 · Periodicals	-39.00
				Total National Geographic	0.00
National Notary Association					
	06/06/2022	742536	IL Notary Primer	201 · Adult	36.45
				Total National Notary Association	36.45

Berkeley Public Library
Expenses by Vendor - Detailed - ORD 580
July (June 2022 Invoices) - By Vendor Transaction

	Date	Num	Memo	Account	Amount
Newsweek					
	06/19/2022	FY23: Ann	Annual Subscription: Newsweek	204 · Periodicals	99.00
				Total Newsweek	99.00
Romano Landscape					
	06/02/2022	41031	Monthly Service: June 2022	902 · Grounds Maintenance	182.00
				Total Romano Landscape	182.00
Scholastic Inc.					
	06/30/2022	FY22 Renewal	Teachables - Annual Renewal: 09/10/22 - 09/09/23	207 · Databases	551.00
				Total Scholastic Inc.	551.00
StieLock					
	06/21/2022	06-2022	Monthly Service: Website	507 · Digital Branch	36.00
				Total StieLock	36.00
Stan's Donuts					
	06/27/2022	213 - ZV	Staff Birthdays - Z. Vega	105 · Staff Development	40.09
				Total Stan's Donuts	40.09
Staples Advantage					
	06/01/2022	7357970088	Shopping bags, 8.5 x 11 self sealing bubble mailers, removable tape	700 · EQUIPMENT - SUPPLIES	192.64
	06/27/2022	7359666928	AA Alkaline Batteries x 1 24 pack	700 · EQUIPMENT - SUPPLIES	26.36
	06/27/2022	7359666928	Easy Close Envelopes for Cash Register x 4 boxes 100	700 · EQUIPMENT - SUPPLIES	31.52
				Total Staples Advantage	250.52
T-Mobile					
	06/21/2022	05-21 - 06-20	Monthly Service: Senior Spots	50510 · Age Options Grant	98.70
	06/21/2022	05-21 - 06-20	Monthly Service: Tot Spots	302 · Voice & Data	58.80
				Total T-Mobile	157.50
US Postal Service					
	06/03/2022	140091	Postage Stamps - Surveys	50510 · Age Options Grant	23.20
	06/03/2022	140091	Forever stamps	601 · Postage	92.80
	06/17/2022	514373		602 · OCLC	23.58
				Total US Postal Service	139.58

Berkeley Public Library
Expenses by Vendor - Detailed - ORD 580
July (June 2022 Invoices) - By Vendor Transaction

	Date	Num	Memo	Account	Amount
Village of Berkeley	06/09/2022	ppe 06/02/22		101 - Salaries	9,780.01
	06/09/2022	ppe 06/02/22		102 - FICA	748.17
	06/09/2022	ppe 06/02/22	R. Cox, R. Eichert, I. LaBarbera, Z. Vega	103 - IMRF	501.98
	06/23/2022	ppe 06-10-22		101 - Salaries	9,518.75
	06/23/2022	ppe 06-10-22		102 - FICA	728.18
	06/23/2022	ppe 06-10-22	R. Cox, R. Eichert, I. La Barbera, Z. Vega	103 - IMRF	498.68
	Total Village of Berkeley				21,775.77
	Williams Associates Architects, Ltd				
	06/09/2022	0021004	Professional Services: May 1 - 31, 2022	L&L Construction Grant Spending	765.87
	Total Williams Associates Architects, Ltd				765.87
Zamaira Vega					
06/06/2022	ES: 06-06-22	Book Bags - Laundering Service	210 - Miscellaneous Non-Print	14.40	
Total Zamaira Vega				14.40	
TOTAL EXPENSE BY VENDOR:					
37,122.34					

Berkeley Public Library
Bank Account Balances - ORD 580
As of June 30, 2022

	<u>Jun 30, 22</u>
CURRENT ASSETS	
<hr/>	
Checking/Savings	
Capital Projects Fund CD#1	100,113.48
Capital Projects Fund CD#2	100,113.48
Capital Projects Fund MM	237,957.72
General Fund - CHECKING	116,024.57
General Fund - MONEY MARKET	219,075.93
Total Checking/Savings	<u>773,285.18</u>
Other Current Assets	
Petty Cash Box	100.00
Total Other Current Assets	<u>100.00</u>
TOTAL CURRENT ASSETS	<u>773,385.18</u>

3:39 PM

07/07/22

Berkeley Public Library
Reconciliation Summary
 General Fund - CHECKING, Period Ending 06/30/2022

