

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
JUNE 12, 2024, AT 7:00 P.M**

**CALL TO ORDER**

Vice President / President Pro Tem Barnes called the meeting to order at 7:00 p.m.

**PRESENT**

Five (5) Trustees were physically present at the start of the meeting: Vice President, Terrell Barnes; Treasurer, Monika Nasiadka; Secretary, Michael Harrington; Trustee, Len Baumgart; and Trustee, Sue Harold

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

**ABSENT**

One (1) Trustee was absent, President, Katie Smith. President Smith called in but was not eligible for remote attendance per the Remote Attendance Policy.

**ADOPTION OF AGENDA**

Treasurer, Monika Nasiadka 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 5/08/2024
  - ii. Minutes of the Committees of the Whole Meeting Dated 5/08/2024
  - iii. Minutes of the Chat with the Board Event Dated 5/22/2024
  - iv. Minutes of the Special Meeting Dated 5/22/2024

- b. Approval of Expenditure Warrants
  - i. Bill List Dated 5/22/24 in the Amount of \$46,382.99
  - ii. IMRF Electronic Bank Transfer Dated 6/3/24 in the Amount of \$12,250.37
  - iii. Bill List Dated 6/12/24 in the Amount of \$66,427.03
  - iv. Payroll Dated 5/15/24 and 5/31/24
  
- c. Approval of FY 23-24 Working Budget Reallocations

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

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

The motion was approved.

### **TREASURER'S REPORT**

Executive Director Johnson highlighted the Library is only a few weeks away from the end of FY 23/24. The full picture will be presented during next month's regular board meeting.

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

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

The motion was approved.

### **CORRESPONDENCE**

- a. FY 2024 Per Capita Grant Award Letter

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Johnson presented her monthly report, which is included as Exhibit A.

- a. Presentation of 2024-2025 Working Budget

Executive Director, Johnson presented the FY 2024-2025 Working Budget. There were no questions from the trustees.

## **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 FY 2024-2025 Working Budget

Treasurer Nasiadka moved to approve FY 2024-2025 Working Budget. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- b. Approve Renewal of the Village of Roselle Parking Lot Use Intergovernmental Agreement

Trustee Harold moved to approve the renewal of the Village of Roselle Parking Lot Use Intergovernmental Agreement. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- c. Approve Next Disposition of Certificate of Deposit at Itasca Bank & Trust

Treasurer Nasiadka moved to approve the renewal of Certificate of Deposit at Itasca Bank & Trust maturing on June 16, 2024. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

d. Approve Changes to Library Banking Related to Credit Card Transactions

Treasurer Nasiadka moved to approve changes as recommended to the library bank accounts related to credit card transactions. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

**CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

**MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 5 ILCS 120/2 OPEN MEETINGS ACT (C)(5) TO DISCUSS POTENTIAL ACQUISITION OF PROPERTY**

Treasurer Nasiadka made the motion to enter into closed session at 7:19 p.m. for purposes of discussing the potential acquisition of the 233 E. Maple Ave. property. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

**MOTION TO END THE EXECUTIVE SESSION AND RESUME THE PUBLIC MEETING  
ADJOURNMENT**

Vice President/President Pro Tem Barnes made the motion to end the executive session and resume the public meeting at 7:50 p.m. The motion was seconded. A roll call vote produced the following results:

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

The motion was approved.

**ADJOURNMENT**

Board Vice President Barnes moved to adjourn the meeting at 7:52 p.m. All trustees were in favor.

/s/ Mike Harrington

\_\_\_\_\_  
Minutes Approved: Secretary

7/10/2024

\_\_\_\_\_  
Date

# Roselle Public Library District Report to the Board of Trustees

Month of May 2024

## Strategic Priorities Progress

### Create Value for the Community

- Managers Alea and Karen participated in a morning session at Waterbury Elementary School D20 for their Explore More Day event where they volunteered as teachers for 3 sessions, guiding the children with a fun Shrinky Dink art project and had the opportunity to promote our summer reading program and upcoming summer events.
- Our Free Comic Book Day celebration was lead by Patron Services with inter-departmental support and collaboration. The entire building was utilized, in fun and creative ways meant to engage super fans of comics and fandoms. As previously mentioned, this event appears poised for growth and enhancement next year.

### Effective Service Delivery

- At our employee in-service day on 5/10, we had a very engaging and enthusiastic speaker who shared many library customer service experiences we can apply to our daily roles. The management team created a fun team building activity along with presenting departmental updates which made it an exciting and informative event for the staff. We also had one of the police department's social workers stop by for an informal meet & greet.
- Jason designed a pop-up banner featuring our summer programs that will be stationed in YS for extra visibility and promotion. With this second stand now acquired, we will be able to update the graphics throughout the year for a variety of uses.

### Quality Facility

- The latest input session on 5/11 had an audience of 13. Though smaller than the first session in April, this group was very engaged with a variety of questions about the latest concepts, staff space needs, programming space needs, what would happen to the current building/location; and shared input on the layout of each floor and how to better utilize the potential new location over on Maple Ave.

# Roselle Public Library District

## Report to the Board of Trustees

Month of May 2024

### Department Updates

#### Access Services (Patron Services + Materials Services)

Manager: John Rimer

- The number of visitors to the library in May was 7,614. Although this is a 27% drop from April's door count of 9,998, the difference is very much in line with what we would expect to see this time of year as families become engaged with the end of the school year.

