

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

A. CALL TO ORDER: President Weninger called the meeting to order at 7:01 p.m.

B. ROLL CALL:

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

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Melisa Martinez, Youth Services Manager; Gabe Cardenas, Circulation Services Manager; Jason Rock, IT Specialist;

C. APPROVAL OF THE MINUTES:

1. Board Meeting - March 25, 2024: Ms. Jakacki moved to approve the minutes of March 25, 2024 as amended; seconded by Ms. Kelsey. Motion carried by unanimous voice vote.

- Page 5, Reports, Item 6, second sentence should read "Ms. Jakacki and Director Weseloh recommend the Library move its accounts to Republic Bank."

- Page 7, New Business, Item 4, the Committee recommendation for the COLA increase was 1.25%.

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 April 2024: Ms. Jakacki moved to approve the bills for April 2024 in the amount of \$244,446.22; seconded by Ms. Navadomskis.

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

2. Financial Statements for March 2024: Mr. Weseloh covered the March 2024 financial statements during his Director's Report, Item J-2.

H. Banking Services Presentation: Omar Espinosa, Mike Minetti, and Adela Gonzalez were present and gave a presentation to the board, as a

follow-up to the presentations made by the bank's representatives at the March Finance Committee meeting. The board will consider under New Business the recommendation to move the Library's banking business to Republic Bank.

The representatives of Republic Bank introduced themselves and described their connections to and involvement with the West Chicago business and residential community. The bank has been serving the community for approximately 10 years, invests in the community, and has participated with the Library and the City of West Chicago in community events such as Frosty Fest, hosting Mr. and Mrs. Claus at the bank during the holiday season, and is involved with the local Rotary Club and Lion's Club.

Republic Bank is a family-owned banking institution; it was started in 1964, and currently has 19 locations, all in Illinois; and it manages close to \$3 billion in assets. Its corporate headquarters is in Oak Brook, Illinois; and the bank has two branches in West Chicago.

Republic Bank provides checking and savings accounts, loans and lines of credit, treasury management, Positive Pay fraud prevention, merchant services, payroll services, and online and mobile banking.

Discussion was had regarding the Library utilizing the Illinois Funds investment portfolio for the Per Capita Grant funds; using direct deposit for property tax income; account transfers; and sweep accounts. While the bank uses the 13-week treasury rate as a guide, their interest rates are not necessarily pegged to it anymore.

I. COMMUNICATIONS: None.

J. REPORTS:

1. President's Report: The President complimented Jason and Nick on the rollout of the new website, stating it is user friendly. Other board comments were that the website is bright and uncluttered, and easy to locate.

President Weninger has been looking at designs for the Little Library box that will be placed at the dog park in memory of former Library Board President Nancy Conradt. The process is time-consuming; and Ms. Weninger invited other board members to also do some research into the different boxes that are available. She is having trouble finding a dog-themed library box. Ms. Weninger would like to have the box installed sometime this summer.

President Weninger asked Ms. Kelsey and Ms. Navadomskis to serve as the nominating committee and present a slate of officers at the May board

meeting. Nominations will also be taken from the floor at the May meeting.

The current Youth Services Manager is retiring, and Ms. Weninger thanked Melissa for her time and efforts while working with the West Chicago Library.

2. Library Director: Mr. Weseloh stated the Library is 75% through its fiscal year elapsed and expenses are currently running at 72% of the budget. Utilities and facilities continue to run ahead of budgeted figures. Sikich provides the Library an estimated cost of technology hardware and services, and the actual costs can vary slightly above or below the estimate. Staff continue to monitor those line items as the fiscal year draws to an end.

The server rack in the hallway of the circulation workroom was identified as a potential issue for security rating. Mr. Weseloh received a quote to investigate the cost of moving the rack into the electrical room in the basement. That work may be planned for FY25.

