

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, JUNE 27, 2022  
7:00 P.M.

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

B. ROLL CALL:

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

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

C. APPROVAL OF THE MINUTES:

1. Board Meeting - May 23, 2022: Ms. Jakacki moved to approve the Minutes of Monday, May 23, 2022; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

2. Special Board Meeting (open session) - May 23, 2022: Mr. Bloom moved to approve the Minutes of the May 23, 2022, Special Board Meeting; seconded by Ms. Jakacki. Ms. Weninger stated her name was misspelled in the Minutes. Motion carried by unanimous voice vote.

3. Special Board Meeting (closed session) - May 23, 2022: Ms. Jakacki moved to approve the Minutes of the May 23, 2022, Special Board Meeting closed session; seconded by Ms. Weninger. Ms. Jakacki stated her name was spelled incorrectly - the correct spelling is Dattomo; and Item No. 4 is listed twice. Ms. Weninger stated she did not participate in that meeting. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for June 2022: Trustee Jakacki moved that the board approve bills in the amount of \$188,060.80; seconded by Trustee Weninger.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Corrine Jakacki,

Diane Kelsey, Pat Weninger. Motion carried.

2. Financial Statements for May 2022: The financial statements for May, 2022 were covered under the Director's Report, Item I-2.

#### H. COMMUNICATIONS:

1. Memo RE: Filling Trustee Vacancies: This law, effective May 27, 2022, is relevant to library districts and authorizes the State Librarian to appoint a person to fill a board vacancy if the Board fails to fill the vacancy within 90 days. The State Librarian has 60 days to appoint a person from the district to fill the vacancy.

2. Memo RE: Appointing a Treasurer: Mr. Weseloh stated Public Act 102-0977, effective May 27, 2022, allows library districts to appoint a nontrustee to serve as treasurer and compensate such treasurer.

3. Memo RE: Collecting Information About Vendors: Public Act 102-0265 provides for the collecting and reporting of information about vendors. This act does not apply to the West Chicago Library because it is required of library districts with an annual tax levy of more than \$5 million. The library districts affected by this act will make a good-faith effort to collect information as to whether a vendor is a minority, woman, or veteran-owned business.

#### I. REPORTS:

1. President: President Pro Tem Fokta had no report.

2. Library Director: Mr. Weseloh stated the Library is 92% of the way through its fiscal year elapsed. Property taxes have been collected at the rate of 100%, only \$5,000 short of budget. The replacement taxes received are at 101% of the budget with a PPRT check received June 27, 2022, covering January through June 2022, in the amount of \$84,418.06. Total revenue is \$37,000 under anticipated budget. The Per Capita Grant has not yet been received for this fiscal year; the anticipated amount to be approximately \$42,000.

The Library is in a good revenue position this fiscal year. Expenditures are at 84% at the 11-month mark, approximately 8% under budget for the fiscal year.

Admin technology is over budget this year at 105% due to the expense for the computer purchases. The only other area over budget is programs at 112%, due to the Healthy West Chicago donation of \$5,000.

Interest income is continuing to look better every month: The GASB 54 Emergency Fund earned \$379.60 interest in May, compared to March 2022 interest of \$49.89; the New Building & Construction Fund earned \$22.03

interest in May, compared to March 2022 interest of \$2.90; the General Fund earned \$21.97 interest in May, compared to March 2022 interest of \$2.90. The IRS has raised the standard mileage rate for the second half of 2022, effective July 1, 2022, from 58 to 62.5 cents per mile for the employees who use their vehicles to conduct business.

Bibliotheca, the security gate vendor, on May 26, 2022 removed the security gates so Quest Mark could repair and replace the flooring at the library entrance. The doors were removed and replaced by Assa Abloy. Mr. Weseloh is requesting pricing for new security gates.

Regarding physical plant: Midwest Seal Coat sealcoated and striped the parking lot. Mr. Weseloh ordered the backup chilled water pump from Midwest Mechanical. Legend Exterior was onsite June 8th and 16th to inspect and assess the roof. There were several cracked tiles on the roof, and the company will provide pricing on replacement tiles. They also viewed the interior where the leaks appear in the Adult Services department. Mr. Weseloh is waiting to receive a quote on the cost to do a water test at least in those areas.

