

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE BOARD OF TRUSTEES MEETING
MAY 8, 2024, AT 7:00 P.M**

CALL TO ORDER

President Smith called the meeting to order at 7:01 p.m.

PRESENT

Six (6) Trustees were physically present at the start of the meeting: President, Katie Smith; Vice President, Terrell Barnes; Secretary, Michael Harrington; Trustee, Len Baumgart; Trustee, Sue Harold and Trustee, Roxee Timan.

Staff present were: Executive Director, Samantha Johnson; Business & Operations Manager, Karen Delgadillo; Access Services Manager, John Rimer; Adult & Teen Services Manager, Maureen Garzaro; Youth Services Manager, Alea Perez; and Communications Coordinator, Jason Kepler

Also in attendance were: Dan Pohrte and Tiffany Nash of Product Architecture + Design.

ABSENT

Treasurer Monika Nasiadka was absent.

ADOPTION OF AGENDA

Trustee, Sue Harold moved to adopt the agenda as presented. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

- a. Secretary's Report
 - i. Minutes of the Regular Meeting Dated 4/10/2024
 - ii. Minutes of the Committees of the Whole Meeting Dated 4/10/2024
 - iii. Minutes of the Chat with the Board Event Dated 4/24/2024
 - iv. Minutes of the Special Meeting Dated 4/24/2024

- b. Approval of Expenditure Warrants
 - i. Bill List for 4/24/24 in the Amount of \$56,922.56
 - ii. Bill List for Electronic Funds Transfer to IMRF Dated 5/6/24 in the Amount of \$12,781.54
 - iii. Bill List for 5/08/24 in the Amount of \$45,243.91
 - iv. Payroll Dated 4/15/24 and 4/30/24

Trustee Baumgart moved to approve the Consent Agenda as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harold, Harrington, Smith, Timan
NAYS: None
ABSTAIN: None
ABSENT: Nasiadka

The motion was approved.

TREASURER'S REPORT

Executive Director Johnson highlighted the library is 10 months through FY 23/24. The interest rates are also doing well due to the continuation of good rates.

Vice President Barnes moved to approve the Treasurer's Report. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harold, Harrington, Smith, Timan
NAYS: None
ABSTAIN: None
ABSENT: Nasiadka

The motion was approved.

CORRESPONDENCE

- a. Email Correspondence Dated 4/20/24 from Advocate for 708
- b. Trustee, Roxee Timan letter of resignation

The Trustees shared their gratitude to Trustee Timan for her service contribution and dedication during her appointed time on the Board.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Johnson presented her monthly report, which is included as Exhibit A highlighting April's door count:

- a. The door count in April had 9,998 visitors; the single highest door count in 6 years as well as the single highest recording month since pre-pandemic days.

PRESIDENT'S REPORT

- a. Trustee's Report
- b. Friends of the Library Report
 - i. Next Book Sale 8/16 – 8/18

NEW BUSINESS

- a. Approve Next Disposition of Itasca Bank CD Ending in 8106

Vice President Barnes moved to approve the next disposition as presented of the Itasca Bank CD ending in 8106. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Harold, Harrington, Smith, Timan
NAYS:	None
ABSTAIN:	None
ABSENT:	Nasiadka

The motion was approved.

- b. Approve Engagement with ATA Group for Annual Financial Audit for Fiscal Year 2023-2024

Trustee Baumgart moved to approve the engagement with ATA Group for the annual financial audit for FY 23/24. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Harold, Harrington, Smith, Timan
NAYS:	None
ABSTAIN:	None

ABSENT: Nasiadka

The motion was approved.

c. Accept Trustee Timan's Letter of Resignation and Declare Vacancy on the Board of Trustees Effective May 22, 2024

Vice President Barnes moved to accept Trustee Timan's letter of resignation and declare vacancy on the Board of Trustees effective May 22, 2024. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harold, Harrington, Smith, Timan
NAYS: None
ABSTAIN: None
ABSENT: Nasiadka

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Board President Smith moved to adjourn the meeting at 7:20 p.m. All trustees were in favor.

