

**FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**  
**Board of Trustees - Regular Session**  
July 20, 2023

**Trustees Present:** Jacqueline Dickow, Kelly Johnson, Sheri Klindera, Lanning Nicoloff, Sue Sevedge, Darci Waltrip.

**Absent:** Teresa Haggstad.

**Also Present:** Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director.

**Call to Order:** Board Treasurer Sue Sevedge called the meeting to order at 7:03 pm. She begins by officiating the swearing-in ceremony for Mr. Nicoloff, which concludes at 7:05 pm. Mr. Nicoloff then took over running the meeting.

**Minutes:** A request for motion was made for the June 2023 Personnel Committee minutes, with Mrs. Dickow making the motion and Mrs. Sevedge seconding. Motion carried. A request for motion was made to approve the June 2023 Regular Meeting minutes. Mrs. Dickow so made the motion, seconded by Ms. Waltrip. Motion carried.

**Finances:** The Vendors' List for July 2023 was presented, with Sauk Valley / Dixon newspaper bill added for its renewal. Comcast's bill of \$530.00/month would soon be reduced to \$40.00/month to reflect our community's 90% Free & Reduced Lunch poverty rate. Catherine Urban will teach the adult painting (which had thirty signed up) and both macramé classes, would be paid \$1,480.00 for the events. A motion was made by Mrs. Dickow and seconded by Ms. Klindera to approve the Vendors' lists for July 2023. Motion carried.

Tax District Summary was discussed, with the first of seven distributions collected on 06/29/23. First totaled \$348,149.59, with remaining payments getting smaller as the Fiscal Year goes on. The Monthly and Annual Financial Reports were presented, with nothing remarkable about them, though this time there's a cushion and we're also doing and offering more to the public.

**Unfinished Business:** Rockford Auto Glass came in yesterday to measure our windows for replacement panes, as Tracy Remodeling hasn't been in, as well as Dan and Jeremy Tracy parting ways. Anderson Plumbing was called to look at our family bathroom project and whether we can still be in ADA compliance if we were start, would take at least a month just for them to come see the job. Steve Frank is still wanting to do our art glass project and the mural honoring Miss Connie is still in development.

**Recognition of Visitors:** None.

**New Business:** Working Budget was presented, with a balance of \$318,578.51 in our General Fund. Hoopla's bill is over \$1,000 this month as its popularity continues to rise. Entré has been working on our new server, which will replace the one we've been using since 2012. Staff would like to see year-round programming as our Summer Programming has been such a success; Creston Public Library will have their End-of-Summer party at the end of the month, whereas our programming is still ongoing. More will have to be added to the Audit Fund as the price for it has gone up. Ms. Waltrip so made the motion and Mrs. Sevedge seconded. Motion carries.

A public hearing for the Budget And Appropriation Ordinance set for September 21st at 7:00 pm with a Tentative Budget made available for inspection. A notice will be placed in the paper before the thirty day deadline (August 11th). A motion was asked to approve, Mrs. Dickow so made the motion and Ms. Waltrip seconded. Motion carried.

Holiday hours were set for Thanksgiving (closed 11/23 but open 11/25 – 11/26), Christmas (closed 12/23 – 12/26, open 12/27 – 12/29) and New Year's (closed 12/30 – 01/01/24), returning on Tuesday, January 2, 2024. Hours approved by consensus. Per Capita Grant was briefly discussed since we received over \$300,000 in one lump sum, perhaps it was best to open a new account over at Rock Valley Federal Credit Union, which was offering a 15-month CD at 5.5% interest, to place some of our money into. Sarah would look into that.

**Librarian's Report:** Book Bucks were extremely popular this summer. For the Fourth of July parade, we tossed out something new: mini beach balls, which were a hit. Saturday, August 19th is the date of our annual book sale and we'll need help with collecting money; some Board members were interested in helping out. Judy Fulgencio's Bilingual Story Time is a great hit, with Ballet Folklorico to appear at next month's session; she has also made wonderful craft Folklorico dancers made out of coffee filters that kids can recreate. Staff is working hard on our Heritage Festival Parade float with the theme of Hometown Library. Rochelle Rotary has lent us their portable big screen TV on wheels that can be used for events here, which will allow us to have Movie Night in the front room as we had issues with our outdoor setup.

**Adjournment:** A motion was made by Ms. Waltrip and seconded by Mrs. Klindera to adjourn the meeting at 7:45 pm.

Juan Martinez

Recording Secretary

Approved: 8/17/23

**FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**  
**Board of Trustees - Regular Session**  
August 17, 2023

**Trustees Present:** Teresa Haggstad, Jacqueline Dickow, Kelly Johnson, Sheri Klindera, Lanning Nicoloff, Sue Sevedge, Darci Waltrip.

**Absent:** None.

**Also Present:** Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director.

**Call to Order:** Board President Teresa Haggstad called the meeting to order at 7:07 pm. Ashley Capes came in to discuss upcoming Children's programming, such as Ballet Folklórico, Movie Night, Family Night, Adult yoga classes and macramé / painting, Books With Friends, LEGO Club, and more. She also talked more in depth about starting up our seed library and heirloom seed saver programs.

**Minutes:** Mrs. Haggstad requested a motion to approve the July 2023 minutes. Mrs. Sevedge so made the motion and Mrs. Klindera seconded. Motion carried.

**Finances:** The Vendors' List for August 2023 was presented, with Frontier no longer listed, as it's finally gone. Our RMU bill was temporarily lost in the mail, so another check had to be written, \$4,296.07 in total with late fees. A motion was made by Mrs. Dickow and seconded by Mr. Nicoloff to approve the Vendors' lists for August 2023. Motion carried.

