

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, MARCH 23, 2026  
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; Pat Weninger, Secretary; and Aimee Cavataio, Treasurer; Laura Finch (by videoconference) and Michael Wonderly, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Jennifer Gunn, Adult Services Manager; Luke Sutton, Youth Services Manager (entered before Department Manager's Report); Juan Martinez, Facilities Assistant; Nick Del Giudice, Public Relations Specialist; Jason Rock, Information Technology Librarian.

C. APPROVAL OF THE MINUTES:

1. Regular Meeting - February 23, 2026: Ms. Weninger moved to approve the Minutes of February 23, 2026 as amended; seconded by Ms. Cavataio.

- Page 2, Item H-1, first paragraph, should read: "...Scott Grotto submitted his resignation from the Board due to other personal commitments."

Roll Call Vote - Yes: Cavataio, Finch, Weninger, Wonderly, Jakacki.  
Motion Carried.

D. RECOGNITION OF THE PUBLIC: Sufiyan Mohammed, who was later sworn in as a new member of the board.

E. PUBLIC COMMENTS: Mr. Mohammed thanked the Board for reaching out to him regarding the open board position.

F. Ordinance 26-02 - An Ordinance Appointing a Library Trustee:  
Ms. Weninger moved to appoint Sufiyan to the library Board of Trustees; seconded by Mr. Wonderly.

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

Sufiyan Mohammed was sworn in as trustee in accordance with Illinois Statute 75 ILCS 16/30-40 (a); and he joined the trustees at the board table.

G. AGENDA - ADDITIONS/DELETIONS: None.

## H. TREASURER'S REPORT:

1. Approval of the Bills for March 2026: The new Treasurer, Ms. Cavataio, moved to approve the payment of the bills in the amount of \$214,814.78; seconded by Mr. Wonderly.  
Roll Call Vote - Yes: Cavataio, Finch, Mohammed, Weninger, Wonderly, Jakacki. Motion carried.
2. Financial Statements for February 2026: The Financial Statements were reviewed during the Director's report, Item J-2.

I. Communications: None.

## J. REPORTS:

1. President: Ms. Jakacki stated that a recording of the ILA Webinar Trustee Forum is available to trustees who were unable to watch it on the day of, as well as access to the slides used by the presenter. The webinar explained how a library gets to levy, why to levy, what the budget is, the difference between a municipal library versus a district library, how the two are taxed differently, and how the levy is handled differently. The next trustee webinar is April 4, 2026, on Empowering Patrons Through AI Literacy.

The trustees are now required to file their 2026 Statement of Economic Interest, which is completed electronically. Access to the form is available via the trustee's library email account, and was sent from DuPage County on March 3rd, 2026, with a subject line of "Notice: Time to File 2026 Statement of Economic Interest." The filing deadline is May 1, 2026.

Ms. Cavataio and Ms. Jakacki met to talk about the Treasurer's role and responsibilities.

President Jakacki recommended the trustees sign up for the RAILS e-newsletter at [RAILSlibrary.org](http://RAILSlibrary.org) because the newsletter is a great way to keep up on what is going on at Illinois libraries.

The Board of Trustee annually performs a director's evaluation in the May time frame. The Director also completes a self-evaluation. Ms. Jakacki will send the trustees the Board's standard evaluation form in mid to late April. The trustees will complete the evaluation anonymously and send it back to Ms. Jakacki, who will compile all the numbers as well as capture trustees' comments. The trustees will go into closed session during their May meeting to discuss the evaluation.

Ms. Jakacki will not be present for the April meeting; Ms. Weninger will chair the meeting.

2. Library Director: Mr. Weseloh stated the Library is 67% of the way

through its fiscal year. The revenues received remain at 97%, which is roughly \$100,000 short of the budgeted revenue. The Library has yet to log its second half of the PPRT and the Per Capita Grant; and three months remain to collect interest and fees. Ninety nine percent of the budgeted property tax revenue has been collected. Expenditures are running slightly behind fiscal year elapsed at 60%.

Department managers submitted their respective department's budget data to inform the creating of the 2027 fiscal draft budget, which will be presented to the Finance Committee in April. Mr. Weseloh suggested a meeting date of April 15, 2026. The Library administration will present the COLA, merit recommendations, and proposed salary schedule at that time.

