

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting, September 17, 2024 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, September 17, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:45 p.m.

ROLL CALL

Trustees Present: Ms. Brightmore, Ms. McDermott, Mr. O'Donnell, Ms. O'Keefe and Mr. Skibinski (6:49 pm)

Trustees Absent: Mr. Kelly and Ms. McCarthy

Visitors Present: none

PLEDGE OF ALLEGIANCE

Ms. McDermott led the audience in the Pledge of Allegiance and welcomed our visitors.

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

- No activity this month.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, August 20, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34741-34789 for \$114,472.36 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

PERSONNEL – During the month of August 2024, the following staff activities took place:

- **APPOINTMENTS** – The following changes took place during the month:

Sara Ahmed has been hired as a part-time, Computer Center Assistant, in the Technical Services Department effective 08/01/24.

Desma Flagg has been hired as a part-time, Youth Services Assistant, in the Youth Services Department effective 08/16/24.

- **CHANGES** - The following changes took place during the month:

Alyssa Dohse transferred from the position of Assistant Department Head of the Adult Young Adult Services Department, to the position of Department Head of the Adult Young Adult Services Department, effective 07/16/24.

- **DEPARTURES** – The following departures took place during the month:

Haven Rupsch, Customer Services Assistant, of the Customer Services Department, has ended employment effective 08/01/24.

Julia Churchill, Department Head, of the Adult Young Adult Services Department, has ended employment effective 08/30/24.

Patricia Pryal, Marketing Assistant, of the Administration Department, has ended employment effective 08/30/24.

POLICY REVIEW

There were no changes to the following policies.

BP 2.1	Trustee Ethics Policy
BP 2.1A	Public Library Trustee Ethics Statement

END OF THE CONSENT AGENDA

MOTION: Made by Mr. O'Donnell, seconded by Ms. O'Keefe: To Approve the Consent Agenda items 5-8 as amended. Motion passed by unanimous voice vote.

FINANCIAL REPORTS

Budget Funds Reports

Ms. Williams presented the General Fund and Building Fund Reports.

By the end August 2024, we would normally be at 66.67% through the budget; expenses are currently at 55.31%. We have received about 95% of our funding from property taxes.

MOTION: Made by Mr. O'Donnell, seconded by Ms. Brightmore: To Accept the Financial Reports as presented. 5 Ayes, 0 Nays, 2 Absent. Motion Passed.

REPORT OF THE DIRECTOR

Narrative and Statistical Report

The Director's report noted the following items:

Statistics:

August 2024 Statistics highlights:

- Physical circulations were at 27,851, a nearly 1,600 decrease from July. We normally see a decline for August due to the end of summer reading and families getting ready for back to school.
- Digital circulations were at 6,701, about a hundred more than August.
- Gate counts for were at 17,690, an increase of more than 2,500, which also restores us back to what we were lacking in July.
- There were 110 programs recorded in August, with 5,135 people participating.

Building & Grounds:

- Lobby Project update: The light fixtures we ordered are still on backorder, so the contractor installed temporary fixtures so we could love along with the room. They will be swapped out when they eventually arrive. There is an electrical box missing so they will be coming back out to add that. We are now ordering the countertops. The inside security camera will be installed next month. I have the revised shelving quote which is in the Action Items section of the agenda for Board approval. If the counters don't take too long we are looking at a November 1 launch date for the drive-thru.
- During the closure of the Fall Music Festival, the maintenance team painted a few places in the lobby. Most importantly, the pillars that run from the lobby floor up to the 2nd floor ceiling. They used the industrial lift, which is only safe to use without patrons around. The remaining parts of the lobby will get fresh paint as time allows, we will not need to close to finish the few.
- I have purchased a display cabinet that will be placed along the lobby wall leading into Youth, it will be directly opposite the elevator doors. This will be 6 feet wide by 5 ½ feet tall. The intent is to use it as an alternative display space for smaller local history collections to spark interest of people as they browse the 1st floor and to make use of more of the collection we have in storage. I expect it to arrive sometime in the next few weeks. During October it will show the raffle baskets for our Trick-or-Treat event, after that, we will begin local history displays.

