

**RE: Formal Ethics Complaint Against the Rochester Public Library District for Illegal  
Electioneering Activity**

10/31/2024

Bernadette Matthews  
Executive Director  
Illinois State Board of Elections  
69 W. Washington St., Suite LL08  
Chicago, IL 60602

Dear Executive Director Matthews,

The Rochester Public Library District Board and staff members have held multiple public meetings to discuss supporting increasing the limiting rate for the library (the “Vote Yes Referendum”) from .251672% to .671672%. At these regular board meetings, the board has gone beyond providing factual information or data about the referendum, as there were numerous mentions of activity that rises to advocating for the passage of the referendum or involvement with the official referendum committee, including statements such as:

- “Recruiting members for Vote Yes Committee.” (6/8/2023)
- “Recruit, Train, and support” for the Vote Yes Committee” (9/21/2023)
- “Begin the campaign for the referendum.” (11/9/2023)
- “The board discussed how to structure the Vote Yes honorary chairs and others who can serve on the committee.” (1/11/2024)
- “(President) Deen has drafted a campaign plan and will share.” (1/11/2024)

Illinois law prohibits the use of public funds being used for political purposes, including for advocacy in favor of or against a ballot measure or referendum and prohibits state employees and officials, including board members, from engaging in political activity on official time or with official resources.<sup>1</sup> State employees and officials, including voluntary board members, may use public funds to disseminate “factual information” relative to a public question—such as projections, descriptions, financial impact statements, etc.—but may not take a position on the referendum. This provision ensures that taxpayer dollars are not used for campaign purposes, maintaining a clear separation between government resources and electoral advocacy. Rochester Public Library trustees have repeatedly crossed the line into advocacy for a referendum since 2023.

---

<sup>1</sup> 10 ILCS 5/9-25.1. Violation of this provision is a class B misdemeanor, with subsequent violations rising to Class A. See also 5 ILCS 430/5-15(a) (*Illinois State Officials and Employees Ethics Act*).

It appears that at least two ad hoc committees were created at the 7/13/2023 Rochester Library District Board Meeting by the Board to primarily provide support to the Vote Yes Committee - the official referendum committee - the "Finance Communication Ad Hoc Committee" and the "Membership Recruiting Ad Hoc Committee".

- **6/8/2023 Board of Trustees Meeting**
  - "New business agenda items: Ad hoc Committee Financial Communications; Recruiting Members for Vote Yes committee tabled until July meeting"
- **7/13/2023 Board of Trustees Meeting**
  - "Ad hoc Committee-Financial Communications—it was discussed and agreed this committee is needed. A motion by Deen with a second by Kurtenbach and passed with acclamation."
  - "Ad hoc Committee–Recruiting Members for Vote Yes Committee; it was discussed and agreed this committee is needed. A motion by Deen and a second by Tepatti and passed with acclamation."

Below is a non-exhausted list of additional instances in which the Rochester Public Library Board appeared to engage in prohibited political activity in support of a referendum or a political committee supporting the referendum, with links to the minutes of each board meeting for convenience.

- **6/13/2024 Board of Trustees Meeting**
  - "Membership Recruiting Committee–board to provide names; committee completed and will Disband."
- **5/9/2024 Board of Trustees Meeting**
  - "Finance Communication Ad Hoc Committee: Met on 5/1 to review current communications; once budget numbers/formula and information available, additional communication to be created."
  - "Membership Recruiting Ad Hoc Committee: Talking to, and organizing list of volunteers"
- **4/11/2024 Board of Trustees Meeting**
  - "Finance Communication Ad Hoc Committee: Will meet 5/1/24"
  - "Membership Recruiting Ad Hoc Committee: Talking to, and organizing list of volunteers"
- **2/8/2024 Board of Trustees Meeting**
  - "Finance Communication Ad Hoc Committee: Will meet 2/12/24"
  - "Membership Recruiting Ad Hoc Committee: Review document and next steps"
- **1/11/2024 Board of Trustees Meeting**
  - "Finance Communication Ad Hoc Committee: Will meet on 1/25"
  - "Membership Recruiting Ad Hoc Committee: The board discussed how to structure the Vote Yes honorary chairs and others who can serve on the committee. Deen has drafted a campaign plan and will share. The Board and committee will continue to discuss at the next meeting."

- **11/9/2023 Board of Trustees Meeting**

- “Finance Communication Ad Hoc Committee: Shared suggestions from EveryLibrary Zoom Call from 10/27. A timeline, outlining activities for the referendum was outlined and shared. Next steps: 1) have community conversations with Rochester Community 2) share the positive results from the survey through social media and traditional media outlets 3) educate the Rochester community regarding library operating budget not increased in 25 years as well as cuts to come if referendum is not passed 4) January/February was suggested as a time to begin the campaign for the referendum.”
- “Membership Recruiting Ad Hoc Committee: Will meet in January”
- “Referendum Discussion: The board discussed and agreed upon the need for the referendum to occur Nov. 2024. Next steps to include: 1) Community conversations by board members with Rochester community to understand questions, concerns, and needs regarding a referendum 2) Identification of honorary co-chairs and supporters in January as well as Vote Yes members and funding sources 3) Continued relationship building with advocates and supporters 4) Continued discussion at the Dec. board meeting 5) Confirm tax formula; how to best communicate.”

- **9/21/2023 Board of Trustees Meeting**

- “Finance Communication Ad Hoc Committee: Met on 8/24 and 9/11. Goals for the committee are to communicate: 1) what happens and impact to the community if the referendum is not passed; 2) what the library does well and how; 3) how the referendum works and benefits the community. The committee will work on a short-term communication plan and a longer-term plan; target audiences were identified as well and identification of how to currently communicate to these target audiences”
- “Membership Recruiting Ad Hoc Committee: Met on 9/14; goals of the committee: 1) identify who could serve on “Vote Yes” committee; 2) define scope and responsibilities of chair/co-chair 3) recruit, train, and support 4) define/create a process for “Vote Yes” committee.”

- **8/10/2023 Board of Trustees Meeting**

- “Building Committee: Creative Entourage provided a summary of survey A. Library is positively viewed and is an asset to the community B. Majority is supportive of a referendum. C. Need to work on a goal/direction of referendum at the next board meeting. D. Work on a campaign strategy with Rob Wright”
- “Finance Communication Ad Hoc Committee: To meet-Aug. 24 @ 10:00”
- “Membership Recruiting Ad Hoc Committee: To meet- September 14 @ 5:30” However, those.”