	Jun 30, 22
Beginning Balance	72,636.45
Cleared Transactions	
Checks and Payments - 22 items	-52,465.35
Deposits and Credits - 21 items	107,170.71
Total Cleared Transactions	54,705.36
Cleared Balance	127,341.81
Uncleared Transactions	
Checks and Payments - 14 items	-11,317.24
Total Uncleared Transactions	-11,317.24
Register Balance as of 06/30/2022	116,024.57
New Transactions	
Checks and Payments - 2 items	-708.50
Total New Transactions	-708.50
Ending Balance	115,316.07

12:43 PM

07/07/22

Berkeley Public Library
Reconciliation Summary
 General Fund - MONEY MARKET, Period Ending 06/30/2022

	Jun 30, 22
Beginning Balance	306,603.81
Cleared Transactions	
Checks and Payments - 1 item	-90,000.00
Deposits and Credits - 5 items	2,472.12
Total Cleared Transactions	-87,527.88
Cleared Balance	219,075.93
Register Balance as of 06/30/2022	219,075.93
Ending Balance	219,075.93

12:44 PM

07/07/22

Berkeley Public Library
Reconciliation Summary
 Capital Projects Fund MM, Period Ending 06/30/2022

	<u>Jun 30, 22</u>
Beginning Balance	237,841.13
Cleared Transactions	
Deposits and Credits - 1 item	<u>116.59</u>
Total Cleared Transactions	<u>116.59</u>
Cleared Balance	<u><u>237,957.72</u></u>
Register Balance as of 06/30/2022	237,957.72
Ending Balance	237,957.72

12:46 PM

07/07/22

Berkeley Public Library
Reconciliation Summary
 Capital Projects Fund CD#1, Period Ending 06/30/2022

	<u>Jun 30, 22</u>
Beginning Balance	100,097.03
Cleared Transactions	
Deposits and Credits - 1 item	<u>16.45</u>
Total Cleared Transactions	<u>16.45</u>
Cleared Balance	<u><u>100,113.48</u></u>
Register Balance as of 06/30/2022	100,113.48
Ending Balance	100,113.48

12:48 PM

07/07/22

Berkeley Public Library
Reconciliation Summary
 Capital Projects Fund CD#2, Period Ending 06/30/2022

	<u>Jun 30, 22</u>
Beginning Balance	100,097.03
Cleared Transactions	
Deposits and Credits - 1 item	<u>16.45</u>
Total Cleared Transactions	<u>16.45</u>
Cleared Balance	<u><u>100,113.48</u></u>
Register Balance as of 06/30/2022	100,113.48
Ending Balance	100,113.48

BPL – Library Report for June 2022

	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	FY2023
Circulation	386	441											
Information	355	423											
Tech Use	316	357											
Fax/Scan	60	39											
TOTAL	1,117	1,260											
Visit Count	2430	2438											

Administrative:

- Prepared materials for and attended the June 22nd regular board meetings (La Barbera, Cox). Updated trustee webpage w/ most recent agendas and minutes (Cox).
- Follow-up communication w/ Williams Architects re: preparation of final quote for circulation furniture (La Barbera, Cox).
- Prepared, posted hiring announcement for circulation assistant position (Vega, La Barbera, Cox).
- Final verification of IPLAR data, review with Board Secretary and President, submitted to state (Cox).
- Ongoing communication w/ SMC re: remodel plans, schedules (Cox).
- Communication w/ 'No Child Hungry' re: grant funding for exterior community pantry. \$300.00 received for purchase or construction costs (La Barbera).
- Communication with SWAN re: power outages, emergency closure of building (Vega).
- Communication with Republic Bank re: account signature paperwork preparation (La Barbera).
- Participated in June 29th Village of Berkeley – Centennial Planning meeting (La Barbera, Cox).

Staff:

- *(In-house) Book lamination training w/ Rachel* (Roon, Wlezien, Rajput, Wisegarver, La Barbera, Cox).
- *RAILS: Tech Savvy Staff* (La Barbera, Cox).
- *Age Options: Dementia Friends Overview* (Johnson).
- *Science/Literary/History Reference Center Scavenger Hunts* (Eichert, Grady, Wlezien).
- *ILA: Blending Communities and Library Resources to Aid Jobseekers* (La Barbera).
- *Perfect Pairings: Libraries and Little Free Pantries* (La Barbera).
- *Cook County Community Development Block Grants* (La Barbera).
- *SWAN: Circulation Managers' Monthly* (Vega).