Legislative Update: The Director stated that HR7661 was introduced in Congress in February. The bill, known as the Stop the Sexualization of the Children Act, has been denounced by the ALA as amounting to a federal book banning bill.

The Illinois House of Representatives introduced House Bill 5236, known as the Digital Library Protection Act. This bill is designed to help libraries with the cost structures created by book publishers who are charging a lot of money for e-materials. The Act aims to prevent publishers from imposing unfair restrictions on libraries when licensing e-books, digital audiobooks, and other electronic literary materials. It further would prevent publishers from restricting a library's ability to determine loan periods, charging libraries more than the public for the same item, or limiting the number of licenses a library can acquire after an item is available to the public.

The Act has been assigned to the Illinois House of Representatives Consumer Protection Committee for consideration.

Mr. Weseloh attended a Ready, Set, Advocate meeting on March 11, 2026, convened by ILA and the Public Policy Committee. Another meeting is scheduled for March 25, 2026.

The Director attended a SWAN meeting on March 20, 2026, at which Aaron Skog, the chair of the Public Policy Committee, indicated that the publishers' lobbyists are also lobbying their position on HB5236.

The Dolly Parton Imagination Library is moving forward. It provides one free book a month delivered to the home of families with children age 0 to 5 who register. Sufficient funds have been raised for the first two years of the program for West Chicago, with funds provided by the Library Foundation, the Rotary, WeGo Together for Kids, and the Library itself. A memorandum of understanding is being drafted between the Library and the Dollywood Foundation. Library staff will be trained on the book ordering system; and a program kickoff is scheduled for

April 18, 2026.

A meeting will be held at Cantigny Park March 25, 2026, with the Dolly Parton Imagination Library organization to discuss bringing the program to a broader audience in DuPage County and seeking additional funding from other agencies and organizations to try to offer the program County-wide.

Some brochures for the Metra advertising campaign went live the week of March 2, 2026. As of March 6, 2026 the program's QR codes were used just over 100 times via scans in the four days the brochures were available.

RAILS is seeking additional entities to add to its Explore More Illinois program. The newest attraction is the Winnetka Park District, which offers Illinois users passes to the swimming beach, valid for daily admission.

The ALA annual conference, will be held June 25 to 29, 2026 in Chicago. This year marks the 150th anniversary of the ALA. The ILA annual conference is in Peoria from October 6 to 8, 2026, with a theme of Fired Up and Ready to Go.

The Micro Pantry construction is nearing completion. The Library is working with the City in terms of permitting restrictions and approval of the installation of a concrete pad upon which the pantry will be installed.

The We Go Full Steam Ahead train project is running a little behind schedule, and the unveiling is now planned to coincide with the Railroad Days festival.

The Library's in-service was held March 6, 2026; and the in-service survey results were available to the trustees for review. During the day, staff addressed special projects, tasks, and organization of departments, all of which are difficult to achieve while the library is open or when patrons are present.

3. Department Managers: Written reports from department managers were included in the board packets.

(Luke Sutton, Youth Services Manager, entered.)

Jennifer Gunn, Adult Services and Teen Services manager, provided a presentation to the Board. Ms. Gunn has held her position for almost a year. The department has nine staff members in addition to the manager.

The department's mission is "to make library resources known and

accessible to everyone."

The teen area has been redecorated this year, and a specific entryway has been created to designate the separate space. A new, more eye-catching sign has been added, as well as a whiteboard, some games, a drafting table, a bar-height table, four new cubicles, and two sets of booth seating.

The department has hosted in its common space art installations, such as the Calaveras, concerts, and dance performances, including the high school musicians.

A Spanish information center board and a Spanish printing center board have been added, as well as signage for the Spanish literature and a book menu with recommended readings.

The department staff provide scheduled one-on-one assistance from a librarian, notary services, test proctoring, device advice, and technology assistance; and the department offers study rooms and access to computers.

The department has a favorite authors program through which patrons can have their favorite authors' new books put on hold for them automatically if they sign up.

The department provides many different customer services. Interlibrary loans, and reader's advisory; and staff connect people to community resources.

The Library of Things includes a sewing machine, and a giant inflatable screen and projector to show a movie on your lawn. The department has a seed library; and the most popular seeds were the onions and the tomatoes.

