

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, AUGUST 26, 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: Patricia 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; Luke Sutton, Youth Services Manager; Gabriel Cardenas, Circulation Manager.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - Ms. Jakacki moved to approve as read the Minutes of the July 22, 2024, board meeting; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Monica Lidral attended to observe the meeting.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for August 2024: Ms. Jakacki moved to approve the bills for August 2024 in the amount of \$239,230.97; seconded by Mr. Fokta.

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

2. Financial Statements for July 2024: Ms. Jakacki reported 51% of the Library's budgeted revenue has been received from the District property tax installment. The Library's expenditures are running about 7-8%, which is normal for this time in the fiscal year.

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

H. COMMUNICATIONS:

1. B&A Ordinance Reminder: The deadline for passing the Budget and Appropriations ordinance is September 24, 2024. The Notice of the

Public Hearing was published in the Daily Herald and the ordinance will be filed with the County Clerk.

2. The Library's attorneys provided a timeline for candidates seeking to run in the consolidated election of April 1, 2025 for the three open Library Board Trustee seats. To date two people have picked up packets. The packets will be filed at the administrative office between November 12-18, 2024 and the prospective candidates' information will be turned in to the Election Commission so the ballot is finalized by January 23, 2025. Packets are also available on the Library's website for download.

I. REPORTS:

1. President's Report: President Weninger appointed Richard and Corrine to perform the secretary's audit.

Ms. Weninger encouraged the trustees to speak with people they know who may be a good candidate for the open board positions for the 2025 consolidated election.

Mr. Bloom is consulting with David Sabathne, who is building the Little Free Library project in honor of Nancy Conratt. This Little Free Library is being built with the dog theme the board had originally discussed.

2. Library Director: At 8% through the fiscal year elapsed, the budget has been expended at the rate of 7%. Interest earned is \$9,000 for the month across all bank accounts.

The annual audit field work is scheduled for September 11-13, 2024. Peerless Network finally provided a dollar amount which the Library was owed -- \$990 credit -- and the current amount the Library is now in arrears is \$11,735.30. The arrearage was accumulated during the time the Library was waiting for the vendor to determine the amount owed to the Library.

Boiler 2 malfunctioned and went into alarm mode. The unit is 30 years old. A part was replaced, and a week later it went into alarm mode again. The unit was cleaned and seemed to work; however, the unit may need to be replaced.

The roofer was onsite and replaced 50 broken tiles. When Mr. Weseloh reviewed the photos, he noticed an additional two cracked tiles depicted, which have been recommended to be replaced. There were initially 40-42 tiles broken. The initial 50 tiles purchased were all used; so more tiles will be purchased. The roof leak has been resolved.

Mr. Ritzman completed the rider for the capital improvements project and proposal, which was then forwarded to Midwest Mechanical. Once the

timelines are developed, an on-site meeting at the library will be scheduled to determine time frame for completing the work.

Staff anniversaries were reviewed. There has been a lot of turnover in the circulation department with workers returning to school after fulfilling their clinical requirement at the library.

Mr. Weseloh attended two workshops with a few managers put on by HR Source. Topics were legal issues for supervisors, and The Tricky Trifecta: ADA, FMLA, and Workers' Compensation.

Five West Chicago staff members attended the SWAN expo which recognized SWAN's 50th anniversary. A retired police officer spoke about responding to patrons in the library with mental illness or that are having struggles, and to know when to call the police.

Staff is looking into working with the school superintendent and students at the high school and other schools in the district to enable students to sign up for library cards at school registration time.

One training session was presented by Chicago Public Library staff and addressed servicing immigrants who have been bussed up from Texas into the Chicago area. The 80 Chicago Public Libraries have been dealing with this influx of many people that they weren't prepared or ready to deal with; and some of these displaced persons may be relocated to the suburbs. The Chicago Public Library personnel are willing to be resources to the suburban libraries.

Artificial intelligence and code writing were discussed; and the importance of librarians continuing to serve the role of providing verifiable information.

