

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
AUGUST 14, 2024, AT 7:00 P.M**

**CALL TO ORDER**

President Smith called the meeting to order at 7:00 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; and Youth Services Manager, Alea Perez.

Three (3) members of the public were also present.

**ABSENT**

There were no Trustees absent.

**ADOPTION OF AGENDA**

Trustee Baumgart 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 Board of Trustees Meeting Dated 7/10/24
  - ii. Minutes of the Committees of the Whole Meeting Dated 7/10/24
  - iii. Minutes of the Special Board of Trustees Meeting Dated 7/24/24
  - iv. Minutes of the Special Board of Trustees Meeting Dated 7/24/24

b. Approval of Expenditure Warrants

- i. Bill List for 7/24/24 in the Amount of \$55,903.27
- iii. IMRF Electronic Bank Transfer Dated 8/1 in the Amount of \$12,824.11
- iv. Bill List for 8/14/24 in the Amount of \$55,476.92
- v. Payroll Dated 7/15/24 and 7/31/24

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

The motion was approved.

**TREASURER’S REPORT**

Executive Director Johnson highlighted that this is the first month of the fiscal year; therefore, there isn’t too much to report yet. 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. 2023 DuPage County Board of Review Update

Executive Director Johnson shared communication from Robbins Schwartz summarizing the decisions from the Tax Year 2023 DuPage County Board of Review as well as information pertaining to the changes impacted in 2023 – 2026 quadrennial reassessment period.

## **EXECUTIVE DIRECTOR'S REPORT**

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

## **PRESIDENT'S REPORT**

### a. Trustee's Report

President Smith extended her appreciation to the Trustees for their support at many of the recent events: Taste of Roselle, Chat with the Boards with the Library and the Village of Roselle. Their continued support is anticipated for upcoming referendum informational sessions and local community events.

### b. Book Sale August 17th & 18<sup>th</sup>

## **NEW BUSINESS**

- a. Adopt Ordinance No. 2024-04, an Ordinance providing for and requiring the submission of the proposition of issuing \$22,000,000 Library Bonds to the voters of the District at the general election to be held on the 5<sup>th</sup> day of November, 2024.

Vice President Barnes moved to adopt Ordinance No. 2024-04, an Ordinance providing for and requiring the submission of the proposition of issuing \$22,000,000 Library Bonds to the voters of the District at the general election to be held on the 5<sup>th</sup> day of November, 2024. 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.

- b. Adopt Resolution No. 2024-05, a Resolution approving a plan and estimate of cost in connection with certain library improvements in and for the District and setting a meeting date at which the financing of said improvements shall be determined.

Treasurer Nasiadka moved to adopt the Resolution approving a plan and estimate of cost in connection with certain library improvements in and for the District and setting a meeting date at which the financing of said improvements shall be determined. 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. Adopt Resolution No. 2024-06, a Resolution authorizing intervention in property tax assessment appeals.

Trustee Baumgart moved to approve Resolution No. 2024-06, a Resolution authorizing intervention in property tax assessment appeals. 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.

- d. Recommendation and Vote Following Semi-Annual Executive Session Minutes Review: motion to destroy the verbatim recordings of the 2/9/2022 and 5/31/2022 executive session meetings; and to release the minutes of the 5/10/2017 and 1/24/2024 executive session minutes.

Trustee Baumgart and Trustee Karpinski reviewed the sealed Executive Session Minutes and Tapes during the semi-annual review. They recommended to destroy the verbatim recordings of the 2/9/2022 and 5/31/2022 executive session meetings; and to release the minutes of the 5/10/2017 and 1/24/2024 executive session minutes.

Trustee Harold moved to approve the motion to destroy the verbatim recordings of the 2/9/2022 and 5/31/2022 executive session meetings; and to release the minutes of the 5/10/2017 and 1/24/2024 executive session minutes. 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.