- **5/12/2022 Board of Trustees Meeting**

- “Survey Proposals: On May 11, met with Rod Wright at a special meeting to discuss the need for a survey for referendum. RFP proposal dates need to be adjusted and will be reissued for a call for bids by June 9.”

- “EveryLibrary Referendum—will go back to John with plan and feedback.”

The Rochester Public Library District Board and its ad hoc committees, as well as other public discussion and actions that expressly support the passage of the referendum raise concerns under Illinois law, which prohibits the use of public funds and official time and/or resources for ballot measure advocacy or any other state election activity.

Despite guidelines allowing the board to only provide factual information to the public regarding the referendum, documentation from board meetings, as well as the library’s own website and section on the Referendum, clearly advocate for the passage of the referendum. By engaging in actions beyond neutral, informational outreach, the board has crossed the line between permitted public education and prohibited political promotion. Taxpayer resources should never be used to advocate for or against any matter before those taxpayers and to do so erodes public trust.

We ask the State Board of Elections to investigate the use of public funds and resources by the Rochester Public Library Board to support and advocate for the passage of the Referendum between 2022 and November 2024 for violations of Illinois law.

Sincerely,

Brian Costin, Deputy State Director  
Americans for Prosperity – Illinois  
1834 Hicks Road, Suite B  
Rolling Meadows, IL 60008  
[bcostin@afphq.org](mailto:bcostin@afphq.org)  
847-513-4326

**Rochester Public Library District Board of Trustees Meeting**

**May 12, 2022**

**6:00 p.m.**

**Meeting called to order:** 6:12 p.m. by Vice President Jim Sichlau

**Trustees present:** President Jessica Ingold, Trustee Diana Fairchild, Treasurer Sarah Deen, Trustee Kimberly Kurtenbach, Vice President Jim Sichlau, Trustee Krista Jiroutek, Secretary Elaine Honomichl Lewis

**Library Staff:** Director Janet McAllister

**Visitors:** Bob Tepatti

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

The regular 4/10/22 open meeting minutes and closed were reviewed. A motion was made by Sichlau with a second by Jiroutek to approve the 4/10/22 open minutes; approved by acclamation. A motion by Kurtenbach with a second by Jiroutek to approve the 4/10/22 closed minutes and approved by acclamation.

**Treasurer's Report/Approval of Bills:**

- I. Bills and report reviewed for month ending 4/30/22.
- II. Building line item is over this month; grant funds from the Illinois State Library Cares Act will cover this line item and will be sent quarterly.
- III. Motion to approve treasurer's report and bills for month ending April 30, 2022 by Sichlau with a second by Kurtenbach and approved by Deen, Kurtenbach, Fairchild, Honomichl Lewis, Ingold, Jiroutek and Sichlau.

**Unfinished Business:**

- I. ARPA Funds-no update.
- II. CIPA-no update.

**Committee Reports:**

- I. Personnel: Met on May 10th@11:00
  - A. Staff raises were discussed. Raises are needed to remain competitive to hire and maintain staff. A \$2.00 an hour raise was reviewed. A motion by Sichlau with a second by Kurtenbach for a July 1st, \$2.00 per hour pay raise per the chart reviewed by Kurtenbach, Jiroutek, Ingold, Deen, Honomichl Lewis, Ingold and Fairchild.
  - B. Updated salary schedule will be completed and reviewed at the next board meeting.
  - C. Benefit policy was reviewed. There is an additional statute that needs to be included to clarify what staff contribute to the IRMF as well as a pronoun change to "their"; a motion by Jiroutek with a second by Ingold to approve the updated benefits policy to include the IMRF statute and to update the personal pronoun and approved by acclamation.
- II. Finance: Did not meet.
- III. Joint Use:
  - A. MOU was reviewed and discussed. Ingold to take comments to the next meeting.
  - B. Intergovernmental Agreement reviewed and discussed. Comments to be submitted to the Joint Use Committee for further consideration.
  - C. The May 2 meeting was canceled.
- IV. Building Committee: Did not meet.
- V. Strategic Planning Committee: On hold until June.

### **New Business**

- I. Survey Proposals: On May 11, met with Rod Wright at a special meeting to discuss the need for a survey for referendum. RFP proposal dates need to be adjusted and will be reissued for a call for bids by June 9.
- II. EveryLibrary Referendum—will go back to John with plan and feedback.
- III. Non-Resident fee was discussed. A motion by Honomichl Lewis with a second by Ingold to adopt the non-resident fee as outlined by the Secretary of State, Jesse White, Illinois State Librarian and approved by acclamation.

### **Other Business**

None

### **Communications**

Niche Academy has been well received and the feedback has been positive.

### **Director's Report:**

- I. Illinois State Library Grant, 2nd quarter financial report completed; \$3732.62.
- II. Great attendance at the RIS Carnival; it was a wonderful opportunity to interact with the community and share library information.
- III. Day and evening book clubs were well attended.
- IV. Currently working on Adult Summer Reading Program and Farmers Market
- V. Blood Drive was held.
- VI. Baby lapsit, Toddler Time, Storytime all were well attended.
- VII. Outreach - Springfield Urban League (127), Beginning Steps (40), Silver Leaf (45), Boys & Girls Club (15), RIS Carnival (370)

### **Monthly Library Stats:**

*Check Outs: 5098*  
*Door Count: 2702*  
*Card Holders: 6176*  
*New Patrons: 15*  
*Computer Use: 342*  
*Adult attendance: 41*  
*Kids attendance: 732*  
*Teen attendance: 18*  
*Materials added: 142*  
*Withdrawn: 76*  
*Repairs: 25*  
*Wish List: 12*

**Next Meeting Date:** June 9, 2022 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 8:48.m. by Sichlau with a second by Kurtenbach and passed by acclamation.

