

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JANUARY 24, 2022
7:00 P.M.

A. CALL TO ORDER: President Pro Tem Fokta called the meeting to order at 7:00 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Frank Fokta, President Pro Tem/Vice President; Corrine Jakacki, Treasurer; Diane Kelsey, Secretary; Richard Bloom, Scott Grotto, and Pat Weninger, members.

STAFF PRESENT: Ben Weseloh, Library Director; Dominique Mendez, Youth Services Manager; Amanda Ghobrial, Adult Services Manager; Omar Nuñez, Public Relations Specialist; staff.

C. APPROVAL OF THE MINUTES:

1. Special Board Meeting - November 22, 2021 (Levy): Ms. Jakacki moved to approve the Special Board Meeting Minutes of November 22, 2021 as amended; seconded by Ms. Weninger.

i. The Minutes were corrected to reflect that Nancy Conradt, Scott Grotto, and Pat Weninger were not present.
Motion carried by unanimous voice vote.

2. Board Meeting - November 22, 2021: Ms. Jakacki moved to approve the Minutes from the November 22, 2021 Board Meeting; seconded by Ms. Weninger. Discussion was had on the last paragraph of Item G Downtown TIF District regarding inclusion of the Kerr-McGee thorium settlement with the City of West Chicago.
Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. Presentation:

1. Annual Financial Report (Audit), Year Ended June 30, 2021: Brian LeFevre, auditor, provided the Board a detailed overview of District's Audit for year ended June 30, 2021, comprised of two documents, the first being the Annual Financial Report. Mr. LeFevre reported that the auditors are pleased to present an unmodified or clean opinion, which is the highest level of opinion that the District can receive on its

financial statements.

Some of the sections that were reviewed include: The Statement of Net Position, long-term liabilities, capital assets, restricted funds in IMRF; Income Statement; Expenses including depreciation on the capital assets; the charges the Library imposes for services such as program revenue and fines; operating grants including the Per Capita Grant; General revenues of property taxes and replacement taxes received by the Library. The Change in Net Position reflects that the Library is economically better off as a result of the year of operations.

Also briefly reviewed were the fund financial statements reflected in the modified accrual basis of accounting; the Library's assigned fund balance for emergency reserves, the unassigned balance, special reserve fund balance, and IMRF. In the transfer section, the Board approved a \$60,000 transfer to the Special Reserve Fund.

The notes to the financial statement include the summary of significant accounting policies, the accounting policies the district follows in the preparation of its financial statements. Note 2, deposits with financial institutions, the banks that the District has deposits at are FDIC-insured; and the District's deposits were all fully collateralized.

The Library's assets at market value are \$3,982,000.00. The Library collected property tax revenue at a rate of 99.66% in the 2019 tax year as extended by the County, which is the Library's largest revenue stream.

The Auditor's Communication to Board Trustees provides information the auditors are required to communicate to the Board. The only new accounting policy that the District adopted was GASB 95, which postponed the effective date of certain standards by a couple years -- the COVID standard -- to give local governments more time to get ready for some of the upcoming standards.

The Auditors had a couple recommended adjustments to the financial statements, and these have been provided to the Library's accountant. The new standard, GASB 87 on leases, is effective for the June 30, 2022 audit, and requires that operating and capital leases are accounted for. The auditors will assist the District as necessary in implementing this standard for the next fiscal year audit.

Mr. Weseloh stated that the Library spoke with Sikich about using the

services of both Sikich Technology and Sikich Audit and the possibility of retaining both services from the different divisions of the company. The standard that the AICPA was moving forward with would indicate that

the managed services that Sikich provides the Library in technology would be an independence conflict on the audit side. The AICPA has deferred that standard for one year.
(Mr. LeFevre left.)

H. TREASURER'S REPORT:

1. Approval of the Bills for December 2021 and January 2022:

Ms. Jakacki moved to approve the December bills in the amount of \$190,924.02; seconded by Mr. Grotto.

Roll Call Vote - Yes: Richard Bloom; Frank Fokta, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger. Motion carried.

Ms. Jakacki moved to approve the January bills in the amount of \$165,071.25; seconded by Mr. Bloom.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Scott Grotto, Corrine Jakacki, Diane Kelsey, and Pat Weninger. Motion carried.