/s/ Mike Harrington

Minutes Approved: Secretary

6/12/2024

Date

Roselle Public Library District Report to the Board of Trustees

Month of April 2024

Strategic Priorities Progress

Create Value for the Community

- We previously touched on the impact of our preparation for the 4/8 solar eclipse, but here is a more in-depth review:
 - It garnered a lot of interest from Roselle and surrounding areas. In all, 1800 pairs of glasses and viewers were handed out between March 25 and 4/7, while an additional 301 pairs of glasses were handed out between 12:30 PM and 2:00 PM on 4/8. A community member called and shared the following message: "I want to thank you thank you thank you for the eye protection safe-wear for the eclipse. It was just a wonderful thing that you had going outside and I got there right away and I really appreciate it. Thank you."
 - The eclipse is without question the single greatest contributing factor to our April visitor statistic. Telephone inquiries asking about protective eclipse glasses began the previous week, but by Saturday 4/7, there were almost non-stop in-person visitors asking if we had the glasses available. As the weekend went along, it became clear that other libraries and retail stores in the area had run out of their supply of glasses and were directing people to us. Both the Schaumburg and Bloomingdale libraries repeatedly called us to ask permission to send people our way. There was an unusual amount of interest in the 2024 eclipse, as the totality was expected to last twice as long as the 2017 event, and the next total eclipse visible in the US will not take place until 2044. Many of the people who received glasses from us expressed their sincere gratitude. We can be proud that we provided this service, and that our careful planning made us a resource for people from many surrounding communities.
 - After learning someone in the community was collecting used glasses to ship out to other parts of the globe, staff quickly put together a collection jar and social posts inviting people to return them.

Effective Service Delivery

- Samantha attended the biannual Public Library Association Conference in Columbus from 4/2 to 4/5. Sessions she attended focused on safety and security, hot topics in libraries, customer service, communications, and leadership. Exhibit Hall highlights included testing out new devices and software for libraries, trying outdoor sensory equipment, meeting authors, and collecting books to giveaway as prizes this summer.
- Karen D. attended an HR conference hosted by HRSource in Naperville that covered recruitment, enhancing job postings to eliminate bias in the hiring process, management and supervision, EDI, and federal and state laws related to labor and employment.

Roselle Public Library District

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Month of April 2024

- Multiple staff participated in the Chicago Comics and Entertainment Expo (C2E2) downtown from 4/26 – 28. This year’s panels included topics revolving around AI and copyright that were of particular interest.

Department Updates

Access Services (Patrons Services + Materials Services)

Manager: John Rimer

- April typically sees a downturn in the number of visitors to the Library compared with March, when Spring Break season brings many families through our doors. But April 2024 is a notable exception. **The Library had 9,998 visitors, which is the single highest April door count we’ve recorded in the last six years. It’s also the single highest monthly door count we’ve seen since pre-pandemic days.** The last time the Library exceeded that number was in November of 2018, when 10,465 people visited us.
- April is an exceptionally busy month for Materials Services, as our library selectors spend down their remaining funds and place their final orders for the current fiscal year. A benefit to this rhythm of our spending cycle is that our collection will be flush with a bounty of new material in time for Summer Reading!
- Patron Services has been busy too, planning for our Free Comic Book Day mini-con event. In addition to a supply of free comics to distribute, we will be staging a series of fun activities throughout the Library. We’ve been collaborating with both ATS and YS in preparing for this event, and even the Friends, who have contributed a cart of graphic novels for a pop-up sale.

