

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JANUARY 22, 2024
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:03 p.m.

B. ROLL CALL:

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

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Jason Rock, IT Specialist; Nicholas Del Giudice, Public Relations Specialist; Melisa Martinez, Youth Services Manager; Gabe Cardenas, Circulation Services Manager; Michael Novy, Technical Services.

The board received a thank-you card from a Library employee for whom the board had approved tuition reimbursement for her to attend a college LTA program.

C. APPROVAL OF THE MINUTES:

1. Special Board Meeting - November 27, 2023: Mr. Bloom moved to approve the Minutes of the November 27, 2023 Special Board Meeting as read; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

2. Board Meeting - November 27, 2023: Mr. Bloom moved to approve the Minutes of the board meeting of November 27, 2023 as read; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Edwin Rivera, Lauterbach and Amen.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. PRESENTATION:

1. Annual Financial Report Year Ended June 30, 2023: Mr. Rivera provided the board an overview of the audit documents for fiscal year ending June 30, 2023. A Management Letter is provided to the Library District to convey the auditors' recommendations and comments, and to disclose any management difficulties or misrepresentations. Mr. Rivera reported that the auditors are happy to report there were no difficulties or misrepresentations encountered throughout the audit.

The auditors provided an unmodified opinion in their report to the West Chicago Library District, the cleanest and highest condition.

Mr. Rivera reviewed with the board the Management Discussion and Analysis. Some of the points covered in the review include: The district's net position has increased by \$217,560 for the year; a net positive increase for general fund of \$240,764; and a positive increase for nonmajor funds of \$4,935, which is an IMRF special revenue fund. The financial statements reflect a positive ending fund balance for both columns, the general fund being \$1,382,954, and nonmajor funds of \$132,253.

Page 21 through Page 38 are the Notes to the Financial Statements. The auditors recommend a review of the IMRF fund balance policy and adjust the verbiage specifically to what the IMRF fund is for and what the needs are for that fund specifically. The policy review can be performed by both the Finance and Policy Committees.

H. TREASURER'S REPORT:

1. Approval of the bills for December 2023: Mr. Grotto moved to approve the December 2023 bills for a total of \$201,542.20; seconded by Mr. Bloom.

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

2. Approval of the bills for January 2024: Mr. Grotto moved to approve the January 2024 bills for a total of \$229,624.53; seconded by Mr. Bloom.

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

3. Financial statements for November 2023: Mr. Weseloh covered the November 2023 financial statements in his director's report.

4. Financial Statements for December 2023: Mr. Weseloh covered the December 2023 financial statements in his Director's report.

I. COMMUNICATIONS:

1. Notice of Commencement Date - Warehouse Facility at 2595 Enterprise Circle: Greco/DeRosa Development: The warehouse facility has been completed, and they are looking for commencement of the actual tax abatement. The board will vote on this under New Business. This is notifying us that this is the ordinance that needs to be passed now.

2. Public Library District Board Notification Re Board Vacancies: The Library received an annual notification from the Illinois State Library regarding library board openings or vacancies. The Library would have

90 days to appoint a replacement to fill a board vacancy, after which time the State Library will appoint someone within 60 days if the position remains vacant.

I. REPORTS:

1. President's Report:

(a) Appointment of a Committee for Semi-Annual Review of Closed Session Minutes and Executive Session Recordings: President Weninger appointed Mr. Fokta and Ms. Kelsey to serve as the ad hoc committee to review the Minutes and recordings in a timely manner.

2. Library Director: Mr. Weseloh reported that the Library is 50% of the way through its fiscal year elapsed. One hundred percent of the property taxes have been received, only approximately \$250 below budget; and total revenues are at 97% of budget. The Per Capita Grant and the Personal Property Replacement Taxes are expected to come in at approximately \$42,668 and \$102,000, respectively. Interest is continuing to do very well.

Facilities and Operations, and Utilities each exceed the 50% mark of budget, utilities in part due to the water leaks that had occurred. Another facility-related issue has been a VAV box replacement.

The library was closed on January 12, 2024 due to subzero temperatures, and opened up late on January 13. Some areas in the building have been colder, particularly the front desk at Circulation because of the proximity to the front doors.

