

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
SEPTEMBER 11, 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 present at the start of the meeting: President, Katie Smith; 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 Jason Kepler, Communications Coordinator.

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

**ABSENT**

One (1) Trustee was absent: Vice President, Terrell Barnes.

**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 8/14/24
  - ii. Minutes of the Committee of the Whole Meeting Dated 8/14/24
  - iii. Minutes of the Special Board of Trustees Meeting Dated 8/28/24

b. Approval of Expenditure Warrants

- i. Bill List for 8/28/24 in the Amount of \$67,083.58
- ii. Bill List for Electronic Funds Transfer to IMRF Dated 9/03/24 in the Amount of \$13,329.36
- iii. Bill List for Electronic Funds Transfer to IMRF Dated 9/09/24 in the Amount of \$15.46
- iv. Bill List for 9/11/24 in the Amount of \$50,803.36
- v. Payroll Dated 8/15/24 and 8/30/24

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

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

The motion was approved.

**TREASURER'S REPORT**

Executive Director Johnson reviewed the monthly report. 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: Baumgart, Harold, Harrington, Karpinski, Nasiadka, Smith  
NAYS: None  
ABSTAIN: None  
ABSENT: Barnes

The motion was approved.

**CORRESPONDENCE**

a. State Senator Lewis Traveling Office Hours

Executive Director, Johnson shared correspondence with Trustees from the State Senator that there are staff members from his office and State Representative Jennifer Sanalistro's office

at the Roselle Public Library on Thursday, September 26th from 10am-1pm for Traveling Office Hours.

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

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

### **PRESIDENT'S REPORT**

a. Trustee's Report

There was no report for this month.

b. Friends of the Library

President Smith will be presenting the detailed referendum information to the Friends of the Library at their next meeting on October 2<sup>nd</sup>.

### **NEW BUSINESS**

a. Adopt Ordinance No. 2024-03 Budget & Appropriations for FY 24/25

Trustee Baumgart moved to adopt Ordinance No. 2024-03 Budget & Appropriations for FY 24/25. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

b. Approve Certified Estimate of Revenue by Source for FY 24/25

Trustee Harold moved to Approve Certified Estimate of Revenue by Source for FY 24/25. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

**CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

**ADJOURNMENT**

Board President Smith moved to adjourn the meeting at 7:17 p.m. All trustees were in favor.

/s/ Mike Harrington

Minutes Approved: Secretary

10/9/2024

Date

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

**Month of August 2024**

**Overview**

Our latest staff in-service took place on 8/23. We started with departmental updates and news, then discussed the referendum and reviewed rules and regulations on electioneering for library staff. Then we reviewed our recently added Code Adam procedure to use in the event a minor is reported missing from inside the Library and conducted several drills around the procedures. Our final part of the morning was another fun round of Jeopardy.

All our referendum information is available to the public on our website. Our first informational session is on 9/9, and will be recorded and made available. There will be social media content posted on at least a weekly basis that will also point people back to our website and to upcoming informational sessions. The first in person event is going to be hosted together with the Village at Village Hall on 9/17 at 7:00 PM.

We have an exciting fall season ahead, with new programs and traditional favorites like Model Railroad Showcase. A new season of Illinois Libraries Presents has begun, staff from State Senator Seth Lewis’ office are holding traveling office hours here on 9/26, and we are hosting a special Maker’s Market event put on by the Lake Park High School Transition Program, on 10/4. Extra copies of our fall guide are available at the Library, and everything is posted to our calendar.

**Department Updates**

**Access Services (Patron Services + Materials Services)**

Manager: John Rimer

In August, 8,570 people visited the library. This is just a slight drop, less than 1%, from the 8,646 who visited in July, and less than a .5% drop from August of 2023 when 8,606 came through our doors. This consistency from year to year is also reflected in our circulation numbers. Looking at

Circulation of Materials

| Aug 2024 | Circs |
|----------|-------|
| Adult    | 4,816 |
| YA       | 537   |
| Juvenile | 6,139 |
| Digital  | 4,704 |

| Aug 2023 | Circs |
|----------|-------|
| Adult    | 4,699 |
| YA       | 603   |
| Juvenile | 6,192 |
| Digital  | 4,922 |

overall circulation, there is only a -1.4% difference between August 2024 and August 2023. The stability of the current numbers represents a healthy end to the summer seasons in recent years, but also points to a predictable baseline for library use at this time of year as we consider future goals.

August  
Total Circulation

|      |        |
|------|--------|
| 2024 | 16,514 |
| 2023 | 16,753 |

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

**Month of August 2024**

In August, we also began to reconnect with the exhibitors from our annual Model Railroad Showcase, held in November. As public interest in this event remains high, we have been investigating the possibility of adding exhibitors, and have confirmed at least one so far, the European Train Enthusiasts.

