

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JANUARY 27, 2025
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; Corrine Jakacki, Treasurer; and Richard Bloom, Member.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Luke Sutton, Youth Services Manager; Gabriel Cardenas, Circulation Manager; Michael Novy, Technical Services.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - November 25, 2024: Ms. Jakacki moved to approve the Minutes of November 25, 2024 as read; seconded by Mr. Fokta. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Jaslee Kaur, Lauterbach & Amen, LLP, CPAs.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. PRESENTATION:

1. Annual Financial Report (Audit) Year Ended June 30, 2024: Jaslee Kaur, an audit manager with Lauterbach and Amen, briefly reviewed the audit report ending Fiscal Year 6/30/24. The West Chicago Public Library District was issued an unmodified opinion, which is the cleanest form of opinion the auditors can issue. The auditors had no disagreement or difficulty with the Library's administration in performing the audit work.

The Library had a net change in the general fund balance from operating income of approximately \$187,000, and a positive ending general fund balance of approximately \$1.5 million. Nonmajor funds overall had an operational income of approximately \$24,000, and a positive ending fund balance of approximately \$156,000.

Notes to the financial statements: The purpose of the management letter is to convey any internal control recommendations the auditors may have, best practices that they see in the industry, or upcoming

GASB pronouncements. There are two new pronouncements, GASB 102 and 103, which are applicable to the library but are not implemented until June 2025 and 2026. The auditors submitted the audit to the State.

H. TREASURER'S REPORT:

1. Approval of the Bills for December 2024: Ms. Jakacki moved that the board approve the bills for December 2024 in the amount of \$221,131.29; seconded by Mr. Bloom.

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

2. Approval of the Bills for January 2025: Ms. Jakacki moved that the board approve the bills for January 2025 in the amount of \$198,162.67; seconded by Mr. Bloom.

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

3. Financial Statements for November 2024: See Item H-4 below.

4. Financial statements for December 2024: Ms. Jakacki stated that after completing November and December 2025, the Library is approximately halfway through its fiscal year, with 99% of the revenues received and 42% of the expenditures made.

I. COMMUNICATIONS:

1. Certification of Library Trustee Candidates: Attorney Ritzman provided the Library with notification of the deadline of January 23, 2025, for certification of the Library Trustee candidates for the Consolidated Election scheduled for April 1, 2025. The Library administration complied with that deadline, and the four candidates will appear on the April 2025 ballot.

J. REPORTS:

1. President's Report: President Weninger reported that the Board received an email from a patron who expressed his concern regarding the condition of the pavers at the front of the building. He said he was very pleased last fall when he saw the entrance was being repaired, but curious why it stopped. He also stated that he was very disappointed that the library was closed Christmas Eve and New Year's Eve day, and he would like the board to consider his feelings on that the next time it approves the library's calendar. Ms. Weninger spoke with the patron twice on the phone and explained that the board also was very concerned that the pavers were not done in a more timely manner, but the contractor was delayed due to the weather conditions.

Ms. Weninger and Mr. Weseloh attended the ILA Legislative Luncheon in

December; and she passed around a handout from the event.
Ms. Weninger passed around pictures of the Little Free Library

dog-shaped box built in memory of Trustee Nancy Conradt. The book drop is nearly complete but for the latch to keep the cover closed and an inscription plate. David Sabathne had estimated the total expenses are a little under \$400. He is calling the library box the "Golden Read-Triever." The board previously approved up to \$750, and the Library Foundation agreed to cover \$200 of the expenses.

2. Library Director: Director Weseloh stated that the permit for the entranceway concrete work was held up at the City with the third-party permitting process, and then the weather turned cold when work was about to start. April is the planned restart of the project, when the temperature is over 35 before they start pouring.

Mr. Weseloh stated that the Library has received 99% of its budgeted tax revenue, and approximately 96% of its overall revenue budget, which includes a check from the City for PPRT in the amount of \$30,000 for July through December. The next PPRT payment is expected in June.

Interest income has cooled a little bit but is still over budget. Expenses are approximately 5 to 7% behind the fiscal year elapsed. In November the State Treasurer sent an unclaimed funds letter for both the Library District and the Library Foundation, indicating that the Library District has approximately \$11 in unclaimed fund.

Mr. Weseloh will meet on January 28, 2025 with the treasury management from Republic Bank Governmental Accounting. The remaining funds from FNBC will be transferred to the new Republic Bank accounts. The transition has been completed from QuickBooks on the server to QuickBooks in the cloud, and the on-premises server will be decommissioned at the end of January.

Mr. Weseloh is working on the appropriation grant from the State. He had some difficulty logging into the Sam.gov account due to conflicting account names for the Library, but he will resolve that by the end of January and be working on the application.

