

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE BOARD OF TRUSTEES MEETING
JULY 10, 2024, AT 7:00 P.M**

CALL TO ORDER

President Smith called the meeting to order at 7:03 p.m.

PRESENT

Seven (7) Trustees were present at the start of the meeting: President, Katie Smith; Vice President Terrell Barnes; Treasurer, Monika Nasiadka; Secretary, Michael Harrington; Trustee, Len Baumgart; Trustee, Rich Karpinski; 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; Youth Services Manager, Alea Perez; and Communications Coordinator, Jason Kepler.

One (1) member from the public was also present.

Also in attendance were: Collin Corbett; and Rich Carter with EOSullivan Consulting, LLC.

ABSENT

There were no Trustees 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.

OATH OF OFFICE OF APPOINTED LIBRARY TRUSTEE

The Oath of Office was administered to newly appointed Trustee, Rich Karpinski.

PUBLIC COMMENT

There was no public comment.

PRESENTATION OF JUNE 2024 COMMUNITY SURVEY AND ENGAGEMENT REPORT

Collin Corbett on behalf of EOSullivan, LLC. presented the June 2024 Community Survey and Engagement Report results to the Trustees. Feedback was gathered from over 350 residents, showing +62% net favorability score for the Library District. This shows residents support the library and appreciate the work we do. The community is also very supportive of future investments and improvements and strongly supports the highest funding level which would fund a new library building. The four funding level options presented were \$10 million, \$20 million, \$22 million, and no additional funding. Survey results and feedback from the community input sessions also showed strong support for the land swap under consideration with the Village. When asked to rank 11 project areas by priority, the public demonstrated support for all 11 of the project areas in the survey as, and identified their top five priorities overall as: Infrastructure & Mechanicals, Youth & Teen Spaces, Programming Spaces, Technology, and Meeting Spaces.

The results and engagement report will be published on the library's website.

CONSENT AGENDA

- a. Secretary's Report
 - i. Minutes of the Special Board of Trustees Meeting Dated 6/3/24
 - ii. Minutes of the Regular Board of Trustees Meeting Dated 6/12/24
 - iii. Minutes of the Committees of the Whole Meeting Dated 6/12/24
 - iv. Minutes of the Special Board of Trustees Meeting Dated 6/24/24
 - v. Minutes of the Special Board of Trustees Meeting Dated 6/26/24

- b. Approval of Expenditure Warrants
 - i. Bill List for 6/26/24 in the Amount of \$32,437.15
 - ii. Bill List for 6/27/24 in the Amount of \$2,378.75
 - ii. IMRF Electronic Bank Transfer Dated 7/01/24 in the Amount of \$13,045.54
 - iii. Bill List for 7/10/24 in the Amount of \$53,104.34
 - iv. Payroll Dated 6/14/24 and 6/28/24

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, Karpinski, Nasiadka, Smith
NAYS:	None
ABSTAIN:	None
ABSENT:	None

The motion was approved.

TREASURER'S REPORT

Executive Director Johnson highlighted the cash receipts and disbursements for FY 23/24. There were no questions from the Trustees.

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

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

The motion was approved.

CORRESPONDENCE

- a. Chamber of Commerce Newsletter
- b. Letter to Executive Director for June Book Display for Pride Month

Executive Director Johnson shared a letter from a patron sharing appreciation for the Library's Pride Month book displays.

EXECUTIVE DIRECTOR'S REPORT

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

PRESIDENT'S REPORT

- a. Invitation to 7/19 Village Event
- b. 8/3/24 10 AM Coffee with Library & Village Boards @ Village Hall

NEW BUSINESS

- a. Adopt Ordinance No. 2024-02, Authorizing Levy of an Additional Tax for the Maintenance Repairs, and Alteration of the Library Building and Equipment

Vice President Barnes moved to adopt Ordinance No. 2024-02, Authorizing Levy of an Additional Tax for the Maintenance Repairs, and Alteration of the Library Building and Equipment. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- b. Adopt Tentative Budget and Appropriation, Ordinance No. 2024-03, for Fiscal Year FY24/25.

Treasurer Nasiadka moved to adopt the Tentative Budget and Appropriation, Ordinance No. 2024-03, for Fiscal Year FY24/25. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- c. Set Date for Public Hearing on Budget & Appropriation Ordinance and Approve Legal Notice

Secretary Harrington moved to approve the date of September 11, 2024, at 7:00 p.m. to hold the Public Hearing for the Budget & Appropriation Ordinance for Fiscal Year FY24/25, per presented legal notice. A roll call produced the following results:

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

The motion was approved.

