

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JUNE 24 2024
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; Frank Fokta, Vice 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; Michael Novy, Technical Services; Jason Rock, IT Specialist; Luke Sutton, Youth Services Manager; Nicholas Del Giudice, Public Relations Specialist.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - May 28, 2024: Ms. Jakacki moved to approve the Minutes of the May 28, 2024 Regular Board Meeting as amended; seconded by Mr. Bloom.

- Page 3, Item 3, the second sentence should read "The Per Capita Grant income is yet to be received, which will be approximately \$43,000; and the second installment of the PPRT income is expected to be approximately \$41,000."

Motion carried by unanimous voice vote.

2. Special Board Meeting (open session) - May 28, 2024: Ms. Jakacki moved to approve the Special Board Meeting Minutes of the May 28, 2024 as amended; seconded by Mr. Bloom.

- Page 2, Item J New Business, Roll Call Vote, the spelling of Ms. Navadomskis' name needs to be corrected

Motion carried by unanimous voice vote.

3. Special Board Meeting (closed session) - May 28, 2024: President Weninger provided the trustees copies of the draft Closed Session Minutes and asked that they return them after the vote. Ms. Jakacki moved to approve the Closed Session Meeting Minutes from May 28, 2024, as amended, and that they remain closed; seconded by Ms. Navadomskis.

- Items No. 2 and No. 3 will include the total compensation in parentheses.

Motion carried by unanimous voice vote.

The draft Minutes were returned to President Weninger.

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 2024: Ms. Jakacki moved to approve the bills for June 2024 in the amount of \$242,829.38; seconded by Mr. Bloom.

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

2. Financial Statements for April 2024: Ms. Jakacki stated the Library is 92% of the way through the fiscal year. All of the budgeted revenues have been received, and the Library is running at about 88% of the budgeted expenditures, but the numbers will likely track closer to budget at the end of June.

Mr. Weseloh provided a report on the Financial Statements as noted in his Director's Report, Item I-2.

H. COMMUNICATIONS:

1. Public Library Per Capital Grant Award Letter: Mr. Weseloh stated the Library received its annual Per Capita Grant award letter which lists the award as \$42,958.08 for FY 24, which is roughly \$290 higher than the amount received in 2023 that came in at \$42,668.80.

I. REPORTS:

1. President's Report: President Weninger addressed the staff and spoke to the Board's request to change the way department reporting is presented to the board at monthly meetings. The trustees value the department reports, which will continue to be part of the board packet. Going forward the staff leads will be asked to highlight on a rotating basis the trends, issues, and activities of their respective departments. Staff were recognized as being the face of the library to the community, and surveys conducted of individuals and community groups in planning for the strategic plan contained the most positive remarks regarding the Library staff.

a. President Weninger spent significant time researching and communicating with people involved with the Little Free Library network. Persons involved with the Little Free Library group have highly recommended that the unit purchased in memory of the late Library Board President Nancy Conradt be made of composite material

when considering the factors of maintenance, price, and sustainability.

Ms. Weninger and Ms. Jakacki have searched for a dog-themed structure, but were unable to find an option that would meet the planned budget as well as does not require a lot of maintenance. The trustees will discuss the wording for the tribute plaque which will be placed on the memorial Little Free Library.

2. Library Director: Director Weseloh reported that the Library's tax dollars have been received, and a slight increase noted with a total likely near \$2.9 million. The line item is currently at \$2.81 million. The second PPRT check was received in the amount of \$41,113; and the Per Capita Grant funds in the amount of \$42,668 were transferred from Illinois Funds to the corporate account.

The utilities expenses are above the \$52,000 budget, at \$69,000; and the facilities and operations expenses is above the \$198,000 budget at \$243,000. Mr. Weseloh stated he believes income and expenses will likely end up very close to the bottom line on the Library's budget for the fiscal year.

Republic Bank is ready to begin creating the Library's accounts, and all of the signatory paperwork except one has been finalized. The Library can begin transferring some of the funds to those accounts. The receipt of the next fiscal year's tax dollars have already started to come in to the Library's FNBC account, so Mr. Weseloh did not want to interrupt the transfer.

The sculpture from the Illinois Olmec Trail was installed on June 12, 2024, and a total of 33 heads are installed throughout DuPage County.

SWAN is celebrating its 50th anniversary this year. The consortium has scheduled its SWAN expo at which training will be provided for SWAN members, to be held at Moraine Valley College in August. The ILA annual conference is October 8-10, 2024, registration will begin on July 22, 2024, early bird pricing will end on September 16, and all the registrations will close on September 26. Trustee day is October 10. The theme is Libraries Are Lit; Sparking Innovation & Imagination.

Tamara Korbel, the VCIO from Sikich, will provide an update at the September board meeting on the technology implemented at the library this past year.

Director Weseloh sent a letter to the Better Business Bureau regarding Peerless Network's invoice discrepancies for the Library's phone system. The Better Business Bureau has now indicated they closed the inquiry because Peerless did not respond to the BBB. The Peerless representative contacted Mr. Weseloh, and she stated she is working

through the invoices with the billing department. When Mr. Weseloh receives a corrected invoice, he will submit payment to the company.

The library tour was postponed over the library attorney's concerns about the Open Meetings Act because all of the trustees would be present together outside of a board meeting. The library tour will be placed on the July board meeting agenda, and the Director will lead the tour prior to adjournment of the meeting.

The Library's attorney has met with representatives from Midwest Mechanical to talk about the capital projects proposal and the terms and conditions. The attorney is reviewing the Cooperative Alliance and competitive bid statuses as they relate to the proposal, and the Library will receive a response soon.

Mr. Weseloh has selected a candidate for the Youth Services librarian. Pending the reference check, the offer will be extended and hopefully accepted. Interviews are being conducted for Circulation Services assistants. One person has been hired, and staff hope to have a second person hired by the July board meeting.

