

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

Trustees Present: Teresa Haggstad, Jackie Dickow, Kelly Johnson, Sue Sevedge, Darci Waltrip.

Absent: Sheri Klindera, Lanning Nicoloff.

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

Call to Order: At 7:07pm, Board President Teresa Haggstad called the Meeting to order.

Minutes: Mrs. Haggstad requested a motion to approve the Personnel Committee minutes. Ms. Waltrip so made the motion and Mrs. Sevedge seconded. Motion carried. Mrs. Haggstad requested a motion to approve the June 2024 Regular Meeting minutes. Ms. Waltrip so made the motion and Mrs. Johnson seconded. Motion carried.

Finances: The July 2024 Vendors' List was presented, with one of two Comcast bills not having arrived. We should've had a \$53 charge for internet as we had gone through our credited balance earlier this year. All of our other bills were usual. A motion was made by Mrs. Dickow and seconded by Mrs. Sevedge to approve the Vendors' lists for July 2024. Motion carried.

The Monthly Financial Report for June was presented, showing expenditures only. Our first Tax Distribution Summary, \$359,217.46, was received. The Yearly Financial Report was also presented, with all the fund balances listed at the bottom.

Unfinished Business: None.

Recognition of Visitors: None.

New Business: The working budget for 2024-25 was presented for the Budget and Appropriation Ordinance hearing to be set for September 19, 2024 at 7:00 PM. Money for digitizing and periodicals, public relations, eBooks, Building compensation, and lots of other expenses with our funds were considered in the increased amounts proposed, even though resources such as Hoopla and Rochelle Community Foundation grants for home school materials would cover some of those costs.

The Holiday Hours for 2024-25 were presented, with Christmas break options for the Board to consider. After some deliberation, the hours chosen would be that the library will remain open on Monday 12/23, then close Tuesday 12/24 through Thursday 12/26, open Friday 12/27, then close Saturday 12/28 through Wednesday, January 1st, and re-open Thursday, January 2nd. Monday 12/30 will act as a staff work day. A motion to accept the Holiday Hours was made by Mrs. Dickow and seconded by Mrs. Sevedge. Motion carried.

An update about Miss Connie's memorial mural was shown via an artist's concept sketch of all the book characters atop of, under, or playing near books in a field, a work separated into two panels for each wall of Miss Connie's Corner. This was proposed by Catherine Urban, our art class teacher from Urban Art Studio, as the original artist, Mat Steder, will be moving once his daughter graduates high school. She would only charge \$35/hr instead of her usual \$40/hr and the project would likely be completed in about 30-35 hours. If we were to go ahead, half of the \$1,200 cost would be paid for via Miss Connie's memorial fund. While Sarah asked the Board if there were any other characters they'd like to see, a question of copyright did come up. Originally, Mat Steder would've changed the characters just enough to avoid any issue.

However, it may still be a problem even with alterations, so we will consider the idea further, perhaps having the artist come up with an idea without storybook characters.

Librarian's Report: Fourth of July parade was a hit with our Frisbees, as have Book Bucks; both have been great for our public relations. IPLAR will be due on September 1st. Staff meeting was held on 7/17. Laura from Sikich met with us to discuss our financial statements, starting in July, for financial transparency. Burpee Museum will be bringing in their reptiles on Thursday; Maker Mondays, Books with Friends, LEGO Night, Friday Silent Story Time for Adults, our annual Book Sale, Princess Story Time with Rachel Swinson, and Cypress House Market booths are just some of the ways we've been promoting the library during this summer. Our outdoor Summer Movie Night showing of "Ice Age" was a hit with 40 people attending. Delegates meeting via Zoom on July 31st.

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

Juan Martinez

Recording Secretary

Approved:

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

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

Absent: None.

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

Call to Order: At 7:10pm, Board President Teresa Haggstad called the Meeting to order.

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

Finances: The August 2024 Vendors' List was presented, with twice the Hoopla bill as they hadn't received our last payment. Along with our EBSCO periodicals renewal, they offer online databases for public libraries; we will sign up for and post these links on our website soon. Discovery Center's Starlight Lab, and Dreams Come True Events LLC, which is run by patron Rachael Swinson, who is featured as Princess Story Time, are also on the list. All of our other bills were usual. A motion was made by Mrs. Dickow and seconded by Mrs. Sevedge to approve the Vendors' lists for July 2024. Motion carried.

The Monthly Financial Report for June was presented, showing expenditures only. Our first Tax Distribution Summary, \$359,217.46, was received, some of which could go into a certificate of deposit, as we could get a rate of 4.25% through Central Bank Illinois. The Yearly Financial Report was also presented, with all the fund balances listed at the bottom.

Unfinished Business: A sketch of new mural concept was shown to the Board, as the old one has copyright issues, as we'd need to get permission to use every single book character desired. Keeping the tree garden theme, the artist would incorporate elements of Miss Connie into the mural -- including gnomes, pumpkins, ballgames at University of Illinois, bookworms, books as steps, St. Bernard dogs, the EIU panther mascot, mushroom gnome houses, fish, and hummingbirds -- all of which remind us of her in some way.

Recognition of Visitors: None.

New Business: The Annual Secretary's Audit is ready to go and will need to be viewed and signed by two Board members. Mrs. Haggstad and Mrs. Sevedge will do so. Our IPLAR report will be due on September 1st. Sarah is working on that and will turn it in before she leaves on vacation.