We have also been doing a final review of the changes in Illinois library law that will allow us to participate in the Cards for Kids Expansion. The original program was designed to provide library cards to children in unserved areas who were participants in subsidized school lunch programs. The Expansion will allow us to provide cards to any under-eighteen year old in an unserved area regardless of their status as a student or any economic prerequisites.

### **Adult & Teen Services**

Manager: Maureen Garzaro

- ATS answered 918 reference questions in August.
- Based on the department's reference statistics: Mondays through Thursdays had the most transactions and the busiest times were from 10am to 1pm.
- Multiple ATS team members spent time staffing our booth at the Taste of Roselle, and Paige assisted with the ice cream truck event on 8/10.
- Our popular teen hangout program on early dismissal days has returned as of this month, and the first session saw 39 teens for video gaming, crafting, and socializing. Christina also hosted a candy sushi program that had 19 teens attend.
- Some of the social media content created by ATS staff included the latest Tiny Art Show contest recap by Andy, a book review video by Ilya, and a feature of the summer reading program winners by Maureen.
- Lisa has been working on reorganizing how are databases are listed on our website, updating it with new links from EBSCO.

### **Youth Services**

Manager: Alea Perez

- August brought a much-needed break from some of our public-facing services (Summer Reading, children's programs) and enabled us to dive into projects that had been on hold for months over the summer. Staff have been weeding and purchasing materials, attending storytime training (the first of three planned offerings over the next few months), and planning ahead for upcoming fall programs and outreach. This fall will be our first regular rotation of multiple staff members providing daycare and preschool visits after staff largely served as substitutes in the spring.

## Roselle Public Library District

### Report to the Board of Trustees

Month of August 2024

- At the start of the month, August 2-4, three YS staff took shifts at the Library's booth and 139 board books, picture books, readers, and chapter books were given away at the Taste of Roselle. Midway through the month, all staff presented 10-minute slideshow presentations at our August department meeting, in which we shared topics of great personal interest. It was a nice opportunity to learn about the strengths and passions of staff and is an exercise we are likely to repeat. As we head toward our September department meeting, staff have been tasked with brainstorming their top three priorities for our department's fiscal year group goal(s).
- August programming highlights include 1) 14 attendees at the Family Storytime on Thursday, August 1 2) 12 attendees at the Dance in the Dark program on Tuesday, August 6, and 3) 7 attendees at the Nature Print program on Monday, August 5.
- Alea updated the YS supply inventory, identifying and assigning locations for over 225 supply items following the labeling of physical storage locations. The labeling of individual containers of items and utilizing volunteers to identify quantities remain.
- Liz prepared a new batch of toys to be placed on the public floor, including a new set of puzzles, magnetic tabletop activities, and building toys. She has additionally worked to prepare a "Tour Chicago!" activity for the September-December Imagination Station.
- As of 8/16 the "Frame of Fame" recognizing participants in our 1000 Books Before Kindergarten program is up. Anyone who records a milestone in the program will be able to have their picture displayed on the desk.
- YS staff participated in the back-to-school curriculum nights at St. Water's and Waterbury.

### Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

Manager: Karen Delgadillo

- Karen successfully transmitted our first batch of ACH payments as part of the first check run in August.
- Audit fieldwork was completed on 8/13 and 8/14 and the process was very smooth.
- Admin staff worked together to prepare for the 8/23 all-staff in-service meeting, including planning, set-up, tear-down, and ordering lunch.
- Karen and Diane continued to work diligently to review and analyze documents in storage, update our notes on archived files, and continue to prepare to submit the next records disposal certificate request to the state archives.
- With Diane's help, Sam was able to get our referendum filing documents over to the bond attorney's office shortly after the 8/14 board meeting. The attorney ensured that the election ordinance was filed with both counties on our behalf.
- Sam submitted the completed annual report to the state (IPLAR) on 8/29.

# **Roselle Public Library District**

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

**EXHIBIT A**

**Month of August 2024**

- Jason oversaw the completion and delivery of our fall library guide for the autumn program season, the postcard mailer and digital publication of our annual report for 2023-2024, as well as getting our first referendum mailer and other print materials handed off to print last month.
- Jason also reconfigured the layout and updated content on our website regarding the upcoming building referendum. The FAQs, tax calculator, and updated gallery of renderings are live.
- Our HVAC contractor alerted Eric to some leaking seals on Boiler 1 during a preventative maintenance visit, and that repair work was completed 8/14.
- Eric discovered an issue with our duct smoke detector, that was causing our fire panel to show a trouble code. A temporary solution was set-up on 8/16 and a repair was scheduled for 9/5.
- Eric assisted the Friends with the efforts to set-up and tear-down the most recent used book sale on 8/17 and 8/18.