Elaine Honomichl Lewis, Secretary

**Rochester Public Library District Board of Trustees Meeting**

**6/08/23**

**6:00 p.m.**

**Meeting called to order:** 6:01 p.m. by President Sarah Deen

**Trustees present:**

President Sarah Deen, Treasurer Diana Fairchild, Vice President Jessica Ingold, Trustee Erich Schroeder, Secretary Elaine Honomichl Lewis

**Trustee absent:** Trustee Kimberly Kurtenbach

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**New Business:**

- A. New Trustee Oath of Office: Schroeder, Deen, Fairchild; Bob Tepatti to take Oath of Office at July meeting.
- B. Trustee Vacancy Appointment: Board reviewed Honomichl Lewis' application and qualifications. A move by Deen with a second by Ingold to appoint Honomichl Lewis to the vacant trustee position and approved by Schroeder, Deen, Ingold, Fairchild. Honomichl Lewis took the Trustee Oath of Office.
- C. Election of Office: Deen made a motion to nominate Honomichl Lewis for Secretary and Ingold for Vice President with a second by Fairchild and approved with acclamation.
- D. Committee Appointments--will be tabled until the July meeting when all trustees present.
- E. New business agenda items: Ad hoc Committee Financial Communications; Recruiting Members for Vote Yes committee tabled until July meeting

**Approval of Library Board Meeting Minutes:**

- A. The regular 5/11/23 minutes were reviewed.
- B. A motion was made by Deen with a second by Fairchild to approve the 05/11/23 minutes approved by acclamation.
- C. Closed minute review 5/11/23; a motion to approve the 5/11/23 closed minutes by Deen with a second by Ingold and approved by acclamation.

**Treasurer's Report/Approval of Bills:**

- I. Bills and treasurer's report reviewed for the month ending 5/31/23; the Illinois Funds will be listed in July on track with budget and expenses.
- II. Motion to approve treasurer's report and bills for month ending 5/31/23 by Deen with a second by Ingold and approved by Fairchild, Honomichl Lewis, Deen, Schroeder and Ingold.

**Unfinished Business:** None

**Committee Reports:**

- I. Personnel: Met on 5/16/23. The Library Director's goals were created for FY 2023-2024.
  - A. FY 2023-2024 goals were reviewed by the board; a motion by Ingold with a second by Deen and passed by acclamation.
  - B. The Library Director's job description was revised. This new job description was reviewed by the board; a motion by Deen with a second by Fairchild to approve the Library Director's new job description and passed by acclamation.
- II. Finance: Met 6/1/23; FY 2023-2024 working budget reviewed- a motion by Deen with a second by Ingold to approve the working budget for FY 2023-2024 and approved by Fairchild, Ingold, Honomichl Lewis, Deen and Schroeder.
- III. Joint Use: Did not meet. Waiting to hear back from the Village regarding proposed dates and

- times.
- IV. Building Committee: Did not meet.
  - V. Strategic Plan Committee: Did not meet.

**Communications:**

Rochester Library received the per capita grant from the Secretary of State. The Lions Club is a sponsor of the Summer Reading Program.

**Director's Report:**

- I. Working on several grants
- II. Good attendance for programs : Toddler Time (60); Storytime (118); Baby Lapsit (19) Homeschool (14); Day and Evening Book Clubs (10); Mosaic Pot event and VHS-DVD Conversion class (9); 10 craft kits given out
- III. Outreach to Beginning Steps (30); Silver Leaf (61); Boys and Girls Club (25); Springfield Urban League (45); Carriage Crossings and homebound deliveries
- IV. Weeding and cleaning up the garden.

**Monthly Library Stats**

<i>Check Outs: 5143</i>	<i>Notary: 1</i>	<i>DVD Conversion: 2</i>
<i>Narcis: 9</i>	<i>Book Box Subscriptions: 10</i>	
<i>Materials added: 100</i>	<i>Teen attendance: 44</i>	
<i>Homebound: 3</i>	<i>Adult attendance: 51</i>	
<i>Kids attendance: 372</i>	<i>Computer Use: 250</i>	
<i>Book a librarian: 9</i>	<i>Card Holders: 6597</i>	
<i>Withdrawn: 296</i>	<i>New Patrons: 12</i>	
<i>Wish List: 1</i>	<i>Repairs: 46</i>	
<i>Cricut: 1</i>	<i>License renewal: 11</i>	
<i>Door Count: 2642</i>	<i>Sublimation: 7</i>	

**Next Meeting Date:** July 13, 2023 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:10 p.m. by Deen with a second by Ingold and passed by acclamation.

Elaine Honomichl Lewis, Secretary



**Rochester Public Library District Board of Trustees Meeting**

**7/13/23**

**6:00 p.m.**

**Meeting called to order:** 6:01 p.m. by President Sarah Deen

**Trustees present:**

President Sarah Deen (remote), Treasurer Diana Fairchild, Vice President Jessica Ingold, Trustee Kimberly Kurtenbach, Trustee Erich Schroeder, Trustee Elect Bob Tepatti (will be sworn in at meeting tonight), Secretary Elaine Honomichl Lewis

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 6/8/23 minutes were reviewed.
- B. A motion was made by Deen with a second by Fairchild to approve the 6/8/23 minutes approved by acclamation.

**Treasurer's Report/Approval of Bills:**

- I. Bills and treasurer's report reviewed for the month ending 6/30/23; the Snap funds to be reflected under contingencies
- II. Budget ordinances to be reviewed next month; finance to meet next Thursday. Illinois
- III. Motion to approve treasurer's report and bills for month ending 6/30/23 by Honomichl Lewis with a second by Kurtenbach and approved by Ingold, Fairchild, Honomichl Lewis, Deen, Schroeder.

**Unfinished Business:** None

**Committee Reports:**

- I. Personnel: Did not meet.
- II. Finance: Will meet on Thursday, 7/20/23
- III. Joint Use: Did not meet. The Village and Library board to meet On 7/17/23 @ 7 pm
- IV. Building Committee: Did not meet. Creative Entourage to provide a summary of findings and help us with next steps.
- V. Strategic Plan Committee: Did not meet.

**New Business:**

- A. New Trustee Oath of Office: Trustee-elect, Bob Tepatti takes Oath of Office;
- B. Ad hoc Committee-Financial Communications—it was discussed and agreed this committee is needed. A motion by Deen with a second by Kurtenbach and passed with acclamation.
- C. Ad hoc Committee—Recruiting Members for Vote Yes Committee; it was discussed and agreed this committee is needed. A motion by Deen and a second by Tepatti and passed with acclamation.
- D. Committee appointments:
  - 1. Personnel—Deen and Honomichl Lewis
  - 2. Finance—Fairchild, Deen and Kurtenbach
  - 3. Joint Use—Deen and Fairchild
  - 4. Building—Kurtenbach, Tepatti, Schroeder
  - 5. Strategic Planning—Ingold, Schroeder
  - 6. Communications—Honomichl Lewis, Schroeder, Tepatti

7. Membership Recruiting-Ingold, Fairchild, Honomichl Lewis

E. FOIA Policy—updated and discussed; a motion to approve updated FOIA policy by Ingold with a second by Schroeder and passed with acclamation.

