

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, AUGUST 25, 2025
7:00 P.M.

A. CALL TO ORDER: President Jakacki called the meeting to order at 7:00 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Corrine Jakacki, President; Scott Grotto, Vice President; Pat Weninger, Secretary; Maureen Navadomskis, Treasurer; Aimee Cavataio, Laura Finch, and Michael Wonderly, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Assistant Director and HR Manager; Jennifer Gunn, Adult Services Manager; Michael Novy, Technical Services; Juan Martinez, Facilities Assistant; Nick Del Giudice, Public Relations Specialist; Jason Rock, Information Technology Librarian.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - July 28, 2025: Mr. Grotto moved to approve the Minutes of July 28, 2025; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

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 August 2025: Ms. Navadomskis moved to approve the bills payment for August 2025 in the amount of \$234,360.44; seconded by Ms. Cavataio.

Roll Call Vote - Yes: Cavataio, Finch, Grotto, Navadomskis, Weninger, Wonderly, Jakacki. Motion carried.

2. Financial Statements: Discussion was had regarding the expenditures numbers under the West Chicago Public Library District analysis, Month Ended July 31, 2025, the first packet, which lists Library Material - Maintenance 126, and Technology Services 12,231; versus the second packet, Financial Report, which lists Library Material - Maintenance 12,231, and Technology Services 126. Mr. Weseloh stated the Technology Services should be correct at 12,231; however, he will check with Governmental Accounting which creates the reports.

H. COMMUNICATIONS:

1. Opioid Medication and Trained Library Staff: The placement of a Narcan kiosk is moving forward, even though the legislation does not mandate that the Library District follow this particular statute.
2. Payment of Nonresident Fees: The Library District Act and the Local Library Act have been amended to allow payment of non-resident fees quarterly or biannually rather than annually if the Library Board chooses to change its policy. This change is effective August 1, 2025. The Policy Committee will consider this policy change at its meeting. Mr. Weseloh was asked to inquire at SWAN whether any consortium members that are considering this change.

I. REPORTS:

1. President: Ms. Jakacki stated that the Board will spend considerable time this evening discussing planning for initiatives and goals for FY26, the strategic plan, and the possibility of convening a Building & Grounds Committee.

A secretary's audit of the Minutes posted and printed needs to be completed. President Jakacki appointed Ms. Weninger and Ms. Cavataio to review the Minutes posted and printed for all of the board meetings held between July 1, 2024, and June 30, 2025.

2. Library Director: Mr. Weseloh stated the Library is 8.33% through the fiscal year elapsed. Expenditures are running at 8%, with some of the funds being front-loaded, such as online databases, insurances, and a few other line items. The Library has collected 54% of its budgeted property taxes, and 51% of the budgeted revenues.

Director Weseloh and Assistant Library Director Ghobrial have been gathering, reviewing, and uploading documents via the accounting firm's secure portal. Audit field work is scheduled for September 15-17, 2025.

The bookkeeper's last day is September 5, 2025; and she has been training the new Technical Services Assistant on the bookkeeping process and other auditing tasks.

A staff in-service was held August 1, 2025. Staff were trained on Office 365, One Drive, SharePoint, and Teams. After lunch staff met in their respective departments to work on various projects that the departments either typically do not have time to complete or need a large block of time to complete uninterrupted. Work included shifting some collections and a detailed review of the website.

Mr. Weseloh met with WeGo Together for Kids and the DuPage County Health Department to discuss the Narcan kiosk. The kiosk was delivered on August 11, 2025; and it will be installed in the lobby after all

staff members have taken the Narcan training. The Health Department provided Mr. Weseloh with a link to the online training that all staff can utilize and complete.

Mr. Weseloh has been working with Olympik Signs and the City of West Chicago to move forward on a concept of a digital sign for the front of the Library. The sign would be used to help promote Library programs and for cross-promotion of events from other taxing bodies in the city. Mr. Weseloh, Mr. Martinez, and a representative from Olympik Signs will make a presentation of the sign concept to the Historic Preservation Committee at City Hall. If the request for installation of the sign is approved, the plans will be brought back to the Library Board for approval at the September meeting.