- d. Adopt Resolution No. 2024-04, Permanently Transferring Interest from Working Cash Fund to General Corporate Fund

Trustee Baumgart moved to Adopt Resolution No. 2024-04, a Resolution Permanently Transferring Interest from Working Cash Fund to General Corporate Fund. The motion was seconded. A roll call produced the following results:

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

ABSENT: None

The motion was approved.

- e. Approve Certificate Listing the Board Trustees, Names, Addresses and Terms of Office

Trustee Harold moved to Approve the Certificate listing the Board Trustees, Names, Addresses and Terms of Office. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harold, Harrington, Karpinski, Nasiadka, Smith

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

- f. Appointment of Two Trustees to Conduct Secretary's Audit & Executive Session Minute Review

Trustee Baumgart and Trustee Karpinski were appointed to conduct the Secretary's Audit & Executive Session Minute Review before the next Regular Board of Trustees meeting.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Board President Smith moved to adjourn the meeting at 8:27 p.m. All trustees were in favor.

/s/ Mike Harrington

Minutes Approved: Secretary

8/14/2024

Date

Exhibit A

Strategic Priorities Update

Create Value for the Community

- Lisa in ATS worked with SCARCE to host an exhibit in June on water conversation, as a tie-in to the SRP theme Read, Renew, Repeat. This is our first time hosting this free-standing exhibit.
- Our social media posts for the 6/11 Roselle Library Night at the Schaumburg Boomers had more responses and engagements than prior years. In past years we selected games that were later in summer, so perhaps this is an indicator that June is a better time for our patrons to take advantage of this partnership than July or August.

Effective Service Delivery

- All members of the Adult & Teen Services department completed training on new Illinois notary public requirements. In FY 2023-2024 this team handled 399 notary transactions, which was an increase of 50 from the year prior.
- A multi-departmental team of staff worked together to complete 3D printer training and catch up on our backlog of print submissions.
- Thinking already of winter, Alea and Maureen worked together to unify the upcoming Winter Reading Program into a single theme with a single set of participation dates for the whole Library.

Quality Facility

- Over the four public input sessions in June, about 27 attendees participated. The first Community Committee meeting had 15 attendees, and our community phone survey took place over a week's time in mid-June. The results of all these efforts will be presented at tonight's meeting.
- Updates to the [Building Our Future](#) landing page are being made continuously, with a new section added at the end for FAQs. Keep checking this page in the future.

Roselle Public Library District Report to the Board of Trustees

Month of June 2024

Department Updates

Access Services (Patron Services + Materials Services)

Manager: John Rimer

- The Library saw 8,903 visitors during the month of June. This number represents a 60%

June 2024	8,903
June 2023	5,544
June 2022	3,826
June 2021	1,821
June 2020	0
June 2019	8,785
June 2018	9,099

increase over June attendance from just one year ago, when 5,544 people came through our doors. We are continuing to observe two trends worth noting. First, looking at the April-June 2024 numbers, we can confirm that the numbers rise and fall according to the same seasonal fluctuations we have

	Apr	May	June
2024	9,998	7,614	8,903
2023	5,972	2,752	5,544
2019	8,662	7,143	8,785

seen historically. Second, the count we are seeing from month to month is very near to or sometimes exceeds pre-pandemic statistics. The onset of this stable predictability is encouraging as it means the Library is back to playing a vital role in the life of the community, and also will allow us to set realistic benchmarks for improving service in the coming years.

- With June comes Summer Reading. Looking through the Library's circulation statistics for the month is revealing as we can extract anecdotes about how the collection is used during this time of year. Childrens book loans of 5,801 items is about 14% above the average for this fiscal year, and based on historical patterns we would expect that number to be even higher in July. Childrens videogames, with 265 checkouts, was 35% higher than average. Teen books at 624 circulations is an impressive 42% increase over the FY average. In the Adult realm, the most noticeable increases were in our digital collections. Ebooks circulated at a whopping 69% increase over the average month in FY '23-'24.

Adult & Teen Services

Manager: Maureen Garzaro

- ATS answered 973 reference questions this month.
- Based on the department's reference statistics: Mondays, Tuesdays, Wednesdays, and Saturdays had the most transactions; our busiest times are from 10am to 1pm.
- Another round of Tiny Art Show began in June and art submissions will be on display in the Library starting 7/1.
- In June the Illinois Libraries Present (ILP) featured guest was Dr. Temple Grandin. 6 visited the library in person to tune in and 11 patrons watched remotely.

Roselle Public Library District

Report to the Board of Trustees

Month of June 2024

- The June *Between the Covers* book club had 14 participants who joined to discuss the book *Where'd You Go Bernadette?* by Maria Semple.
- Christina reported an interesting reference/reader's advisory interaction with a teen patron who was looking for clown horror books like Stephen King's *IT*. Luckily, she had just added a teen novel involving a killer clown and was able to recommend it to the patron, who was happy with the selection.
- For more information on the Summer Reading Program for adults and teens, scroll to the end.