- a. Vote to Authorize Auditors from ATA Group, LLC to Review Executive Session Minutes from Fiscal Year 2023-2024, as Part of the Annual Financial Audit Process

Trustee Baumgart moved to authorize the auditors from ATA Group, LLC to review executive session minutes from fiscal year 2023-2024, as part of the annual financial audit process. 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.

### **CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

### **ADJOURNMENT**

Board President Smith moved to adjourn the meeting at 7:31 p.m. All trustees were in favor.

/s/ Mike Harrington

Minutes Approved: Secretary

9/11/2024

Date

# Roselle Public Library District Report to the Board of Trustees

Month of July 2024

## Overview

July was the first month of our new fiscal year. Summer reading was in full swing, families and people of all ages were streaming in for programs, new materials, the entire downtown area was active with concerts and Taste of Roselle prep, and construction continued next door on the Village’s Petal projects.

Every July we also prepare for the annual financial audit, for which fieldwork is set to take place in mid-August. The Foundation’s July meeting had to be postponed and rescheduled for 8/14. As a tie-in to the audit we also engage a firm each year to conduct a fixed asset appraisal, which is used for audit purposes, as well as to update our insurable values ahead of the LIRA program renewal.

And for much of the past month preparation was underway for the Board to approve an ordinance calling for a referendum on the November 5<sup>th</sup> general election ballot asking for authority to issue \$22,000,000 in bonds to build a new library. This included drafting and finalizing the ordinance and resolution documents to be approved at tonight’s meeting, establishing communication plans with EOS and PCI, and initiating a final update of our building renderings to share out with the community this fall. Several discussions were held with Village representatives to advance our potential land swap agreement forward, and it looks like we are on track to have said agreement approved by both parties in late August.

## Department Updates

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

Manager: John Rimer

- There were 8,646 visitors to the Library in July. This is a 3% drop from the 8,903 visitors we saw during the previous month, but the influx of people registering for Summer Reading likely explains the higher June number. Circulation proceeded at a healthy pace, and we can see that the overall numbers increased from last summer.
- Total circulation of materials in July of 2024 increased by almost 12% over July of 2023. Similarly, there was an increase in new card registrations in 2024 during the Summer Reading months of almost 11% over 2023. Our busy summer is also reflected in the number of questions answered at the Patron

### June-July New Library Cards

2024	196
2023	176

### Circulation of Materials

July 2024	Circs
Adult	5,042
YA	704
Juvenile	6,961
Digital	5,157

July 2023	Circs
Adult	4,771
YA	640
Juvenile	6,192
Digital	4,280

## Roselle Public Library District Report to the Board of Trustees

Month of July 2024

Services Desk, which increased from 226 recorded in July 2023 to 511 in July 2024, a difference of 77%.

- In July, the Business Office and Patron Services collaborated on setting up our new digital cash register, the Square brand point-of-sale system that will allow us to manage all of our transactions from a touchscreen interface. The system includes a user-friendly, contactless patron-facing display for card and mobile payments. The reporting technology built into the register will allow us to more accurately record the types of transactions we are seeing, including providing the Friends of the Library detailed information about the types of materials we are selling through their perpetual sale.
- The Library participated in Ravinia's Words & Music Program again this July. Ravinia generously provided us with 56 lawn passes to distribute free of charge to patrons on a first-come, first-served basis. The passes were for classical concerts including performances by the Chicago Symphony Orchestra of the music of Vivaldi, Beethoven, Chopin, Strauss, and Mendelssohn, but also included more contemporary offerings like the Breaking Barriers Festival and African Queens: A Celebration of Black Composers. Patron Services has already distributed all the passes we received for the entire July-September season.