The second round of capital projects to be completed is scheduled to begin the week of September 1, 2025; and substantial completion is anticipated by November 7, 2025. Mr. Martinez has been working on a grant application for a \$2,500 grant awarded by ComEd. If the West Chicago Library is awarded the grant, the funds will be used toward installation of holiday lights on the exterior of the library building.

3. Department Managers: (IT & PR Presentation)

Public Relations: Nick provided a report on the current marketing mix he has been utilizing for promotions as well as addressing and implementing ADA updates for online accessibility. He shared his plans to create a blog for the Library which can be accessed through its website.

Digital promotional channels include two newsletters that go out by email on Monday and Friday evenings; supplemental special programs highlights based on departmental requests, with some listing of a few resources that may be shared which are relevant to programs; and posts on Facebook and Instagram. Physical materials are the strongest channel from which the Library receives the most engagement, with the Program Guide being the best draw for getting people into the library and into programs.

Posters and flyers are created in-house, some of the latter are distributed to the schools when librarians engage in outreach there. The Library does utilize formal channels of press releases for large-scale events, but those do not always get published. Staff also try to share Library information with local agencies and organizations as well as engage in helping out with promotion of shared interests.

Nick posts 2 to 7 times a week on the social media platforms of Facebook and Instagram. The Library's engagement numbers are in line with most of its neighbors. Reposting of content by library patrons increases the reach of the posts by creating community engagement.

Posters that promote multiple programs have increased relevancy and will remain on display longer. Departments issue surveys after their programs to collect feedback from attendees.

The Library had an X account and a YA TikTok account for a time, but only approximately 15 patrons were following the X posts, and maintaining the TikTok account had challenges of significant time and effort expended to create high quality media products.

Discussion was had regarding the data in the department reports; and trustees commented that the Program Guides are very attractive and well done.

The Library is prepared for the increased digital ADA access requirements, including alt-text for screen-readers. The website contractor, Powder Keg Digital, is confident the website is compliant-ready. The deadline for compliance is April 26, 2027. The creation of blog functions will enable the public to browse Library blog posts, and the Library will have an opportunity display more photographs and activities and programs that are happening at the library.

Information Technology: Jason stated that he liaisons with Sikich for management of technology; he is the in-between person between the staff and Sikich to solve many of the computer problems. Some new computers will be coming online to replace some Windows 10 computers, which will not be supported anymore as of October. He makes sure that all service tickets are taken care of and next steps are pursued, and he installs physical replacement of computer parts and loads software updates.

Jason oversees Microsoft 365 administration and the One Drive cloud server. Staff have access to all the folders throughout the network when they are in the building.

Jason schedules and leads patron training classes at the library, teaching basic Excel, basic Word, as well as some programs that are requested by patrons. On occasion he will teach a program to a patron one-on-one. Patrons can sign up online as well as Jason will on occasion teach a class online. The inaugural class on Pivot Tables for Excel will take place in November.

Photoshop has been installed on a public computer in Adult Services, which also includes the programs Creative Cloud, Illustrator, Premiere Pro, Audition, and InDesign. A Photo Shop class will be offered in the future. Jason had previously worked with a children's librarian to use Scratch, a programming language designed to teach children how to program.

Jason has completed several certificate programs on IT security,

including the Google IT support professional certificate, and is currently working on a Microsoft administration certificate online for M365. He has created a 3D printing instructions page and equipment instructions for some things that the Library may offer in the future such as Offline 365, Outlook, Loop, and Teams.

Jason keeps track of the website, doing some hands-on spam filtering, editing web pages, uploading the Board Minutes, Library policies, et cetera. All pdf's are put through an Adobe Pro filter so that they are screen-readable. Many patrons have offered compliments that they like the website.

He has created a Spotify account with the idea to make a Spotify new music playlist for West Chicago. The Children's department has embraced this opportunity, and they have three musical programs in which they use playlists; and many playlists have been created by Youth Services.

Twitch video game streaming is very popular, and it has been used for streaming a story read-aloud. The Library will have a story time online using the Library's Twitch, and participants can read the book with library staff.