Ogle County Tax Distribution was \$9,111.50; nothing has really changed in our Working Budget, with some money to come out of the General Fund for our Audit as fees have gone up.

**Unfinished Business:** Rockford Auto Glass will replace all the bay windows on the west side (12) and east side (13) over a two-day period, at a cost of \$11,821.46, with half to be paid upfront to begin work while also saving on renting a lift if the two sides were done separately. Mr. Nicoloff motioned and Ms. Waltrip seconded to approve the bid. Motion carried.

The Family Bathrooms situation was discussed next, with someone from Anderson Plumbing coming in to inspect to see whether they could be modified without significant changes that would take us out of ADA Compliance. Ray will have to remove all the stalls, replace the door handles/locks, and install child sized toilet seats to the small girls' and boys' toilets. Signage has been ordered.

Mandi Steder says that they're still working on the memorial mural while Steve Frank will begin work on the decorative glass windows.

**Recognition of Visitors:** None.

**New Business:** The Tentative Budget And Appropriation Ordinance (No. 23-1) was presented and will appear in the Wednesday, August 16th issue of the Rochelle News-Leader and to be voted on and passed at September's meeting and signed by Secretary-Treasurer Sue Sevedge. Two volunteers are needed to read over the Secretary's Audit before September 1st; Mrs. Haggstad and Mrs. Sevedge so volunteered. IPLAR to be done by September 1st.

**Librarian's Report:** We're so proud of our staff who is working hard to get people in the door by offering fun and exciting things, such as adult yoga, Oktoberfest, Boo Bash, and Downtown Christmas Walk. Chris has been putting up fantastic bulletin boards with the help of our Cricut

machine, which is able to cut out patterns quickly and easily. Movie Night for Friday, August 18th will be "Encanto" and feature popcorn and drinks for our guest viewers. Our Book Sale will be setup and ready for Saturday, August 19th from 10 AM to 4 PM, and we'll be in the Lincoln Highway Heritage Festival parade on Sunday, August 20th. Rochelle Police Department's National Night Out on August 3rd was a big success and attended by many people.

**Adjournment:** A motion was made by Mr. Nicoloff and seconded by Mrs. Dickow to adjourn the meeting at 7:53 pm.

Juan Martinez

Recording Secretary

Approved: 9/21/2023



**FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**  
**Board of Trustees - Regular Session**  
September 21, 2023

**Trustees Present:** Teresa Haggstad, Jacqueline Dickow, Sheri Klindera, Sue Sevedge, Darci Waltrip.

**Absent:** Kelly Johnson, Lanning Nicoloff.

**Also Present:** Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director.

**Call to Order:** Board President Teresa Haggstad called the meeting to order at 7:09 pm. A request for motion to start the Public Budget Hearing was made by Ms. Waltrip and seconded by Mrs. Sevedge, with motion carried. .

**Minutes:** Mrs. Haggstad requested a motion to approve the July 2023 minutes. Mrs. Sevedge so made the motion and Mrs. Klindera seconded. Motion carried. Then Mrs. Dickow motioned to close the meeting and Ms. Waltrip seconded. Motion carried. A motion to approve the August 2023 minutes was made by Mrs. Dickow and seconded by Mrs. Klindera with motion carried.

**Finances:** The September 2023 Vendors' List was presented, with a commercial account charge of \$100.00 from NIU for a Law Library book that was lost by one of our patrons. Frontier is done, however we'll still need to pay \$359.04 for collections fees. Handyman Ray Gruber has finished our Family Bathrooms remodeling, while Steve Frank has installed all the art glass from the old building into the addition. They look fabulous! Mike Schneider's payment for Polka Night is listed as well. A motion was made by Mrs. Sevedge and seconded by Mrs. Dickow to approve the Vendors' lists for September 2023. Motion carried.

Monthly Financial Report had experienced a bit of a Quickbooks snafu as the correct totals for each account wasn't printed correctly. Written by hand, a correction will be entered into the records later. The Third Tax Distribution Summary on 08/29/23 was shown, with \$21,786.28 divvied up amongst the five Funds.

**Recognition of Visitors:** Becky Rogers, a library lover who wanted to see what library boards do as she's interested in becoming a Board member.

**New Business:** The Budget And Appropriation Ordinance For Fiscal Year July 1, 2023 to June 30, 2024 (No. 23-1) was presented to be voted on and passed for next month's Levy, appropriated at \$976,950.00. A roll call vote was held, with all present saying AYE. Certification attesting to this will be signed by Secretary-Treasurer Sue Sevedge. Estimates of Revenues Anticipated were also presented and will be signed by the Secretary-Treasurer, too.

**Librarian's Report:** A lot of Fall programming is set to begin. Family Lego Night had thirty attendees, with Family Game Night happening on the same day as Homecoming Parade. Our outdoor movie event will feature "Hocus Pocus" on Friday, October 20<sup>th</sup>. Our Boo Bash Spooktacular will be Harry Potter themed. Yoga For Every Body will be held in the front room and will feature stand-up poses. Cool Weather Container Crops and All Things Elderberry will feature native plants and heirloom seed saving by Ogle County Master Gardeners. Our Book Club is being well attended, held on the last Wednesday of the month. Hay Day will be on Saturday, October 14<sup>th</sup> and will feature quill pencils with feathers rolls to accompany our Harry Potter themed hay bale. IPLAR was completed before September 1<sup>st</sup>.

**Adjournment:** A motion was made by Mrs. Sevedge and seconded by Mrs. Klindera to adjourn the meeting at 7:32 pm.

Juan Martinez

Recording Secretary

Approved: 10/19/2023

**FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**  
**Board of Trustees - Regular Session**  
October 19, 2023

**Trustees Present:** Teresa Haggstad, Kelly Johnson, Sheri Klindera, Lanning Nicoloff, Sue Sevedge.

**Absent:** Jacqueline Dickow, Darci Waltrip.

**Also Present:** Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director; James Richardson (via Zoom), Network Engineer from Entré Computer Solutions who is also our Library IT technician.

