

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
NOVEMBER 13, 2024, AT 7:00 P.M**

**CALL TO ORDER**

President Smith called the meeting to order at 7:00 p.m.

**PRESENT**

Six (6) Trustees were present at the start of the meeting: President, Katie Smith; Vice President, Terrel Barnes, 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; Adult & Teen Services Manager, Maureen Garzaro; and Jason Kepler, Communications Coordinator.

Two members from the public were also present.

Also in attendance were: Raj Nagaraja with ATA Group, LLP; and Andrew Kim with PMA Securities, LLC.

**ABSENT**

One (1) Trustee was absent: Treasurer, Monika Nasiadka

**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.

**PRESENTATION OF THE FY 2023-2024 ANNUAL FINANCIAL REPORT**

Raj Nagaraja, Managing Partner of ATA Group, LLP presented the annual financial report for fiscal year 2023-2024. Raj reviewed the contents of the final financial audit report and also reported the Library received a clean opinion. After concluding the presentation, Raj departed the meeting at 7:28 p.m.

## **CONSENT AGENDA**

- a. Secretary's Report
  - i. Minutes of the Regular Board of Trustees Meeting Dated 10/9/24
  - ii. Minutes of the Committee of the Whole Meeting Dated 10/9/24
  - iii. Minutes of the Coffee with the Board Event Dated 10/19/24
  - iv. Minutes of the Chat with the Board Event Dated 10/23/24
  - v. Minutes of the Special Board of Trustees Meeting Dated 10/23/24
  
- b. Approval of Expenditure Warrants
  - i. Bill List for 10/23/24 in the Amount of \$51,655.98
  - ii. Bill List for Electronic Funds Transfer to IMRF Dated 11/01/24 in the Amount of \$12,747.86
  - iii. Bill List for 11/13/24 in the Amount of \$32,985.86
  - iv. Payroll Dated 10/15/24 and 10/31/24

Vice President Barnes 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, Smith  
NAYS: None  
ABSTAIN: None  
ABSENT: Nasiadka

The motion was approved.

## **TREASURER'S REPORT**

Executive Director Johnson reviewed the monthly report highlighting the Library is one third through the fiscal year. There were no questions from the Trustees.

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

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

The motion was approved.

### **CORRESPONDENCE**

The only correspondence for the Board was and invitation to the Chamber of Commerce's holiday party.

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

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

### **PRESIDENT'S REPORT**

President Smith extended her congratulations and gratitude to the Board and Staff for all their support in achieving a successful referendum.

a. Trustee's Report

There was no report for this month.

b. Friends of the Library

The next book sale will be held on February 1-2, 2025.

### **NEW BUSINESS**

a. Adopt Ordinance No. 2024-06, Levying Taxes for Tax Year 2024 Payable in 2025.

Trustee Harold moved to adopt Ordinance 2024-06, Levying Taxes for Tax Year 2024 Payable in 2025. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

### **CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

**ADJOURNMENT**

Trustee Baumgart moved to adjourn the meeting at 7:39 p.m. All trustees were in favor.

/s/ Mike Harrington

Minutes Approved: Secretary

12/16/2024

Date

# Roselle Public Library District Report to the Board of Trustees

## Month of October 2024

### Successful Referendum

As of writing this report, the yes votes outnumber the no votes by 1,257. Our post-election statements have been issued and quoted in the [Daily Herald](#), and our Instagram post about the win looks to have the most shares to other profiles we have ever had on that account. The word is still getting out, though, as patrons are calling and visiting the Library to ask whether we won or not. I am now working on a joint press release with the Village to recap the key aspects of the property swap and what the future may hold for our current location on Park Street. Once the election is canvassed and certified in several weeks, we can officially move forward with the project.

We will get into the details of the project more in the next few months, after the election is canvassed and certified by the counties. Until then: I want to thank the Board of Trustees for all your effort and time given to our information campaign to ensure the facts of our referendum and project were shared widely throughout the community. And to the Management Team: I am sincerely grateful for their assistance and support during this and the past referendum attempt, while also keeping operations going every day.

### Other October Activities

We hosted a sock drive throughout the month that was organized by Girl Scout Troop 55191 out of LPHS. The last few months of the year will follow with more drives that are very popular among our patrons, like the Mitten Tree and Toys for Tots.

We partnered with the Lake Park Transition Assistance Program (TAP) to host their maker's market event in our Community Room in early October.

Our interactive booth at Founder's Day was well-received, so we are considering adding it to our regular calendar of outreach.

An interdepartmental website redesign team has kicked off and issued a formal request for proposals, which is posted to our website together with our brand guidelines that were crafted earlier this year. The goal is to have the project completed in Spring 2025.

### Foundation Update

The Library Foundation launched their annual appeal in October. They reach out to residents, former residents, and business owners from around the community for contributions that will be put toward future capital projects.

# Roselle Public Library District Report to the Board of Trustees

Month of October 2024

## Department Updates

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

Manager: John Rimer

In October 8,174 people visited the Library. This is a 7.7% increase from the 7,565 people who visited us in September. Typically we will see a slight spike in attendance in October and then again in November with the Model Railroad Showcase. Then we experience a dip around the holidays,

#### Circulation of Materials

Oct 2024	Circs
Adult	4,151
YA	375
Juvenile	5,464
Digital	4,738

Oct 2023	Circs
Adult	4,316
YA	406
Juvenile	5,650
Digital	4,689

spiking back upwards again in January and building up to high summer attendance.

