

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, OCTOBER 28, 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; 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. Special Meeting - August 26, 2024: Ms. Kelsey moved to approve the Minutes of the Special Meeting of August 26, 2024; seconded by Bloom. Motion carried by unanimous voice vote.

2. Board Meeting - September 23, 2024: Ms. Kelsey moved to approve the Minutes of the September 23, 2024 Board Meeting; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: President Weninger recommended the Library Tour, New Business Item 4, be postponed until a date at which all the trustees are present.

G. TREASURER'S REPORT:

1. Approval of the Bills for October 2024: Ms. Kelsey moved to approve payment of the October 2024 bills in the amount of \$241,394.07; seconded by Mr. Bloom.

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

2. Financial Statements for September 2024: Director Weseloh covered the September 2024 Financial Statements in his Library Director's Report, Item I-2.

H. COMMUNICATIONS: None.

I. REPORTS:

1. President's Report: President Weninger stated that she heard from several board members that Mr. Cardenas provided a very good, informative presentation on the work and role of the Library's Circulation Department.

President Weninger stated she appreciates Mr. Bloom's involvement in seeing that a Little Free Library is created in memory of Nancy Conratt. The structure will look like a dog, will contain a plaque memorializing Ms. Conratt, and will be installed in the Wiggly Field dog park by the West Chicago Park District.

Ms. Weninger expressed appreciation for the dedicated service provided by the West Chicago Library Trustees who have decided not to run for an additional term in 2025.

2. Library Director: Mr. Weseloh stated the Library is 25% of the way through its fiscal year elapsed. Expenditures are running slightly over at 26%, with large outlays in the technology, professional services, and facilities and operations categories. This variance will level itself out throughout the year.

Tax revenue has been received at 96% so far for the fiscal year; and interest and services fees are running ahead of the budget and likely to exceed expectations in the budget.

Lauterbach and Amen, the auditors, provided draft copies of the audit earlier in the day on October 28, 2024. The tentative levy ordinance was on the Board Meeting Agenda for adoption at the October meeting. The 2024 levy is requesting less than a 5% increase over the previous year tax extension, so there is no need to publish a Black Box Notice.

Mr. Weseloh was informed by the Illinois Department of Commerce and Economic Opportunity that the Library is a recipient of an appropriation grant in the amount of \$250,000 for capital projects. More information regarding the grant will be available at the November board meeting. The monies can be used on projects as far back as 2019 or for future projects.

A light pole was blown down by the wind outside in mid October. The electrical infrastructure for two lobby heaters and the infrastructure in between the two doors has been installed to maintain level temperatures when the weather turns cold. When the entrance is closed for the duration of the concrete work at the front of the building, the heaters and air curtains will be installed at the same time.

Mr. Weseloh participated in the first strategic planning meeting for School District 94's strategic plan. There are approximately 54 people

on the Strategic Planning Committee including students, community leaders, community members, and teachers and administrative staff.

The Library has hired an Adult Services Librarian to fill the opening created as a result of a staff member's retirement. Mr. Weseloh has been with the West Chicago Library for 18 years, beginning in October 2006.

Mr. Weseloh attended the annual Illinois Library Association conference in Peoria. He attended a session titled Burnout in the Library, what can cause stress and how to combat or resolve stress; and a session titled Public Art and Libraries, a Platform for Community Engagement and Representation, featuring staff from six libraries who discussed the value of public art as it pertained to engaging with and generating traffic from various groups within the respective communities.

The new Serving the Public 5.0 will be solely available online. The committee is creating a revised and simplified document which is anticipated to go live in January 2025.

Staff posted the open facilities position on Indeed, and 31 applications have been received. After the applications have been reviewed and interviews held, the Director hopes to fill the position before the end of December 2024.

Trunk Or Treat featured a couple of bounce houses, a costume contest, and a Best Trunk award. State Senator Karina Villa, State Representative Laura Hirschauer, and Library Foundation member Rosario Herbst were the costume judges. A total of 24 vendors were present, and 1500 people attended. Director Weseloh stated the weather was perfect, and the event went off without a hitch.

3. Department Managers - Technical Services: Michael Novy provided a report on the role of the Technical Services Department within the Library, including to facilitate the acquisition, cataloging and processing of materials to be made available to patrons. The department is also responsible for bookkeeping, digitization, withdrawal, and repair of materials.

Acquisition includes ordering and receiving materials. No single individual has complete control over a transaction. Once materials are received, they are cataloged and made accessible to patrons through the online catalog. Materials go through the processing steps of barcoding, labeling, covering, and further customization if needed.

The department is responsible for digitizing special collections that are viewable on the Library's website. Current digitization projects include the Cornelia Neltnor and Frank Anthony Book Plate Collection

and the West Chicago High School year book and newspaper collection. The Neltnor-Anthony Book Plate Collection consists of approximately 10,000 book plates and correspondence that was donated to the Library

in 1935. The collection offers book plates from around the world, spanning the early mid 20th century. Each plate is a unique piece of art, often featuring intricate designs, personal inscriptions, and symbolic imagery.

The high school year book and newspaper collection ranges from 1924 to 2023, with additional year book editions being added even year. The West Chicago Suburban Life magazine is being digitized for in-Library use with written permission to scan from Shaw Media.

The department is currently working on the annual inventory of in-house kits and equipment. One of the primary benefits of inventory control is to ensure that all items are present and complete.

J. Unfinished Business: None.

K. New Business:

1. Resolution 24-05: A Resolution to Determine Estimate of Funds Needed: Ms. Kelsey moved that the board approve Resolution 24-05, a Resolution to Determine Estimate of Funds Needed, in the amount of \$4,738,052; seconded by Mr. Bloom.

Roll call vote - Yes: Bloom, Kelsey, Navadomskis, Weninger.
Motion carried.

2. Adopt Tentative Ordinance 24-04: An Ordinance Provided For the Levying and Assessment of Taxes by the West Chicago Public Library District For the Fiscal Year Beginning July 1, 2024, and ending June 30, 2025: Mr. Weseloh provided an updated copy of the document to the trustees. The update includes moving some funds from a large IMRF balance over to insurance -- health, dental, life; salaries; and utilities; as those line items are expected to increase next year.

Ms. Kelsey moved to adopt the Tentative Ordinance 24-04 in the amount of \$3,068,300; seconded by Mr. Bloom.

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

3. Salary Schedule for Calendar Year 2025: Ms. Kelsey moved that the board approve the salary schedule for the 2025 calendar year; seconded by Mr. Bloom.

Mr. Weseloh stated the final year of the minimum wage increase to \$15 an hour begins January of 2025. Discussion was had regarding the possibility of the Library returning to a fiscal year salary review and implementation of increases.

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

4. Library Tour for Library Trustees - Cancelled.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger stated there was no need to go into closed session, and adjourned the meeting at 7:45 p.m.