**Call to Order:** Board President Teresa Haggstad called the meeting to order at 7:06 pm. James spoke about the age issues of our current servers, from 2012 and 2008, that need to be replaced as they are no longer supported by Microsoft as of this month. Should we go ahead with it, the new server will be compliant for roughly 10 years and better meet the current and future IT needs of the library. Mrs. Haggstad wondered about the camera/storage device system and whether we should upgrade it too. It was agreed that Entré will give us a separate quote for that and the Library Board would discuss the matter further.

**Minutes:** Mrs. Haggstad requested a motion to approve the September 2023 minutes. Mr. Nicoloff so made the motion and Mrs. Sevedge seconded. Motion carried.

**Finances:** The October 2023 Vendors' List was presented, including the second half charge from Rockford Auto Glass for our new windows. Urban Art Studio and Any(Body) Yoga are charges incurred for new patron programming. A motion was made by Mr. Nicoloff and seconded by Mrs. Sevedge to approve the Vendors' lists for October 2023. Motion carried.

Monthly Financial Report, the Fourth Tax Distribution Summary from 09/29/23, and the Third Quarter Financial Report were shown. \$214,691.73 was divvied up amongst the five Funds.

**Recognition of Visitors:** James Richardson, Entré Computer Solutions.

**New Business:** A draft of the Levy was presented, with the total amount to be levied set at \$697,250.00, which is a 12.63% increase from the previous year's \$619,051.79 or 10.85% increase. Secretary's Certification, Certification of Compliance With P.A.-82-102 (Truth in Taxation Hearing), Notice of Proposed Tax Increase, and Resolution to Determine Estimate of Funds Needed for 2023-2024 Fiscal Year notices to be filed and/or published. A roll call vote was held, with all stating "Yea" for conditional approval until next month's meeting.

Insurance quotes for full-time employees Sarah and Juan were presented, with the rate increasing by 9%, as opposed to last year's 12% increase. BCBS is still the best option for us, as our plan was grandfathered in. A motion to accept the plan and rate increase was made by Mr. Nicoloff and seconded by Mrs. Klindera. Motion carried.

A discussion of making Juan Martinez our new Illinois Municipal Retirement Fund (IMRF) Authorized Agent, as Marilyn Janssen would like to pass this duty off to him. There can be only one IMRF Authorized Agent on file for an organization, so the Library Board will need to pass a formal resolution to officially make the change at next month's meeting. A motion was made by Mrs. Sevedge and seconded by Mrs. Klindera to accept the changeover. Motion carries.

**Librarian's Report:** The Budget and Appropriations Ordinance was filed at the Courthouse in September and published in the Rochelle News-Leader. We're working on the Levy. Fall Story

Time has started, our Boo Bash Spooktacular will be held on Friday, October 27<sup>th</sup> with "A Night at Hogwarts" Harry Potter themed night. For Hay Day, we made pencil quills and handed out tiny paper scrolls to go with them. Our Hay Bale was well received as it too featured Harry Potter hair, glasses, lightning bolt birthmark, and an accompanying wand. Our Outdoor Movie Theater night will feature "Hocus Pocus". The Oktoberfest at the Senior Center was a great success, as it featured the Mike Schneider Band; Diana King and her staff did a great job and the event was a great way to promote the library and its partnership with the Senior Center. Plans are underway for the Downtown Christmas Walk on Friday, December 1st. Our theme will be WhoVille, which will also be on our Christmas float. We will also feature a Christmas movie later on next month. Master Gardeners are working to sort the seeds that will go into our Seed Library. They came in on October 18th to begin the project.

**Adjournment:** A motion was made by Mrs. Johnson and seconded by Mrs. Klindera to adjourn the meeting at 7:55 pm.

Juan Martinez

Recording Secretary

Approved: 11/16/2023



## FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT

### Board of Trustees - Regular Session

November 16, 2023

**Trustees Present:** Teresa Haggstad, Lanning Nicoloff, Sue Sevedge, Darci Waltrip.

**Absent:** Jacqueline Dickow, Kelly Johnson, Sheri Klindera.

**Also Present:** Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director.

**Call to Order:** Board President Teresa Haggstad called the Truth In Taxation Hearing to order at 7:08 pm, then asked for a motion to close. Mr. Nicoloff so made the motion and Mrs. Sevedge seconded. Motion carried. The regular meeting then came to order.

**Minutes:** Mrs. Haggstad requested a motion to approve the October 2023 minutes. Mr. Nicoloff so made the motion and Mrs. Sevedge seconded. Motion carried.

**Finances:** The November 2023 Vendors' List was presented, with InfoUSA being the new name for Polk City Directory. A motion was made by Ms. Waltrip and seconded by Mrs. Sevedge to approve the Vendors' lists for November 2023. Motion carried. The Monthly Financial Report and the Fifth Tax Distribution Summary from 10/17/23 were shown. \$6,753.50 was divvied up amongst the five Funds.

**Unfinished Business:** Teresa Haggstad had given Will Wise our server replacement invoice to look over and he felt that it was a good quote that would save us money in the long run to do both server and cameras together instead of separately.

**Recognition of Visitors:** None.

**New Business:** Four new security cameras would be installed per Entré's quote: two inside (showing a back corner blind spot and inside the periodical room) and two outside (one facing the handicap parking spot, book drop, and stone bench while the other faces the parking lot alongside the library). A motion was made by Ms. Waltrip and seconded by Mrs. Sevedge to approve their installation; motion carried.