The Union Pacific Big Boy No. 4014 steam locomotive will be making a stop in Rochelle at the UP Global III facility, arriving on Friday, Sept. 7th, open to UP workers and their families on Saturday, Sept. 8th, and open for public viewing on Sunday, Sept. 9th. On Monday, there would be a whistle stop visit at the Rail Park from 8:45 AM to 9 AM. Sarah had asked the Board what the library should do for that weekend, as the last time the train came had come to town was on Tuesday, July 30, 2019 and thousands of people were at the Rail Park. The City of Rochelle estimates that 20-30 thousand people would come to town for the event that Sunday but the train would not stop at the Rail Park, which will have activities there; the City would also have activities at Cypress House and Kennay Distillery with shuttle services to and from each location but not to the train itself, to prevent loitering around it per UP's request. Since the train and Big

Boy activities would be at Global III and other locations, but not necessarily downtown near us, the Board decided not to have the library open that Sunday.

Librarian's Report: We're all proud of the staff for all their hard work this summer for our Summer Reading program. For our End of Summer party, we had a foam party master from Foam Party All Stars shoot foam at all the kids within a 20-foot play area; it was well-attended and well-received. Our annual book sale was set up by Anne and will run from 10 AM – 4 PM on Saturday, August 17th and all of next week during regular business hours. We were a part of National (Police) Night Out on Tuesday, August 6th, where we featured a Smokey The Bear game and a card for his 80th birthday. Miss Sarah and the Rochelle Rotary will have a ribbon cutting ceremony next to our new Pollinator Garden by the bookdrop right before the book sale. Our theme for the Lincoln Highway Heritage Festival parade is the '70s. IPLAR will be due on September 1st. Staff meeting was held on 8/14. Miss Sarah was featured on one of photographer Danny Williams' YouTube channels called Passion Project, where he interviews local people who are passionate about something. Jeff Helfrich dropped off new Rochelle News-Leader bound newspaper books from 2019-2023 to add to our collection. The library will be teaming up with the Senior Center for their Oktoberfest party on Thursday, October 10th from 4-7 PM featuring the Mike Schneider Polka Band.

Adjournment: A motion was made by Ms. Waltrip and seconded by Mrs. Klindera to adjourn the meeting at 7:57 pm.

Juan Martinez

Recording Secretary

Approved: 09/19/2024

FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT
Board of Trustees - Regular Session
September 19, 2024

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

Absent: Jackie Dickow.

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

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

Minutes: Mrs. Haggstad requested a motion to close the Public Budget Meeting Hearing. Mrs. Sevedge so made the motion and Mrs. Klindera seconded. Motion carried. Mrs. Haggstad then called the Regular Meeting to order and requested a motion to approve the August 2024 Regular Meeting minutes. Ms. Waltrip so made the motion and Mr. Nicoloff seconded. Motion carried.

Finances: The September 2024 Vendors' List was presented, with Entré's being double since it is for two months' worth of service, and a payment for the Mike Schneider Polka Band for the Oktoberfest at the Senior Center on October 10th. Nothing else out of the ordinary. A motion was made by Mr. Nicoloff and seconded by Mrs. Sevedge to approve the Vendors' lists for August 2024. Motion carried.

The Monthly Financial Report was presented, showing expenditures only. Our third Tax Distribution Summary, \$19,474.33, was received; more than half of the total tax has been received for the year so far. Next month will feature the September report and the Quarterly report. Some of the money will go into a certificate of deposit, as we can get a rate of 4.0% through Central Bank Illinois for a year. The Yearly Financial Report was also presented, with all the fund balances listed at the bottom.

Unfinished Business: Starting on September 30th, the mural artist will work on Miss Connie's mural on Thursdays and Fridays in October with the last day planned for October 31st. We would then decide on and plan for a ceremony.

Recognition of Visitors: None.

New Business: Ordinance No. 24-1, The Budget And Appropriation Ordinance, was presented with all the estimated totals of revenues listed for FY 2024. The General and Grant funds are combined on this list and all the appropriations total \$1,015,600.00; a roll call vote to pass this Ordinance was conducted, with all parties voting "Yea". Motion carried. The certification page will need to be signed by Library Board Treasurer Sue Sevedge.

Election packets were passed out as election season is upon us again and all board members except Mrs. Sevedge will have to run. How this came to be is because some members' four-year terms are up in April 2025 while two others, Mr. Nicoloff and Mrs. Klindera, had been appointed for two-year terms in May 2023 and now must run again for a four-year term. They'll need to collect 35 signatures, fill out an Economic Impact Statement and SBE Data Entry Card, and turn in all election packet materials during the week of November 12-18.

Mrs. Flanagan and Mrs. Sevedge will sign the Country Financial Insurance bonds that each will need; Sarah's is for \$10,000 and Sue's is for \$275,000. Johnson Controls tested the antifreeze in the sprinkler system; since it tested at 0°F and not -25°F, the antifreeze will need to be replaced before winter. It was last replaced five years ago and the cost now will be \$4,025.31, which can be taken out of the Insurance Fund. A motion to pay for the service was made by Mrs. Sevedge and seconded by Ms. Waltrip. Motion carried.

