

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, OCTOBER 24, 2022
6:59 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 6:59 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Pat Weninger, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; Richard Bloom and Scott Grotto, Members.

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

C. APPROVAL OF THE MINUTES:

1. Special Board Meeting - September 26, 2022: Mr. Grotto moved to approve the Minutes of the Special Board Meeting of September 26, 2022; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

2. Board Meeting - September 26, 2022: Mr. Bloom moved to approve the Minutes of the Regular Board Meeting of September 26, 2022; seconded by Mr. Fokta. 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 October 2022: Mr. Grotto moved to approve the bills for the month of October in the amount of \$235,585.08; Seconded by Mr. Fokta. Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Scott Grotto, Diane Kelsey, Pat Weninger. Motion carried.

2. Financial statements for September 2022: Director Weseloh covered this topic under his report, Item J-2.

H. Strategic plan presentation: Omar Nuñez and Jennifer Winter provided a presentation on the strategic plan, which will cover years 2022 through 2025. The first part of the strategic plan reenvision the mission and vision statements. The Mission Statement is: To make the

library resources known and accessible to everyone. The Vision Statement is: To become a leader of community engagement in West Chicago.

In the fall of 2019 a new strategic plan committee was formed with staff and board members. They were just gaining momentum when the pandemic broke out, suspending progress for a year and a half. The committee reconvened in the latter half of 2021.

A public survey was created in both English and Spanish and made available for several weeks. Mr. Nuñez met with each department at the library to gather staff input on the new strategic plan and the library in general. Diane Kelsey and Jennifer Winter conducted several Zoom focus group meetings with community leaders to obtain their input. From all of these sources valuable information was received about what the Library is doing well and how it can improve. The Library would like to make services and materials more accessible, more well known, and easier to understand.

Additional goals include strengthening outreach and improved space utilization to better serve the community and help the staff work more efficiently. The core values of the plan are the principles of equity, diversity, inclusion, and accessibility.

As responsible stewards of public funds, the Library will evaluate the strategic plan at least twice yearly to measure the progress toward meeting these goals and will adjust the plan as necessary. Every aspect of the plan is dependent on available funding and staff time. Committees will be formed as needed.

The Library of Things has proven quite popular; this service will be monitored and weeded and expanded accordingly. The library's website will be updated to improve ease of use. Patrons often ask if the Library offers ESL classes and/or citizenship classes. Staff will research the programs currently offered in the area to see if any missing services can be added. Outreach efforts will be strengthened, including assessing community venues for programming options. Collaboration with local organizations will be explored to provide additional programming and services outside of the library.

Staff will increase services in Spanish, making more current and future programs bilingual, and plan to host two large-scale Spanish cultural events each year. Staff would like to increase technological literacy in the community and increase access to digital resources.

Mobile library services will be pursued to provide services and programming to patrons who do not have access to transportation.

An outreach committee will make recommendations on how best to achieve the mobile services, including seeking funding sources such as grants, donations, and fundraisers.

Improved space utilization will consider reconfiguration of the first floor, creating a new youth services program room, reconfiguring the technical and circulation services area, creating a dedicated Makerspace, expanding the YA area and possibly enclose part of it for programming and/or gaming, and increasing the number of study rooms.

The new strategic plan will be marketed to the patrons to make them aware of the proposed changes. Marketing materials will include a trifold flyer, bookmarks, a post card, information displayed on the in-house TV screens, and information-sharing through partners in the community.

I. COMMUNICATIONS: Mr. Weseloh received an email from the Illinois State Library regarding the Per Capita Grant application, which is due by January 30, 2023. The 2021 expenditures report will be included with the application.

The Board will discuss the Per Capita Grant and Serving Our Public 4.0 at the November meeting. Mr. Weseloh will report on what the staff has achieved and some of their future plans. Board members were asked to review the sections pertaining to trustees.

J. REPORTS:

1. President: Ms. Weninger stated she is on a learning curve as newly elected president, and she will be relying on all trustees in leading the board.