Mr. Weseloh contacted AT&T Business regarding bringing Fiber Internet into the library as a secondary VOIP connection. All communications connections will migrate to fiber, and Comcast cable will become the backup service.

West Chicago Railroad Days will be held at Pioneer Park July 7 to 10, 2022. Mr. Weseloh will be participating in the parade with the Rotary and Lions groups.

An Adult Services assistant has been hired. Mr. Weseloh thanked the Board for allowing the staff to go to Cantigny for a Staff Development Outing on June 17, 2022. Approximately 20 staff members attended. The Alebrijes exhibit was on display, and staff were able to see many of the sculptures. The group returned to the library and participated in several team-building activities.

### 3. Department Managers:

Administrative Services: The top email was for Summer Reading, with 71 people responding. The top Facebook post was for the Skill Up program, a collaboration with Worknet to help the unemployed persons return to

the workforce, which had a registration of 18 people.

The Summer Reading website has been published and is live; information and links for sign-up are accessible. Youth can download reading logs. The Library was approved for Google nonprofit ads with a grant of approximately \$10,000 per month, \$120,000 for the year, to publish advertisements on Google. This was accomplished through the Library

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District Foundation as a 501(c)(3). Ads for the Summer Reading program have been published, and the page has jumped to second-most viewed on the Library's Web page. A Facebook ad was posted and garnered 191 clicks within eight days for Summer Reading.

Lawn banners were placed in front of the library highlighting library activities. The Library has published several events using the poster printer, including thanking all the Summer Reading program donors.

Adult Services: The League of Women Voters held in May a voter registration and electronic voting equipment demonstration. Staff organized a craft program in May at which people made a quilt butterfly magnet.

Program participants are provided an evaluation form to fill out following their attending programs. Comments received in May include:

- "I sincerely love all the programs that the West Chicago Library offers. I brag to everyone about how amazingly wonderful our library is."
- "I love all the activities that you provide for adults and children. They're always fun and enjoyable activities."

Young Adult Services: Young Adult Librarian Jessica did her annual Summer Reading presentation in the middle school, which was presented virtually. She provided a 10-minute video tour of the library. Subsequently several teens visited the library, wanting to use the gaming station and to access other services. The number of young adults who have signed up for Summer Reading has exceeded the number from last year.

Technical Services: Professor Maria Gabriella Limarzi of the Art and Music High School "Antonio Canova" of Forli, Italy, requested permission to use an image of the bookplate #211 W. G. Bowdoin for three seconds in a video animation made by students at the school.

Youth Services: The department held a story time at the Sensory Garden

in Lisle, which is part of the Western DuPage Special Recreation Association. Fifteen children were present. Nicole has been doing a lot of outreach to children with disabilities. The Library has seen increased visits from children with disabilities who are accompanied by their speech therapists or occupational therapists.

4. Finance Committee: Ms. Jakacki reported the Finance Committee met on June 6, 2022 at 6:00 p.m. In attendance was Corrine Jakacki, Diane Kelsey, Ben Weseloh, and Maureen Bajor. Discussion was had regarding the draft income projection for FY22-23 and also the draft budget for FY22-23. Recommendations followed later in the board meeting under New

Business.

The Committee also discussed transferring money from Corporate Carryover to Special Reserve, as well as spoke about the Library paying certain recurring monthly bills via ACH in order to avoid late fees. This action item was also addressed under New Business later in the board meeting. The Committee meeting ended at 6:38 p.m.