Librarian's Report: We're busy creating our home school kits; containers will have various kits to check out, such as Robot, Coding, Math, Base Ten circles, Binoculars, and a Telescope. Kits will be loaned out for four weeks, and the Telescope kit would only be checked out for a week and only available to those over 18 years old. Seed Library kits for Spring 2025 are also being made. Six boxes of seeds were donated to us from Walmart, some of which will go towards a seed project in Haiti. On Columbus Day, the Discovery Center Planetarium will be here from 10:30 to noon. Lightbeam Players Children's Theater group will also perform at 2 PM and 4:30 PM. IPLAR and ILL reports were turned in before September 1st. Constitution Week setup, with the proclamation signed by the Mayor, is currently up. Rotary Calendars for 2025 are now in. Fall Festival set for Saturday, October 19th from 2:00 – 4:00 PM. Senior Center smartphone classes are going well. 4-H Green Thumbs have cleared off our raised beds. Mrs. Dawn Hill has started her homeschool high school literature class on Fridays in the meeting room; she currently has six students.

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

Juan Martinez

Recording Secretary

Approved: 10/17/2024

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

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

Absent: Jackie Dickow, Sheri Klindera, Darci Waltrip.

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

Call to Order: At 7:02pm, Board President Teresa Haggstad called the Regular Meeting to order.

Minutes: Mrs. Haggstad requested a motion to approve the September 2024 Regular Meeting minutes. Mr. Nicoloff so made the motion and Mrs. Johnson seconded. Motion carried.

Finances: The October 2024 Vendors' List was presented, with Rochelle Rotary's bill for \$222.50 instead of its usual amount. Otherwise, nothing remarkable about the bills. A motion was made by Mrs. Sevedge and seconded by Mr. Nicoloff to approve the Vendors' lists. Motion carried.

The Monthly Financial Report for September was presented, with the next tax settlement bringing in \$219,162.72, so the total now is \$610,125.57. Some went into a certificate of deposit at a rate of 4.25% through Central Bank Illinois, which was opened last month. The Yearly Financial Report was also presented, with all the fund balances listed at the bottom. The First Quarter FY2025 report was also shown but Quickbooks Online doesn't show the balances of our CDs or bank accounts, so for the Board's benefit, a separate sheet with all bank balances was produced and distributed.

Unfinished Business: None.

Recognition of Visitors: None.

New Business: Ordinance No. 24-2, the Levy and Assessment of Taxes for Fiscal Year July 1, 2024 – June 30, 2025, was discussed. The appropriations total comes out to be \$1,015,600.00 and the total amount to be levied set at \$723,250.00. This is a 7.81% increase from last year. The Equalized Assessment Valuation (EAV) tax computation for Ogle County last year was \$326,710,885 and this time it was \$354,062,031. Both Teresa Haggstad and Sue Sevedge signed the resolution and the passing of this Levy required a roll call vote. All present voted "Yea", motion passes.

Other: Mrs. Flanagan and Mrs. Sevedge have signed the Country Financial Insurance bonds that each will need; Sarah's at \$10,000 and Sue's at \$275,000. They're not in yet but it's done. Our antifreeze loop in the sprinkler system has been serviced by Johnson Controls and is now ready for winter. Our audit from Sikich will begin on-site during Thanksgiving week.

Librarian's Report: We had the Discover Center Planetarium here on October 14th with over 40 kids, as well as the Lightbeam Players Children's Theater that had 100 people attend. Our library hay bale theme of Mother Bruce was put up. On October 25th at 6:30 PM we will host our Outdoor Halloween Movie event, with the movie still to be determined. Oktoberfest at the Senior Center was a hit with their polka band; Senior computer class will have its last week this week. Family Reading Night in November will unveil Miss Connie's memorial mural; it should be finished before then. Fall Festival set for Saturday, October 19th from 2:00 – 4:00 PM.

Master Gardeners have taken seeds from our seed library and will give them to a charity in Haiti run by Ed and Anne Rice called the Three Angels Ministry, where the seeds can help their community to grow their own food, promoting our "Communities Helping Communities" theme. The Christmas Walk theme will be Snowmen At Night. Early this morning, Faten Abdallah donated a series of YA books signed by the author about a Palestinian girl. Ashley and Sarah will attend a home school group across the street to offer input on checkout times and more regarding their collection.

Adjournment: A motion was made by Mr. Nicoloff and seconded by Mrs. Sevedge to adjourn the meeting at 7:35 pm.

Juan Martinez

Recording Secretary

Approved: 11/21/2024

Flagg-Rochelle Public Library- Minutes

November 21, 2024

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

Absent: Juan Martinez, Assistant Library Director; Lanning Nicoloff, Trustee.

Also Present: Sarah K. Flanagan, Library Director; Jeff Fiegenschuh, City Manager (via Zoom) and John Bearrows, City Mayor (via Zoom).

The meeting was called to order at 7pm. John Bearrows and Jeff Fiegenschuh gave a presentation about the Housing Incentive Intergovernmental Agreement. We listened to the presentation and asked questions.

The Truth In Taxation Hearing was called to order at 7:50pm and closed at 7:52pm. **Motion to close the Truth In Taxation Hearing. Maker-Jackie, Second- Sue. Passed by unanimous voice vote.**

Minutes- **Motion to approve the October 17, 2024- Regular Meeting Minutes. Maker-Jackie, Second- Sherri. Passed by unanimous voice vote.**

Finances- Mrs. Flanagan presented the Monthly Financial Report for October 2024 and the Tax Settlement Sheet for the Fifth Distribution for \$44,079.77. We discussed the Vendor's List and discussed Catherine Urban and the mural payment for \$1155.00. **Motion to approve the November 2024 Vendor's List. Maker-Darci, Second- Sherri. Passed by unanimous voice vote.**

Motion to approve the Housing Incentive Intergovernmental Agreement if our Attorney Phil Lenzini says it is legal and he approves it. Maker-Jackie, Second-Sue. Passed by unanimous voice vote.