The heat curtain was installed at the front entrance in early December; and three new parking lot lights were installed in December which greatly improve the brightness of the parking lot in the staff area.

Boiler 1 went into alarm mode January 22, 2025, and Midwest Mechanical came out, reset it, and it is functioning. There was a failure of the Library's uninterrupted power source at the server rack, which started to smoke. The UPS was replaced and is functioning.

Mr. Weseloh and Ms. Weninger had an opportunity to speak with West Chicago's State Representative, Maura Hirschauer, at the West Suburban Legislative Meet-Up, regarding issues affecting libraries.

Mr. Weseloh is the Library's mandated authorized agent for IMRF, and he will be attending a two-part webinar on changes regarding leave of absence, termination, and retirement.

A COD student in the Library Technical Associate program is starting the week of January 27 to work toward her practicum at the Library. The Director covered the employees highlights, including that the Circulation Manager, Gabe, had reached his 17-year anniversary with the Library.

Adult Services Librarian Rosario completed her MLIS in December. She attended the Feria Internacional del Libro, international book fair, in Guadalajara, Mexico. She had mentioned she thinks two or three staff should attend the international book fair to be able to get to all the vendors. The Library will see if it can manage that in future years.

The Library is going to be having a social work intern from WeGo Together for Kids observe in the library for about six hours a week for children, teens, and families, to see what type of needs there may be or what type of support they can provide. Some libraries do have social workers on premises.

A new facilities assistant will start on February 10, 2025.

Mr. Weseloh suggested to the board that they start planning for budget season very soon in light of the fact that almost half the board will be changing over at the April election and will be seated in May. He also suggested the board bring in an outside facilitator to provide new trustees a general overview of expectations, roles and responsibilities, et cetera.

The current Strategic Plan has a fulfillment date of October 2025. Mr. Weseloh stated the board will probably want to budget for the creation of a new Strategic Plan as well as arrange for a facilitator to manage that process. The Director listed several capital improvement projects the Library will want to consider for the next Strategic Plan. The Director offered several suggestions on improvements to the building and department spaces as well as ingress/egress to and from the building.

3. Department Managers - Youth Services: Luke provided a presentation

to the board on the department activities, including:

Francesca graduated in August with her MLIS and has begun programming this month for children birth to 3. The department holds story times on Mondays with puppet show stories, and on Tuesdays with a Wiggle Worm Dance program.

The department has set up a Toddler Obstacle Course; held a Monster Mash program that was a Halloween-themed dance party; held a Christmas cookies decorating event; and made fried bread for Native American Heritage Month.

The department does a lot of programming based on STEAM; and it participated in the Library's Trunk Or Treat event, which had over 100 patrons participate. They had a costume contest, a best-dressed pet contest, and the best trunk contest. It was a great opportunity to reach the community.

The department held a DIY Cricut backpack decorating program; held a winter reading program; held a Nutcracker Tea Party; and held a Sips & Dips Super Bowl party.

Luke donated a stair step shelving system to the department for the Tween zone, and youth are cutting out pictures from old graphic novels to adhere to the stairs so they can have agency in their own department. Staff brought the alcove TV into the department to display a running slide show of different programs offered in the department; and in the cabinet below the TV is a gaming station for kids to use for free and hang out.

There are separate spaces within the department for play, for reading, and work. Both English and Spanish board books are in the ABC cubby. Vox books are available and displayed in clear bags; youth can plug in headphones and listen to the picture book while they are reading. Discovery On the Go kits are available in the shelving units and have topics for exploration like human body, bones, and dinosaurs. Phonics and sensory kits are also available.

Staff have created a birth to 3 outreach initiative and participated in an educator-parents night, which engaged 50 parents. Staff talked about programming and handed out flyers. Staff also participate in outreach with the park district by holding a story time; with District 33 schools by participating in Math and Literacy Night and Curriculum Nights; at story times at Cantigny where they have had steady numbers of 70 to 80 people participate; and Morton Arboretum representatives were at the library to participate in a story time and attendees were provided a free pass to Morton Arboretum.

The department is working on creating both a programming proposal form and an outreach form, as well as refining the statistics reporting form for IPLAR. Luke and other staff members have been participating in professional development classes, including one on grant writing, and will attend an upcoming webinar on marketing, outreach, and strategic partnering. Staff participate in monthly collection development and best practices webinars.

Upcoming programming includes a Mardi Gras themed event, Tween-aged Wonder Club, Dia de la Niño event, and three movies during spring quarter.

K. Unfinished Business: None.

L. New Business: None.

M. CLOSED SESSION: None held.

N. RETURN TO OPEN SESSION: None held.

O. ADJOURNMENT: With no need for a closed session, President Weninger adjourned the meeting at 8:16 p.m.