

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, MARCH 25, 2022
7:00 P.M.

A. CALL TO ORDER: President Pro Tem Corrine Jakacki called the meeting to order at 7:02 p.m.

B. ROLL CALL:

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

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

C. APPROVAL OF THE MINUTES:

1. February 28, 2022: Ms. Weninger moved to approve the Minutes from the February 28, 2022 regular board meeting; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: James Howard, accountant.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Items removed from the Agenda include

I.2. President's Report, because the president was absent; Item I.4. Policy Committee, because Mr. Fokta was absent and Ms. Weninger did not have her notes; Item I.6. Ad Hoc Committee to Perform the Semi-Annual Review of Closed Session Minutes and Recordings, because Mr. Fokta was absent; New Business Item K.1. Recommendations from the Semi-Annual Review of Closed Session Minutes and Recordings.

G. TREASURER'S REPORT:

1. Approval of the Bills for March 2022: Mr. Bloom moved to approve the bills in the amount of \$187,198.83; seconded by Mr. Grotto.

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

2. Financial Statements for February 2022: Mr. Howard provided a financial report including these highlights: The Library is 67% of the way through the fiscal year and has received to date 98% of its total revenue. Taxes from DuPage County have been received at the rate of 100% of budget, \$2.4 million.

If the Library decides to levy above 5%, based on the Truth in Taxation Act, the Library will need to publish the levy request in the newspaper. If the Library were to plan new construction, funds for that purpose are not considered in the 5% levy limitation.

Service fees are at \$6,200.00, 13% better than budget; replacement taxes have been received in the amount of \$35,000.00, 5% better than budget.

On the expenditures side, the Library has expended 63% of its total budget. Library materials for books are 74% expended; professional services 66% expended; facilities, maintenance 59% expended. Personnel expense of \$905,000.00 against a budget of \$1.5 million, or 60% expended; and IMRF is 63% expended.

The investment fund balance position is approximately \$2 million. The Federal Reserve has increased interest rates, and therefore the Library's investments should see an increase in interest income.

H. COMMUNICATIONS:

1. Annual Reminder RE: Board Member Changes and Vacancies (Illinois State Library): Any changes made to the make-up or composition of the board needs to be reported to the Illinois State Library and County Clerk.

2. Chronology for the Annual Financial Ordinances: The Library's attorney sends to the Library each year a timeline for the key deadlines for the financial obligations the Library has as a public body. The levy is the most important deadline, which is due by the last Tuesday in December.

I. REPORTS:

1. President: Item deleted.

2. Library Director: Mr. Weseloh reported the fiscal year elapsed is 67%.

ADS was onsite to provide a quote on adding additional card swipes to some of the doors in the library. One of the ceiling tiles in the administrative office fell to the floor from a water leak at a valve that is part of the HVAC system. Midwest Mechanical was onsite for planned maintenance and also addressed this leak.

Mr. Weseloh contacted several commercial roofing companies to obtain

quotes to inform the budget conversation which will begin in April. The Library Director met with Questmark Flooring on two occasions regarding replacing the flooring in the lobby which is broken and

spalling. The repair is expected to take two to three days and may be scheduled for Memorial Day weekend. Midwest Sealcoat is also scheduled to be onsite on Memorial Day weekend to do the sealcoating and striping of the parking lot.

The Director had a quarterly business review meeting with Sikich. The admin technology expense rate is 106%, ahead of where it should be. Staff believe there is a billing discrepancy and that the Library is due a credit or a repayment.

Mr. Weseloh attended a FOIA for Public Bodies webinar on February 14, 2022. A new Circulation Services clerk was hired; there is one more Circulation Services clerk position to fill.

3. Department Managers:

Adult Services: A total of 115 persons attended 14 programs in February. Healthy West Chicago virtual cooking class had a total of 26 people attend.

Young Adults: A total of seven programs were offered for teens in February, with a total of 28 attendees. The Young Adult Librarian visited Leman Middle School, including the after-school book group and working with students on creating items with tools from the mobile Makerspace. A total of 21 teens were at the event.

Circulation: 12,176 items were checked out in February, a 37.43% increase from February 2021. The Library had 117 patrons use the self-checkout, checking out a total of 404 items. The Library has 15,106 cardholders, a small decrease from February of 2021. Cardholdership is still above 50%: 50.48%.

Tech Services: 1,513 items were ordered; 240 items were withdrawn from the collection; 22 items were repaired in-house.

Youth Services: A total of 31 programs were held in February; and 118 persons attended the story time. Online outreach was 105 contacts. The Black History Month kit was provided to 46 individuals; Mardi Gras to-go kits were provided to 47 individuals.

The winter reading program had a total of 236 children participate; a

315% increase from winter reading program 2021.

Administrative Services: The newsletter open rate and click rate went up by 1%. 72 people clicked on the donate blood post. The Healthy West Chicago classes made the list for most-checked link. The Facebook page reached the 1800 mark; and all of the top posts were pictures or videos.

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IT: The wireless services were used by 600 people, an increase from 200 people in February 2021. Website visits were 6,976; and computer usage increased, primarily right after school lets out, 2:00 p.m. to 7:00 p.m.

4. Policy Committee: Item deleted.

5. Strategic Planning Committee: Ms. Weninger stated the committee met March 2, 2022 at 2:00 p.m. Present were Pat Weninger, Diane Kelsey, Ben Weseloh, Omar Nuñez, and Jenny White. Discussion was had regarding the positive responses to the online surveys Omar developed, as well as the focus groups which are planned to be held in April.

In May Jenny and Omar will begin writing the final report. The committee will be on track for reporting to the board by the end of June. The meeting adjourned at 2:50 p.m. The next meeting is scheduled for April 26, 2022.

6. Ad-Hoc Committee to Perform the Semi-Annual Review of Closed Session Minutes and Recordings: Item deleted.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Recommendations from the Semi-annual Review of Closed Session Minutes and Recordings: Item deleted.

2. Facilities Assessment Priority and Planning: The board consensus is to form a Building and Facilities Committee which will report to the full board, and the full board will make final decisions on recommended work described in the Elara report. The formation of a committee will be placed on the April agenda when the president can make committee appointments.

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: President Pro Tem Jakacki adjourned the meeting at 7:35 p.m.