Mr. Weseloh spoke with both Delta and Midwest technicians and upper management regarding improved communication and breakout of proposals for work to be done. A fan motor in the lobby needs to be replaced.

Mr. Weseloh hopes to bring the topics of the VAV boxes, building automation system, and building infrastructure to the Building & Grounds Committee meeting in February. The building has 43 VAV boxes.

Some projects may be best addressed by working through the Signal Cooperative Alliance, which streamlines the project process and eliminates the necessity of sending a project out for bid.

Kellenberger Electric will be providing a new quote for between three and five outside lights. The contractor initially quoted a price of \$37,000 for three lights, but the Library had previously replaced two light poles at a cost of approximately \$3500 apiece.

The Library replaced the patron server in late December. The staff server migration is moving forward from the on-site shared server to the cloud.

The Library had to find a new calendar program and reservation system because the old system is no longer being technically supported. The new vendor is Library Market.

3. Department Managers:

Administrative Services: The Library had approximately 37,000 email-opens over about 18 emails, and over 9,000 impressions on social media from the campaigns since the November board meeting. Some flyers went out in the community to promote specific programs, and the Library worked with School Districts 33 and 94 to make that happen.

A new Program Guide is expected to be distributed on approximately February 9, 2024. The new website project is progressing with a few home page design proofs. The tentative launch date is during National Library Week in April.

Adult Services: Thirty one programs were held for adults in November and December, virtually or in person, with a total of 196 attendees. Some programs include a classical guitarist, making Christmas Bread, and a Saturday Craft Reunion with a wine cork tree.

Librarians held four outreach visits in November and December to senior and assisted living facilities and saw a total of 66 residents during those visits.

Young Adults: The librarian has been working with the schools to plan and hold programming. An Open Mic Night was held and connected with a creative writing club at the high school. The first High School Study Lounge was held, which invited the kids to the library during finals week, to sit and relax or do their homework in the Program Room and have snacks. Twelve kids attended over the two days.

Circulation: Over November and December the Library had 138 new patrons registered. A total of 8,958 patrons visited in the library over the months of November and December. 26,777 items were checked out; and a total of 7,356 electronic materials were checked out.

Calendar year 2023 numbers were: 1,089 new patrons; 59,951 patrons visited; 123,304 physical items checked out; and 42,573 electronic

materials checked out. The most circulated items were the Mobile Hotspot, One Piece Manga, and Nintendo Switch.

Beginning in 2024 the Library will have two groups of volunteers from the Transition Group at the High School. A total of seven students have participated in the program, and three students have graduated.

Technical Services: In December 2023, 537 items were ordered; 216 items were withdrawn; and 46 items were repaired in-house. The 2023 West Chicago Community High School yearbook was scanned and converted into searchable pdf.

Youth Services: In November the department hosted a total of 21 programs with a total of attendance of 316. For outreach in November the department saw 79 children between the age of 0 to 11. Youth very much enjoyed working with the sublimation printer and making drinkware.

In December the department hosted 20 programs with attendance of 365. The department did outreach to 182 children between the ages of 0 and 11, including a visit to Currier Elementary School to promote the Winter Reading Program. A Holiday Open House, Enchanted Winter's Evening, was hosted on Friday, December 1, 2023, and was a big success with 155 attendees.

IT: The Wi-Fi usage has gone down from 787 clients in November to 574 clients in December. People were not using the Wi-Fi over the holidays. The top page accessed for both November and December was the yearbooks. The high school newspapers have been uploaded to the server, and the archive houses almost every issue of the high school newspapers from 1923 to 2003 or 2013.

Computer usage was on par historically with 341 users in November, and 398 users in December.

K. Unfinished Business: None.

L. New Business:

1. Ordinance 24-01 - Providing for Real Estate Tax Abatement Greco/DeRosa (Cheese Merchants) Property at 2595 Enterprise Circle: Mr. Bloom moved to adopt Ordinance 24-01 Providing for Real Estate Tax Abatement for Greco/DeRosa; seconded by Mr. Grotto. Roll Call Vote - Yes: Bloom, Grotto, Kelsey, Weninger. Motion carried.

M. CLOSED SESSION: None held.

N. RETURN TO OPEN SESSION: None held.

O. ADJOURNMENT: President Weninger stated there was no need for a closed session and adjourned the meeting at 7:55 p.m.