F. Personnel Policy is updated and discussed; a motion to approve updated Personnel policy by Tepatti with a second by Fairchild and passed with acclamation.

G. Cricut Policy; Cricut is now in public space; policy discussed and a motion to approve by Schroeder with a second by Ingold and passed with acclamation.

H. Communication—email, text and calls discussed and parameters for these.

**Other Business-None**

**Communications**

- I. Illinois Heartland Online Inservice to occur
- II. Staff in-house training to occur 8/4/23; library closed that day

**Director's Report:**

- I. Working on several grants
- II. PLA Digital Literacy Grant awards announced July 14, \$6000 received
- III. Per Capita Grant check received -\$11,121.50
- IV. Donation by Lorachlle of Steam kits/books/card boxes for Story Reading Program is appreciated
- V. Good attendance at programs—story time (80), Toddler Time (59), Baby Lapsit (37) Read to Cole (18) Teens (48) Summer Reading Performers (563), Movies (184), Outreach (22), Children summer reading participants (268), Teens (26)—total: 294; 127 Book Boxes for FY 2022-2023; Adult programs/Attendance (379); Farmers Market (325); Blood Drive (16) Rules of Road (6) Salsa/EBC (8) Pen Pal (2) Take Home Craft(10) Adult Summer Reading participants (82) Summer Rec participants (206)
- VI. LTC Grant Community Conversation to occur 8/3/23 6-8 pm

**Monthly Library Stats**

*Check Outs: 6118*

*Narcis: 7*

*Materials added: 110*

*Homebound: 3*

*Kids attendance: 372*

*Book a librarian: 9*

*Withdrawn: 16*

*Wish List: 1*

*Cricut: 1*

*Door Count: 3586*

*Notary: 4*

*Book Box Subscriptions: 10*

*Teen attendance: 44*

*Adult attendance: 51*

*Computer Use: 250*

*Card Holders: 6118*

*DVD Conversion: 2*

*Repairs: 41*

*License renewal: 7*

*Sublimation: 7*

**Closed Session:** None

**Next Meeting Date:** Aug. 10, 2023 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:15 p.m. by Ingold with a second by Tepatti and passed by acclamation.

Elaine Honomichl Lewis, Secretary

**Rochester Public Library District Board of Trustees Meeting**  
**8/10/23**  
**6:00 p.m.**

**Meeting called to order:** 6:00 p.m. by Vice President Jessica Ingold

**Trustees present:**

Treasurer Diana Fairchild, Vice President Jessica Ingold, Trustee Kimberly Kurtenbach, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis

**Trustee absent:** President Sarah Deen

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 7/13/23 minutes were reviewed.
- B. A motion was made by Tepatti with a second by Fairchild to approve the 7/13/23 minutes approved by acclamation.

**Treasurer's Report/Approval of Bills:**

- I. Bills and treasurer's report reviewed for the month ending 7/31/23; 1st month in FY 2023-2024 Fiscal Year—on track.
- II. Motion to approve treasurer's report and bills for month ending 7/31/23 by Fairchild with a second by Tepatti and approved by Ingold, Fairchild, Honomichl Lewis, Tepatti, Schroeder.

**Unfinished Business:** None

**Committee Reports:**

- I. Personnel: Did not meet.
- II. Finance: Met with Library attorney 7/20/23.
- III. Joint Use: The Village and Library boards met 7/17/23 and the following was discussed:
  - A. Eagle Scout Project: : Eagle Scout Nicholas Pier and his dad, Brett Pier from Troop 58 presented a proposed sign project.
    1. Nicholas Pier presented 3 options;
    2. Village is also working with Ace Signs; it was suggested to review the Village signage and match design; a 4th option was suggested matching the look of Village signage.
    3. Nicholas will go back to Ace and incorporate suggestions and to send a new design.
    4. Fundraising has begun. A library grant of \$17,000 was applied for and waiting to hear back; the Lyons Club will contribute up to \$12,000. The Library can contribute \$10,000 and the Village stated it will need to look at the budget and will see what it can contribute.
    5. All in attendance recommended the sign project should proceed.
    6. Nicholas' timeframe to complete the project is 1 ½ years .
    7. Next steps: Final designs and costs to be submitted to Village President and Library Board President to review and share with their respective boards.
  - B. Storywalk MOU located at the arboretum at the park
    1. The storywalk was done as a scout project and paid for by a grant from the Illinois State Library

2. Concern regarding maintenance; it was discussed the storywalk is updated quarterly and checked.
3. Suggestion to laminate story elements to prevent moisture; was confirmed this is being done.
4. Next steps: The Library Board has signed off on the MOU and needs the Village Board to review and approve.

C. Joint Use Agreement:

1. The original Joint Use Agreement document was reviewed by both boards. The Library submitted edits and suggested amendments.
2. Next steps: Village Board to review submitted edits and suggested amendments. The goal is to have all comments/reviews completed by October Joint Use meeting.

D. Joint Use Committee has not met in over a year.

1. It was discussed that there is a need for the committee to meet on a quarterly basis in order to make appropriate recommendations that impact both the Village and Library. The committee can also meet as needed and a recommendation was made that the two boards meet on an annual basis.
2. There is a need to set the next date and keep it as an open meeting (under the Open Meetings Act). It was discussed that the meeting stay open with designated board members as well as Village President and Library Board President in attendance. Library Board President Deen suggested that the Village President and Library Board President appropriately handle any issues at future meetings with designated board members.
3. Next steps: Village and Library Board Presidents to confirm an October meeting date and designated board members.

E. New Defibrillator was purchased by the Rochester Public Library and will be installed in the hallway between the Village and Library

F. Sidewalk discussion: There is a need to address George Oliver's Eagle Scout project for a proposed sidewalk/path at the next Joint Use meeting.

IV. Building Committee: Creative Entrouage provided a summary of survey

- A. Library is positively viewed and is an asset to the community
- B. Majority is supportive of a referendum.
- C. Need to work on a goal/direction of referendum at the next board meeting.
- D. Work on a campaign strategy with Rob Wright

V. Strategic Plan Committee: To meet-September 14 @ 6:00

VI. Finance Communication Ad Hoc Committee: To meet-Aug. 24@ 10:00

VII. Membership Recruiting Ad Hoc Committee: To meet- September 14 @ 5:30

**New Business:**

- A. Tentative B and A Ordinance-was reviewed. A motion to approve the B and A Ordinance by Schroeder with a second by Tepatti and approved by Ingold, Fairchild, Honomichl Lewis, Tepatti, Schroeder, and Kurtenbach.
- B. IPLAR results were reviewed and will be submitted electronically on 8/12/23.
  1. Every year, the board reviews/discusses/votes if Rochester Library Meeting Minutes are kept accurately throughout the year.