Facility:

- All PCs and notebooks (staff/public) received regular updates. (Vega).
- Communication w/ Jensen Plumbing re: toilet replacement, lower level (Cox).
- Repainting of lower level restrooms in preparation for increased use during remodel (Cox, Vega).
- Relocated refrigerator and microwave, emptied kitchenette cabinets in preparation for remodel (La Barbera, Cox).
- Contacted Illinois Alarm re: power outages due to storm, failure of monitoring panel for fire alarm (La Barbera, Cox). *Both systems are functioning as of 6/16, though some components will need replacement.*
- Communication w/ ACT Systems re: power and data outages, restarting network (Cox).
- Contacted Airtech HVAC re: post-storm inspections, annual hot weather 'tune up' of rooftop units. Follow-up communications re: roofing warranty info in preparation for quote (Cox).
- Monthly building safety inspection (Wlezien).
- Replaced display screen on coinbox for public copier- used screen from extra coinbox that was still in storage (Cox).
- Contacted Konica Minolta, service on 6/29 to establish a new email account for scan-to-email function (previous account inaccessible), set permissions on copier and account to restore functionality (La Barbera, Cox).
- Removed existing shelving – Parents collection, replaced with 'OPTO' shelving received from Tinley Park PL. Created new sign for collection (Cox).

Public Service & Outreach:

- Various homebound deliveries of materials (Schukat, La Barbera).
- New website testing carried out with various patrons (Roon, Cox).
- Began planning process for additional exterior public display of local history materials (Vega, La Barbera, Cox).

Collection:

- Completed process of relabeling Juvenile Graphic Novel collection (Circ staff).
- Periodic weeding in juvenile nonfiction (Schukat, La Barbera).
- Materials added- Print: 30, A/V: 32, Misc.: 16. Materials removed- Print 64, A/V: 27, Misc.: 3 (Schukat).
- Local History Archive thorough inventory logged (ongoing) (Vega).

Programming:

- Family Movie – 16 participants (Schukat)
- Anime Club – 1 participant (Schukat)
- Park Play Date 6/11
 - Bags – 14 participants (Schukat)
 - Bingo – 49 participants (Johnson)
 - Magnets – 2 participants (Johnson)
 - Tie Dye – 23 participants (Schukat)
 - Ball Toss – 37 participants (Schukat)
 - Frozen T-Shirts – 24 participants (La Barbera)
- Teen Advisory Board – 3 participants (Schukat)
- Lunch/Movie – 11 participants (Schukat)
- Nintendo Gaming – 14 participants (Schukat)
- Dungeons & Dragons – 10 participants (Schukat)
- Playdough Craft Kit (Take home) – 42 participants (Schukat)
- Camping Story Time Kit (Take home) – 24 participants (Schukat)
- Teen Gel Pen Journal Kit (Take home) – 8 participants (Schukat)
- Homeschool Connections Day – 9 participants (Schukat, La Barbera)
- Community Coloring pages (Passive) – 113 participants
- 'Would You Rather?' (Passive) – 39 participants
- Senior Bunco – 10 participants (Johnson)
- Senior Bingo – 8 participants (Johnson)
- Adult Book Group – 11 participants (Johnson).
- Tea & Mystery – 5 participants (Johnson).
- Senior Monday – 4 participants (Johnson).
- Senior Activity Bags (Take home) - 40 participants (Johnson, circ staff).
- Drop-in Tech Help – 4 participants (Rajput)

Website:

- Added 'Transparency in Coverage' links to both old and new websites under 'About Us' sections (new legal requirement regarding healthcare provided to staff).
- Updated list of database links with new descriptions based on changes to line up selected through SWAN group purchase plan in May 2022.

Berkeley Public Library

Strategic Plan Metrics Update 7/2022

1. Patron User Accounts

Goal: The BPL will work to increase visibility in the community by increasing the number of active library accounts by 5%. *GOAL COMPLETED*

Objective: Periodic membership drives will be made in connection with community partners including village and school district special events. *OBJECTIVE REQUIRES ONGOING OR PERIODIC WORK*

Objective: Library staff will make use of mobile technology options in order to facilitate library card registration off site. *OBJECTIVE REQUIRES ONGOING OR PERIODIC WORK*

Notable events:

- July 2019 – Berkeley PL began monthly mailing to public notifying them of recent expirations and inviting them to visit to renew cards.
- April 2020 – SWAN added online card registration for public (allows for a temporary restricted card good for eBooks and database access) in response to shelter in place order.
- August 2020 – Berkeley PL moved to non-expiring library account format.
- May 2021 & June 2022- Offsite card registration @ Garden Club and Park Play Dates respectively.
- November 2021 – SWAN moved to monthly automated purging of accounts that were inactive for 3 years or which returned as an invalid address when checked against national registry (previously done annually or bi-annually).
- December 2021 – ‘Welcome to Berkeley’ packet distributed by Village of Berkeley updated w/ new material promoting library collection and services.
- June 2022 – Berkeley transitioned to *finer free* model. Approx. 60 patrons w/ forgiven overdue fees mailed letter informing them of account adjustment and welcoming them back.