Events/Happenings:

- Summer Reading numbers have been collected:
 - Youth – 2024 Koala Club (ages 0-3) 119 registered, 60 completed, 50.4% completion rate
 - For comparison, Youth – 2023 Koala Club 87 registered, 38 completed, 43.6% completion rate
 - Youth – 2024 Read Renew, Repeat (ages 4-14) 771 registered, 412 completed, 53.4% completion rate
 - For comparison Youth 2023 ages 4-14 was 487 registered, 236 completed, 48.5% completion rate
 - Adult & Teen 2024 Read, Renew, Repeat – 434 total registrations (397 adult, 36 teen), 424 active readers, 221 challenge completions, 579 rewards redeemed
 - For comparison Adult & Teen 2023 – 425 total registrations (383 adult, 42 teen), 254 active readers, 145 challenges completed, 392 rewards redeemed
- One Book One Oak Lawn took place during June and July. This program has been done every other year by Adult Services Staff to bring the community together by encouraging them to read the same book and to connect with thoughts and ideas. This year's title was a non-fiction book—Nature's Best Hope. Kate Donley planned the adult programs, Customer Service planned the senior programs, and Nicholas Vidmar planned the Teen programs. Overall, there were 15 programs, with total combined attendance of 263. Kate's complete report for OBOOL can be found in the materials following this report.
- Youth Services and Customer Services staff have been doing back to school events. This past Sunday at District 122 Back to School Event, Customer Services staff were able to give away active cards live on scene. They registered 16 news patrons and 1 patron received a replacement card.

Administrative:

- In the 2nd half of August, Jeanne Mueller, Kevin Powers and I attended 2 day-long seminars, one on Employment Law and one on FMLA. My completion certificates are included immediately following this report, as well as the Facilities Management course mentioned last month taken with the maintenance team.
- Following August's Board meeting, our Non-Resident Fee information was updated with the State through the L2 account (there was no change to the fee amount)
- On 9-12-2024 I submitted our annual ILLINET Survey (period 7-1-23 to 6-30-24). This is a state required survey that counts the number of items we are loaning through Inter-Library Loan. We regularly have a high number of outgoing items than we have incoming. A copy of the full survey follows this report.
 - 27,484 items received from inside Illinois
 - 248 items received from out-of-state

- 44,228 items sent out inside Illinois
- 316 items sent out-of-state
- 60,194 items were borrowed by non-residents through reciprocal borrowing

OLD BUSINESS/DISCUSSION ITEMS

Working Group Reports

- Emergency Procedures working group met on 9-11-24. New AR procedures on how to deal with suspicious packages, what to do with protests and lockdowns were discussed.
- The Website working group will be meeting on Monday, September 23, 2024.

NEW BUSINESS/ACTION ITEMS

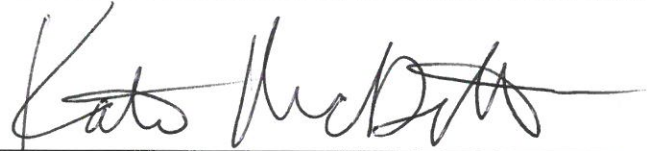
Approve Lobby Shelving Purchase

The revised quote includes Friends bookstore shelves, all AV shelving, mobile AV shelves for new materials or displays, new hold shelving in the lobby and hold shelving in the drive-up workroom.

MOTION: Made by Ms. O'Keefe, seconded by Mr. O'Donnell: To Approve Lobby Shelving Purchase in the amount of \$157, 698.00. 5 Ayes, 0 Nays, 2 Absent.
Motion Passed.

ADJOURNMENT

MOTION: Made by Ms. O'Keefe, seconded by Mr. O'Donnell: To Adjourn the Oak Lawn Public Library Board Meeting 7:22 p.m. Motion passed by unanimous voice vote.



Kate McDermott, President



John "Sean" Kelly, Secretary

