

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, NOVEMBER 25, 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; Diane Kelsey, Secretary; and Richard Bloom, Member.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Luke Sutton, Youth Services Manager; Nicholas Del Giudice, Public Relations Specialist.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - October 28, 2024: Mr. Fokta moved to approve the Minutes of the October 28, 2024 Board Meeting as presented; seconded by Ms. Kelsey.

(Corrine Jakacki, Treasurer, entered.)

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Jim Murray.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for November 2024: Ms. Jakacki moved to approve payment of the bills in the amount of \$219,413.52; seconded by Mr. Fokta.

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

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

H. COMMUNICATIONS:

1. Levy Ordinance Reminder: The Library's attorney provided a letter to the Director regarding the deadline to pass the Levy Ordinance is Tuesday, December 3, 2024. The Levy Ordinance was on the agenda for approval under New Business Item 1.

## I. REPORTS:

1. President's Report: President Weninger wished the trustees and staff a joyful holiday week, including Christmas or which ever holiday they celebrate as well as a wonderful New Year.

2. Library Director: Mr. Weseloh stated the Library is 33% of the way through its fiscal year elapsed. Expenditures are at 32%; 94% of the budget revenue has been collected, and 98% of the property taxes budgeted have come in. Interest income continues to trend well, currently at 82% of the interest projected as listed in the budget.

The Management, Discussion & Analysis, which is part of the audit, was listed on the agenda for approval at the November meeting. Lauterbach & Amen will attend the January meeting to present the audit to the Board.

Several capital projects are moving ahead. The sidewalk and pad were poured, and the old bike rack was removed. A new bicycle rack will be installed. The staff entrance is under construction; it was excavated on November 25, 2024, and the staff entrance and light pole bases are scheduled to be poured on November 26, 2024. Curb repair work is anticipated to be completed in the spring.

The air curtain is scheduled to be installed at the front doors. American National Sprinkler shut down the irrigation system because some of the irrigation had to be torn up when constructing the sidewalk.

A new AED device has arrived. The functioning of the device is checked periodically by Cintas.

Midwest Mechanical was on site two days in November to check on the cold zones in the Adult Services study rooms.

Sikich is working with the Library to replace the firewall, which will provide higher speeds and enhanced security features. The onsite staff server has been shut down after migrating to a cloud server. The QuickBooks program residing on an on-site server will need to be migrated to QuickBooks in the cloud. Sikich will provide staff training on how to use QuickBooks in the cloud.

Mr. Weseloh attended the data retreat for the School District 94 strategic planning committee on November 4, 2024.

The Director interviewed some applicants for the Facilities Assistant position. An offer was made to one of the candidates, which was

declined. Another candidate will be offered the position in the upcoming week. Forty-four applications were received.

Mr. Weseloh received a total of four candidate packets for Board of Trustee positions between November 12 and 18, 2024. There will be three open board positions for the upcoming 2025 election.

In lieu of holding the annual Holiday Open House this year, staff have decided to participate in the City's Frosty Fest, which will be held Saturday, December 7, from 4:30 to 7:00 p.m.

Ms. Weninger and Mr. Weseloh are scheduled to attend the Legislative Luncheon on December 3, 2024, which is planned by the Illinois Library Association and held at the Oak Brook Marriott.

3. Department Managers - Nick Del Giudice provided a report on the Library's Public Relations efforts: The Library is utilizing digital, physical, and formal channels to get the word out about all that the Library provides the community. Biweekly newsletters go out on Mondays and Fridays, and emails are sent to patrons to highlight special and newer programs. Every program the Library puts on is covered in the newsletters.

The Library's Program Guide is one of the largest means of spreading the word about Library programming, services, and other offerings. Posters and flyers are created in-house, and the flyers occasionally are put up around the community or distributed via outreach. Six to ten posters are created in-house per quarter and displayed between the various departments. Public Relations submits press releases to the local papers, although they do not often get published.

The Library, through Public Relations, is active on Facebook, Instagram, and TikTok for social media. TikTok postings are under the control of the Young Adult Services department. Social media postings have been increased from a few times a week to about seven times weekly. The audience impressions and reach of the social media content have increased.

Every quarter Luke meets with the Youth Services and Adult Services managers to set departmental priorities and determine a promotional plan to support those priorities.

Email is the Library's second best conversion rate of all types of promotions. The Program Guide is the number one way people find out about what is going on at the library and choose to attend programs. Social media and in-library promotion are at third and fourth, respectively.

Some of the other local governmental agencies have started to move away from distributing physical print materials; however, the Library sees many patrons using the Program Guide as their primary connection to the

Library and figuring out how they want to interact with library programming and services. Approximately 11,500 program guides are printed and mailed each quarter, and approximately 400 are made available both in the library and for distribution at outreach events. Approximately 600 to 1,000 outreach flyers are printed each quarter for various outreach opportunities.

Feedback forms are provided to patrons who participate in Adult Services programs to enable the Library to learn how the patron found out about the program as well as to assist in planning future programs.

New ADA accessibility guidelines are coming into effect over the next year and a half to facilitate the public's digital interaction with governmental organizations. The platform for the Library's new website rollout in early 2024 facilitates best practices for digital access, including high contrast fonts and colors, alt text descriptions of photos and graphical representations, and screen-reader interface. The guidelines will require the Board Minutes to be in an accessible pdf format. The compliance deadline for the guidelines is April 26, 2027.