2. A motion by Ingold with a second by Kurtenchbach that the Rochester Library Minutes have been kept accurately throughout this past year and approved by acclamation.
- C. Whistleblower Protection Policy—this policy was reviewed and a motion to approve the whistleblower protection policy by Kurtenbach with a second by Ingold and approved by acclamation.
  - D. Pest Policy—a pest policy was reviewed; McAllister to have the library attorney review and will be on the agenda for the September meeting

### **Other Business-None**

### **Communications**

- I. New AED has been installed in the hallway between the Village and the Rochester Library

### **Director's Report:**

- I. Working on several grants
- II. 2023 ILA Annual conference to be at BO Center in Springfield 10/24-10/25
- III. Decennial Committee Report completed and is on website
- IV. Library Staff Training—Aug. 4
- V. Summer Recreation—27 programs with 234 participants
- VI. Good attendance at programs—story time (42), Toddler Time (58), Baby Lapsit (51) Read to Cole (10), Teens (51) , Movies (127), Outreach (5), Thurs. Performers (161 & 418); Day and Evening Book Club (12); Adult Summer Reading (83)
- VII. Take and Make Bags to go from monthly to quarterly to offer higher quality activity

### **Monthly Library Stats**

<i>Check Outs: 6310</i>	<i>Notary: 2</i>
<i>Narcan: 9</i>	<i>Book Box Subscriptions: 10</i>
<i>Materials added: 105</i>	<i>Teen attendance: 30</i>
<i>Homebound: 3</i>	<i>Adult attendance: 379</i>
<i>Kids attendance: 971</i>	<i>Computer Use: 229</i>
<i>Book a librarian: 3</i>	<i>Card Holders: 5994</i>
<i>Withdrawn: 36</i>	<i>DVD Conversion: 1</i>
<i>Wish List: 5</i>	<i>Repairs: 50</i>
<i>Cricut: 1</i>	<i>License renewal: 17</i>
<i>Door Count: 3677</i>	<i>Sublimation: 12</i>

### **Closed Session:** None

**Next Meeting Date:** The board discussed the need to move the next board meeting from September 14 to Sept. 21, 2023 @ 6:00 p.m. due to the need to post B and A ordinance and have a special meeting at the beginning of the monthly meeting to discuss and approve.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:50 p.m. with the next board meeting occurring on Sept. 21, 2023@ 6:00 p.m. by Honomichl Lewis with a second by Fairchild and passed by acclamation.

Elaine Honomichl Lewis, Secretary

**Rochester Public Library District**

**9/21/23**

**6:00 p.m.**

**Public Hearing for Combined Annual Budget and Appropriation Ordinance**

**Meeting called to order:** 6:00 by President Sarah Dean

**Trustees present:**

President Sarah Deen, Treasurer Diana Fairchild, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis

**Trustee absent:** Trustee Kimberly Kurtenbach, Vice President Jessica Ingold

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**B&A Ordinance Adopted:** B&A Ordinance reviewed and approved. A motion to approve the B & A Ordinance by Fairchild with a second by Tepatti; approved by Deen, Fairchild, Schroeder, Tepatti, Honomichl Lewis (5 Ayes: 0 Nays; 2 Absent).

**Adjournment:** With no additional items to discuss a motion at 6:03 by Tepatti with a second by Fairchild and approved by acclamation.

**Rochester Public Library District Board of Trustees Meeting**

**9/21/23**

**6:05 p.m.**

**Meeting called to order:** 6:04 p.m. by President Sarah Deen

**Trustees present:**

President Sarah Deen, Treasurer Diana Fairchild, Vice President Jessica Ingold, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis

**Trustee absent:** Trustee Kimberly Kurtenbach

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 8/10/23 minutes were reviewed.
- B. A motion was made by Fairchild with a second by Schroeder to approve the 8/10/23 minutes approved by Fairchild, Schroeder, Ingold, Tepatti, Honomichl Lewis with Deen abstaining.

**Treasurer's Report/Approval of Bills:**

- I. Bills and treasurer's report reviewed for the month ending 8/31/23; FY 2023-2024 Fiscal Year—on track.
- II. Bank and Trust CD of \$44,912 was transferred to Illinois Funds @ 5.5% interest.
- III. Motion to approve treasurer's report and bills for month ending 8/31/23 by Ingold with a second by Tepatti and approved by Deen, Ingold, Fairchild, Honomichl Lewis, Tepatti, Schroeder.

**Unfinished Business:** None

**Committee Reports:**

- I. Personnel: Did not meet.
- II. Finance: Did not meet.
- III. Joint Use: Did not meet. Deen reached out to the village president to schedule the next meeting for October. Sign project –waiting for final designs and costs from the vendor. The Village Board approved \$10,000 towards the Scout sign project.
- IV. Building Committee: Did not meet.
- V. Finance Communication Ad Hoc Committee: Met on 8/24 and 9/11. Goals for the committee are to communicate: 1) what happens and impact to the community if the referendum is not passed; 2) what the library does well and how; 3) how the referendum works and benefits the community. The committee will work on a short-term communication plan and a longer-term plan; target audiences were identified as well and identification of how to currently communicate to these target audiences.
- VI. Membership Recruiting Ad Hoc Committee: Met on 9/14; goals of the committee: 1) identify who could serve on “Vote Yes” committee; 2) define scope and responsibilities of chair/co-chair 3) recruit, train, and support 4) define/create a process for “Vote Yes” committee.
- VII. Strategic Plan Ad Hoc Committee: Met on 9/14/23. The previous library strategic plan was reviewed; identified what has changed and what is still relevant. The committee discussed two possible approaches to the plan: 1) if referendum does not pass and impact on library operations and programming; 2) if referendum passes, changes to the strategic plan.

**New Business:**

- I. Lazerware Quote: Reviewed and discussed the need for a new firewall. A motion by Tepatti and a second by Schroeder for purchase of a new firewall out of the special reserve fund, not to exceed \$3,000 and approved by Fairchild, Tepatti, Schroeder, Honomichl Lewis, Deen and Ingold.
- II. Pest Policy: Attorney reviewed; discussed and a motion to approve the new pest policy by Honomichl Lewis and a second by Deen and approved by acclamation.
- III. Restricted Access Cabinet Policy: Policy reviewed; a motion to approve the Restricted Access Cabinet Policy by Schroeder with a second by Tepatti and approved by acclamation.