Motion to approve the Levy Ordinance No.24-2 an Ordinance Providing Levy and Assessment, Secretary's Certification and Certification of Compliance with P.A. 82-102. Roll Call Vote: Mrs. Dickow-Yes, Mrs. Haggstad- Yes, Mrs. Sevedge-Yes, Ms. Waltrip-Yes, Ms. Klindera-Yes, Mrs. Johnson-Yes. Passed by unanimous voice vote.

Mrs. Flanagan handed out the 12-Month Treasurer's Report. **Motion to approve the 12-Month Treasurer's Report. Maker-Jackie, Second- Sue. Passed by unanimous voice vote.**

Mrs. Flanagan explained the requirements of the Per Capita Grant application for 2025. It is due in January. The Auditor will be coming to complete the audit work at the Library on November 25th.

Motion to give the Staff Christmas Gifts. Part-Time workers \$100, Full-Time workers \$200.00. Maker-Jackie, Second- Darci. Passed by unanimous voice vote.

Other- Mrs. Flanagan will look into getting a plaque for Ms. Connie's mural.

Mrs. Flanagan gave the Librarian's Report. She discussed the TIF Meetings, Art Camp, the Christmas Walk Parade, the mural and our great staff.

Motion to adjourn at 8:20pm Maker-Darci, Second- Sherri. Passed by unanimous voice vote.

Sarah Flanagan

Recording Secretary

Approved

1/16/2025

FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT
Board of Trustees - Regular Session
January 16, 2025

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

Absent: Kelly Johnson.

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

Call to Order: At 7:03pm, Board President Teresa Haggstad called the Regular Meeting to order. The Board recognized Nick Bava, auditor from Sikich, who was allowed to speak first regarding the Annual Financial Report. Ashley Capes, Head of Children's Programming, was then allowed to speak afterwards so that neither had to stay for the whole meeting.

Minutes: Mrs. Haggstad requested a motion to approve the December 2024 Regular Meeting minutes after a change to edit the document was requested by Mr. Nicoloff. Sarah would so make the change. Mr. Nicoloff made the motion and Mrs. Sevedge seconded. Motion carried.

Finances: The December 2024 and January 2025 Vendors' Lists were presented, with The Cincinnati Companies bill for \$2,813.00 for Officers' insurance. A motion was made by Mrs. Dickow and seconded by Ms. Waltrip to approve both Vendors' lists. Motion carried.

The sixth Tax Distribution occurred on November 22nd for \$5,793.60 and with interest of \$1,791.24, we are fully funded at \$661,790.24. The Monthly Financial Reports for December and January were presented, as well as the Quarterly and six-month reports. Juan and Sarah met with Laura at Sikich to begin a monthly assessment of reports given to the Board as well as suggestions to correct items in the ledger so that they get accurate information and also to make future audits easier, potentially eliminating a deficiency cited every year in our annual audit as well. QuickBooks Online is auto-paying our taxes but Juan will still need to enter info manually for payroll.

Nick Bava presented the Independent Auditor's Report and opinion on financial statements using GAAS, GASBY, and Management's Discussion and Analysis (MD&A). The library maintains its accounting on a modified cash basis and total capital assets amount to \$2,189,902 and accumulated depreciation totaled \$1,704,378 as of June 30, 2024. Basic Financial Statements, such as Statement of Net Position (a net change of \$66,000), Activities, Assets, Liabilities And Fund Balances, were reviewed in the report as well as Future Accounting Pronouncements and Sikich's recommendations to fix Material Weaknesses and Significant Deficiencies.

Unfinished Business: None.

Recognition of Visitors: Nick Bava, CPA, MAS, Principal and auditor from Sikich (via Zoom); Ashley Capes, Head of Children's Programming.

New Business: The audit went very well, which only took one day's work to do here as opposed to up to three days in previous years. It was completed on December 10th. No issues with it, so Mrs. Haggstad requested a motion to approve. Mr. Nicoloff so made the motion and Mrs. Sevedge seconded. Motion carried.

The Illinois Funds, an investment pool that the auditor had suggested we use, allows not-for-profits and local governments to deposit up to \$250,000 into one account and it would give the

library another place to put tax money into as, with the exception of Rock Valley Federal Credit Union, we have an account with every bank in town, some of which exceed the FDIC max. While this money is not FDIC insured, it would be instead be insured by the state of Illinois, is rated AAmmf by Fitch, and several other entities in town use this service, such as The Park District, The City of Rochelle, and the Township. There is no set minimum. Mrs. Haggstad requested a motion to approve the opening of an account through Illinois Funds. Ms. Waltrip so made the motion and Mrs. Sevedge seconded. Motion carried.