Our current water fountains run but don't cool water. Since they were installed in 1989, their compressors are unable to be replaced. A wall mounted unit costs \$832 while one with a water bottle filling attachment costs \$1,547. After a brief discussion, it was decided to get one of each, with the water bottle unit to be installed upstairs because of it being above tiled floor and less potential for damage via spillage if one were downstairs unmonitored in the Children's Department. A motion to replace the fountains was made by Ms. Waltrip and seconded by Mr. Nicoloff; motion carried.

A resolution appointing an authorized agent, Juan Martinez Jr., for IMRF was voted on via roll call vote, motioned by Mrs. Sevedge and seconded by Mr. Nicoloff. All present voted Yea. No changes to Ordinance No. 23-2, Providing for the Levy and Assessment of Taxes for the Fiscal Year 2023-24, were presented so after a motion made by Mr. Nicoloff and seconded by Mrs. Sevedge, a roll call vote was held. All present said Yea.

The Per Capita Grant for 2024 would be worked on soon. For our audit, we went with Sikich for three years. Unfortunately, they failed to schedule us in time before year's end to finish our first audit, even though we responded to them via their email in April. Knute, our previous auditor,

generally had our audit held in late August and had the report completed with hard copies available by mid-October. Because of the delay, it's likely the audit won't be completed in time.

Ann Marie Jenkins over at the Rochelle High School had contacted us regarding an intern, Dawn Winters, who has been working at the school to earn experience towards her Library Technology Associate's Certificate and Ms. Winters wishes to conduct her practicum at our library. She would work 40 hours at night over the course of the semester (01/22/24 – 05/17/24). Ms. Winters would contact us regarding setting up a time to meet to discuss.

For Christmas gifts this year, the Board decided that part-time staff should receive \$75 and full-time staff receive \$150, an increase from previous years of \$50 and \$100 respectively, as a bonus for all the hard work that the staff has done this year. A motion was made by Mr. Nicoloff and seconded by Ms. Waltrip. Motion carried. If a December Board Meeting were to be held, there wouldn't be much of an agenda as the audit is late and cannot be approved. A motion to cancel this meeting, made by Mrs. Sevedge and seconded by Ms. Waltrip, was carried.

**Librarian's Report:** Our float for the Downtown Christmas Walk Parade will be held on Friday, December 1st and it'll feature our WhoVille themed backgrounds drawn by library staff as well as our very own live Grinch. The University of Illinois 4-H Master Gardeners Seed Library will be made available on Saturday, January 27th, which will feature heirloom seeds that patrons can check out. 4-H will use some of these seeds to grow and take care of plants on library grounds via raised bed planters and their works will be presented at the County Fair in August. Axis 360, one of our eBooks services, will be changing its name to Boundless while our online catalog, Encore, will change over to the new Vega system. A longtime patron, Diane McNeilly, passed away recently and her advocacy for the library and our community was second-to-none and was most appreciated; her estate has given money to the library for her memorial.

**Adjournment:** A motion was made by Ms. Waltrip and seconded by Mrs. Sevedge to adjourn the meeting at 7:47 pm.

\*\*\* The December 2023 Board Meeting was canceled and any business at that meeting would be discussed at the next meeting in January.

Juan Martinez

Recording Secretary

Approved: 1/18/2024

**FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**  
**Board of Trustees - Regular Session**  
January 18, 2024

**Trustees Present:** Teresa Haggstad, Jackie Dickow (via Zoom), Kelly Johnson, Sheri Klindera, Sue Sevedge, Darci Waltrip.

**Absent:** Lanning Nicoloff.

**Also Present:** Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director.

**Call to Order:** At 7:05pm, Board President Teresa Haggstad called the Regular Meeting to order.

**Minutes:** Mrs. Haggstad requested a motion to approve the November and December 2023 minutes. Ms. Waltrip so made the motion and Mrs. Sevedge seconded. Motion carried.

**Finances:** The December 2023 and January 2024 Vendors' Lists were presented, with bills for our Cincinnati Insurance for \$2,813 due on January 24<sup>th</sup>, and Entré's bill for our new server and cameras. A motion was made by Mrs. Dickow and seconded by Mrs. Klindera to approve the Vendors' lists for December 2023 / January 2024. Motion carried.

The Monthly Financial Report and the Sixth Tax Distribution Summary from 11/27/23 were shown. \$14,322.20 was divvied up amongst the five Funds. Financial reports for November / December, as well as the Quarterly and Six-Month reports were presented. Some of our audit can be paid via the General Fund under Professional Fees.

**Unfinished Business:** None.

**Recognition of Visitors:** None.

**New Business:** Sarah, Juan, and Marilyn met with Sikich, our auditor, via Zoom and they presented an electronic copy draft. Sikich reminded us that a few Board Members still had yet to turn in their assessments and that they can be re-sent to them if needed. The State Comptroller knows that our 2023 audit will be late and the appropriate extension was filed. They will also offer us possible options on assistance with our bookkeeping should we elect to use them, which would alleviate the problem of checks and balances with such a small staff as ours.

The Per Capita Grant for 2024 is due on January 31st and for the first time, and first in the nation, Illinois now requires that libraries either adopt or create its own version of the American Library Association (ALA) Bill of Rights, to "encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials", in order to receive state library grant funds. To adopt the ALA Bill of Rights, a motion was made by Mrs. Dickow and seconded by Mrs. Johnson for a roll call vote to be held; all present voted "Yea".