**Other Business-None**

**Communications**

- I. Final Farmers Market September 24 with thank you to Carole Strick who has led the market since the beginning and is retiring.
- II. Awarded Ameren Love Your Library Grant for \$2000.
- III. PLA AT&T Digital Literacy Grant -checked received for \$6000.
- IV. FOL Funding received a check of \$1524.36.
- V. TIF Grant Funds-final request for reimbursement of \$1,143.84-check received.
- VI. Cintas AED Rebate check received for \$150.

**Director's Report:**

- I. Rob See-Co's Grant awaiting response
- II. Oct. 24-26 ILA Conference in Springfield; Rochester Public Library to present during poster session.
- III. Craft box to be available in October and is funded by the Friends of the Rochester Public Library.
- IV. Day Book Club and Evening Book Club had 10 in attendance
- V. New Patron cards have been ordered.
- VI. Went to Carriage Crossings on the third Friday of month; two residents received cards and checked out books. Tales and Travel Program also occurred on 9/9 with 8 attendees.

- VII. Blood drive with 12 donors and 11 units of blood collected.  
VIII. Outreach with Rochester Elementary EC 1 has been arranged.

**Monthly Library Stats**

<i>Check Outs: 5513</i>	<i>Notary: 5</i>	<i>Live Chat:3</i>
<i>Narcas: 5</i>	<i>Book Box Subscriptions: 10</i>	<i>Repairs: 54</i>
<i>Materials added: 99</i>	<i>Teen attendance: 31</i>	
<i>Homebound: 3</i>	<i>Adult attendance: 421</i>	
<i>Book a librarian: 2</i>	<i>Card Holders: 5954</i>	
<i>Withdrawn: 22</i>	<i>DVD Conversion: 1</i>	
<i>Cricut: 1</i>	<i>License renewal: 17</i>	
<i>Door Count: 2678</i>	<i>Sublimation: 6</i>	
<i>New Patrons: 15</i>	<i>Computer Use: 278</i>	

**Closed Session:** None

**Next Meeting Date:** October 12, 2023 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:10 p.m. by Ingold with a second by Tepatti and passed by acclamation.

Elaine Honomichl Lewis, Secretary



**Rochester Public Library District Board of Trustees Meeting**

**11/9/23**

**6:00 p.m.**

**Meeting called to order:** 6:04 p.m. by President Sarah Deen

**Trustees present:**

President Sarah Deen, Treasurer Diana Fairchild, Vice President Jessica Ingold, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis

**Trustee absent:** Trustee Kimberly Kurtenbach

**Library Staff:** Director Janet McAllister

**Visitors:** Nick Pier, Brett Pier

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

A. The regular 10/12 /23 minutes were reviewed.

B. A motion was made by Tepatti with a second by Ingold to approve the 10/12 /23 minutes and approved by acclamation.

**Treasurer's Report/Approval of Bills:**

I. Bills and treasurer's report was reviewed for the month ending 10/31/23; FY 2023-2024 Fiscal Year is on track.

II. \$2,296.19 to pay Lazerware; \$10,000 for ACE Sign project from special reserve.

II. Motion to approve treasurer's report and bills for month ending 10/31/23 by Ingold with a second by Tepatti and approved by Deen, Ingold, Fairchild, Tepatti, and Schroeder.

**Unfinished Business:** None

**Committee Reports:**

I. Personnel: Did not meet.

II. Finance: Did not meet.

III. Joint Use:

A. Copy of community room bank statement received.

B. Nick Pier, the Eagle Scout reports \$28,450 raised from the community for the Library/Village sign; approximately \$2,000 is left to raise.

1. Going forward with the original design as discussed;

2. Starting to consider landscape options;

3. \$250 donors will be listed on a plaque;

4. Deen to update proposed policy to take to the committee to review.

IV. Building Committee: Met on 10/27 with Creative Entourage.

A. Reviewed the positive results from the survey showing support of the library and a referendum for the library;

B. Recommended referendum for Nov. 2024 election;

C. There will be a need for using a social media campaign to educate voters.

V. Finance Communication Ad Hoc Committee: Shared suggestions from EveryLibrary Zoom Call from 10/27. A timeline, outlining activities for the referendum was outlined and shared. Next steps: 1) have community conversations with Rochester Community 2) share the positive results from the survey through social media and traditional media outlets 3) educate the Rochester community regarding library operating budget not increased in 25 years as well as cuts to come if referendum is not passed 4) January/February was suggested as a time to begin the campaign for the referendum.

VI. Membership Recruiting Ad Hoc Committee: Will meet in January

VII. Strategic Plan Ad Hoc Committee: An updated document was reviewed; final edits and review to occur at the Dec. board meeting.

## **New Business:**

- A. Referendum Discussion: The board discussed and agreed upon the need for the referendum to occur Nov. 2024. Next steps to include: 1) Community conversations by board members with Rochester community to understand questions, concerns, and needs regarding a referendum 2) Identification of honorary co-chairs and supporters in January as well as Vote Yes members and funding sources 3) Continued relationship building with advocates and supporters 4) Continued discussion at the Dec. board meeting 5) Confirm tax formula; how to best communicate.
- B. Disaster Plan Update–Reviewed; will be placed online; edits to take out phone numbers. A motion to approve the updated disaster plan by Tepatti with a second by Schroeder and approved by acclamation.
- C. Fall Festival–was successful; over 1650 people in attendance; 29 vendors; 4 food trucks; 52 5K participants; pageant-39; Car show 131.

## **Other Business-None**

## **Communications**

- I. TikTok video of the Fall Festival had 673 views.
- II. NFL (Night for Family Literacy) went well; Coach Lenoard, the RHS Football Moms and Rochester players made it a fun night for patrons with activities and reading to children by players of the team.

## **Director's Report:**

- I. 2023 ILA conference is in Springfield this year 10/24-26; Rochester Library staff presented a poster session.
- II. Ameren Love your Library Grant was awarded to the library; a check for \$2000 to be awarded in Dec.
- III. Friends of the Library has its fall book sale and raised \$1200. The next book sale will be April 24-29.
- IV. Good attendance at library programs: Toddler Time (55); Storytime (52); Read to Code (6); Boys and Girls Club (27) ; Beginning Steps (33); Rochester EC1 (91); Day and Evening Book Clubs (10) PLA class for Android Devices (12).