Data:

May 2018	May 2019	May 2020	May 2021	May 2022
1686	1622	1541	2772	2418

Historic user account total (end of year count).

5/21	6/21	7/21	8/21	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22
13	9	15	10	12	10	8	4	8	14	6	8

New user account creation, month-to-month for FY2022 (total: 117).

User accounts purged due to inactivity and/or invalid address in FY2022: 751. This includes both a multi-year catch-up (due to COVID) of invalid addresses as well as monthly scheduled purging throughout the remainder of the fiscal year.

Future steps:

- Currently investigating availability of Bluetooth printer to use with staff tablet & Bluetooth barcode scanner to make process of remote library card registration complete (Bluetooth signature capture pad not available). Will allow staff to register and make physical cards at special events off-site.
- Special library card registration event planned for August/September 2022 in conjunction with other Proviso Township libraries.

- As more opportunities become available post-COVID, library staff will look for additional times for off-site registration events.

2. **Adult/Teen Program Attendance**

Goal: Attendance at adult/teen library programs will increase by 5%.

Objective: New adult and teen library programs that suit public interest will be developed. Past successes will be used as ‘case studies’ to inform decisions on subject matter, format, and scheduling.

OBJECTIVE REQUIRES ONGOING OR PERIODIC WORK

Objective: Library staff will participate in seminars and workshops in the identification of patron interests and the development of library programs to match. **OBJECTIVE REQUIRES ONGOING OR PERIODIC WORK**

Data:

FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
852	1176	756	603	156 (+402 passive)	475 (+644 passive)

Adult audience program attendance by FYE.

Some programming-related CE from past 24 months:

- *Building Great Programs for Patrons in their 20s & 30s*
- *Name of the Game: Playing Tabletop Games to Build 21st Century Skills*
- *Teen Programming Brain Hurricane: When a Brainstorm Isn’t Enough*
- *Passive Programs: Through the Pandemic and Beyond*
- *Book Club Kit Bags*
- *Building a Collection and Library Program that Celebrates Diversity and Inclusion*

Notable events:

- ‘Take Home’ youth and teen crafts began July 2020.
- ‘Senior Activity Bag’ outreach began August 2020.
- Quarterly surveying for seniors started November 2021.
- Teen Advisory Board established June 2022.

Future Steps:

- Library staff should continue to evaluate program successes as a method to develop new programs that will be of interest to the adult and teen audiences.
- As we continue into a ‘post-COVID’ environment, Library staff should continue passive programming (take home, pre-prepared, etc.) as long as there is a demand.
- Library staff should evaluate other area libraries programming schedules for potential matches for the local audience.

3. **Material circulation**

Goal: Circulation of library materials will increase by 5%.

Objective: The BPL will build its collection by acquiring items, both physical and digital, that match the community’s needs and interests.

Objective: Storage and shelving solutions that allow the maximum number of materials in limited space will also be evaluated to allow higher-traffic collections to grow.

Data:

FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
30,719	30,997	33,369	29,803	22,226	26,609

Total circulation (both digital and physical) by fiscal year.

Notable Events:

- Library's COVID impact started on March 13, 2020 with emergency closure of library.
- Library began 'curb-side' and delivery format April 6, 2020.
- Library reopened to the public (on limited format) June 15, 2020.
- Quarantining of items continued at request of RAILS through April 12, 2021.

4. Patron visits

Goal: Patron visits to the library will increase by 5%.

Objective: Library staff will continue to refine methods of promotion and outreach in order to most efficiently market the library's materials and services to the community.

Objective: Large-scale community events will continue to be developed in order to better inform the community of materials and services available.

Data:

FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<i>(no counter)</i>	<i>(no counter)</i>	32,580	42,019	19,990	29,171

Library visits per fiscal year, actual observed.

Notable Events:

- Library's COVID impact started on March 13, 2020 with emergency closure of library.
- Library began 'curb-side' and delivery format April 6, 2020.
- Library reopened to the public (on limited format) June 15, 2020.