**Librarian's Report:** Our December was great with our library decorations and Whoville float for the Downtown Christmas Walk Parade. We threw out glow bracelets for parade goers. Per Capita Grant due January 31st. For our Community Grant Foundation application, we're considering using intern Dawn Winters' experience with homeschooling, as she taught her own kids at home, as well as her experience at RTHS and Ann Marie Jenkins at the high school library to request funds to get materials and develop programs to help bring in teens, tweens, students from feeder schools, and homeschooled kids to come to the library and participate

more in library programming, as well as help increase our social media presence on Facebook, X (Twitter), and other platforms. Tax forms have been ordered, our annual periodicals shifting will begin soon, over 3000 Rochelle Rotary calendars were sold, Ashley's Seed Library is set to debut on Saturday, January 27th, which is National Seed Swap Day. Two adult painting and macramé classes will soon be held, our Comic Workshop was a huge hit as we had over 20 kids in attendance. A Dungeons & Dragons group will be starting this March. Adult Meditation and Chair Yoga classes are scheduled for February and March. We've handed out many Blessing Bags, created by Focus House, which are bags filled with assorted helpful items for homeless people; we've had an influx of homeless coming into the library and they stay in the Rochelle Police Department lobby as they're ineligible to stay at the Rochelle Rescue Mission.

**Adjournment:** A motion was made by Ms. Waltrip and seconded by Mrs. Klindera to adjourn the meeting at 7:40 pm.

Juan Martinez

Recording Secretary

Approved: 2/15/2024

**FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**  
**Board of Trustees - Regular Session**  
February 15, 2024

**Trustees Present:** Teresa Haggstad, Jackie Dickow, Kelly Johnson, Lanning Nicoloff, Sue Sevedge and Darci Waltrip.

**Absent:** Sheri Klindera and Juan Martinez, Assistant Library Director.

**Also Present:** Sarah K. Flanagan, Library Director; Dawn Winters, Library Intern and Laura Babula, Auditor (via Zoom).

**Call to Order:** At 7:05pm, Board President Teresa Haggstad called the Regular Meeting to order.

The Library Director introduced Mrs. Winters to the Board. She is the Library Intern and is working on her Associates Degree. She will be with us 40 hours this semester. Everything is going well. She was observing a Board Meeting.

We listened to a presentation via Zoom from our Auditor, Laura Babula, from the Sikich Firm, regarding the 2024 Audit. Ms. Babula discussed the Annual Financial Report and the Auditor's Communication Letter. Following her presentation she exited the meeting.

**Minutes:** Mrs. Haggstad requested a motion to approve the January 2024 minutes. Mrs. Dickow so made the motion and Mrs. Sevedge seconded. Motion carried.

**Finances:** The February 2024 Vendors List was presented, with bills for our elevator and boiler inspections included. A motion was made by Mrs. Dickow and seconded by Ms. Waltrip to approve the Vendor's lists for February 2024. Motion carried.

The Monthly Financial Report was presented and discussed.

**Unfinished Business:** The Library Board discussed the audit and some of the recommendations that were made. Mrs. Flanagan will investigate some local bookkeepers fees for assistance with our financial requirements. She will report back to the Board. At this point, Sikich would charge us \$150.00 per hour and figure it will take them eight hours to complete our financial reports. We are not sure if that includes travel time or if they would consider giving us a reduced rate.. Roll call vote adopted motioned by Mr. Nicoloff to approve the audit for fiscal year ending on June 30, 2023. Ms. Waltrip seconded. Motion carried. Roll call vote to adopt motioned by Mr. Nicoloff, seconded by Ms. Waltrip; all voted "yea".

Mrs. Sevedge will sign the Audit Newspaper Notice and the copies will be sent out accordingly.

**Recognition of Visitors:** Dawn Winters attended the Board Meeting.

**Committee Reports:** None

**New Business:** A motion was made by Mrs. Sevedge and seconded by Mrs. Dickow to Review the Closed Session Minutes and Recordings and to keep the Closed Session Minutes and Recordings closed. Motion carried.

Mr. Martinez and Mrs. Flanagan met with the City officials and the Mayor of Rochelle to discuss our panic button installation. The Beck Tech Company sent a quote for \$5720.31. The City is willing to pay for the entire bill. This should be for two buttons and one radio. We need to discuss



the specifics regarding placement and obligations. Once the City is notified their Attorney will draw up an agreement. Our Attorney will look at this as well. Mr. Nicoloff made a motion and Mrs. Sevedge seconded the motion to move forward with the panic button. Motion passed.

**Other:** Mrs. Flanagan discussed the Paid Leave For All Workers Act Notice. We need to discuss this further and get some more information about it before making a decision. We are not sure this applies to the Library because we already give our part and full time employees vacation time.

**Librarian's Report:** Mrs. Flanagan reported that herself and Mr. Martinez have created career videos about their jobs at the Library and sent them to RTHS. The Per Capita grant is complete and the Rochelle Area Community Foundation grant will be written about Homeschooling Programs at the Library, and is due by March 1<sup>st</sup>. Ashley and Dawn have been working on the grant. The Senior Center programs are going well and our Blind Date with a book program is very popular. The Seed Swap Day and our 4-H Green Thumbs are both doing well. Patrons enjoy coming to pick out seeds and the kids like to see the food that they are growing. We are going to be planning for Summer Reading soon. We passed our elevator inspection and will get our certificate soon. The From The Heart Event made \$90,000.00 this year. Eight organization will receive \$11,250.00.

**Adjournment:** A motion was made by Ms. Waltrip and seconded by Mrs. Sevedge to adjourn the meeting at 8:15pm.

Sarah Flanagan

Recording Secretary

Approved: 3/21/2024

**FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**  
**Board of Trustees - Regular Session**  
March 21, 2024

**Trustees Present:** Jackie Dickow, Kelly Johnson, Sheri Klindera, Lanning Nicoloff, Sue Sevedge, Darci Waltrip.

**Absent:** Teresa Haggstad.

**Also Present:** Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director.

**Call to Order:** At 7:12pm, Lanning Nicoloff called the Regular Meeting to order.

**Minutes:** Mr. Nicoloff requested a motion to approve the February 2024 minutes. Mrs. Dickow so made the motion and Mrs. Sevedge seconded. Motion carried.