Comparing October 2024 with 2023, the average of circulation of physical materials dipped

slightly by 3.75%, but

attendance increased by a

substantial 21%, attributable to program attendance and an increased use of services. We noticed a 51.4% increase in questions at the Patron Services Desk in October over the previous month, jumping from 373 to 661. Many asked about voter registration, and 134 asked

specifically whether the Library was an early voting location.

During the month of October, Access Services prepped for the upcoming Model Railroad Showcase to be staged the weekend of November 2 & 3. We finalized details about the size and locations of the various layouts around the library and ordered all the necessary supplies. Due to the continuing enthusiasm of the public for this event, we have decided to begin scaling the number of exhibitors back up to pre-pandemic levels, which we hope to fully accomplish over the next year or two.

It's worth noting, however, that we are already including larger train layouts than ever before. By allowing our main exhibitor, the Train Collector's Association, to have access to more of Meeting Rooms A&B, they expanded the size of their layout to fill almost the entire space—which they had previously shared with three other exhibitors. The British Train Society doubled the size of their planned exhibit, moving from the Conference Room to our Storytime Room. And a new participant for 2024, the European Train Enthusiasts, arranged to stage the second largest layout we will have ever had in the Library, in our Atrium.

#### October Number of Visitors

2024	8,174
2023	6,559
2022	5,394

### Adult & Teen Services

Manager: Maureen Garzaro

In October the ATS Team answered 856 question and had 706 desk transactions.

Presented at the November 13, 2024 Regular Board Meeting

# Roselle Public Library District

## Report to the Board of Trustees

Month of October 2024

There were two Teen Hangouts this month that saw a total 85 attendees between them in our Community Room to socialize, play games, and make crafts.

On the Same Page 2024 recap: this year's community read was *The Art Forger* by B.A. Shapiro. This book was selected by our very own Ilya and was well received by the community. Ilya's book discussion had 16 attendees! RPLD sponsored programs did well with 22 attending the virtual Edgar Degas program and 8 attending a movie showing of the Thomas Crown Affair. As a tie-in to OTSP this year staff submitted tiny art forgeries based on famous paintings that patrons were able to vote on throughout the month.

Christina helped a patron find a book she was searching for. She didn't know the author or the title, she only knew vague plot points: something about Ronald Reagan, bombings, and revenge. Christina searched Google, Novelist, and finally the catalog which gave me a few options. The book ended up being "The Lion's Game" by Nelson DeMille! The patron was so happy and said she had already been to both Schaumburg and Bloomingdale and they couldn't figure it out.

Lisa also helped a student locate materials for their science project on dog food preferences. They talked through the materials they had already found and their hypothesis for the project, working together they located several highly relevant sources the student felt confident about.

Paige helped a patron obtain British passport documents, information on sunny and warm places in live in the UK and find a website that allows people to search for retirement communities in the UK.

### Youth Services

Manager: Alea Perez

October was a fast month, with many outreach opportunities mixed in with our regular programming. Two new Trunk or Treats were added to the mix - St Walter and Medinah Park District - we were taken up on our spring request for a collaboration with the Fire Department for Fire Safety Week, and various members of the Village staff greeted Zoom squirrel and provided treats to our small parade of costumed friends on October 24.

SD54 Battle of the Books materials are now on their own shelf, near Awards books (Monarchs, Bluestem, Caudills). We were able to provide this special collection after reaching out to the district coordinator in the spring to ensure we're included in the distribution list. A new label was created, thanks to Karen Cucchi, and books were on the shelf within days, thanks to Francesca and Colleen's efforts.



The Hidden Item activity introduced in late September found its footing, with 34 participants sharing that they were able to find our friend, yellow bee, hidden in various parts of the department throughout the month.

Presented at the November 13, 2024 Regular Board Meeting

# Roselle Public Library District

## Report to the Board of Trustees

Month of October 2024

Over half of the team completed food handler training in October, and the rest will take the training in November. This is an anticipation of an increase in food-related youth and family departments.

October programming highlights include 1) 44 attendees at the Special Fire Safety Storytime on Tuesday, October 8) 37 attendees at the Crosstown Exotics reptile program on Monday, October 14, and 3) 26 attendees at the Sugar Creations program on Tuesday, October 22.

Total Trunk or Treat visitors last month:

- 10/18 St. Walter's – 672
- 10/26 Rotary @ American Legion – 1,347
- 10/30 Medinah Park District – 502

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

Director: Samantha Johnson

Manager: Karen Delgadillo

Karen and Sam met with our health insurance broker to discuss the renewal for plan year 2024-2025. The renewal was approved by the Board in late October, so now Karen is preparing for open enrollment in November.

We received formal approval of our recent records disposal request from the State Archives to proceed. Diane has begun the process to gather and dispose of all the approved records.

Our annual site visit with our LIRA/Gallagher Basset consultant was conducted on 10/22. All of our concerns flagged in the previous year's visit were noted as completed, and the consultant made some recommendations for housekeeping improvements in the basement.

Jason oversaw the publication of referendum and voter education content, in addition to posting about fall programs and events and participating on the website redesign team.

Eric coordinated the quarterly elevator inspection, quarterly filter change for our HVAC system, semi-annual inspections of our roof and doors, semi-annual window cleaning, exterior irrigation system winterizing, and annual boiler inspection.