Other: Ashley Capes spoke of the many upcoming library programs, such as Seed Swap Day on Saturday, January 25th with the Master Gardeners. For the first week of February, the Homeschool classes start with the Lightbeam Players' theater workshop featuring a royalty dance class, Rookie Gardening on Tuesdays to learn the basics of planting, there'll be an Anti-Valentine's Day event on February 13th for tweens and teens, a painting class for kids on February 17th as there's no school that day (it filled up in less than a day), along with the regular offerings of Books With Friends, Gamer Thursdays, and Coloring Club. Blind Date With A Book will return this month as well.

In March, there will be an adult painting class and a Homeschool Play workshop. During Spring Break, the Lightbeam Players will have "The Cowardly Lion and the Quest for Oz" performance. In April, a Homeschool Theater boot camp, where kids can try theater out, will be held as well as an adult art weaving class being offered. Jerry Moffitt of Do Art Productions will have an art class on May 6th. Hawthorne Inn will begin their historical book club with Tilly's Story.

Librarian's Report: For December, we're working on the Per Capita Grant, as well as working on a homeschool grant, due January 31st, to give 10 homeschool families an out-of-district library card for RTHS students, which the school will then direct interested parties to contact the library. Seed Swap Day will be held on Saturday, January 25th, the DAR will have their meeting here at the library, 4H and Girl Scouts will work on and deliver Christmas cards for residents at Liberty Village. For January, tax forms were ordered. We've been trying to find someone to shovel our snow and Eric Livingston has agreed to take this job on. Ann Marie at RTHS has gotten new furniture for their library as part of a remodel and had asked us to come try it out. She will be retiring in May. Some issues with the homeless population was discussed at the staff meeting.

Adjournment: A motion was made by Mr. Nicoloff and seconded by Ms. Waltrip to adjourn the meeting at 8:11 pm.

Juan Martinez

Recording Secretary

Approved: 2/20/2025

FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT
Board of Trustees - Regular Session
February 20, 2025

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

Absent: None.

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

Call to Order: At 7:10pm, Board President Teresa Haggstad called the Regular Meeting to order. The Board recognized Rosie Pawlowski, who is eight years old and wanted to ask the Board if the library was willing to host a kids talent show sometime in the summer, for ages four and up. Her parents will reach out to Ashley Capes, Head of Children's Programming, to arrange a date and time.

Minutes: Mrs. Haggstad requested a motion to approve the January 2025 Regular Meeting minutes. Mrs. Dickow so made the motion and Mrs. Sevedge seconded. Motion carried.

Finances: The February 2025 Vendors' Lists was presented, with Sarah and Juan having met with Laura from Sikich earlier this week; as Quickbooks Online is giving us issues, Laura was able to clear up our Not Specified column to generate a clean financial statement. There's money in all of our accounts and with the \$15,000 in bills this month, our General Fund will drop to around \$50,000. Some money will soon be going into our Illinois Funds account. A motion was made by Mrs. Dickow and seconded by Ms. Waltrip to approve both Vendors' lists. Motion carried.

Unfinished Business: None.

Recognition of Visitors: Rosie Pawlowski and her parents.

New Business: A Review of The Closed Session Minutes & Recordings Open Meetings Act was held, with documentation of these meetings from 08/13/01 to 06/20/24, along with the essence of the minutes describing each session, was shown. A motion to keep the Closed Session Minutes closed was so made by Mrs. Sevedge and seconded by Ms. Waltrip. Motion carried.

Other: Economic Interest Statements are here and ready to be filled out, which Members can either give to Sarah to mail out or they can fill them out later and mail them out themselves. When Sarah asked the County Clerk whether Members could be appointed, the answer was yes, for a two-year term. In the upcoming election on April 1st, there are five terms up but only three Board Members running.

Librarian's Report: Blind Date With A Book is going well and we have bought the prizes that the winner will receive, two boxes of chocolates and a gift card. The Per Capita Grant has been completed, as has the Community Foundation grant, which we'll be asking for funds for sensory boards, light sensory tables, train boards, as well as for some Tonies Screen-Free Audio Players and accessories for grade schoolers and Yoto Players, very similar to Tonies Players, for 3rd and 4th graders. For the staff, some standing desks on wheels, yoga balls, and yoga chairs were requested to increase staff productivity. From The Heart, the annual fundraising event for Rochelle Rotary, will be ending its successful 18-year run this year as there's not enough leadership to continue the program. Our Puzzle Exchange area is now open for patrons

to put together a puzzle set here at the library, keep the set, or swap it out with a set that they have at home. Puzzles are located below the DVD shelves upstairs and the limit is two per family. Spring Into Reading will be underway with the Green Thumbs starting up again as are the LightBeam Players and 4-H. Library staff had their meeting yesterday and the homeschool kits are now ready to be checked out by the public.

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

Juan Martinez

Recording Secretary

A0pproved: 3/20/2025

FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT
Board of Trustees - Regular Session
March 20, 2025

Trustees Present: Lanning Nicoloff (arrived 7:15pm), Jackie Dickow, Sheri Klindera, Sue Sevedge, Darci Waltrip.

Absent: Teresa Haggstad, Kelly Johnson.

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

Call to Order: At 7:06pm, as there was no word whether or not Mr. Nicoloff would be attending and he hadn't yet arrived, Jackie Dickow called the Regular Meeting to order.

Minutes: Mrs. Dickow requested a motion to approve the February 2025 Regular Meeting minutes. Ms. Waltrip so made the motion and Mrs. Klindera seconded. Motion carried.