**Finances:** The February 2024 Vendors' List was presented, with two bills added from DEMCO (\$376.26) and Omega Pest Control (\$55.00). A motion was made by Mrs. Sevedge and seconded by Mrs. Klindera to approve the Vendors' lists for February 2024. Motion carried.

The Monthly Financial Report was presented, with no expenditures shown for our Grant and IMRF funds. There is also incomplete IMRF data, as they've changed the way they do their billing since moving to a new system. Juan Martinez was able to enter February's data in March to pay what is owed in our monthly contributions with no penalty due to the system change, but was unable to enter March's data. Since IMRF now works under an invoice system, data for March cannot be entered and payments made until the following month, a cycle which will undoubtedly affect all our financial reports' balances and accuracy.

**Unfinished Business:** None.

**Recognition of Visitors:** None.

**New Business:** An agreement for our Panic Button was read over by our library attorney Phil Lenzi, who said that it was fine, cut and dry, though he had also suggested that there be a clause regarding regular testing of the system be added, which is in discussion with the City. Board President Teresa Haggstad will have to sign the agreement, as would the City Manager.

The issue of Paid Time Off (PTO) was discussed next, as the Paid Leave For All Workers Act (PLAWA) was put into effect on January 1st. Sarah and Marilyn attended the online training, learning that employees would earn an hour of PTO for every 40 hours worked, up to the 40 hour max. Our current employee handbook has them earning a set number of hours, depending on the number of years employed. So now if the average part-time employee works 25 hours a week, at the end of the year they would have 30 hours of earned PTO. To keep track of all this will require a lot of bookkeeping; to spare us this agony, it was suggested by senior staff that everyone gets the max PTO upfront. Anne Ankney, who has worked here for over 40 years, would get more, two weeks' worth of PTO. Ms. Waltrip suggested that a probationary period be added, say 90 days, to prevent, for example, any new employee from exploiting the system by using PTO to find another job. A motion to roll call vote to adopt our PLAWA plan, still in the works and would not go into effect until the new fiscal year that starts on July 1st, was made by Mrs. Dickow and seconded by Mrs. Johnson. All present voted "Yea". Motion carried.

QuickBooks will be ending its support for our 2021 desktop version on 05/31/24, giving us the chance to see what local tax preparers, our auditor Sikich, as well as QuickBooks itself to see

how much it would cost for them to handle reports and other accounting issues we would pass off to address Sikich's concerns with financial oversight.

On top of the new IMRF system change, our Stillman Bank statement is off because they've implemented a new system there as well, without informing us of the change. The most current statement only has the first half of February listed, making bank statement reconciliation in QuickBooks more difficult.

**Librarian's Report:** The library will be a Spring Break Destination as Dungeons & Dragons, Books With Friends, and Macramé programs will be offered. Katherine Ray, our yoga instructor, will be heading our D&D program as well as continuing yoga during the summer. Our Summer Reading theme will be "Read, Renew, Repeat". Library patron Dawn Hill, whose husband Matt is a teacher at the high school, has expressed an interest in teaching English to high school and home school students here at the library during the Fall months. Ashley has help started a book club over at Liberty Village rehab facility. Our intern Dawn Winters will complete her 40-hour practicum here by the second week of April. Mr. Nicoloff wanted to express his sincere gratitude and appreciation for all of our staff and their hard work, particularly with Ashley Capes, who has brought new adult and children's programming to the library.

**Adjournment:** A motion was made by Ms. Waltrip and seconded by Mrs. Johnson to adjourn the meeting at 7:49 pm.

Juan Martinez

Recording Secretary

Approved: 4/18/2024

**FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**  
**Board of Trustees - Regular Session**  
April 18, 2024

**Trustees Present:** Jackie Dickow, Kelly Johnson, Sheri Klindera, Lanning Nicoloff, Sue Sevedge.

**Absent:** Teresa Haggstad, Darci Waltrip.

**Also Present:** Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director.

**Call to Order:** At 7:08pm, Lanning Nicoloff called the Regular Meeting to order.

**Minutes:** Mr. Nicoloff requested a motion to approve the March 2024 minutes. Mrs. Sevedge so made the motion and Mrs. Johnson seconded. All said "Yea". Motion carried.

**Finances:** The April 2024 Vendors' List was presented, with bills for Katherine Ray, our yoga instructor and D&D dungeon master, as well as one for Catherine Urban, our adult painting and macramé instructor. Treasurer Sue Sevedge signed for the \$1,260.00 bill for Mrs. Urban's services. A motion was made by Mrs. Dickow and seconded by Mrs. Klindera to approve the Vendors' lists for April 2024. Motion carried.

The Monthly Financial Report was presented, with not all balances shown as it only reflects what was spent in March, as well as the Third Quarter Financial Report (July 2023 – March 2024). The Audit Fund (\$6,555.51) will be used as well as some from the General Fund under Professional Fees.

**Unfinished Business:** None.

**Recognition of Visitors:** None.

**New Business:** New Economic Impact Statements will need to be filled out for all Board members as well as for Sarah and Juan. The questions have changed since last time, with Question #1 asking about assets above \$10,000 that don't include your house and Question #4, which asks what other governmental bodies you work for or represent (teachers on the Board will need to list their school employer). Other questions include the usual, such as debts above \$10,000, whether one is a lobbyist or works for a public utility, or had received gifts.