## **Monthly Library Stats**

*Check Outs: 5273 Notary: 6  
Narcan: 6 Materials added: 110  
Teen attendance: 40 Repairs: 32  
Homebound: 3 Adult attendance: 1791  
Book a librarian: 2 Kids attendance 478  
Card Holders: 6071 Live Chat: 2  
Withdrawn: 16 DVD Conversion: 1  
Cricut: 1 License renewal: 9  
Door Count: 2905 Sublimation: 4  
New Patrons: 21 Computer Use: 327  
Notary: 6 Wish List: 2  
Book Box Subscription: 65*

## **Closed Session: None**

**Next Meeting Date:** December 14, 2023 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:15 p.m. by Ingold with a second by Fairchild and passed by acclamation.

Elaine Honomichl Lewis, Secretary

## **Rochester Public Library District Board of Trustees Meeting**

**1/11/24**

**6:00 p.m.**

**Meeting called to order:** 6:05 p.m. by President Sarah Deen

### **Trustees present:**

President Sarah Deen (attending virtually), Treasurer Diana Fairchild, Vice President Jessica Ingold, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis

**Trustee absent:** Trustee Kimberly Kurtenbach

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

### **Approval of Library Board Meeting Minutes:**

A. The regular 12/14/23 minutes were reviewed.

B. A motion was made by Schroeder with a second by Tepatti to approve the 12/14/23 minutes and approved by acclamation.

### **Treasurer's Report/Approval of Bills:**

I. Bills and treasurer's report was reviewed for the month ending 12/31/23; FY 2023-2024 Fiscal Year is on track.

II. Motion to approve treasurer's report and bills for month ending 12/31/23 by Ingold with a second by Tepatti and approved by Deen, Ingold, Fairchild, Tepatti, and Schroeder, and Honomichl Lewis.

**Unfinished Business:** None

### **Committee Reports:**

I. Personnel: Will meet in a few weeks for Library Director's evaluation

II. Finance: Will meet in March

III. Joint Use:

A. The next meeting will be scheduled with the Village.

B. There is not enough power for the planned digital sign. The Village will be meeting with Carmen Electric to address.

IV. Building Committee: Did not meet

V. Finance Communication Ad Hoc Committee: Will meet on 1/25

VI. Membership Recruiting Ad Hoc Committee: The board discussed how to structure the Vote Yes honorary chairs and others who can serve on the committee. Deen has drafted a campaign plan and will share. The Board and committee will continue to discuss at the next meeting.

### **New Business:**

A. Strategic Plan 2023-Reviewed and will be posted on the Library's website. The Strategic Plan shows the current and future financial challenges of the Rochester Public Library due to no operational budget increases since 1995. A motion to approve the Strategic Plan 2023 by Tepatti with a second by Honomichl Lewis and approved by acclamation.

B. Collection Management Policy-Reviewed and ok as is.

C. Challenges to Materials Policy-Reviewed and discussed; a motion to approve the Challenges to Materials Policy by Ingold with a second by Tepatti and approved by acclamation.

D. Per Capita Grant-Reviewed and discussed; a motion to approve the Per Capita Grant by Honomichl Lewis with a second by Schroeder; approved by Deen, Ingold, Fairchild, Tepatti, and Schroeder, and Honomichl Lewis.

## **Other Business-None**

**Communications:** Donations were received for memorials and Hoopla and appreciated by staff and the board.

### **Director's Report:**

- I. Adopted the ALA Library Bill of Rights Policy Statement
- II. Completed the final report for the AT & T PLA Digital Grant
- III. The virtual library tour has had 113 visits and 605 clicks since September.
- IV. There is a mileage rate increase to .67 per mile.
- V. Hoopla has a monthly spending cap at \$300 due to the Library's limited budget and is communicated to patrons when cap is reached.
- IV. Attendance at library programs-some numbers decreased due to holidays and illnesses of patrons: Toddler Time (18); Storytime (35); Movies (9); Holiday Santa (84) Teens & Teens Book Club (14); Winter Trivia (8); Volunteer (5); Outreach-SUL (80); Silver Leaf (45); Beginning Steps (36); Adults-Day Book Club (5); Tales and Travel (7); Cyber Security Basics (11) Wedding Prep Dance (10) Donations-Feline Ranch (2) ; Minnie O' Bierne (80); Coat Drive (300)

### **Monthly Library Stats**

*Check Outs: 4547 Notary: 6  
Narcan: 8 Materials added: 75  
Teen attendance: 24 Repairs: 41  
Homebound: 1 Adult attendance: 123  
Book a librarian: 3 Kids attendance 231  
Card Holders: 6181 Live Chat: 2  
Withdrawn: 94 DVD Conversion: 1  
Cricut: 26 License renewal: 14  
Door Count: 2308 Sublimation: 11  
New Patrons: 16 Computer Use: 176  
Wish List: 1  
Homebound: 1; Book Box: 25*

### **Closed Session:**

Meeting became closed under the Open Meetings Act at 7:01 p.m. (exception (c)(1) with a motion by Tepatti and a second by Fairchild and approved by acclamation.

**Open Meeting Resumed:** A motion by Fairchild with a second by Honomichl Lewis to move from a closed to open meeting at 7:49 and approved by acclamation. Open meeting resumed at 7:49.

- I. A motion to move the following minutes from closed to open: 5/11/23, 8/6/92, 10/10/13, 12/11/14, 1/8/15 and the following to remain closed 7/9/92, 5/6/93, 11/06/08, 9/29/14 by Tepatti with a second by Fairchild and approved by acclamation.
- II. Recordings from 18 months or longer as listed in the closed session to be destroyed under the (5 ILCS120/) Opening Meetings Act per the approval of the board.  
A motion by Ingold with a second by Deen to destroy the recordings as listed and approved by acclamation.

**Next Meeting Date:** February 8, 2024 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:50 p.m. by Ingold with a second by Fairchild and passed by acclamation.

Elaine Honomichl Lewis, Secretary

**Rochester Public Library District Board of Trustees Meeting**

**2/8/24**

**6:00 p.m.**

**Meeting called to order:** 6:00 p.m. by President Sarah Deen

**Trustees present:**

President Sarah Deen, Treasurer Diana Fairchild, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis, Trustee Kimberly Kurtenbach

**Trustee absent:** Vice President Jessica Ingold

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 1/11/24 minutes were reviewed.
- B. A motion was made by Kurtenbach with a second by Tepatti to approve the 1/11/24 minutes and approved by acclamation.
- C. The 1/11/24 closed minutes were reviewed. A motion by Deen with a second by Fairchild to approve the 1/11/24 closed meeting minutes and approved by acclamation.