2. Financial Statements for November/December 2021: James Howard, accountant, reported to the Board as follows: The CPI came out at 7%, the highest the accountant has seen since the tax cap was implemented. He would recommend a slightly higher levy in order to capture the new growth with the District. If the Library goes above 5%, it will need to publish the notice of hearing with the black border to comply with the Truth in Taxation Act.

Ms. Jakacki stated a Finance Committee meeting will be held in February.

Mr. Howard provided a six-month review ending December 31, 2021. At 50% of the way through the fiscal year, the Library has collected 100% of its total revenue budget. Property tax income was \$2.4 million; service fees income \$4700, 85% of budget; replacement taxes \$37,000; Per Capita Grant 44,000, 18% over budget.

Expenditures review: The total expenditures at six months into the fiscal year is 48% of budget; professional services at 57%; facilities at 48%. Technology is higher at 53% due to large item purchases. Distribution-wise personnel is the largest expense at 57%; IMRF 5%; admin 3%; technology 9%; materials 6%; facilities and operations 7%; utilities 26%, professional services 4%. The Library has a balanced

budget in place.
(Mr. Howard left.)

I. COMMUNICATIONS:

1. MEMO: Draft Tax Increment Financing (TIF) Plan And Exhibits for the Proposed City of West Chicago Downtown 2 TIF District: The Library had representation at both meetings held by the City on January 4, and

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January 6, 2021. Another hearing will be held February, 21, at 7:00 p.m.

The TIF is intended to bring development into the downtown area. The current EAV of the TIF district is around \$5.5 million; and the City anticipates an EAV at the end of the 23rd year of between 40 and 50 million dollars.

Mr. Bloom asked whether the City provided the Library information on what impact the TIF will have on the Library's revenue stream related to gain of tax dollars from the areas removed from the TIF district. Mr. Weseloh stated that information was not provided, and he indicated he will contact Mr. Guttman to ask the question.

J. REPORTS:

1. President: President Conradt had asked Mr. Fokta to appoint a committee for the semiannual review of closed session minutes and executive session tapes. Mr. Fokta appointed himself and Diane Kelsey to perform the semiannual review. Mr. Fokta stated they will provide a report on the review at the February board meeting.

2. Library Director: Mr Weseloh reported that he transferred from the Illinois Funds to the general fund the amount of \$44,137.90 from the Per Capita Grant. The Library received on January 3, 2022 a Personal Property Replacement Tax check for July through December 2021 in the amount of \$35,216.18.

Midwest Mechanical and Delta Controls were onsite a few times to check VAV boxes in various areas that are cold. The companies also provided preventative maintenance on the building automation system.

The front doors had been opening and closing on their own, and Assa Abloy was out to check the doors, which needed a new sensor. Anderson Elevator was out to perform typical maintenance.

Elara Engineering was onsite to gather information for the updated

facilities assessment, anticipated to be completed by the end of January 2022. A structural evaluation of the building will be included with facilities assessment. Elara will be asked to provide a report at the February board meeting.

Mr. Weseloh hosted the Director's Dialogue on December 11, 2021, and January 8, 2022. One person registered for each meeting, but no attendees joined the call. A suggestion was made to have an invitation on the Library's website that invites the public to reserve a time to have a conversation with the library director.

Mr. Weseloh submitted the 2022 Per Capita Grant application and the 2020 expenditures report on January 15, 2022.

The full-time Youth Services Department librarian position has been filled; their first day was December 6, 2021.

The West Suburban Library Legislative Meeting was held virtually on January 24, 2022 at 10:00 a.m. The organization has two legislative priorities this year, one being securing universal broadband for libraries, recognizing the digital divide that communities face and that libraries are the ones who primarily are providing computer access to the public for their use; secondly, the organization is going to work on leveling the playing field on the price of books purchased by libraries versus, for example, at Costco, where the cost of a book can be five times more expensive for libraries to purchase compared to Costco.

Discussion was had at the meeting regarding an incident at the St. Charles Library when some persons choosing not to follow the mask mandate were making threats to library staff. The St. Charles Library temporary closed to in-person services as a result of the incident.

Also discussed at the meeting was the topic of new library funding opportunities from local, state, and federal governments as a result of the Infrastructure Investment and Jobs Act which was passed by Congress. As a result, some grants are available through the Institute for Museum and Library Services and the Library Services and Technology Act, including \$7.7 million available for accessibility issues nationwide. The American Rescue Plan Act also has made monies available to libraries.