The handbook was discussed next, with what is shown as it is now for Employee Benefits (page 6) and what changes are needed (page 7) to reflect the new Paid Leave For All Workers Act (PLAWA) regarding Paid Time Off (PTO). The word "vacation" would be changed to PTO, and the third paragraph under Vacation Policy, how vacations were calculated and carried over, would be removed entirely.

The Tax Computation Report for 2024-25 was reviewed, which showed our Levy request at \$692,250.00, with a total extension to \$713,307.84; After TIF and EZ, what we will get in tax dollars is \$661,564.90, which was \$42,000 increase from 2023. No action is needed, as this report was only informational.

**Librarian's Report:** Ashley is doing a wonderful job with our Spring Break programming, with a bookmark contest being handed out in English and Spanish to accompany our fliers next month. Sarah attended the PrairieCat Delegates meeting. Our staff meeting was held yesterday. The Panic Button contract was signed and we're awaiting installation. The Rochelle Area Community Foundation has awarded us a grant in the amount of \$3,189.00 for our

Homeschooling Collection; Ashley and our intern Dawn Winters had worked hard on it and were invited to join Sarah and Juan when they receive the grant at their "Granting Futures: A Community Celebration" event. Dawn has completed her 40-hour practicum for the College of DuPage's library certificate program. The Daughters of the American Revolution (DAR) recently had their meeting, with a presentation of Jonas Salk and the polio vaccine. 4-Cs and the City of Rochelle will have a free informational session on how to start a home daycare on Thursday, April 18th at 5 PM. A Narcan ONEbox – originally developed in West Virginia due to the opioid epidemic there and includes two doses of Narcan, gloves, CPR masks and a built-in instructional video -- was given to us by an organization that is big on having opioid survivors help passing them out to organizations that can use them. It was shown to the staff at our meeting and it will be placed in a location nearby for emergency use. CHS Rochelle reached out to Sarah recently and it is generously donating \$5,000 towards our server replacement project costs, as the server will help our operations and the library is a community place.

**Adjournment:** A motion was made by Mrs. Sevedge and seconded by Mrs. Johnson to adjourn the meeting at 7:45 pm.

Juan Martinez

Recording Secretary

Approved: 5/14/2024



**FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**  
**Board of Trustees - Regular Session**  
**May 16, 2024**

**Trustees Present:** Teresa Haggstad, Jackie Dickow, Sheri Klindera, Lanning Nicoloff, Sue Sevedge, Darci Waltrip.

**Absent:** Teresa Haggstad, Kelly Johnson.

**Also Present:** Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director; Ashley Capes, Children's Programming.

**Call to Order:** At 7:02pm, Board President Teresa Haggstad called the Regular Meeting to order. To not have Ashley stay the entire meeting, she was allowed to speak first about the Summer Reading calendar of events.

She spoke about Maker Mondays, where kids come drop in from 11 AM to 1 PM and do different art projects each week. Gamer Thursdays from 1 to 3 PM will feature board games, Nintendo Switches, and other systems for kids to play with. Summer art classes with Catherine Urban usually fill up within a week they're announced. 4C Child Care will offer Play & Learn sessions every other Wednesday. Severson Dells Nature Center will talk about conservation, which is in tune with our "Read, Renew, Repeat" theme. Burpee Museum will come in July. There'll be weaving and painting classes, as well as the regular programming such as Books With Friends. Two outdoor movie events will be held, FernGully: The Last Rain Forest and Ice Age: Dawn of the Dinosaurs; Silent Storytime for Grownups, where adults can come in after hours to read in peace, will be on the last Friday of each summer month. Anne will continue with Adult book clubs, Ogle County 4-H and Master Gardeners will care for the vegetables being grown in the raised beds for display at the County Fair, a new Teen Book Society book club with a horror genre will be available in July and August, #MurderTrending is the first title they'll read. Book Bucks will return, where patrons can win gift cards, books, library swag, and be entered in the grand prize drawing at the end of Summer Reading. Dungeons & Dragons, as well as the adult yoga classes, are on hiatus as Katherine Ray is moving; we've reached out to others to see if they can continue our D&D campaign.

**Minutes:** Mrs. Haggstad requested a motion to approve the April 2024 minutes. Mrs. Dickow so made the motion and Mrs. Sevedge seconded. All said "Yea". Motion carried.

**Finances:** The May 2024 Vendors' List was presented, with the final bill for Katherine Ray, our yoga instructor and D&D dungeon master, as well as one for Severson Dells Nature Center. Treasurer Sue Sevedge signed all checks. A motion was made by Mrs. Dickow and seconded by Mrs. Klindera to approve the Vendors' lists for May 2024. Motion carried. The Monthly Financial Report was presented, with all funds and their balances listed at the bottom.

**Unfinished Business:** None.

**Recognition of Visitors:** None.

**New Business:** Sikich's Statement of Work LLP Agreement, with its accounting services and statement of fees, was shown to the Library Board. While it states that the work would be for May 15, 2024 – June 30, 2025, this isn't necessarily true. The agreement could begin July 1<sup>st</sup> to coincide with our new fiscal year, if we decide to do it. They would agree to do our General Ledger, as well as keep an eye on the journal entries and generate financial reports and statements as needed for end-of-year summaries. Sikich is aware of our transition to

QuickBooks Online and is familiar with the software, so they would easily be able to receive our files. There could be a savings on our auditing, since Sikich is also under contract with us to do our auditing for three years. There would be no action needed to be taken tonight, though Mrs. Dickow suggested that our attorney take a look at the agreement. Mrs. Dickow made the motion to accept the agreement and Mrs. Sevedge seconded. Motion carried.

Library Staff and Board Members will be getting new t-shirts for Summer Reading.