2. Library Director: Mr. Weseloh reported the Library is 25 percent through the fiscal year elapsed, and the expenditures are at 23 percent. The two 2022 tax installments during DuPage County have resulted in 93 percent of the Library's income from property tax having been collected. PPRT income will be received in January. Interest income is up over 1,000%.

Some of the year-to-date expenses are: Administrative Technology, 25%; library materials, books, databases, which are front-loaded, 50%;

professional services 26%; facilities maintenance 22%.

The electric rate was renegotiated; both electric and gas rates are currently very high, reflecting an increase of \$766.40 for the month. Assuming an increase of between \$750-\$800 per month, the increased annual expense will be between \$9,600-\$10,000.

The final audit field work was completed on-site on October 5 and 6, 2022. The public hearing on the tax levy will be held at 6:45 p.m. on November 28, 2022. The Truth in Taxation notice will be published in the newspaper.

Assa Abloy was onsite September 23 and October 24 for the preventive maintenance and replacement of rollers on both sets of automatic doors. Midwest Mechanical and Brock Industrial Services were onsite on September 26 to check for leaks because of condensation on some pipes in the basement. When the chiller system shuts down in December, the contractor will return to investigate and rewrap the pipes.

Valley Fire removed a water softener which had not been operable for many years. Cintas Fire checked and updated all the fire extinguishers on October 2. NIR Roof Care made repairs and replaced flashing around the two chimneys at the roofline where rainwater has been leaking in the Adult Services department for some time. The library now has a maintenance contract with NIR.

A staff in-service was held on October 14, 2022. There was a community Internet interruption that day, so the in-service survey has to be completed manually. Results will be available at the November board meeting. The fire department and police chief spoke with the staff on safety, active shooter, and emergency/disaster training. Mr. Weseloh asked about using a fire extinguisher, and the fire personnel said if an individual knows how to use it, do so; and if they don't know how to use it, then don't. Discussion was had by the board as to the possibility of holding a training in the use of fire extinguishers.

Director Weseloh reviewed personnel anniversaries and resignations.

The VOIP phone system is planned to be installed in November 2022. The Quarterly Business Review meeting was held with Sikich Technology on October 7, 2022. Services discussed were the phone system installation, the computer purchases for the coming year, and the continued migration of data storage from onsite servers to the cloud. Discussion of the

continued engagement of Sikich Technology, in accordance with AICPA dependence standards, was discussed under New Business Item 4.

The hard copy board candidate packets for the 2023 consolidated election are available for pickup at the administrative office, and are also available for download from the Library's website. The filing period is December 12 to 19, 2022.

The trustees were invited to attend the Library's annual Trunk Or Treat event on Saturday, October 29, 2022 from 1:00 to 3:00 p.m.

5

3. Department Managers:

Adult Services: October 24, 2022 was the kickoff of the Binge Boxes for adults. Staff have created a label with the Cricut machine to reflect a theme. Three to five books are included in the theme, as well as some theme-related items which will rotate depending on the month. The first box will include an apple cider drink packet, shortbread cookies, a mug with the library logo, a pen, a notebook, and book-themed stickers or bookmarks. Another theme is movies, which includes three to four books, microwave popcorn, Junior Mints, Dots, and Tootsie Pops.

Young Adult Services: The Binge Boxes will be personalized based on a form the patron fills out online, identifying their interests, what they like to read, authors they like, series they like, what they would like to avoid, and what they want to enjoy.

Youth Services: During September, 24 programs and 5 outreach events were held. Sensory Saturday was held in the program room for children with sensory needs; 40 people attended in September.

Circulation Services: The Alebrijes patron cards are now available. Eighty five cards have been provided to new patrons, and 130 patrons have replaced their old cards with the new cards.

the transition high school student volunteers have completed the first part of their training where they were sorting and processing materials that would be sent to other libraries. They are now focussing on shelving.

Technical Services: 1,227 items were ordered, 2,373 items were added to the collection, 1,223 items were received, 540 items withdrawn, and 5 items were repaired in-house.