Finances: The March 2025 Vendors' Lists was presented, with two additions. The insurance bill premium was added and a check to Eric Livingston was made as it had snowed today! The application for the library's new The Illinois Funds account was sent out; \$15,000 from Holcomb State Bank would initially be deposited into this account after Sarah transfers the money into the Stillman General Fund, along with \$60,000 from First State Bank to cover bills as they total more than \$40,000 this month. A motion was made by Mrs. Sevedge and seconded by Mrs. Klindera to approve the Vendor's list. Motion carried.

Unfinished Business: None.

Recognition of Visitors: None.

New Business: Our library building insurance comes out to \$12,949.00 as we had locked in a three year agreement; this is sure to rise when a new agreement is reached. With Directors & Officers, it comes to \$16,582.00, which we've paid. Fun fact: our General Liability Insurance for the building extends to a 100-ft radius.

Other: At the Staff Meeting, they had discussed the possible Federal Budget cuts as the Federal Museum and Library Grants funding were abruptly cut last Friday; affecting 75 people and amounting to only 0.0003% of the total budget. It would affect us with our access to Access 360 and eBooks, Summer Reading Programs, Per Capita Grants, Fiber, and E-RATE, which is based on our community's 90% free and reduced lunch rating. E-RATE pays so that we only pay Comcast \$50/month for internet. Without that, it would be \$500+/month. Talking Books would also be affected, which Lincoln Manor and Liberty Village, among others, use as a source for audiobooks, braille services, and macular degeneration player devices and USB cassettes. While we are in the best financial shape in our history, we will be okay but may have to consider cutting cool programming for the next few years.

Librarian's Report: The library is your Spring Break Staycation Destination, with Donuts and a Movie on Monday, a tiny art, food, and mixed media art workshop on Tuesday, Storytimes and Coloring on Wednesday, The Lightbeam Players performing The Cowardly Lion show on Thursday, and a showing of the movie Wicked, along with a pizza party on Friday. Summer Reading theme will be Leveling Up at the Library with videogames and Dragon wrapped around books. Magazines have been shifted. At the Staff Meeting, they've started setting up new Goals, Tasks, and Assignments for our new five-year plan in a world with potential budget cuts. The Adult Social Services Handbook is being updated and will include homeschooling options

online. If social counselors and Head Start were to be cut or affected, we could step in and offer a third space for preschool and their services. We are also exploring new technologies and community offerings for checkout, such as hotspots, tablets, and passes to such venues as museums (Burpee, etc.), Spring Lake, and Brookfield Zoo. Laura Babula at Sikich helped Sarah and Juan with the financial reports. The Rochelle Area Community Foundation will award recipients, 40 grants so far to be considered, in April.

Adjournment: A motion was made by Ms. Waltrip and seconded by Mrs. Klindera to adjourn the meeting at 7:26pm.

Juan Martinez

Recording Secretary

A0proved: 4/17/2025

FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT
Board of Trustees - Regular Session
April 17, 2025

Trustees Present: Teresa Haggstad, Lanning Nicoloff, Jackie Dickow (via Zoom), Darci Waltrip.

Absent: Kelly Johnson, Sheri Klindera, Sue Sevedge.

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

Call to Order: At 7:03pm, Mrs. Haggstad called the Regular Meeting to order.

Minutes: Mrs. Haggstad requested a motion to approve the March 2025 Regular Meeting minutes. Mrs. Dickow so made the motion and Ms. Waltrip seconded. Motion carried.

Finances: The April 2025 Vendors' Lists was presented, with payments set for Elijah Botts and the LightBeam Players Theatre workshops, to Entré as we've gone through the previous prepaid block of hours, and payment to Sara Pohl for the dirt for our raised beds for 4-H and Green Thumbs' Homegrown Healthy programs. A motion was made by Mr. Nicoloff and seconded by Ms. Waltrip to approve the Vendor's list. Motion carried.

We had sent our information to open our account with The Illinois Funds on March 17, only for the paperwork to come back to us as undeliverable and unable to forward as their office has moved and is no longer at the form's provided address. Sarah will try to contact someone to see if we can resubmit our paperwork online.

March and First Quarter Financials were presented, with Laura Babula at Sikich having gone over the numbers to make sure that they were correct. Our Tax Computation Report showed us as levying for \$713,250.00 and receiving almost as much at \$697,628.17.

Unfinished Business: None.

Recognition of Visitors: None.

New Business: For Election Appointments, the swearing in will occur next month as there are still no official results. Teresa Haggstad, Lanning Nicoloff, and Darci Waltrip, having won their races, will not need to run again until 2029. Treasurer Sue Sevedge will have to run in 2027, while Jackie Dickow and Sheri Klindera are slated to be appointed for a two-year term and can run again after that time. As Kelly Johnson is not running again and her seat is available, the Board discussed some potential names to ask if they'd be interested. Ms. Waltrip said that Faten Abdallah had reached out to her regarding getting more involved in our community, so as a business owner, school principal, and accomplished professional, she would be a great fit. The Board asked Ms. Waltrip to please reach out to her to gauge her interest.

Mr. Nicoloff took the opportunity to commend Ashley Capes (Head of Children's Programming) and Sarah Flanagan for their recent Chautauqua presentation held at the Flagg Township Museum. He found it to be informative, thorough, and interesting as there were things that he learned through this event. The Board is and should be proud of the work they're doing here and via outreach in our community.