5. ADA Compliance

Goal: The BPL will provide facilities that function for community members with a variety of needs.

Objective: The BPL will review ADA recommendations and best practices and move to provide a facility that is 100% ADA compliant. **PROGRESS TOWARD OBJECTIVE IN PROCESS**

6. Building Improvements

Goal: The BPL will improve outdated or aging building features including mechanical, structural, and aesthetic components to provide for an incremental modernization of the building.

Objective: The BPL Board of Trustees will establish a 'Building & Grounds Fund' to facilitate future accrual and fund allocation for the maintenance and improvement of the library facility. **OBJECTIVE COMPLETED**

Objective: The BPL administration, in conjunction with the Board of Trustees, will develop a schedule of fund allocation to address building needs (i.e.: flooring, signage, shelving, and lighting). **PROGRESS TOWARD OBJECTIVE COMPLETED**

Objective: The BPL administration, with the Board of Trustees, will consult with outside agencies to evaluate existing library spaces and features for alternative use and repurposing. **OBJECTIVE COMPLETED**

Objective: The BPL administration will continue to investigate alternative funding methods for the replacement and/or refurbishment of the library building and grounds. **PROGRESS TOWARD OBJECTIVE COMPLETED**

Objective: The BPL administration, with the Board of Trustees, will continue to evaluate and implement solutions in regards to the safety of the public, staff, and collection. **OBJECTIVE REQUIRES ONGOING OR PERIODIC WORK**

Notable Events:

- The Library began working with Williams Architects of Itasca, Illinois in June of 2020 to evaluate existing space and begin planning for future remodeling/repurposing of the facility.
- Williams Architects completed the *Needs Assessment and Space Planning Study* in August of 2020.
- The *Building & Grounds Fund* was established as a Money Market account through Republic Bank in March 2021.
- Library administration applied for and received \$50,000.00 from the Illinois State Library as part of the 'Live and Learn' grant program in April 2021.

7. Technology

Goal: The BPL will continue to serve as a primary point of access for technology that meets the informational and recreational needs of the community.

Objective: The BPL will continue to offer the current generation of commonly used software on public computers including operating systems and productivity software such as Microsoft Office. **OBJECTIVE REQUIRES ONGOING OR PERIODIC WORK**

Objective: The BPL administration, with the Board of Trustees, will make mobile connectivity devices available for the community. **OBJECTIVE COMPLETED**

Objective: The BPL will work to update the network and communications infrastructure of the library facility to meet the current and expected future needs of the community. **PROGRESS TOWARD OBJECTIVE COMPLETED**

Notable Events:

- Four low-cost laptops (paired with hotspots) added to circulating collection in November 2020.
- Tablets added to circulating collection December 2020.
- All public PCs replaced w/ better performing refurbished units in April and August 2021.
- All hotspots (14 total) replaced with 5G units, service changed to T-Mobile in April 2022.
- Server relocated, network cabinet added, cat6 cabling run March 2022.
- E-rate consulted February 2022.

8. Technology Training

Goal: The BPL will provide both support and opportunities to those in the community working to improve their technology-related skills.

Objective: Library staff will attend workshops and seminars to improve their knowledge of hardware and software applications that meet the needs of the community. **PROGRESS TOWARD OBJECTIVE COMPLETED**

Objective: Library staff will continue to develop training and programming opportunities for library patrons. **PROGRESS TOWARD OBJECTIVE COMPLETED**

Notable Events:

- 'Drop-in Tech Help' added to programming calendar June 2021. Expanded to two days a week May 2022.

9. Financial

Goal: The BPL will seek methods to increase funds available for the operation of the library by 3%.

Objective: The BPL Board of Trustees and library administration will annually review accounts and investments in order to seek the most secure and responsible management of public funds. **OBJECTIVE REQUIRES ONGOING OR PERIODIC WORK**

Objective: The BPL Board of Trustees will adopt a Fund Balance Policy in order to appropriately fund various components of library operation. **OBJECTIVE COMPLETED**

Objective: The BPL Board of Trustees will adopt a Capital Assets Policy to ensure that capital assets are properly valued, tracked, and maintained/replaced as necessary. **OBJECTIVE COMPLETED**

Notable Events:

- The *Fund Balance Policy* was established and adopted by the Board in April 2019.
- The *Capital Assets Policy* was established and adopted by the Board in April 2019.
- FY 2020 Grants: PLA Libraries Connecting You to Coverage
- FY 2021 Grants: Age Options, CARES Act COVID Response, IL State Library PPE COVID Response
- FY 2022 Grants: Age Options, Live & Learn Construction, Libraries Transforming Communities.
- FY 2023 Grants: Age Options, No Child Hungry Little Free Pantry