3. Department Managers:

Administrative Services: Omar reported that the Library's November e-news had an open rate of 30%; the click rates were down, possibly related to the holiday season. The Holiday Open House was promoted, and attendees were required to register in person.

Increased patron interest in the digital offerings was seen, the digital BookPage went from 8 clicks in November to 30 clicks in December.

The Facebook posts that drew the most engagement were Trunk or Treat photos and the Holiday Open House for November; and in December the Latin Hip Hop Promo, Read & Roll Ribbon Cutting, and the Open House photos.

Adult Services: A total of 10 virtual and in-person programs were held

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with a total of 100 people attending in November and December. The Healthy West Chicago virtual cooking classes had a total of 47 people attend in November and December.

The department has started providing outreach bags to the locations at which it used to do in-person outreach. The Adult Services assistant created to-go bags, attended a holiday drive-through food pantry at St. Andrew's Lutheran Church, and handed out the bags and talked about the library to the people in the cars.

Young Adult Services: Nine programs were held in November and December with a total of 31 people attending. The Young Adult librarian created a mobile maker cart for programming for teens using the Cricut machine.

For the Open House each department created window displays, and patrons were invited to vote for their favorite display. The voting was open through December, and a total of 130 people voted. The winner was the Circulation Department window.

Circulation: A total of 12,045 items were checked out in November, a 37% increase from November 2020. A total of 11,563 items were checked out in December, a 1% decrease from December 2020.

The Library has 15,094 cardholders, a decrease from December 2020; 50.44% of the District population has cards.

Youth Services: Twenty five Nutcracker to-go bags were provided at the Open House. Throughout the month of December 140 to-go bags were

distributed, 60 on the night of the Open House. Two healthy West Chicago cooking classes were held in November, with a total of 40 people attending.

Technical Services: In November and December 390 and 438 items were received, respectively; 701 and 122 items were withdrawn, respectively, from the collection.

IT: In November 593 unique clients connected to the wi-fi; and in December there were 451 unique clients, a decrease attributed to the holiday season.

4. Policy Committee: Mr. Fokta stated no policy meeting was held in December or January. The American Library Association endorsements were on the agenda for approval under New Business; the policies have not been changed by the West Chicago Public Library District's Policy Committee. The Face Covering/Mask Use Policy was on the Agenda for approval under New Business.

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5. Strategic Planning Committee: Ms. Weninger stated a meeting was held on November 30, 2021. They reviewed the Strategic Plans other local libraries. The Committee is going to be very busy for the next several months because the members would like to wrap up the process in the early part of the summer. Ms. Kelsey sent out a survey to some community leaders to see when they could get together for a focus group.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:

1. American Library Association Endorsements:

(a) Code of Ethics: Mr. Bloom moved to approve the ALA Code of Ethics; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

(b) Freedom to Read: Ms. Jakacki moved to approve the Freedom to Read statement; seconded by Ms. Weninger. The document was the full policy rather than the abridged version which the Library had previously endorsed. Motion carried by unanimous voice vote.

(c) Freedom to View: Mr. Grotto moved to approve the Freedom to View statement from ALA; seconded by Ms. Jakacki. Mr. Weseloh stated the board had endorsed the statement in 2012 and again in 2016. Motion carried by unanimous voice vote.

(d) Library Bill of Rights: Ms. Jakacki moved to approve the Library Bill of Rights from ALA; seconded by Mr. Grotto. This Bill of Rights

was new in 2019. Motion carried by unanimous voice vote.

(e) Public Library Trustee Ethics Statement: Ms. Weninger moved to approve the Public Library Trustee Ethics Statement; seconded by Ms. Jakacki. Motion carried by unanimous voice vote.

2. Face Covering/Mask Use Policy: Ms. Jakacki moved to approve the West Chicago Library's COVID-19 Face Covering/Mask Use Policy as amended; seconded by Ms. Weninger.

Discussion was had regarding Lines 39 to 42, and Mr. Fokta stated he had a conversation with the Library's attorney, who recommended adding the word "board" in that section. The consensus of the Board was to use the phrase "discretion of the library" rather than "library board in cooperation with the library director."

Motion carried by unanimous voice vote.

M. CLOSED SESSION: No closed session was held.

N. RETURN TO OPEN SESSION: No return to open session needed.

O. ADJOURNMENT: President Pro Tem Fokta adjourned the meeting at 8:22 p.m.