Staff have begun working on Web page content expansions as well as they plan to add blog functionality in the next fiscal year, which will increase the Library's ability to do content marketing for the community, talk about upcoming programming, and describe how patrons can use the library services to make a positive impact in their lives.

4. Policy Committee: The Policy Committee met on November 14, 2024, at 6:10 p.m. Present were Frank Fokta, Chair; Richard Bloom, Member; Pat Weninger, ex officio; and Benjamin Weseloh, Director.

The committee reviewed the Outstanding Check Policy, the Closed Session Policy and Closed Meeting Minutes Procedures, both of which were listed as New Business action items on the November Agenda. Several other policies were reviewed; and those policies were listed on the November Agenda for action with a recommendation from the Policy Committee. The Policy committee meeting adjourned at 6:45 p.m.

5. Committee for Semi-Annual Review of Closed Session Minutes & Recordings: Mr. Fokta stated the Committee seeks to create a more efficient policy for reviewing and approving closed session minutes.

Mr. Fokta and Ms. Kelsey met at 6:45 p.m. on November 25, 2024, to

review the closed session minutes. The Committee went into closed session and reviewed the Minutes that were older than 18 months, and confirmed a copy of the approved written minutes accompanied the recording. The meeting was adjourned at 6:52 p.m.

The Committee's recommendation was made under New Business later in the Agenda.

J. Unfinished Business: None.

K. New Business:

1. Ordinance 24-04, An Ordinance Providing 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: The levy request is at a rate of 4.9%.

Ms. Jakacki moved to approve Ordinance 24-04, An Ordinance Providing for the Levying and Assessment of Taxes by the West Chicago Library District for Fiscal Year Beginning July 1, 2024, and ending June 30, 2025 in the amount of \$3,068,300.00; seconded by Mr. Fokta.

The levy request would mean an increase of approximately \$9 for a \$200,000 house; \$10.50 for a \$250,000 house, and \$13 for a \$300,000 house.

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

2. Outstanding Check Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Outstanding Check Policy as contained in the board packet. This policy was a recommendation that came out of the previous year's audit, and it was reviewed by the Library's attorney.

Motion carried by unanimous voice vote.

3. Section 10.3 of the Personnel Policy Handbook: Illinois Paid Leave: Mr. Fokta stated the Policy Committee recommends that the Board approve the Illinois Paid Leave Section of the Personnel Handbook, as shown in the board packets.

Motion carried by unanimous voice vote.

4. Gifts and Donations Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Gifts and Donations Policy. Minimal changes to wording were made.

Motion carried by unanimous voice vote.

5. Sale or Disposition of Surplus Library Property Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Sale

or Distribution of Surplus Library Property Policy. No changes were made to the policy.

Motion carried by unanimous voice vote.

6. Immigration Compliance Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Immigration Compliance Policy. No changes were made to the policy.

Motion carried by unanimous voice vote.

7. Community Service Workers Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Community Service Workers Policy. The recommendation was made without changes to the policy.

Motion carried by unanimous voice vote.

8. Personal Auto Use While on Library Business Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Personal Auto Use While on Library Business Policy.

Motion carried by unanimous voice vote.

9. Library Photography and Video Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Library Photography and Video Policy with no changes.

Motion carried by unanimous voice vote.

10. Recommendation of the Committee for Semi-Annual Review of Closed Session Minutes and Recordings: Mr. Fokta stated there were only two recordings of Closed Session meetings in file currently: One from 5/28/24, which is less than the 18-month requirement before being eligible for review; and one from 5/9/23, which was discussed at the November committee meeting.

The 5/9/23 recording is over 18 months and has the accompanying approved written Minutes that correspond to the recording.

Mr. Fokta stated that the review process can be improved by the Board Secretary signing off on the approved Minutes. Given that the subject of the 5/9/23 Closed Session meeting discussed employee evaluations, Mr. Fokta stated the Committee recommends that the audio recording be destroyed and the Minutes remain closed.

Motion carried by unanimous voice vote.

11. Corporate Borrowing Resolution: Discussion was had regarding the Republic Bank resolution which allows the Library Director and certain staff to have credit cards to make purchases for the Library. The four Board officers are required to sign the resolution on the back page to approve the bank's resolution.

Motion carried by unanimous voice vote.

12. Approval of the Management's Discussion & Analysis: Mr. Bloom moved to approve the Management's Discussion and Analysis document; seconded by Ms. Jakacki.

Discussion was had regarding the language on the bottom of Page 7, which was reviewed by the auditors: "The increase in 2024 was due to an increase in property taxes, replacement taxes, and investment income combined with under expended budget line items." Mr. Bloom suggested

changing the sentence to: "The increase exceeded budget in 2024 due to an increase in property taxes, replacement taxes, investment income combined with underexpended budget line items from the 2024 budget." He stated this would clarify that it is referring to the 23-24 budget; the replacement taxes exceeded the \$60,000 budgeted in 2024.

On Page 9, Governmental Funds, Paragraph 3, would also be changed to include similar language regarding the 2024 budget. "This increase was due to a change that exceeded budgeted property taxes, replacement taxes, and investment income, combined with underexpended budgeted line items from the 2024 budget." Mr. Bloom noted that the amount of the replacement taxes decreased.

Page 7 the last sentence would change to: The increase was a result of a change in property taxes, replacement taxes, and investment income combined with underexpended budgeted line items from the 2024 budget. The Management Discussion and Analysis was approved as amended. Motion carried by unanimous voice vote.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: With no need for a closed session, President Weninger adjourned the meeting at 8:10 p.m.