2024-2025 Non-Resident Fee Ordinance 23-3 was discussed, where it is to be decided how much to charge a non-resident patron for a Flagg-Rochelle PLD library card. Last year's fee was \$115.00; after inputting in 2020 Census data and current income figures, this year's total came to \$118.93 and was rounded up to \$120.00. Mrs. Dickow made the motion to accept the new total for next year and Mrs. Waltrip seconded. All voted "yea", motion carried.

The Date for the next meeting for the Personnel Committee -- comprised of Sue Sevedge, Lanning Nicoloff, and Jackie Dickow -- to discuss staff salaries will be on the night of the next Board meeting, Thursday June 20, just before the Regular Board Meeting.

Sarah brought to the Board's attention some issues we've been having with the homeless population in town. This past Monday, a lady who was staying at HOPE had come in and was spitting up blood; it took about 15 minutes for an officer to come in to speak with her. The following Wednesday, our groundskeeper, who has been doing the job for over 20 years, had discovered a homeless man lying face down by the outside air handler while she was mowing the lawn. She had never encountered such a sight on the job ever before. She came in to notify the staff and Juan had called the police. There has been a man living in his truck parked in the City lot across from the library where the staff parks for a while now. Incidents like these are being reported to the police by Sarah so that they're aware of the ongoing situation here.

**Librarian's Report:** Library Staff is getting ready for Summer by handing out dual language fliers for school distribution. Rochelle Area Community Foundation gave us a grant for our Homeschool programs. Hub City Senior Center is planning on doing a "Learn To Use Your Smartphone" class during the summer; seniors have also contributed to our rock garden. 4-H Green Thumbs meet on the first Wednesday of the month and they've planted on the west side of the library grounds. Rochelle Rotary Club will use the flower bed closest to the book drop to create a pollinator garden. Central Bank Illinois reached out to Sarah to ask if we'd like their old book themed furniture, since they're going to redecorate. Ron Sondergroth fixed our 1912 chairs and they are back in the front room.

**Adjournment:** A motion was made by Ms. Waltrip and seconded by Mrs. Sevedge to adjourn the meeting at 7:53 pm.

Juan Martinez

Recording Secretary

Approved: 6/20/2024



**FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**  
**Board of Trustees - Regular Session**  
June 20, 2024

**Trustees Present:** Jackie Dickow, Kelly Johnson, Sheri Klindera, Lanning Nicoloff, Sue Sevedge, Darci Waltrip.

**Absent:** Teresa Haggstad.

**Also Present:** Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director.

**Call to Order:** At 7:03pm, Board Vice President Lanning Nicoloff called the Regular Meeting to order.

**Minutes:** Mr. Nicoloff requested a motion to approve the May 2024 minutes. Mrs. Dickow so made the motion and Mrs. Sevedge seconded. Motion carried unanimously.

**Finances:** The June 2024 Vendors' List was presented, with no bill received via mail for RMU. Sarah went online to get the amount, \$644.09, which didn't seem right, so she called RMU to confirm. It was a result from a previous credit from a payment by check. A motion was made by Ms. Waltrip and seconded by Mrs. Klindera to approve the Vendors' lists for June 2024. Motion carried. The Monthly Financial Report was presented, with all funds and their balances listed at the bottom.

**Unfinished Business:** None.

**Recognition of Visitors:** None.

**New Business:** Library attorney Phil Lenzini had reviewed Sikich's Statement of Work LLP Agreement, and it would begin July 1<sup>st</sup> to coincide with our new fiscal year. They would agree to do our General Ledger, as well as keep an eye on the journal entries and generate financial reports and statements as needed for end-of-year summaries. A motion for final approval was made by Ms. Waltrip and seconded by Mrs. Sevedge. All present said, "Yea". Motion carried.

Report by the Personnel Committee, which met earlier at 6 PM, had discussed Staff and Admin salaries. Everyone would be receiving a 7% increase in pay, as Sarah had confirmed that the Library had more than enough funds for this, as well as to reward the staff for all their efforts and programming for adults and kids. Sarah commented that it's nice to have a Board that is so involved. Mr. Nicoloff called for a motion for an across the board 7% raise. Mrs. Waltrip so made the motion and Mrs. Johnson seconded. All said "Yea" and motion carried.

Ordinance 23-4 was discussed to set the Board Meeting dates. The third Thursday of the month at 7 PM will continue to be the meeting day and time, though for December it might be canceled or changed. Ms. Waltrip made the motion to accept the dates and Mrs. Klindera seconded. All voted "yea", motion carried. Mr. Nicoloff would count all the "yeas" on the form.

Ordinance 23-5, Prevailing Wage, would be signed by Treasurer Sue Sevedge and posted. Mrs. Dickow made the motion to approve and Mrs. Sevedge seconded. Motion carried unanimously.

**Librarian's Report:** Our Summer theme is "Read, Renew, Repeat" and conservation, with Summer Reading starting the first week of June. First Movie Night went great with "FernGully: The Last Rainforest" on June 14<sup>th</sup>. Kids and adults are enjoying Book Bucks. Our fire

extinguishers and backflow valves passed inspection. Rochelle Rotary will turn our flower bed into a pollinator garden. Our library is getting involved in community events and groups such as Daughters of the American Revolution (DAR), Rochelle Downtown Association (DRA), National (Police) Night Out on August 6<sup>th</sup>, Rochelle CAN, Cypress House Market events, Master Gardeners and their Seed Library. Staff had its monthly meeting, we will be in the July 4<sup>th</sup> parade throwing out patriotic colored Frisbees. Staff evaluations have been completed. iRead Newsletter featured a picture with some of our kids at one of our events.

**Adjournment:** A motion was made by Mrs. Sevedge and seconded by Mrs. Klindera to adjourn the meeting at 7:22 pm.

Juan Martinez

Recording Secretary

Approved: 7/18/2024