May 2024	7,614
May 2023	2,752
May 2022	2,525
May 2021	2,094
May 2020	0
May 2019	7,143
May 2018	7,519

The library scales back its activities accordingly, focusing instead on the build-up to Summer Reading and outreach visits to the schools.

	Apr	May	June
2024	9,998	7,614	TBD
2023	5,972	2,752	5,544
2019	8,662	7,143	8,785

We invariably see an uptick in June as Summer Reading kicks off, and the May dip is a pattern that has been consistent historically, even prior to the Pandemic. Comparing just the May numbers across recent years, the trend is one to celebrate. May's 7,614 number is a whopping 93.8% increase over 2023's 2,752. May 2024 attendance has even surpassed the pre-Pandemic numbers we have on record for 2018-2019. We have every reason to be confident that June 2024 at the Library will be well-attended.

- During May, Karen D. and I have been collaborating on implementing a new digital cash register to replace the well-over twenty-year-old analog model currently used by Patron Services. Karen's thorough research led her to the Square POS system, which many of us are likely familiar with as customers in any number of commercial or retail settings. Square facilitates many kinds of business operations and offers a scalability that we may want to explore as we grow in experience with it. But for now, the ease of use and straightforward but comprehensive reporting functions will be a huge improvement over the old system for both Patron Services and the Business Office.
- In May, Patron Services staged its first expanded Free Comic Book Day "mini-con" weekend event since the Pandemic. We were cautious to keep the cost down and relied more on staff ingenuity rather than paying outside comic artists to present as we have done in years past. We counted 144 attendees, and the small remaining stock of free comics has continued to draw interest after the event itself. Based on the response of patrons who attended and commented online, I believe we can justify some added expenditure to continue expanding the scope of this event in the years to come.

#### Adult & Teen Services

Manager: Maureen Garzaro

Presented at the June 12, 2024 Regular Board Meeting

# Roselle Public Library District

## Report to the Board of Trustees

Month of May 2024

- We welcomed Elissa to the team as our new Adult Services Assistant! She is training and learning the ropes at our service desk.
- ATS answered 816 reference questions this month.
- Based on the department's reference statistics: Wednesdays, Thursday, and Fridays between 10a and 2p were the busiest times for answering questions.
- This month there were **three** sessions of our Teen Hangout program, one of which was impromptu after RMS ended early on their last day of school. 84 teens attended in total.
- To hype up summer reading, Christina visited RMS and Medinah Middle.
- Maureen's Backyard Chicken Keeping program had 12 attendees, a tie-in to the current deliberations by the Village on an ordinance to allow chicken keeping in Roselle.
- Another timely program on cicadas was hosted with a representative from UI Extension.
- Andy hired a local artist Jan P., to lead a watercolor painting class of 12 attendees.
- May's Friday Movie Matinee (re-branded from Senior Movie Matinee) had an audience of 16 patrons.
- Staff in ATS created and posted engaging social media content, including: program recaps and promos, a staff book recommendation video by Ilya, and a feature on the latest edition of Tiny Art Show.

### Youth Services

Manager: Alea Perez

- May was a busy month for outreach to the schools. 35 visits were made to Erickson, Medinah Primary, Medinah Intermediate, Nerge, St Walters, and Spring Hills. Trinity declined and Waterbury became non-responsive after multiple attempts to confirm if a visit was likely. All YS staff participated in at least one visit, and Alea covered about a third. In all, there was a 63% increase in school visits made between May 2023 and May 2024 with 78% more students seen between the same two time periods: 22 visits to 1180 students in 2023 and 36 visits to 2108 students in 2024. This has resulted in a 13% increase in outreach for the year over last year, with a handful of June visits to go.
- The May-August Imagination Station, themed "**The Great Outdoors**," was installed on Tuesday, May 28. Unlike the first Station, "The Art Spot," this station garnered immediate attention. Multiple families have gone on bird watching expeditions, gone fishing, or enjoyed a nice read in the tent with a felt fire roaring just outside.
- Only one in-house program was held in May: Saturday, May 11's Butterfly Gardening, which had 18 attendees. Despite working with a speaker who shared they could provide



# **Roselle Public Library District**

## **Report to the Board of Trustees**

**Month of May 2024**

an interactive, child-friendly presentation, informal feedback has been that it was geared strictly toward adults.

- Liz attended the Transition Assistance Program (TAP) Community Partner Appreciation Celebration on Thursday, May 16. Liz has overseen the assistance of anywhere from 2-4 TAP students over the course of the school year.

### **Administration (Operations, Business, Maintenance)**

Director: Samantha Johnson

Manager: Karen Delgadillo

- The Business Office processed an influx of orders this month as we prepare for FY end and summer reading kickoff. Diana handled the check-in of nearly a thousand prize giveaway books.
- All admin staff were involved in our Rose Parade float. Diane handled the reservation and logistics, Jason provided design elements and documented the event, and Eric oversaw assembly and tear-down. Most also participated in the parade, as well.
- Karen submitted our data for the HR Source 2024 annual public library salary survey.
- Karen continued the analysis and prep needed to implement ACH origination for operating payments.
- Karen and Sam have initiated our annual fixed asset appraisal process. This is done every year ahead of our financial audit.
- Jason worked with MailChimp to upgrade our e-news subscription level for additional features and analytics, and also enhanced signage around our self-service pick up holds shelf and interior book drop.
- To learn if we can cut down on electrical costs by running our heating/cooling system less often, Eric made some adjustments to our HVAC system schedule. We will monitor this and see if there is any reduction in the amount of kWh the building uses.
- Multiple reports of ants in staff spaces required additional pest control visits this month.