Computer classes for adults are available, monthly craft classes -- one per quarter is bilingual -- and all of the passive crafts and activities are bilingual. Book clubs and quarterly reading programs are also offered. One program that was held tracked the history of women silversmiths. Programs for teens include snack testing, teen cafe, crafts, and open mic. The department also offers homework help and video game club. The teen advisory board meets and discusses what kind of things they would like to see at the library; and they also have volunteer opportunities, like helping to decorate the library for Christmas.

The department does outreach to schools and to senior communities in West Chicago. Staff engages with the seniors by organizing a quarterly craft, leading book talks, providing a readers' advisory; and staff

bring books to the seniors for checkout; and the seniors can return the items that they checked out the following month. Seniors are signed up for library cards.

The department has partnerships with many community organizations in many different capacities; such as, the West Chicago History Museum, Healthy West Chicago, and Gallery 200.

4. Policy Committee: The Policy Committee met March 16, 2026 at 6:30 p.m. In attendance were Ms. Weninger, Chair; Ms. Finch and Mr. Wonderly, members; Ms. Jakacki, ex officio; and Mr. Weseloh, staff. There were no minutes to approve.

The committee reviewed the Fixed Asset/Capitalization Policy, the Investment of Public Funds policy, the Purchasing policy, and the Library Credit Card policy, the latter which increases the number of staff members with cards from four to six. These policies were considered by the board under New Business at the March Board Meeting upon recommendation by the Policy Committee.

Discussion was had at the Policy Committee meeting regarding Artificial Intelligence and how the Library can best handle that. The committee discussed the Electronic Board Meeting Attendance policy. The committee asked Mr. Weseloh to discuss several items with the Library's attorney.

The next Policy Committee meeting is scheduled for April 9, 2026 at 7:00 p.m. The meeting adjourned at 7:40 p.m.

#### K. UNFINISHED BUSINESS:

1. Strategic Planning Scope of Work: The board discussed the plan to develop a new strategic plan and hiring a consultant to help with that project, such as to reach out into the community to talk to those people who are not library users, to find out what do they think of the library, what do they want to see from their library, and what would make them library users.

An RFP is needed for different consulting firms to respond to. Ms. Jakacki asked Mr. Weseloh to review RFPs from other libraries and find out what they had used.

Mr. Weseloh will bring an RFP to the board in May; he will send the RFP to a number of consulting firms, review the responses, and pick the top three with which to schedule presentations from before the board. The board will select the consultant the Library will work with; and Mr. Weseloh will be the interface with the consultant firm.

The estimated cost of engaging a consultant to prepare a strategic plan is between \$20,000 to \$30,000. The board will ask for a breakdown of

the different levels of engagement. Discussion was had about

identifying the people who do not use the library, find out why they do not use the library, and what can be done differently to encourage them to become involved with the library.

After the RFP is fine-tuned by Mr. Weseloh and the board, it will be distributed in the newspaper, and on the Library's website. Responses will be requested to be submitted within four weeks, in the July timeframe, and presentations will be scheduled for August. The prospective consultants will be asked if they can help the library with a framework to revise or refine the strategic plans in future years.

**L. NEW BUSINESS:**

1. Fixed Asset/Capitalization Policy: Ms. Weninger stated the Policy Committee recommends approval of the Fixed Asset/Capitalization Policy as it stands. The changes that were made were highlighted in blue.

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

2. Investment of Public Funds Policy: Ms. Weninger stated the Policy Committee recommends approval of the Investment of Public Funds policy, with the text remaining as is.

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

3. Purchasing Policy: Ms. Weninger stated that the Policy Committee recommends the approval of the Purchasing Policy.

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

4. Library Credit Card Policy: Ms. Weninger stated that the Policy Committee recommends that the board approve the Library Credit Card Authorization policy with the change of increasing the number of employee cards from four to six, plus the Director, for a total of seven.

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

**M. CLOSED SESSION:** None held.

**N. RETURN TO OPEN SESSION:** None.

**O. ADJOURNMENT:** Ms. Jakacki stated there was no reason to move into closed session; therefore the board did not move into closed session; therefore there was no need to return to open session. Ms. Jakacki adjourned the meeting at 8:25 p.m.