Mr. Weseloh attended the Council of Governments meeting, at which an updated appraisal for the nonresidential and residential properties for land values was discussed with reference to the West Chicago Land Cash Ordinance. There are seven different units of government that will share equally the cost of the appraisal. The quote from Polach Appraisal Group, Inc., is \$5,750.

The tax extension and abatement worksheets arrived from the County Clerk on April 8, 2024. Mr. Weseloh completed and submitted those worksheets to the County on the due date, April 10, 2024. The Library is waiting for the final version of the tax extension that is used for the revenue and budget calculation. The first draft of the budget will be presented at the Finance Committee meeting on May 15, 2024. The tax extension is roughly \$2.8 million, and the tax abatement amount is roughly \$82,000. The remaining money that should be received from the tax abatement companies is approximately \$99,000.

The Library's elevator is out of service as of Wednesday, April 17, 2024. A valve malfunctioned, and the elevator stopped on the lower level. Anderson Elevator said the part is going to take two to three

weeks to arrive. The parts and labor are covered under the contract. Mr. Weseloh will provide updates as they are received, and the status of the elevator will be posted on the website and through social media.

Mr. Weseloh continues to work with Midwest Mechanical on the various scopes of work for capital projects planned for completion during FY25, including pavement replacement, concrete work, additional exterior

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lighting, a heat curtain at the front entrance, and replacement of a few VAV boxes. The total cost is expected to be approximately \$275,000; and a recommendation was made to have a 10%, or \$27,500, contingency for changes or fluctuation in price, for a total of \$302,500.

Mr. Weseloh will be asking for recommendation for approval of the budget that will incorporate these capital expenditures.

The Director submitted the Annual Library Certification and Interlibrary Loan and Statistical Survey through RAILS, which is required annually as a member of RAILS.

The Youth Services Manager open position has been posted internally, on the website, and on RAILS. Mr. Weseloh noted staff anniversaries.

The library will be closed May 10, 2024 for in-service, and May 24, 2024 for electrical panel maintenance.

Last fall the City of West Chicago received \$750,000 through a Department of Commerce and Economic Opportunity grant for 2024. The fund will be used for the Fremont Street water tower rehabilitation project. The scope will include sandblasting, interior coating, exterior coating, landscape improvements, and OSHA compliance safety systems that include rails and fall protection. Noise may be an issue during the project.

The West Chicago Fire Protection District has launched a new website. The Fire Protection District will hold an open house Saturday, October 12, 2024 from 11:00 to 3:00 p.m. at Fire Station 6, at 200 Fremont Street.

Blooming Fest is Saturday, May 18, 2024. The Library will have a table at the event; and the Library gave permission to the City for use of the library parking lot during the event, and to use the library building as an inclement weather location.

The May board meeting is a day later, May 28 instead of May 27, 2024

due to Memorial Day.

3. Department Managers:

Adult Services held 17 programs, with a total of 148 people in attendance. One program was a talk about Betty White and her life, with 15 people attending; and another was the History of American Pie. The Library partnered with Cocoa Notes and ordered pies for the program.

The seed library will be available starting May 2, 2024 on the second floor. An old card catalog from the Winfield Museum will house the seeds. May 2, 2024 from 6:00 to 8:00 p.m. is the kickoff with Healthy

West Chicago. 135 varieties of seeds will be available, including beans, broccoli, carrots, cucumbers, cantaloupe, watermelon. Patrons can pick up four packets of seeds at a time.

Young Adults: A total of 24 kids attended the five programs. A staff member attended a conference on artificial intelligence related to libraries.

Circulation: 14,029 items were checked out in March, a 8.55% decrease from March 2023; 3,456 electronic materials were checked out, a 6.03% decrease from March 2023. The month ended with 10,538 cardholders, a 31.30% decrease from March 2023.

The Library saw visitor traffic of 719 persons on Monday, April 8, 2024, for the solar eclipse, compared to 218 on the first Monday in April 2023. 113 people attended library programs related to the eclipse.

