

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting, November 19, 2024 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, November 19, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:45 p.m.

ROLL CALL

Trustees Present: Ms. Brightmore, Mr. Kelly, Ms. McCarthy, Ms. McDermott, Mr. O'Donnell, Ms. O'Keefe and Mr. Skibinski (6:51 p.m.)

Visitors Present: Dave Weinert, Carla Williams, Local 736, Katherine Palovina, Raymond Schwarzkopf and Linda Marynowski

Staff Present: Kate Donely, Programming Librarian; Brennan Walls, Customer Services Assistant; Monika Fudali, Adult Young Adult Associate; and Gale Harris, Youth Services Assistant

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

- Ms. McDermott read a thank you card from Faith in Action Co. for the food donations from our patrons.
- Mr. Dave Weinert had questions about reserving meeting rooms.
- Kate Donley spoke about the library budget and levy.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, October 15, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34847-34907 for \$118,922.93 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

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

Sherrice Chatman has been hired as a part-time, Marketing Assistant, in the Administration Services Department effective 10/17/24.

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

No activity this month

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

Jesus Ramirez, Adult Young Adult Page, of the Adult Young Adult Services Department, ended employment 10/31/24.

POLICY REVIEW

There were no changes to the following policies.

BP 1.4	Service Fees
BP 3.11	Investment of Public Funds
BP 4.1	Fines and Fees

END OF THE CONSENT AGENDA

MOTION: Made by Ms. McCarthy, seconded by Mr. O'Donnell: 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 October 2024, we would normally be at 83.33% through the budget; expenses are currently at 69.84%. We are still spending slightly under budget.

MOTION: Made by Ms. O'Keefe, seconded by Ms. Brightmore: To Accept the Financial Reports as presented. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

REPORT OF THE DIRECTOR

Narrative and Statistical Report

The Director's report noted the following items:

Statistics:

October 2024 Statistics highlights:

- Physical circulations were at 27,085, an increase of 2,352 from September.
- Digital circulations were at 6,863 relatively steady from September.
- Gate counts for were at 39,907 an increase of 24,480 over September. Factors for this substantial change are multiple closures in September, Trick-or-treat in October and Early Voting during the last week and a half of the month.
- There were 173 programs recorded in October, with 7,002 people participating.

Building & Grounds:

- Lobby Project update: The drive-up workroom has been painted and maintenance is finishing up the painting to the lobby pillars. Still no definitive date on the shelving delivery or the counters inside the workroom.

Events/Happenings:

- The local Toastmasters group presented the library with a \$100 donation. They have been coming to our library regularly for 18 years. The organizer told me that they had bounced around to Crestwood, Blue Island and other libraries before coming and sticking with Oak Lawn. They appreciate the use of the space and the courtesy of the staff and they look forward to many more years with us.
- Trick-or-Treat on Sunday October 27th was a 3-hour event beginning at 11am. We anticipated 900 people, and we counted 1,071. It was an estimated breakdown of 625 children and 446 adults. I estimate this because we had prepared 350 bags for adults and we ran out of bags by the time we were halfway through the event. We had 14 local organizations that participated and they were all seemed to have a great time and they all stayed to the very end. This event also generated additional visits to the activity tables on the 2nd floor. This is a really fun event and it is great to see it grow each year. However, based on our experiences the last 3 years, next year, we will look at shortening it from three hours down to two, as the last hour the traffic through the door was minimal. We may even look at moving the date a week earlier to avoid conflict with early voting in future years.
- We concluded our first experience with Early Voting. It ran from Oct 21 through Nov 4th. The statistics will be reflected in both the October and next month's November stats. But overall, during the 15-day period, 13,563 people voted. 9,621 of those were in October and 3,942 were in November. Simultaneously

with Early voting we partnered with local non-profit organizations to have tables in the lobby with free information about available services to those with interest.

- A reminder, the library will be closed Thursday November 28th & 29th for the Thanksgiving holiday.
- At the request of the Board, we will be presenting a program on Saturday Dec 7th from 12 to 3pm the day of the Village's Santa on the Green. Santa's Christmas Café will invite parents and children to come into the café and enjoy a holiday treat, maybe color a holiday picture and listen to a story or two. While supplies last, kids will get a take home craft to decorate at home.