BPL – Building Committee Minutes

Tuesday, July 12th

1:00pm

1. Call to Order

*The meeting of the Building Committee was called to order by Chairperson Mason-Smith at 1:01pm.
Present: Trustees Kovacik, Mason-Smith, Thomas, Villafana; Director Cox.*

2. Discussion and Motion to Accept quote from Airtech Heating and Air Conditioning for repair work.

The current status and age of the three rooftop HVAC units was discussed. Airtech HVAC had been asked to inspect the units after the June storm event to ensure there was no damage from high winds and to perform periodic maintenance.

The south unit was found to have developed a leak and would need a repair and recharge of freon. The center unit was functioning correctly. The north unit was functioning, but one of two compressors had blown and would likely need to be replaced in the future. The committee confirmed that the north unit was the oldest unit that had already been identified during the condition assessment process as needing replacement relatively soon.

The committee agreed to accept the quote supplied for the repair to the south unit.

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee Thomas

Vote: [roll call vote]

Ayes: Trustees Kovacik, Mason-Smith, Thomas, and Villafana.

Nays: none

Result: Motion carried.

The committee will plan to review quote(s) received for a replacement of the north unit at a future committee meeting.

3. Adjournment

The meeting was adjourned at 1:20pm by Chairperson Mason-Smith.

BPL – Policy Committee Meeting Minutes

Monday, June 27th at 1:00pm

1. Call to Order

The meeting of the Policy Committee was called to order by Chairperson DeFord at 12:59pm.

Present: Trustees DeFord and Kovacik, Assistant Director La Barbera, Director Cox.

2. Policy Review: Capital Assets Policy

The committee agreed that the policy as previously accepted by the Board was acceptable and further revision was not required. To be placed on the agenda for the July 27th, 2022 board meeting.

3. Policy Review: Fund Balance Policy

The committee agreed that the policy as previously accepted by the Board was acceptable and further revision was not required. To be placed on the agenda for the July 27th, 2022 board meeting.

4. FY2023 Non-Resident Card Ordinance

The committee agreed that the ordinance as previously accepted by the Board was acceptable with only changes to the dates required. To be placed on the agenda for the July 27th, 2022 board meeting.

The Committee briefly discussed the possibility of adding an ‘Emergency Closure’ policy to be used in the event of an active shooter, natural disaster, or similar scenario. It was decided that this information could be included in the library’s Disaster Response and Recovery plan and did not require a standalone policy.

5. Adjournment

The meeting was adjourned by Chairperson DeFord at 1:19pm.

**AN ORDINANCE DECLINING PARTICIPATION IN THE
PUBLIC LIBRARY NON-RESIDENT CARD PROGRAM**

WHEREAS, the Illinois General Assembly has passed Public Act 92-0166, effective January 1, 2002, regarding the issuance of non-resident library cards; and,

WHEREAS, the Illinois State Library has promulgated regulations implementing said Public Act, which regulations became effective July 1, 2002; and,

WHEREAS, the said Public Act and the said regulations make clear that no public library district is required to participate in the non-resident card reciprocal borrowing program of any regional library system, and that such non-participation in the non-resident library card program does not preclude the public library from applying for and receiving grant funds from the Illinois State Library as long as the public library complies with the requirements of the specific grant program; and,

WHEREAS, the Illinois Administrative Code provides that a “non-resident shall apply for a non-resident library card at the closest public library. The factor for determining the closest public library shall be the residence of the non-resident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident” (23 IL ADC 3050.25); and,

WHEREAS, given the lack of non-residents under the circumstances described above, there is no call for the library to participate in the non-resident card reciprocal borrowing program of its regional library system; and,

WHEREAS, the Board of Trustees of the Berkeley Public Library (hereinafter referred to as the ‘Board’’) has determined that the library shall not participate in the non-resident card reciprocal borrowing program of its regional library system for the library’s fiscal year which commenced May 1, 2022, and ends April 30, 2023; and,

WHEREAS, the Board wishes to comply with the said Public Act and regulations governing the issuance of non-resident cards; and,

WHEREAS, non-resident cards may still be issued to business owners with taxable property in the Library District consistent with 75 ILCS 16/30–55.60.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Berkeley Public Library, Cook County Illinois as follows:

Section 1: That the Berkeley Public Library shall not participate in the non-resident library card program for its 2022-2023 fiscal year.