Youth Services

Manager: Alea Perez

- The YS team spent the end of May's school visits and the start of Summer Reading thinking ahead to Fall, as fall programs were due mid-June. To address some feedback from the Spring, we'll be introducing a new set of monthly programs geared toward 4- and 5-year-olds, that aren't story time or directly literacy based; to provide more options for our younger community members to explore interests.
- Two programs were held offsite in partnership with the Park District, because of our facility limitations: a foam part program that needed ample mess-friendly outdoor space and a portable planetarium program that exceeded our ceiling and floor space capacity.
- June outreach at a summer camp, park open house, summer school, and a day care reached a total of 127 participants throughout the month.
- June programming highlights include 1) 136 attendees at the Foam Party program on Thursday, June 6 2) 52 attendees at the Portable Planetarium program on Tuesday, June 25 and 3) 46 attendees at the T-Rexplorers program on Saturday, June 15.
- As July 1 marked the start of a new fiscal year, here are some YS statistics to close FY24:
 - 12.75 average attendees 2024 vs 11.96 average attendees 2023
 - A 30% decrease in programs held in 2024 vs 2023 but only a 25% decrease in attendees in 2024 vs 2023
 - 15% increase in outreach from 2023 to 2024
 - 125% increase in waitlisting from 2023 to 2024
 - 29% increase in reference questions from 2023 to 2024
 - 22% increase in teacher loans from 2023 to 2024
 - 11% increase in Museum Adventure Passes issued from 2023 to 2024
 - 93% increase in 1000 Books Before Kindergarten registrations from 2023 to 2024
 - 28% increase in June Summer Reading Program completions from 2023 to 2024
 - 19% increase in children's internet use from 2023 to 2024
- Now that the new 3D printer is installed and operational, Alea has moved on to the process of setting up the Glowforge laser cutter.

Roselle Public Library District

Report to the Board of Trustees

Month of June 2024

Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

Manager: Karen Delgadillo

- June end-of-year wrap up included a final push to cut checks under the 23-24 fiscal year budget, addressing open-items from earlier months in the fiscal year like uncashed checks and credit memos.
- Progress was made on preparing to implement ACH origination, including determining our transaction limits and securing approval from vendors to pay invoices this way.
- We are also preparing for the annual financial audit and fixed asset appraisal processes that will take place throughout the summer months.
- Karen and Diane are working together on reviewing our document storage ahead of the next records disposal request submission to the State Archives.
- Eric repaired the Friends of the Library book rack at the Metra Station, after a recent incident there caused it to topple over, and oversaw repairs on plumbing in the first floor men's restroom, the scheduling of sprinkler and fire extinguisher annual inspections, and our annual preventative maintenance inspection of our outdoor air conditioning equipment.
- Construction workers nearby accidentally disconnected the building's gas line on 6/19 and we were temporarily without hot water while Nicor investigated and ensured there was no danger to anyone in the Library. The gas smell was strong, but no concentrated areas of natural gas were detected during multiple walk throughs.
- Jason updated our website to feature SRP information and has been updating information about our community engagement and building project initiatives regularly. He also priced out the special publication and delivery of our annual report and is working on the layout and design. The goal is to have it arrive in mailboxes around 8/9.
- The Friends of the Library have indicated their interest in a more permanent solution for their perpetual book sale. Sam reached out to our shelving vendor to gather an estimate of how much it would cost to add more wall shelving to accommodate this.

Summer Reading 2024

Adults & Teens (6/1 – 8/15)

Both programs are based on points which can be earned by reading and participating in library activities. 40 points must be earned to complete the program and earn a ticket into the various grand prizes we are offering this year. Additionally, participants earn a completion prize of their choice: a new book, water bottle, or marigold planter. Thanks to donations from our local businesses and restaurants, there are more options for grand prizes than in recent years.

Presented at the July 10, 2024 Regular Board Meeting

Roselle Public Library District Report to the Board of Trustees

Month of June 2024

Youth (6/1 – 8/10)

There are two tracks available, one for 0-5 year old pre-readers with a goal of reading for 9 total hours; and the other for 5-11 year old readers with a goal of reading for 12 total hours. Paper forms are available but participants can register online and track their progress in Beanstack if they prefer. For every reading milestone reached participants can select a prize book.

Summer programs kicked off with a (popular) Foam Party and June ended with a Game in the Dark program, in which participants were able to bowl, mini-golf, play Tic-Tac-Toe, Jenga, or use a low-tech version of a Lite-Brite (wooden pegs with black light reactive paint on a peg board). Storytimes also made their return and have been steadily attended, as we moved to an all-Family Storytime model over the summer while staying indoors to avoid construction on the nearby municipal campus updates.

