

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JULY 24, 2023
7:00 P.M.

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

B. ROLL CALL:

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

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

C. APPROVAL OF THE MINUTES:

1. Board Meeting - June 26, 2023: Ms. Jakacki moved to approve the June 26, 2023 Board Meeting Minutes as amended; seconded by Mr. Grotto.
- Page 2, Section 2, second paragraph, the dollar amount should be \$42,668.80.
- Page 3, third paragraph, first line should read "One more step is needed by Comcast to complete the fiber optic Internet connection."
Motion carried by unanimous voice vote.

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

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

(Ms. Navadomskis entered.)

G. TREASURER'S REPORT:

1. Approval of the Bills for Final June & July 2023: Ms. Jakacki moved to approve the payment of the bills for June in the amount of 243,637.01; seconded by Scott Grotto.
Discussion was had regarding Delta Building Technologies, the irrigation system has been connected with the callout system.
Roll Call Vote - Yes: Bloom, Grotto, Jakacki, Kelsey, Navadomskis, Weninger. Motion carried.

2. Financial Statements for June 2023: Mr. Howard reported on the end of the Library's fiscal year, June 30, 2023. The Library outperformed

its revenue budget by 2%. Property taxes were received in the amount of \$2.5 million at 100%; and the replacement tax received at approximately \$62,000, 3% over the budget.

The Illinois Funds account is earning approximately 5% interest. Total revenue was approximately \$2.65 million.

Expenditure highlights: The Library has stayed under budget for expenditures, finishing at 95% of total budget; admin technology at 88%, and library materials at 93% of budget.

Mr. Howard stated the Library did a very good job budgeting, and a good job of monitoring the budget by the director and staff. The FNBC savings account earned approximately 2.8% interest; and Illinois Funds earned in the range of 5.25%, approximately \$608,000.

Mr. Howard will correct a typo at the top of the revenue distribution report, changing the date of May 31, 2023 to June 30, 2023.

H. COMMUNICATIONS: None.

I. REPORTS:

1. President's Report: President Weninger acknowledged the passing of Nancy Conradt, a dear friend and colleague; and stated that Ms. Conradt served as President of the Library Board from 2012 to 2022, and her contributions were enormous. Ms. Weninger noted that Nancy Conradt's intelligence, diligence, and dedication to the library was undeniable; and she was always working on the library's behalf. Nancy Conradt will be sorely missed. Ms. Kelsey shared some ideas for honoring Ms. Conradt's memory. A final decision will be made in August.

The Decennial Committee will meet September 25, 2023, at 6:00 p.m. Ms. Weninger asked Mr. Weseloh to look into what other library boards are doing with their decennial committee and to perform an informal survey to determine if they are following the template that was provided by the law firm of Ancel Glink.

2. Library Director: The Library is at the end of its fiscal year, which ended very well, and the administration is looking forward to continuing to grow the reserves.

Kellenberger Electric was onsite to discuss a variety of lighting needs, both interior and exterior. Mr. Weseloh has asked for quotes on a couple of the exterior lighting needs. Earlier in July the library

had to close early because of a neighborhood power failure.

The University of Illinois Extension SNAP Education Program met with

Director Weseloh to discuss the possibility of the installation of a Micro Pantry. They believe this is a good location.

An order was placed for the drive-up book drop, which is expected to arrive in early September. Cement is expected to be poured for the base and the sidewalk sometime in August.

(Mr. Howard left.)

3. Department Managers:

Adult Services: The Adult Services Librarian went to the ALA conference and followed up with a conference report with a focus of digital equity. The North Star database is a digital literacy program that the Library is looking into for next year. The Library has a new database called Transparent Language, which can assist with learning over 110 languages and has some citizenship information as well.

Young Adult: Seven programs were held and 13 teens were present.

Youth Services: The Department held a total of 23 programs in June with a total of 348 attendees. Three large outreach visits were held in June: District 33, Turner Elementary, and Indian Knoll Elementary. Regarding public, the Library has continued its biweekly program newsletters. So far this year the total open rate is slightly up.

Public Relations: The Library has continued its biweekly program newsletters. The total open rate is up slightly with a few special program highlights getting quite a bit of traction.

Social media had six posts this month and reached a total of little over 2300 people. The website redesign committee met and is working on the framework for the RFP to send to WebLinx for creating the new website.

Circulation: 14,594 items were checked out in June, a 9.51% decrease from June 2022; 3,286 electronic materials were checked out in June, a 18.48% decrease from June 2022. 557 materials in Spanish were checked out in June, a 20.88% decrease June 2022. 152 books were distributed to the Little Libraries around West Chicago. During FY2022-2023 West Chicago Library provided 12,033 items to other libraries, and the

Library received 20,032 items from other libraries.

The summer reading kick-off for the entire library was held in June with a total of 180 people attending.

Technical Services: 5,437 items were added; and 91 issues of the Wildcat Chronicle were scanned and converted to searchable pdf.

J. Unfinished Business: None.

K. New Business:

1. Income Projection for FY 2024 - Correction: The income as mentioned in Mr. Weseloh's email on the property tax side had accounted for the tax abatement amount twice, which leaves the Library with \$63,468 less than should be reflected.

The extension in Line 30010 at the top should read 2.471 million. The levy extension number came in at 2,535,051, leaving the corporate fund with \$2,664,100, and a grand total of 2,804,936.

Ms. Jakacki moved to approve an amended Income Projection for FY 2024 in the amount of 2,804,936; seconded by Mr. Grotto.

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

2. Working Budget for FY 2024 - Correction: Books-adult was significantly increased, which should help the collection development; and promo materials were increased in both adult and youth.

Ms. Jakacki moved to approve an Amended Working Budget for FY 2024 in the amount of \$2,804,936; seconded by Mr. Grotto.

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

3. Ordinance 23-02, Providing for Real Estate Tax Abatement, Suncast Property at 705 Discovery Drive. This is the second Suncast abatement request. This will be a 40% tax abatement.

Ms. Jakacki moved to approve Ordinance 23-02; seconded by Mr. Grotto.

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

4. Adopt Ordinance 23-03 Tentative Budget & Appropriations of the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2023, and ending June 30, 2024: Ms. Jakacki moved to approve Ordinance 23-03; seconded by Mr. Grotto.

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

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger stated no closed session would be held, and the meeting was adjourned at 7:50 p.m.