Section 2: That the Berkeley Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in the Illinois State Library’s regulations.

Section 3: That the Berkeley Public Library shall fulfill its obligations as a member library of its regional library system, including providing reciprocal borrowing to persons holding a valid library card from a public library district in Illinois.

Section 4: That the Secretary of the Board of Library Trustees shall forward a certified copy of this Ordinance to the Berkeley Public Library's regional library system within thirty (30) days of its adoption.

ADOPTED this 27th day of July, 2022, pursuant to a roll call as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED:

President, Board of Trustees
Berkeley Public Library

ATTEST:

Secretary, Board of Trustees
Berkeley Public Library

Berkeley Public Library **DRAFT REVIEW 2022**

Capital Assets Policy

Purpose

Capital assets purchased or constructed by the Berkeley Public Library (BPL) represent a major investment by the taxpayers. The purpose of this policy is to set forth the accounting policy as to how capital assets are to be accounted for and reported.

Definition

Capital assets are major assets that benefit more than a single accounting period. They include such items as land, buildings, furnishings, and equipment.

Capital Asset Categories

The BPL will use the following capital asset categories when accounting for capital assets:

- A) Land
- B) Building and building improvements
- C) Leasehold improvements
- D) Furniture and equipment
- E) Construction in progress

Capitalization Thresholds

The BPL will capitalize all assets with an estimated useful life in excess of one year and an individual cost of \$5,000 or more. With regards to asset repairs and improvements, costs incurred in the amount of \$5,000 or more will be capitalized if the repair or improvement extends the useful life of the asset by more than 25% or significantly increases the service capacity or usefulness of the asset.

Estimated Useful Lives

'Estimated useful life' means the estimated number of years that an asset will be able to be used for the purpose for which it was intended when purchased. Estimated useful life is used to allocate the cost of the asset over the period of time in which the BPL is expected to receive benefit from the asset. The periodic charge of the benefit is called *depreciation expense*, and is reported in the government-wide financial statements of the BPL. The following table sets forth the useful life of each category of capital asset that is depreciated:

Capital Asset Classification – Assumed Useful Life (in years)

Building and Improvements	45
Leasehold improvements	10
Furniture	10 to 20
Equipment	5 to 10

Recording Capital Assets

Capital assets are to be reported and depreciated in the government-wide financial statements. All assets that meet the above definitions and thresholds will be recorded at historical costs or estimated historical cost. In the case of a donated asset, it shall be recorded at its estimated fair market value at the time of acquisition. The following parameters further refine the recording of capital assets:

- A) Land is recorded at historical cost and is not depreciated.
- B) Expenditures classified as construction in progress will be recorded at historical cost, and will not begin to be depreciated until the construction is complete and the expenditure is reclassified to another capital asset classification.

Library administration is to maintain an inventory of all capital assets.

Depreciation

Assets subject to depreciation will be depreciated using a straight-line method of recognizing one-half year's depreciation in the year of acquisition.

Selling or Disposing of Capital Assets

The BPL will attempt to retain capital assets until the end of their expected useful life, or they become obsolete or unrepairable.

Computer and Office Equipment

This policy is intended to address those capital assets that must be tracked for external financial reporting purposes. There are other assets that do not need to be included in external financial statements, but do need to be inventoried and controlled for internal control purposes. Although most computer and office equipment will fall below the dollar threshold for capitalization, BPL administration is to maintain an inventory of all computer and office equipment to improve internal control and safeguard these assets.

Related

Berkeley Public Library Investment Policy (*adopted November 16, 2016*).

Berkeley Public Library Strategic Plan (*adopted January 16, 2019*).

ADOPTED AND APPROVED by the Board on this 17th day of April, 2019. AYES: 5 NAYS: 0

REVIEWED by the Board on the 27th day of July, 2022. AYES: NAYS:

Berkeley Public Library **DRAFT REVIEW 2022**

Fund Balance Policy

Purpose

1. *Fund balance* refers to the difference between assets and liabilities in governmental funds. The fund balance serves as a measure of the financial resources available to a government agency. The Berkeley Public Library Board of Trustees has approved a Fund Balance Policy that establishes a range at which the General Fund balance should be maintained.
2. This policy is established to provide financial stability, cash flow for operations, and the assurance that the Berkeley Public Library will be able to respond to emergencies with fiscal strength.