### Adult & Teen Services

Manager: Maureen Garzaro

- ATS answered 918 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 2pm.
- Lisa was the point person with OSG for our recent Workflows upgrade, ensuring that the process went as smoothly as possible. She also worked with the ATS Team to collect input on the reorganization of databases that will be featured on our website not that the state and EBSCO database packages are available.
- Our latest Tiny Art show exhibit started July 1 and ended July 31. This year there were 844 votes total in the following categories, K-2, Gr. 3-5, Teens and Adults. Winners were drawn to win Squishmallow prizes for kids and teens and an amazon gift card for adults.
- Christina put together a passive program for teens this month, asking them to write down their favorite book titles and drop it into a bucket. In August, these titles will be featured as the Teen Favorites book display. 21 teens participated.
- Ilya took a phone call from a patron who was looking for Judy Belushi-Pisano's obituary. She was an actress and John Belushi's widow. She asked Ilya to read the obituary to her and had some additional questions. He was able to locate the information and answer a few questions but could not find information on where Ms. Belushi-Pisano's burial was. From the obituary, he was able to ascertain that Ms. Belushi-Pisano moved to Martha's

## **Roselle Public Library District Report to the Board of Trustees**

**Month of July 2024**

Vineyard and found a local library and shared the phone number with the patron as they may have more information about this.

- So far, 145 adults have registered for the adult program and 89 have finished. 84 teens are registered with 31 completions. Both programs are based on points which can be earned through reading and participating in library activities. 40 points must be earned to complete the program and to earn a ticket into the various grand prizes we are offering this year. In addition, adults and teens earn a completion prize of their choice—a book, water bottle or a marigold planter. This year there were more options for grand prizes as we were fortunate to receive donations from area businesses and restaurants.

### **Youth Services**

Manager: Alea Perez

- July was, on the whole, a quieter month than June once the holiday hit. Attendance continued to be steady but lower when compared to the same time last summer when more programs – presenters/performers in addition to storytimes and Music and Movement- were held outside. More culturally leaning programs had mixed success. Patrons voiced a desire for additional Spanish-language programming focused on older children and adults – more than just storytimes – during the Lotería program, but The Magic of the Talking Drum saw small registration and attendance.
- The coloring contest YS traditionally holds every summer saw changes in its execution – unlimited entries and 8 designs in previous years to 1 entry per month on a total of 4 designs this year. It’s hard to say how impactful the changes were. In previous years, neither entries nor participants were tracked.
- July programming highlights include 1) 59 attendees at the Big Bang Bubble Show program on Friday, July 26 2) 51 attendees at the Scales and Tales Traveling Zoo program on Wednesday, July 10 and 3) 49 attendees at the Total-T Magic Show on Tuesday, July 30.
- Throughout the month Alea worked on revamping our 3D printer procedures with input from staff across the library.
- Liz worked with Alea to plan the floor toy rollout – to include rotating puzzles, building toys, and tabletop interactive toys – for the next 12 months. We continue to fill gaps where replacements are needed.
- Yasmin created an incredibly well-received bulletin board activity, asking “What’s your favorite ice cream?” 84 participants shared, which is a new department high since tracking started in January of this year.

**Roselle Public Library District  
Report to the Board of Trustees**

**Month of July 2024**

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

Director: Samantha Johnson

Manager: Karen Delgadillo

- We made headway with our ACH payment origination project by obtaining authorization from our vendors, and also received additional training from the bank. We will be able to initiate our first round of ACH payments for accounts payable with the first check run in August.
- Another project in Admin is updating our document storage directory and identifying records that are eligible to be included in our upcoming records disposal certificate application with the state archives. Karen, Diane, and Sam will be working together on this.
- Karen and Sam met with the audit team for a kick-off meeting to finalize details of the upcoming financial audit.
- Diane worked to consolidate many year's of Treasurer's Reports, Meeting Minutes, and Management Team Report to larger binders, creating much needed shelving space. Many of these records are required to be retained permanently.
- Diane also prepared the announcement for upcoming LibCal calendar quarterly opening period and prepared the documentation system to support the numerous requests that will trigger on August 1st.
- Eric oversaw the annual sprinkler and fire extinguisher inspections, worked with ATS to assist with moving furniture and changing out broken study carrel lights. He is also working on a plan to dispose of some items long-held in storage to try to open up space for other things we need to store.
- Jason worked on the design and crafting of both the fall print guide and annual report publication in tandem. Both are expected to reach houses in late August.