The library staff and Mr. Weseloh finished the IPLAR report, which is due for submission on September 1, 2024. A paper-shredding event was held August 24, 2024, in partnership with State Representative Maura Hirschauer's office.

3. Department Managers: Amanda reported on Adult and Young Adult Services Departments. The presentation included a list of the services the departments provide to patrons and a breakdown of the time spent by reference staff in delivering the different services, with most of their time spent on informational services, which is reference work and tech.

Department staff serve as proctors for patron test-taking, and this service has increased in frequency with the increase of online classes. Staff proctor approximately six tests a month. The library procedures have been changed to limit the proctoring to only being provided for

West Chicago residents. The requests must be scheduled in advance.

There has been an increase in patrons asking for community services such as social services, job assistance, and filling out legal forms. Staff created a community resource tool kit for internal use so that when patrons ask these types of questions, staff have resources to share with the patrons.

There has been an upward trend in the book-a-librarian and concierge appointments. If the assistance is more than 20 minutes, the services are designated as a concierge appointment. A book-a-librarian is a booking of a staff member upstairs for a half hour one-on-one session. The concierge appointments have doubled from 2022 to 2023 which indicates that staff are spending more time with patrons than ever before. Staff have also seen a trend in increased study room reservations.

In addressing the strategic plan goals, the Library of Things collection has continued to expand, as well as staff have been weeding the Library of Things collection. Checkouts have increased 20% from last year, and 11 kits have been added this year and three withdrawn. More items will be ordered this year.

The e-book collection has been increased to decrease wait time for some materials. E-books continue to be a challenge for libraries because they are very costly. Several different lending models are offered. An automatic weeding plan has been implemented to help with collection maintenance where items are automatically weeded once they have expired from the collection.

The West Chicago Library had worked with Literacy DuPage for several years, during which time they had an average of three people attend the sessions. The Learning Circle ended when the Library began its partnership with College of DuPage in January of 2024 and a Saturday class was offered through the spring semester -- which averaged 16 students per class. The room setup did not work for COD or for the Library's programming schedule to continue that arrangement. The Library is connecting with Literacy DuPage again to try to resume the ESL sessions. The Library will look into citizenship programming in the future.

The staff in the departments have been collaborating with other

organizations to provide programming and services outside of the library. The Young Adult Librarians make a lot of connections at the high school and middle school levels; and the young adult outreach this year has increased 76% from last year. Staff visit various local senior residences on a quarterly basis and present programs at these facilities, including crafts, games, and trivia programs, as well as

offer advice and one-on-one technology assistance.

Bilingual programming and services in Spanish have been increased. Some programs that are taught in English may be offered as bilingual upon request. The Healthy West Chicago classes can be bilingual with the engagement of a Spanish interpreter, some historical programs have been offered as bilingual, and one bilingual craft program is offered each quarter.

Other Library departments submitted written reports which were provided in the board packets.

J. Unfinished Business:

1. FY 2025 Working Budget Revision: The Library's accountant indicated that the bottom line number on the working budget and the budget appropriation should match, and the budget appropriations must be published. If the board is going to add an addendum to the budget and appropriation to include the proposal number, that will also need to be published. The Corporate Carryover funds will be used to pay for the \$350,000 capital improvements projects, as indicated on Line 46010 on Page 6.

Ms. Jakacki moved to approve the FY 2025 Working Budget; seconded by Ms. Navadomskis.

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

K. New Business:

1. Ordinance 20-03 Budget & Appropriation of the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2024, and ending June 30, 2025: Ms. Jakacki moved to approve Ordinance 20-03 Budget & Appropriation of the West Chicago Library District for the fiscal year beginning July 1, 2024, and ending June 30, 2025; seconded by Ms. Navadomskis.

Line Item 19 states the Capital Projects Expenses are "Paid from Corporate Carryover, not current tax levy."

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

(Staff left)

2. Short Takes for Library Trustees: Board Self Evaluation: The trustees watched the video on Board Self Evaluation and then had a short conversation on the importance of doing a self evaluation.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger adjourned the meeting at 8:09 p.m.