Youth Services: The department hosted 28 programs, including Puppet Stories in Spring and Black Light Paintings, with a total of 554 attendees. One of the biggest programs was the Glow in the Dark Egg Hunt, with 33 delighted children and 29 adults participating in the program for Easter.

For outreach in March, staff saw 94 children between the ages of 0 and 11 years old, and 79 adults. Staff completed 15 visits. A staff member attended an interesting professional development opportunity at the DuPage Children's Museum called DCM Wonder Club, at which library staff learned about STEM programming and how they can bring it to a small library.

IT: 721 people connected to the Library's Wi-Fi in March, slightly down

from March 2023. The website had 8,290 site visits, slightly down from around 10,000. The number destination for website visitors remains yearbooks. People use the mobile print service quite a bit; and patrons are looking for employment as well as looking at the frequently asked questions. The FAQs reviewed mostly have to do with people looking to obtain a library card. E-books and audio books remains in the top five for the website destination.

Onsite Computer usage is up almost 200 people from February 2024. The number of patrons searching the newspaper archives is up to 3 from 1, and the average time spent is almost two hours.

4. Ms. Jakacki reported the Finance Committee met at 6:00 p.m. on April 18, 2024. Present were Corrine Jakacki, Chair; Scott Grotto and Diane Kelsey, Members; Pat Weninger, ex officio; and Maureen Bajor

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and Benjamin Weseloh, staff.

Staff approached the committee regarding looking for a new insurance broker. The Library's current insurance brokerage firm has been acquired by a new company, and the Library's primary contact has indicated she will be retiring. The two entities -- Crum-Halsted from Geneva, Illinois, and Cook & Kocher from Park Ridge -- provided presentations to the committee. This broker will be obtaining quotes with respect to liability insurance, not health insurance.

Director Weseloh spoke with the committee about planned capital improvement projects for FY25 in the amount of \$300,250; and the Finance Committee discussed using reserve monies to fund those projects. The meeting adjourned at 7:23 p.m. The committee will schedule a meeting to discuss the budget.

K. Unfinished Business:

1. Healthy West Chicago Donation Request: The City of West Chicago will make a maximum match of \$5,000 when the Library makes a donation of \$5,000 to Healthy West Chicago.

Ms. Jakacki moved to Support Healthy West Chicago with a donation of \$5,000 for the next three years, January '25, January '26, January '27; seconded by Mr. Bloom.

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

L. New Business:

1. Selection of Insurance Broker for Fiscal Year 2025: Ms. Jakacki stated the Finance Committee recommends the selection of Cook & Kocher Insurance Group to be the Library's insurance broker moving forward. Cook & Kocher does a significant amount of work with Libraries. Motion carried by unanimous voice vote.

2. Selection of Bank for Banking Services: Ms. Jakacki stated the Finance Committee recommends that the Library switch banking institutions to Republic Bank of West Chicago. The Library hopes to get the accounts switched over by the beginning of the new fiscal year. Motion carried by unanimous voice vote.

3. Approval of Reserve Monies Expenditures to Fund Capital Projects in Fiscal Year 2025: Ms. Jakacki stated the Finance Committee recommends the Library add a budget line item for capital projects for FY25, with the funds to be removed from corporate carryover. The projects include pavers, concrete work, an air curtain, exterior lighting, and VAV boxes. The Finance Committee is not recommending depleting the building fund, which currently has approximately \$33,000 in it.

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Roll Call Vote - Yes: Bloom, Jakacki, Kelsey, Navadomskis, Weninger.
Motion carried.
(Staff left.)

4. Short Takes for Trustees: Board Meetings: The trustees were provided a handout of resources for conducting board meetings.

(Video played)

The trustees discussed the possibility of reviewing the Library's strategic plan at each board meeting or quarterly or semiannually at a board meeting.

President Weninger indicated she is open to receiving comments or feedback from the trustees as to the board business.

Mr. Weseloh stated that if the Board would like to change the order of the board meeting agenda with respect to when to hear public comment, making such a change would require a change in the Bylaws.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger adjourned the meeting at 8:33 p.m.