5. Strategic Planning Committee: Ms. Weninger reported that the Committee met Tuesday, June 21, 2022. Present were Diane Kelsey, Pat Weninger, Ben Weseloh, Omar Nuñez, and Jenny Winter. The Committee went through line by line the draft plan that Omar and Jenny developed, made adjustments, and talked about next steps. They believe the plan will be complete by August. The Committee will next meet on July 12.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Draft Income Projection for FY 2022-2023: Ms. Jakacki reported the Finance Committee recommends the Board approve the Income Projection for FY22-23 in the total revenue amount of \$2,591,380.00. The PPRT payment of \$84,000 this year was much higher than usual due to increased development in West Chicago, and is not expected to be as high next year. The projection for FY22-23 is \$60,000.  
Roll Call Vote - Yes: Bloom, Fokta, Jakacki, Kelsey, Weninger. Motion carried.

2. Draft Working Budget for FY2022-2023: Ms. Jakacki reported the Finance Committee recommends the Board approve the Working Budget for FY22-23 in the total amount of \$2,591,380. The Finance Committee met, and with the help of Mr. Weseloh and Ms. Bajor went through the budget line by line, and discussed changes year over year.

Roll Call Vote - Yes: Bloom, Fokta, Jakacki, Kelsey, Weninger. Motion carried.

3. Ordinance 22-02: Meeting Date and Time 2023: Mr. Bloom moved to approve Ordinance 22-02, Meeting Date and Time 2023; seconded by Ms. Jakacki.

Motion carried by unanimous voice vote.

4. Resolution 22-02: Non-Resident Library Card Participation FY2022-2023: Mr. Bloom moved to approve Resolution 20-02, Non-Resident Library Card Participation FY2022-2023; seconded by Ms. Jakacki. The formula for the nonresident taxpayer card is the tax bill method.

Motion carried by unanimous voice vote.

5. Resolution 22-03: Library Closing Schedule 2023: Ms. Jakacki moved

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to approve Resolution 22-03, Library Closing Schedule 2023; seconded by Mr. Bloom. The closed date of Monday, January 2, 2023, is in observation of the New Year's Day holiday.

Motion carried by unanimous voice vote.

6. Public Hearing Date for Tentative Budget and Appropriations Ordinance (50 ILCS 330/3) August 22, 2022, at 6:45 p.m.: Ms. Jakacki moved to approve the Public Hearing Date for the Tentative Budget and Appropriations Ordinance of August 22, 2022, at 6:45 p.m.; seconded by Mr. Bloom.

Motion carried by unanimous voice vote.

7. Approval to pay via ACH for General Liability, Workers Compensation, and Directors & Officers Insurance Renewal: Ms. Jakacki stated the Finance Committee recommends approval of payment via ACH for General Liability, Workmen's Compensation, and Directors and Officers insurance renewal as an annual expense.

Roll Call Vote - Yes: Bloom, Fokta, Jakacki, Kelsey, Weninger. Motion carried.

8. Approval to pay via ACH for LIMMRiCC Insurance: Ms. Jakacki stated the Finance Committee recommends payment via ACH for the Library staff's health insurance coverage through LIMMRiCC as a monthly expense.

Roll Call Vote - Yes: Bloom, Fokta, Jakacki, Kelsey, Weninger. Motion carried.

9. Intergovernmental Agreement to Participate in the Illinois Libraries

Presents 2022-2023 Season: Mr. Bloom moved to participate in the Illinois Libraries Presents 2022-2023 Season; seconded by Ms. Jakacki.

This is a collaborative of the Northbrook Public Library, RAILS, and libraries across the state that are wanting to participate for programming as a consortium. At a cost of approximately \$750.00 the West Chicago Library can have access to very high profile presenters. Their mission is to provide high quality online events for equitable prices to participating members. Each library's cost is aligned with the size of their respective operating budgets.

Approximately 140 libraries are participating in this program at the moment. Twelve programs would be available over ten months; one young adult-focussed, one youth services-focussed, and the remainder would be adult-focussed. Participation includes professionally designed marketing materials, easy online sign-ups, and post-program attendance statistics.

West Chicago Library staff will inquire if the Library would have any

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limitations on the number of patrons attending per program, and whether the library will be able to promote the various programs in the West Chicago Library's Program Guide.

Roll Call Vote - Yes: Bloom, Fokta, Jakacki, Kelsey, Weninger. Motion carried.

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: Mr. Fokta adjourned the meeting at 8:03 p.m.