Mr. Weseloh met with a representative from Best Version Media regarding the possibility of a new publication for West Chicago. The individual is looking for sponsorships from the community and perhaps contributions in writing, such book reviews and book suggestions, from the library.

A statewide e-resource contract has been drafted between EBSCO and the Illinois State Library that would provide database packages to all Illinois communities without charge.

3. Department Managers:

Administrative Services, Public Relations: Staff have rolled out a new approval process for internal materials and materials that are available to the public, to ensure that staff are putting out consistent branding. The website pages are being built out for each of the departments to provide more information and usable pages for patrons.

Nick worked with Nate in the Young Adult Services department to create an outreach opportunity to the middle schools. Flyers were created to encourage young people to become involved with Young Adult Advisory Council and programming at the library.

Adult Services: The first concert in the concert series was held on June 12, 2024. There were 106 people in attendance for the event at the park. The summer reading program was promoted. Patrons picked up 289

packets from the seed library in the month of May.

The outreach team created and brought events to Aperion Care, Woodland Senior Residences, and Franciscan Court. Residents were engaged in a trivia game at each location, and a combined attendance among the three facilities was 43 residents.

Young Adults: The Young Adult Librarian has seen a total of 675 middle school students over the past few weeks to promote the YA Council, young adult programming, and the summer reading program for teens. An after-hours event in July for young adult council members will include a zombie escape room. The library has the high school reading list books upstairs, they are set aside for West Chicago residents to check out during the summer if needed for the summer reading.

Circulation: The library had 5,044 visitors in the month of May, a 3.04% increase from the previous year, and 86 new patrons joined the library; Gabe and Luke visited Timberlake Apartments complex to deliver Youth Services materials and Program Guides.

Technical services: 1731 books invoices or received, 1673 items ordered.

IT: Wi-Fi usage was down in May with 649 clients connecting. The website had 11,703 visits. Yearbooks were the number one destination, followed by research databases and resources. Adults and kids departments have new designs on the website. Computer usage: 338 in Adult Services, 43 in children's.

Youth Services: The department had 11 story times in May, with 80 patrons attending. Seventy to-go kits were provided to patrons. On National Free Comic Book Day the department handed out comic books, and two Star Wars characters were hired, the Jedi and Darth Vader. 56 patrons participated and were taught how to have light saber battles.

For Asian-American Pacific Islander Heritage Month staff distributed bags with 24 crafts for the patrons. Other make-and-take kits were a paper-folding bird house, a paper swans folding activity.

4. Finance Committee: The Finance Committee met June 10, 2024 at 6:08 p.m. Present were Ms. Jakacki, Chair; Diane Kelsey, member; and Mr. Weseloh and Amanda, staff. The committee received the proposed income projection and proposed budget for FY25, and they talked about the recommendation to transfer money from corporate carryover to GASB 54 in accordance with policy. The meeting adjourned at 6:36 p.m.

5. Policy Committee: The committee met June 17, 2024 at 6:01 p.m. They

reviewed two policies: Fund Balance Policy, which was amended and will be recommend for approval; and the check write-off policy, which was sent back to be revised as well as amended by the Library's attorney. Present was Mr. Fokta, Chair; Mr. Bloom, member; Ms. Weninger, ex

officio; and Mr. Weseloh, staff. The meeting ended at 7:01 p.m.

J. Unfinished Business: None.

K. New Business:

1. Income Projection for FY 2024-2025: Ms. Jakacki stated the Finance Committee recommends adoption of the income projection for FY2024-2025 as stated in the amount of \$3,009,309 total revenue.

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

2. Working Budget for FY 2024-2025: Ms. Jakacki stated that the Finance Committee recommends the Board adopt the Working Budget for FY 2024-2025 in the amount of \$3,009,309.

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

3. Fund Balance Policy: Mr. Fokta stated the Policy Committee recommends to the board the approval of the Fund Balance Policy, as amended. Motion carried by unanimous voice vote.

4. Ordinance 24-02: Meeting Date and Time 2025: Mr. Bloom moved to adopt Ordinance 24-02; seconded by Ms. Jakacki. Motion carried by unanimous voice vote.

5. Resolution 24-02: Nonresident Library Card Participation FY 2024-2025: Mr. Bloom moved that the board adopt Resolution 24-02, Non-Resident Library Card Participation for Illinois residents; seconded by Ms. Jakacki. Motion carried by unanimous voice vote.

6. Resolution 24-03: Library Closing Schedule 2025: Ms. Jakacki moved to approve Resolution 24-03, Library Closing Schedule 2025; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

7. Resolution 24-04: Transfer from within the Corporate Fund to the GASB 54 Fund: Ms. Jakacki moved to approve Resolution 24-04, Transfer from within the Corporate Fund to the GASB 54 Fund; seconded by Mr. Bloom. The Finance Committee also reviewed this resolution, and its recommendation was to adopt this resolution. Roll Call Vote - Yes: Bloom, Fokta, Jakacki, Kelsey, Navadomskis, Weninger. Motion carried.

8. Public Hearing Date for Tentative Budget and Appropriations Ordinance (50 ILCS 330/3) August 26, 2024 at 6:45 p.m.: Mr. Weseloh

stated notice of the public hearing will be published in the Daily Herald or newspaper of record, and will also be posted on the Library's website. Ms. Jakacki moved to approve the Public Hearing Date for Tentative Budget and Appropriations Ordinance; seconded by Mr. Fokta. Motion carried by unanimous voice vote.

(Staff left)

9. Short Takes For Library Trustees - Library Policies: The trustees viewed the video, and Mr. Weseloh provided the trustees handouts to go along with the video.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger adjourned the meeting at 8:17 p.m.