Other: The library has been a safe third space location where Department of Children and Family Services visits can be held as there is no DCFS office in town, and the library staff hasn't encountered any problems until recently when a mother was heard yelling at a social worker

while she was getting critiqued about her handling her four boys at a visit. It had gotten so heated that a staff member had to report it to the director. Both Chris Adams and Sarah Flanagan wrote up a statement of what they had witnessed for our files. Sarah had also talked to the mother and to the DCFS workers to calm the situation down. No further incidents have occurred with the mother in question.

Librarian's Report: We were busy this Spring Break season where we had a lot of kids visit the library for programming. Schools are closed, so we need to shine – we had movies, crafts, snacks, and fun. Our Summer Reading theme will be "Level Up At The Library"; this year we will implement a new flier procedure where we will direct people to download a QR Code to get the flier with all the programming notes instead of printing them to pass out to all the students. The staff meeting was cancelled in favor of Sarah attending an important meeting regarding the homeless situation in our community. It was attended by the police and fire departments, as well as the Rochelle Rescue Mission and others in order to brainstorm ideas and sources for funding should budget cuts and other decisions at the federal level affect us. Food pantry visits have increased from 40 families per week to 100 families per week and the biggest concern will be the cuts to Medicaid. PrairieCat Delegates meeting is on April 30th. We received \$3,500 from Rochelle Community Foundation funds for our thingamajigs and sensory boards grant. Master Gardeners and 4H will have gardening programs and promote our seed library for Earth Day as well as begin their Homegrown Healthy program on June 3rd, which is a ten week camp where participants learn to hydroponic garden. We had the Illinois Tollway here to help people set up their new sticker transponders and they had helped 128 people. We will definitely have them here again on May 29th from 1-6 PM.

Adjournment: A motion was made by Ms. Waltrip and seconded by Mrs. Dickow to adjourn the meeting at 7:30pm.

Juan Martinez

Recording Secretary

A0pproved: 5/15/25

FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT
Board of Trustees - Regular Session
May 15, 2025

Trustees Present: Teresa Haggstad, Lanning Nicoloff, Jackie Dickow (via Zoom), Sheri Klindera, Sue Sevedge, Darci Waltrip.

Absent: Kelly Johnson.

Also Present: Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director; Faten Abdallah, Prospective Trustee.

Call to Order: At 7:04pm, Mrs. Haggstad called the Regular Meeting to order.

Election of Officers: Mrs. Haggstad, Mr. Nicoloff, and Ms. Waltrip had won their elections for their positions and were certified while Mrs. Dickow, Mrs. Klindera, and Mrs. Abdallah were hereby appointed to theirs; a motion to do so was so made by Mr. Nicoloff and seconded by Mrs. Haggstad. Motion carried. Documents attesting to the elections were signed; due to the weather, Mrs. Dickow will come in to sign hers. The Official Record of Elections was finally received and passed out and the Oaths for Library Trustees were then administered.

Minutes: Mrs. Haggstad requested a motion to approve the April 2025 Regular Meeting minutes. Ms. Waltrip so made the motion and Mrs. Dickow seconded. Motion carried.

Finances: The May 2025 Vendors' Lists was presented, with payments set for Elijah Botts and the LightBeam Players Theatre, Entré for two months' worth of service, Sikich for the rest of the audit, Shaw Media for Dixon Evening Telegraph, and to Vicki's Baked Goods for Summer Reading Kickoff dragon themed cookies. A motion was made by Mr. Nicoloff and seconded by Mrs. Klindera to approve the Vendor's list. Motion carried.

April Financials were presented, with Laura Babula at Sikich having gone over the numbers to make sure that they were correct.

Unfinished Business: None.

Recognition of Visitors: None.

New Business: For the Summer Reading flier, the library is employing a QR Code for patrons to download it, as it is seven pages. But they can also pick up copies at the library. The return of Book Bucks! As well as a new K-4th Grade Reading Dragons with Friends trading card sets will be given to kids who meet their reading goals. Summer Programs in June begin with Homegrown Healthy for adults on June 3rd. LEGO club, Lighthouse Players, Pokémon Fan Club, Art & Chill for older kids, outdoor movie night featuring Jumanji (1995), Rochelle Park District offering games to play free of charge, Musical Theater Dance, Art workshop, Summer Thrills teen book club, and a Talent Show are some of the programs for this month along with the regular programming. In July, a Comic Workshop, Library Theatre Camp, Star Weaving workshop, Play In 90 Minutes, and Rochelle Trivia with the Flagg Twp Museum are also added to the mix. The library will be at Cypress House and the outdoor movie will be Sonic 3. In August, the End of Summer Party will feature the popular FOAM BLASTER!

Board Meeting dates will be set next month; third Thursday of the month seems to work well, so no changes to that. For our Committees, there are spaces available as Kelly Johnson is no longer on the Board. Since no one was interested in switching Committees, everyone remained

on their respective spots and Mrs. Abdallah would take over Mrs. Johnson's positions. A motion to formalize this was made by Ms. Waltrip and seconded by Mrs. Sevedge. Motion carried.

The Non-Resident Fee Ordinance was discussed. After using Census and other data, the average cost came out to \$125.40; some thought \$125 was close enough while others thought \$130. After discussion, it was agreed that \$126 would be the non-resident fee for the new fiscal year. A motion was made by Mrs. Dickow and seconded by Mr. Nicoloff. Motion carried. The Personnel Committee Meeting would be held one hour before the Regular Meeting next month.