Definitions

The five categories of fund balance, as established by Governmental Accounting Standards Board (GASB) Statement No. 54, are as follows:

1. *Nonspendable* - amounts that cannot be spent because they are not in spendable form (e.g., principle portion of permanent fund, inventory).^A
2. *Restricted* - amounts not available for expenditure due to external restrictions, including grant restrictions, laws, or regulations.
3. *Committed* - amounts that are designated for specific purposes by formal action of the Library Board. (The Library Board may reverse this action if it is later determined the funds are needed for another purpose.)
4. *Assigned* - amounts management (i.e., Library Director) intends to use for specific purposes.
5. *Unassigned* - refers to amounts available for any purpose.

Unrestricted fund balance refers to the total amount of committed, assigned, and unassigned fund balances.

Note: The Library will spend the most restricted dollars before the less restricted, in the following order: restricted, committed, assigned, unassigned.

Level of Unrestricted Fund Balance

It is the goal of the Berkeley Public Library to maintain no less than four (4) and no more than nine (9) months of operating expenses in the General Fund. General Fund balances over the maximum at the end of the fiscal year may be transferred to other funds such as the Capital Projects Fund through Board resolution.

The Capital Projects Fund is used for maintenance and repair, construction, and/or development; and/or other special projects as approved by the Library Board. The Capital Projects Fund balance is evaluated when reviewing the Library's *Capital Assets* and *Strategic Plan* which includes a *Mechanical and Electronics Inventory* component, and is maintained at a level sufficient to support upcoming planned projects.

Restricted Fund Balances

Funds that are provided by a specific line item in the annual property tax levy are legally restricted to the purpose of that fund.^B

Monitoring Targets

Library administration, in conjunction with the Berkeley Public Library Board of Trustees, will monitor revenue collections, expenditures, and availability of cash by reviewing monthly financial reports. Library administration shall advise the Board whenever revenue projections suggest that revenue will fall short of expectations, unexpected expenditures will exceed budget, or fund target(s) may not be met by the end of the fiscal year.

Fund balances may fall occasionally outside of the target ranges because of special projects, construction, emergencies, other extenuating circumstances, and/or levy restrictions.

A - An endowment would be considered a potential example of a nonspendable fund balance encountered by the Berkeley Public Library.

B - Typical annual levies for the Berkeley Public Library do not include restricted fund balances. Future special levies for a specific purpose (such as the construction of a new building) would be considered restricted fund balances.

Related

Berkeley Public Library Investment Policy (*adopted November 16, 2016*).

Berkeley Public Library Strategic Plan (*adopted March 20, 2019*).

*ADOPTED AND APPROVED by the Board on this 17th day of April, 2019. AYES: 5 NAYS: 0
REVIEWED by the Board on this 27th day of July, 2022. AYES: NAYS:*

From: [Rudy Espiritu](mailto:Rudy_Espiritu@berkeleypl.org)
To: rcox@berkeleypl.org
Subject: RE: Funds Available?
Date: Thursday, July 7, 2022 11:35:26 AM

Hi Ryan,

I wasn't there for that part of the meeting, but I heard that the Mayor said since Berkeley Baseball has not come forward to claim their annual contribution, that the Village should consider providing this toward another cause, possibly youth program.

I understand that there was no discussion by the Board on this and this was only mentioned by the Mayor. I do need to get some direction on this, so I might bring this up for discussion at our next Board meeting.

I was given direction to proceed with the Ring of Honor at Berkeley Park to be installed in 30 days. This was unbudgeted, so I was going to suggest to the Board we use the funding for Berkeley Baseball for this unbudgeted expense. Whether it can be realistically installed in 30 days is the larger question.

I will let you know what the Board decides to do regarding the Berkeley Baseball funding. Hope all is well with the remodeling project.

Rudy

From: rcox@berkeleypl.org <rcox@berkeleypl.org>
Sent: Thursday, July 7, 2022 10:39 AM
To: Rudy Espiritu <respiritu@berkeley.il.us>
Subject: Funds Available?

CAUTION:

This email originated from outside of the organization. Do not click on links or open attachments unless you recognize the sender, can confirm their contact information, were expecting the communication, and know the content is safe.

Rudy-

One of my Board members shared that they'd attended a June meeting of the Village Board where there was a conversation regarding funds that had been appropriated for youth programs (of some form) and had recently become available. I was not supplied details about that conversation, but I believe there was a program planned that was cancelled. I was asked to reach out to the Village to inquire about the availability/restrictions/etc.

Thanks,

Ryan Cox

Director, Berkeley Public Library

www.berkeleypl.org

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