Apr 2024	9,998
Apr 2023	5,972
Apr 2022	4,676
Apr 2021	3,778
Apr 2020	0
Apr 2019	8,662
Apr 2018	7,923

Adult & Teen Services

Manager: Maureen Garzaro

- ATS answered 903 reference questions this month.
- Based on the department’s reference statistics: Mondays, Tuesdays, and Wednesdays between 10a and 1p were the busiest times for answering questions.
- April was a fantastic month for programs:
 - The 4/7 History of Barbie program presented by Leslie Goddard drew in a very engaged audience of 24.
 - A beloved RPLD tradition, Book Lover’s Day, was returned to its spot during NLW on 4/11. 20 patrons joined ATS staff for lunch and a lively discussion on everyone’s favorite books. As in years before, this program filled up fast and had a waitlist.

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Month of April 2024

- Musical Sunday, another longstanding program of ours, drew in 27 patrons on 4/12 to listen to The Chicago Cossacks play in the atrium area of the first floor.
- The very popular adult bingo program on 4/17 was at capacity with 16 attendees and also had a waitlist.
- Teen events included the monthly Teen Hangout event on 4/17 with 27 participants and a Teen De-Stress program to help ease worries over end of year exams, featuring care packages and a comfort dog, had a group of 14 participants.
- On 4/20 presenter Cheryl Brown took 37 attendees through a slide show of Riverview, the world's largest amusement park.
- Lisa helped a patron look up information on pet medication by general web searching and DailyMed. She also helped connect two different Polish speakers with newly added items from the collection after placing holds for several of their wish list items.
- Ilya received a phone call from a patron who was looking for an article from 2003 by S.V. Adamenko. After researching different articles by that scientist, he found 4 different articles from that year. He read the names of these articles back to the patron and was told that one of them was the one he was looking for.

Youth Services

Manager: Alea Perez

- YS programming is largely completed until June – save for a Monarch program being co-hosted with the Roselle Garden Club on 5/11 – while staff prepares for summer reading visits. Our School Outreach Librarian is preparing for these visits, printing and cutting bookmarks and flyers to be distributed to students during classroom visits.
- In the meantime, the department has been simultaneously preparing to roll out new toys to the department for in-house use, as many that are currently available are showing significant signs of wear and tear. Coming soon are new puzzles, new magnetic and fidget manipulatives, new building pieces (tubes), and a new dollhouse.
- April programming highlights include:
 - 24 attendees at the LEGO Mania program on 4/1
 - 16 attendees at the Preschool Storytime on 4/4
- 15 attendees each at Family Storytime, Toddler Storytime, and Music and Movement. Alea was invited to participate in Roselle Park District's preschool class tree planting activity on 4/22. This also served as the last preschool/daycare storytime visit



Roselle Public Library District

Report to the Board of Trustees

Attachment A

Month of April 2024

until summer, as May is our big opportunity to visit elementary schools ahead of summer reading.

- Liz and Alea worked together to prepare the May – September Imagination Station, which will have a Great Outdoors theme. This is expected to go live the week of 5/6.

Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

Manager: Karen Delgadillo

- Everyone in Admin pitched in to make our 4/13 Volunteer Appreciation brunch a success. 19 of our volunteers participated, including representatives from the Board, Friends, and Foundation. Thank you to Karen, Diane, Jason, and Eric for all your help before and during the event!
- Karen submitted our data for the HR Source 2024 annual public library salary survey.
- Karen oversaw our most recent mobile blood drive on 4/3.
- Positive pay is enabled on our checking account and reviewing checks that are flagged has become part of Karen and Sam's workflow. The next step is to work on the set up and documentation for ACH origination.
- Jason worked over the month of April to finalize our Spring – Summer guide of programs and events. The cover design has been tweaked so the Library's name/logo is more prominent, following feedback at a Coffee with the Board event suggesting the previous design was causing residents to overlook it as a library publication.
- Spring maintenance and inspections overseen by Eric included: semi-annual roof inspection, carpet and floor cleaning, basement door lock repair, generator inspection, irrigation service inspection and seasonal sprinkler activation, HVAC quarterly maintenance service.
- Eric once again was a great help to the Friends with book sale set up and tear down. He also assisted them with finding a new pickup service for unsold items after Discovery Books suddenly ended service to our region.

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Month of April 2024