Librarian's Report: Fliers were sent to the schools for Summer Reading. We received a grant from the Rochelle Area Community Foundation for our sensory thingamajig boards. We received our Tonies boxes to add to our children's multimedia section; figures such as Pete The Cat, Snoop Dogg, Angelina Balerina, and more are placed atop the box and it plays songs, stories, and more according to the character featured. PrairieCat Delegates meeting was attended by Sarah in Mendota on April 30th; she learned more about a PrairieCat app that has been in development and is now looking for volunteer libraries to test it. Gene Chaplin presented us with a flag that had been flown over the Capitol in D.C. Our flag pole now has a light on it so that people can see the flag flown at night. Our air handler was vandalized and we notified Rochelle Police; Helm was called in to fix the issue at a cost of \$440.00.

Adjournment: A motion was made by Mr. Nicoloff and seconded by Mrs. Sevedge to adjourn the meeting at 7:42pm.

Juan Martinez

Recording Secretary

Approved: 6/19/2025

FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT
Board of Trustees - Regular Session
June 19, 2025

Trustees Present: Teresa Haggstad, Jackie Dickow (via Zoom), Faten Abdallah, 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 7:03pm, Mrs. Haggstad called the Regular Meeting to order.

Minutes: Mrs. Haggstad requested a motion to approve the May 2025 Regular Meeting minutes. Ms. Waltrip so made the motion and Mrs. Sevedge seconded. Motion carried.

Finances: The May 2025 Vendors' Lists was presented. May Financials were also presented, with Laura Babula at Sikich having gone over the numbers to make sure that everything looked good. Our Certificate of Deposit at Central Bank will be due in August, so Sarah is renegotiating a rate to renew it. New tax money should be coming before July 1st. A motion was made by Mrs. Dickow and seconded by Mrs. Klindera to approve the Vendor's list. Motion carried.

Unfinished Business: None.

Recognition of Visitors: None.

New Business: The Personnel Committee – consisting of Teresa Haggstad, Lanning Nicoloff (who was not present but had sent in an inflation report), Jackie Dickow, and Sue Sevedge – had met an hour prior to the meeting to discuss Employee wages. The Committee agreed that a 3% raise would be given to everyone except to Ashley Capes, Head of Children's Programming and has run a lot of new programs, and Juan Martinez, who has taken on additional duties, with a 3.5% raise. A motion to accept the Committee's recommendation, set to begin July 1st, was made by Mrs. Dickow and seconded by Mrs. Sevedge. Motion carried.

Ordinance 24-4, Concerning Meeting Dates for Fiscal Year 2025-2026, was presented. The Board would continue to meet on the third Thursday of the month per usual. A motion to adopt Ordinance 24-4 via roll call vote was made by Mrs. Dickow and seconded by Ms. Waltrip. All present said "Yea". Ordinance 24-5, Concerning Wages of Employees on Public Works Act, for the establishment of prevailing wage. A motion was made by Mrs. Dickow and seconded by Mrs. Sevedge to adopt Ordinance 24-5 via roll call vote. All present said "Yea". Notices will go out to the newspaper soon, signed by Treasurer Sevedge.

The library's roof was discussed next, as two terra cotta tiles had fallen off the old Carnegie building and were found smashed on the ground due to recent storms. There was also leaking inside due to all the rain. Sterling Roofing was called to check on the wall and back corner. The boiler is also having an issue as the fire marshal had inspected it and it did not pass due to pressure issues with the valves. To fix it would cost around \$5,000 but we're waiting on parts. Failure to address the issue within 30 days could result in a fine.

The sprinkler system has also had issues recently, as there have been two separate leaks, one in the meeting room and another in the periodical room. The issue is the age of the pipes feeding into the system, which was replaced but the age of these pipes will continue to be a problem. Stagnant water was cleaned up but it had also gotten onto the carpet.

On Monday, it was hot inside the building, as if the air handler wasn't on. Jeb from Helm had taken a look and there is a leak in the A/C condenser coils, which unfortunately cannot be fixed as it would be a custom job and it'd take 100 lbs. of Freon to fill. The 40-year-old system operates with two circuits, Circuits One and Two. Circuit One is working, however Circuit Two is where the leak was found, so that one is currently shut off. Jeb recommended that Circuit One be run continuously, as the system wouldn't be able to catch up and remove the humidity otherwise. He made Sarah aware of a program that schools and public entities use called the Equalize Program where funding is made available to address issues like this. Sarah would also investigate construction grants through the State of Illinois which may offer up to \$125,000 for assistance.

Librarian's Report: Homegrown Healthy and Reading Dragons kicked off our Summer Reading event. Pokémon, Art & Chill, Story Time, Coloring Club, and Book Clubs are all doing well. Jumanji (1995) was shown at our first outdoor movie event, our flower barrels are filled with wonderful deep red petunias. The DAR, DRA, Rotary, Hub Senior Center, and CAN are all either meeting here or have staff involved on their boards. Our staff meeting will be held on June 30th. Staff attended the Rochelle Area Community Foundation Grant Open House, where the community learned of how we plan on using our grant for a train table, light table, and activity centers positioned throughout the downstairs area. Staff is looking forward to being in the July 4th parade with patriotic rubber duckies and bracelets to hand out.

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

Juan Martinez

Recording Secretary

Approved: 7/17/2025