Administrative Services: The Alebrijes dominated social media and email. "WeGo Amigo" was chosen for the name of the alebrije constructed in the library, with 135 people casting their votes. Approximately 30 people attended the dedication, and the West Chicago Mayor gave a short speech.

4. Policy Committee: Mr. Fokta reported the committee met October 13, 2022 at 6:00 p.m. Present were Mr. Fokta, Ms. Weninger, Mr. Bloom, and Mr. Weseloh. Discussion was had regarding the current version of the Library's emergency response plan. The plan will be presented by the committee with its recommendation at the November board meeting. The committee meeting lasted an hour.

5. Strategic Planning Committee: Mr. Weseloh stated the committee met on October 18, 2022. Jenny and Omar provided a presentation, which was

6

followed by discussion and minor tweaking of the plan including some comments received from the board. The committee recommended approval of the plan under Agenda Item L-3.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:

1. FY 2023 Per Capita Grant Application: Mr. Weseloh stated discussion will be had regarding the Per Capita Grant application at the November board meeting, which will include review of Serving Our Public 4.0.

2. Adopt Tentative Ordinance 22-06: An ordinance providing for the Levying and Assessment of Taxes by the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2022, and Ending June 30, 2023: Mr. Grotto moved that the Board adopt the Tentative Ordinance 22-06 for the Levying and Assessment of Taxes by the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2022, ending June 30, 2023, for a total of \$3,622,000; seconded by Mr. Bloom. Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Scott Grotto, Diane Kelsey, Pat Weninger. Motion carried.

a. Public Hearing Date - November 28, 2022 at 6:45 p.m.: Mr. Grotto moved to approve the Public Hearing date of November 28, 2022, at 6:45 p.m.; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

3. Approval of the Strategic Plan: Ms. Kelsey moved that the Board approve the 2022-2025 Strategic Plan; seconded by Mr. Grotto.

Discussion was had regarding the many stakeholders who provided input into the development of the plan, including Library District patrons, the Superintendent of High School District 94, the Western DuPage Chamber of Commerce, the Superintendent of District 33, and the West Chicago City Museum.

Staff will review the plan twice annually, implement due dates for milestones, and check quantifiable data such as the success of programs and projects.

Patrons would like to have drive-up materials checkout, which is not part of this plan. The Building & Grounds team is looking at how to reconfigure the outside space for handicapped parking.

Fifty two percent of the District's population is Hispanic, but the majority of patrons who visit the library are white non-Hispanic. Discussion was had regarding the strategic plan addressing how to engage the Hispanic population, including outreach and mobile library services to high density communities that do not have transportation

access. The library has a diverse staff; and patrons would also like to see the Library offer bilingual programming, ESL classes, and citizenship classes.

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

4. Decision to Remain with Sikich Technology or Sikich Auditing: Mr. Bloom moved that the Library remain with Sikich Technology as its provider of technology services; seconded by Ms. Kelsey.

In order to comply with the AICPA standards, the Library must make a decision to remain with either Sikich Technology or Sikich Auditing, it cannot continue to receive services from both these Sikich providers. The Library engages with the technology provider on an almost daily basis; and the auditing provider is engaged with the Library for approximately five days on an annual basis. The decision to choose which provider to remain with must be made by the end of the calendar year, which leaves very little time to search for, review, and engage a possibly a different provider. Auditing service providers can be reviewed and a new provider selected prior to May, when the preliminary audit must be performed.

Discussion was had regarding the recommended business practice when

engaging auditing services is to rotate external auditors every few years. Sikich Technology's services with the Library have been clear and concise, and they have timely reacted to any difficult situations the Library has had.

Mr. Bloom recommended continuing to engage the services of Sikich Technology. The director and the Board know that they will have to do move forward with selecting a new auditor. The contract with Sikich Auditing terminates at the end of the current year, 2022.

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

M. CLOSED SESSION: No closed session was held.

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

O. ADJOURNMENT: There being no further business, President Weninger adjourned the meeting at 8:27 p.m.