Administrative:

- On Nov 6th, the senior management team and I did a 3-hour training on Strategic Goal Setting.
- On Nov 7th, myself, Jeanne Mueller and, HR Coordinator, Kevin Powers attended and all-day Employment Law conference hosted by HR Source in Naperville.
- On Nov 14th, Jeanne and I attended the annual membership renewal meeting for LIRA in Rolling Meadows.
- On Nov 15th, I held an Administrative Team Building day. There have been a lot of stressful changes in the library this year, and there will be in times to come. Senior Management, the Assistant Dept Heads, HR Coordinator, and Executive Secretary were invited to join me for a meeting, teambuilding activities, and lunch away from the building. The idea was to show my appreciation for their service and support and to have a little fun while they were able to reconnect as well as establish some new bonds.
- The Board asked some specific statistical questions for the 2023 year:
 - Annual physical circulation = 348,601
 - Total owned physical items = 184,639
 - New items added = 13,867
 - Items removed = 11,727

Friends of the Library Report

October 3, 2024

- Library Director: Sunday hours, which are 10 am to 3 pm, will start on October 6. The library will be an early voting site. An all ages trick or treat event is scheduled for Sunday, October 27. With regard to the library's construction project, shelving has been ordered for the audio visual and Friends bookstore areas. Delivery is estimated to occur around Thanksgiving.
- Funding Request: Youth Services Department Head Jen Abler outlined how the library's current supply of die cut letters are reaching the end of their usability, and provided a funding request to purchase two new uppercase alphabets and numbers die cut sets. With the Board's encouragement, this was expanded to include lowercase letters. The total cost for the purchase of uppercase, lowercase, and number die cuts in 4" Happy Day and 8" Shout is \$4,110.

Programming Librarian Kate Donley shared three more bookings for the Sunday with Friends series: Acapella Fellas in December, Saddle Shoe Sisters in January and The Liane Williams Ensemble in February with a total cost of \$1,050 for all three concerts.

- **Bookstore:** the Christmas items will be in the store starting in early November.
- **Discussion Group:** reported on recent good attendance and shared titles discussed.
- **Bus Trips:** Customer Services Department Head Tippi Price and Assistant Department Head Meghan Moran provided a financial report of four Friends Trips, held September 2023 through March 2024. With each trip averaging 13 participants out of a possible 52, and a net loss for the Friends of -\$4,483.50, it was decided to temporarily suspend this collaboration for the time being. From the discussion, going forward, the Friends Board will require an itemized disclosure of a trip's expenses prior to an agreement for the Friends to assume financial responsibility. Tippi stated that Customer Services will be taking over all aspects of future trips offered to the public.
- **Membership Committee:** gave an update on the membership renewal mailing, which will be dropped in mid-October.
- **Volunteer Thank You Luncheon:** \$560 paid to Palermo's on 95th, \$375 for gift cards and \$550 for custom-printed umbrellas, of which 25 unused will be put to good use at future events

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

- Santa on the Green will be held on December 7, 2024 from 2 p.m. to 5 p.m.

Working Group Reports

Emergency Procedures

- Ms. Williams stated that they developed a couple new procedures, suspicious packages and protests. The committee will take a break in December and resume meeting again in January.

Working Cash Update

- Ms. Williams stated that we needed a resolution to create this fund. She has not been able to find that the account we have labeled Work Cash that meets the legal definition of Working Cash Fund. There are still 36 years of minutes to review. Ms. Williams can proceed in one of two ways: Leave the Working Cash Fund the way it is or prepare a resolution for the December meeting (end of fiscal year) to abolish this fund and to transfer all balances into the General Fund before the close of the year.

Communications to and from the Board

- The Board is unanimously agreeing not to buy the Harker house. Ms. McDermott will respond to the e-mail pertaining to preserving this property.

NEW BUSINESS/ACTION ITEMS

Approve 2025 Tax Levy and General Fund Operating Budget

MOTION: Made by Ms. Brightmore, seconded by Mr. O'Donnell: To Approve 2025 Tax Levy and General Fund Operating Budget. 5 Ayes, 2 Nays, 0 Absent. Motion Passed.

Approve 2025 Capital Reserve Fund Budget

MOTION: Made by Ms. Brightmore, seconded by Mr. O'Donnell: To Approve 2025 Capital Reserve Fund Budget. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve 2025 Saving/Working Cash Budget

MOTION: Made by Ms. Brightmore, seconded by Mr. O'Donnell: To Approve 2025 Saving/Working Cash Budget. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve Revision of BP 3.2 Meeting Rooms

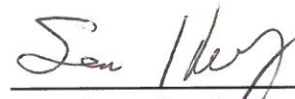
MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: To Approve Revision of BP 3.2 Meeting Rooms. Motion passed by unanimous vote.

ADJOURNMENT

MOTION: Made by Ms. McCarthy, seconded by Ms. Brightmore: To Adjourn the Oak Lawn Public Library Board Meeting 8:56 p.m. Motion passed by unanimous voice vote.



Kate McDermott, President



John "Sean" Kelly, Secretary