Eventually instructional videos will be posted on the website, starting with the basic classes that Jason is currently teaching, and including how do you check out a book on the online catalog, how to navigate the website, et cetera. These short instructional videos can be made available on a specific page on the Library's website.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Initiatives and Goals for FY2026: President Jakacki stated that she hoped the trustees had a chance to read the existing strategic plan and review some its listed goals. The board will list some its ideas for future goals, then meet with the managers for their input and input from their staff.

Discussion was had regarding expanding the Makerspace; increasing the number of people who are registered patron with the Library; and creating a community survey that can be responded to through physical and digital questionnaires, possibly included in the Program Guide. Feedback will be sought from both people who already use the library as well as those who are not using the library, the latter which is more difficult to obtain. The hiring of a consultant and the creation of one or more focus groups will be pursued.

Currently 30% of the District's residents have a library card. A good

goal is between the 48% and 50% mark. West Chicago Library District has reduced the number of registered patrons as a result of cleaning up the

patron rolls and deleting from the list those people who were no longer users. The numbers also dropped as a result of the pandemic and people reducing visiting public spaces.

2. Strategic Plan: One of the Library's strategic goals was strengthening outreach. A topic of future discussion will be how to measure success in achieving increased library card sign-ups. Some of the goals in the existing strategic plan will be carried over and/or expanded upon in the next strategic plan. These include efficient use of space, outreach and promoting programs, and outreach specifically to high school students to inform them of the resources available for them at the library.

Discussion was had regarding the trustees seeking to engage a consulting group that is experienced with working with libraries for facilitating the strategic plan process. A budget for the strategic plan will have to be created. Consultant fees for the most recent strategic plan were approximately \$12,000. The consultant would be responsible for creating the community survey; and the survey as well as the focus groups will need to be available in both English and Spanish. President Jakacki asked Mr. Weseloh to start the process of researching consultants to oversee the strategic plan process.

The trustees discussed the possibility of an off-site location where patrons could pick up hold materials or gather for some programming. The park district was suggested as an entity in West Chicago that may have space available for the library to use.

The trustees spoke about opportunities for the board to be informed on issues facing libraries, possibly including monthly information-sharing of data gathered in-house and combined with information coming out of ALA, ILA, as well as RAILS. The annual ILA legislative convening is a valuable opportunity for trustees to take part in.

Additional goals for the board are: How to function as a cohesive board, how to best serve the public, and how to oversee what the board should oversee. The board will consider engaging a consultant for training on the role of a trustee.

Staff was asked to provide some usage statistics on foot traffic, event attendance, digital use, and comparing that data to the data of other like-sized libraries. Trustees would also like to hear staff's ideas about a Makerspace.

The previous strategic plan listed the possibility of purchasing a library bookmobile. The cost of a bookmobile turned out to be higher

than expected.

3. Building & Grounds Committee Review: Discussion was had regarding

the increasing age of the building and its related maintenance and upkeep needs. Some of the systems that still need significant attention are the boilers and the air-handling system, together which will cost approximately \$1 million.

The electrical service at its entrance point to the building requires a specially trained contractor. The most recent inspector reported that the Library's electrical main looks to be in fairly good condition. The space needs to be cleaned, and should then be good for 10 to 15 years.

Mr. Weseloh would like to see the eight bathrooms in the building be updated.

A Building & Grounds Committee can do an in-depth review of the physical plant and then report to the board so that the board can then complete its responsibilities for decision-making and expenditure approval. President Jakacki asked the trustees to think about if they would like to serve on a Building & Grounds Committee.

Discussion was had regarding a possible expansion of the library building or a remodel project. A new trustee stated that many residents have said they would like the library to be bigger. The board shared information on what a referendum entails; and that a bond issuance is another path by which the Library District could seek to obtain additional monies to pursue a remodel or construction of a building addition. Both avenues require significant sharing of information with the district residents and gaining agreement of the residents to pursue such a plan.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None.

N. ADJOURNMENT: President Jakacki stated there was no reason to go into closed session, therefore there was no return to open session, and she adjourned the meeting at 8:52 p.m.