

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 13, 2024**

I. CALL TO ORDER

The meeting was called to order by President Hoyle at 7:00 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present in person: Trustees Ashok Dhiman, Lauren Dixon, Ben Hoyle, Ken Johnson, Sharon Karpriel and Natalie Valenti. Also Present: Director Timothy Jarzemsky and Courtney Mohr, Auditor from Lauterbach & Amen, LLP. Absent: Trustee Kory Atkinson.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The November Board Meeting Agenda was reviewed. Trustee Valenti moved, and Trustee Dixon seconded **the motion**, that the agenda of the November 13, 2024 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the October Board meeting were reviewed. Trustee Valenti moved, and Trustee Dhiman seconded **the motion**, that the minutes of the October 9, 2024 Regular Library Board meeting be approved. The motion carried by voice vote.

VI. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Johnson moved and Trustee Valenti seconded **the motion**, that the Board approve the payment of bills for the month of November 2024, in the amount of \$86,443.37 and the transfer of approximately \$210,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Dhiman, Karpriel, Johnson, Hoyle, Valenti and Dixon. Absent: Trustee Atkinson.

VII. NEW BUSINESS

APPROVAL OF 2023/2024 AUDIT

Director Jarzemsky introduced Courtney Mohr from Lauterbach & Amen, LLP; and gave background on the audit process. Courtney thanked the Board for letting her attend the Board meeting to give a report of the Audit. She thanked Director Jarzemsky, and BPL staff for their hard work during this process. She then distributed the Annual Financial Report and Management Letter.

Courtney stated the Library met accounting standards and received an unmodified opinion, which is the highest rating you can receive on an Audit. She went over the MD&A section, balance sheet, statement of revenues, expenditures and changes in fund balances, notes

VII. NEW BUSINESS (Continued)

to the financial statements, and general fund. The Management Letter was then discussed. This letter has additional information that does not appear in the Audit Report.

The Board thoroughly reviewed the audit report and management letter. Based on this review, the following motion was made: Trustee Johnson moved, and Trustee Valenti seconded **the motion**, that the Board accept the FY2023/24 Audit as presented with the edit to page 22. The motion carried by roll call vote: AYES: Trustees Dhiman, Karpel, Johnson, Hoyle, Valenti and Dixon. Absent: Trustee Atkinson.

Removal from the Roll: Courtney Mohr, Auditor from Lauterbach & Amen, LLP leaves the meeting at 7:12 p.m.

VIII. REPORTS

LIBRARIAN'S REPORT

Attachment C shows the activities for the month of October. The BOO!mingdale Halloween Event is co-sponsored by the Village of Bloomingdale, Bloomingdale Police Department, Bloomingdale Fire Protection District, Bloomingdale Park District, and the Bloomingdale Public Library. The library portion of the event is 11-2 p.m. and we had roughly 1,200 people in attendance. We had great weather and a very successful event. We had many activities for patrons to enjoy in the library area: balloon artists, face painting, Halloween-themed games, stilt-walker, superhero characters, donuts and cider, photo booth area, a hay maze, bounce house, food truck, Milo's Lemonade, and more. The Village Public Works department assists with setting up the hay maze and cleaning up the event. BPL staff run the games, check-in table, hay maze, and more. Friends of the Library assist with the cider and donut table. Director Jarzemsky thanked everyone for their hard work on this event.

MONTHLY STATISTICS

Attachment D shows the activities for the month of October. Total circulation for the month of October was 21,222, slightly down from last year overall. eAudiobooks and eBooks are up. The holds lockers maintain an increase in usage.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – BPL had to close due to an emergency plumbing issue that has since been addressed and will have a preventative plan in place to reduce the

VIII. REPORTS (Continued)

likelihood of another occurrence. HVAC upgrades are currently in-progress.

LIAISON REPORTS

SWAN/RAILS – No report.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – Friends have a pop-up book sale planned for this weekend, and they also partnered with Honey Baked Ham for the holiday season and 20% of gift card purchased will be donated back to the Friends.

BIG – Attachment F shows a recap of the BIG meeting from 10/24/24.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

PUBLIC LIBRARY PER CAPITA GRANT

Each year the State Library offers Public Libraries the opportunity to apply for a Per Capita Grant. The Board and Director should review library standards and report on our ability to meet them. The current funding is at \$1.475/capita. The Board was provided access to the applicable standards. The Board carefully reviewed both the application and all of the standards. The Board was able to determine that BPL was meeting all standards. Director Jarzmesky will file and provide a completed copy to the Board.

ILLINOIS LIBRARY ASSOCIATION CONFERENCE STAFF REPORTS

Attachment H is a report from Aliya Estes, Young Adult Librarian; and Carol Lesson, Preschool Outreach Librarian; who both attended the 2024 ILA Conference in Peoria, IL.

ILLINOIS LIBRARY ASSOCIATION LEGISLATIVE MEETUPS

The Board is invited to attend the upcoming ILA Legislative meetup on Tuesday, December 3rd in Oak Brook, IL. Jamie Schingoethe, Business Office Assistant Department Head, will email to inquire if anyone wants to attend. Director Jarzmesky will be present.

XI. ANNOUNCEMENTS

Friends of the Library Book Sale- The Friends are hosting a popup one day book sale this weekend on November 16th.

Holiday Open House- The Annual Holiday Open House at BPL is from 6:45-8:45, tree lighting will take place at 6:45 p.m. and the event inside will be from 7-8:45 p.m.

XII. ADJOURNMENT

Trustee Valenti moved and Trustee Dixon seconded **the motion** to adjourn the November 13, 2024 Library Board meeting at 7:53 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____
(Minutes recorded by Jamie Schingoethe)