**Treasurer's Report/Approval of Bills:**

- I. Bills and treasurer's report was reviewed for the month ending 1/31/24; FY 2023-2024 Fiscal Year is on track.
- II. Motion to approve treasurer's report and bills for month ending 1/31/24 by Kurtenbach with a second by Tepatti and approved by Deen, Kurtenbach, Fairchild, Tepatti, and Schroeder, and Schroeder Honomichl Lewis.

**Unfinished Business:** None

**Committee Reports:**

- I. Personnel: Met on 1/31/24 for Library Director's mid-year evaluation
- II. Finance: Will meet in March
- III. Joint Use:
  - A Met 2/7/24
  - B. The sign is completed; electrician to connect power source and volunteers to do landscaping.
  - C. The Women's Society has requested to put up photos and artwork in the Community Room.
  - D. The digital sign policy has been completed. The board reviewed the policy. A motion was made by Tepatti and a second by Kurtenbach to approve the digital sign policy and approved by acclamation.
  - E. Insurance quote for the building will be received soon.
  - F. Roof to be checked by Sutton.
- IV. Building Committee: Will meet 2/27/24
- V. Finance Communication Ad Hoc Committee: Will meet 2/12/24
- VI. Membership Recruiting Ad Hoc Committee: Review document and next steps

**New Business:**

- A. Board Calendar—discussed and reviewed
- B. Vote Yes Campaign—discussed and reviewed
- C. Annual Illinet Traffic Survey—reviewed
- D. Annual Library Certification—reviewed
- E. FOIA/OMA Training—reviewed
- F. Diversity, Equity and Inclusion Statement—discussed and reviewed; motion to approve by Tepatti

with a second by Kurtenbach and approved by acclamation.

- G. Reference Policy—reviewed
- H. Severe Weather Policy—reviewed
- I. Building Access Policy—reviewed with a motion to approve by Kurtenbach and a second by Schroeder and approved by acclamation.
- J. Technology Device Policy—reviewed with a motion by Fairchild and a second by Kurtenbach and approved by acclamation.

**Other Business-None**

**Communications:** Donations were received for Summer Reading Program

**Director's Report:**

- I. County Economic Interest packets to be sent and filers to compete
- II. Illinet Traffic Survey is to be completed for annual certification by 3/31/24.
- III. W2's sent to employees
- IV. Levy and Truth in Taxation confirmation was signed and sent to the county.
- V. Summer Reading programs are in the process of being scheduled.
- VI. Worked with the Business Manager at Carriage Crossing to install and use the new computer.
- VII. April 18 will be the second part of the Community Conversations regarding the grant.
- VIII. Community coat drive is going well with 35 coats and additional hats, gloves, scarves and boots donated.
- IV. Attendance at library programs-16 programs for children with 231 children in attendance; Adult programs—Evening Book Club (5); Tales and Travel program, Libby Basics and Genealogy 101 (17); Teen programs (50)

**Monthly Library Stats**

*Check Outs: 5184 Notary: 4  
Narcas: 10 Materials added: 93  
Teen attendance: 50 Repairs: 39  
Adult attendance: 22  
Book a librarian: 1 Kids attendance 231  
Card Holders: 6189 Live Chat: 9  
Withdrawn: 16 DVD Conversion: 1  
Cricut: 26 License renewal: 5  
Door Count: 2504 Sublimation: 2  
New Patrons: 12 Computer Use: 215  
Wish List: 1 Craft Box: 12  
Homebound: 1; Book Box: 21*

**Next Meeting Date:** March 14, 2024 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:22 p.m. by Honomichl Lewis with a second by Kurtenbach and passed by acclamation.

Elaine Honomichl Lewis, Secretary

**Rochester Public Library District Board of Trustees Meeting**

**4/11/24**

**6:00 p.m.**

**Meeting called to order:** 6:00 p.m. by President Sarah Deen

**Trustees present:**

President Sarah Deen, Treasurer Diana Fairchild, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis, Trustee Kimberly Kurtenbach, Vice President Jessica Ingold

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild, Chad Carver

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

A. The regular 2/8/24 minutes were reviewed. The board did not meet in March due to severe weather conditions.

B. A motion was made by Kurtenbach with a second by Tepatti to approve the 2/8/24 minutes and approved by acclamation.

**Treasurer's Report/Approval of Bills:**

I. Bills and treasurer's report was reviewed for months ending 2/28/24; 3/31/24- FY 2023-2024 Fiscal Year is on track.

II. Motion to approve treasurer's report and bills for months ending 2/28/24; 3/31/24 by Kurtenbach with a second by Tepatti and approved by Deen, Kurtenbach, Fairchild, Tepatti, and Schroeder, and Honomichl Lewis.

**Unfinished Business:** None

**Committee Reports:**

I. Personnel: Met on 4/11/24; discussed raises needed for staff; currently below living wage for staff and other local libraries are paying higher salaries. A 5.9% raise across the board was reviewed and will next go to the Finance Committee to review.

II. Finance: Will meet on 4/23/24

III. Joint Use:

- a. Sign dedication May 6
- b. Joint Use to meet in April
- c. Need to look at resurfacing the parking lot
- d. Pictures and a quilt will be hung in the community room after it's painted.

IV. Building Committee: Met on 2/27/24 looked over revised plans

V. Finance Communication Ad Hoc Committee: Will meet 5/1/24

VI. Membership Recruiting Ad Hoc Committee: Talking to, and organizing list of volunteers

**New Business:**

- A. Reminder of filing of economic interest
- B. Personnel Policy-Benefits Workers Comp –discussed and reviewed; a motion to approve the updated personnel policy to include Benefits Workers Comp information by Kurtenbach with a second by Tepatti and approved by acclamation.
- C. Personnel Policy-VESSA-discussed and reviewed; a motion by Honomichl Lewis with a second by Schroeder to approve the updated personnel policy to include VESSA–approved by acclamation
- D. Board Bylaws-discussed and reviewed; a motion by Ingold with a second by Kurtenbach and approved by acclamation

**Other Business-None**

**Communications:** Farmers Market mentioned in the ILA Reporter; Bond for treasurer has been set up; Friends of the Rochester Public Library donated \$300 for Summer Reading Craft Box.

**Director's Report:**

- I. Friends Library Sale April 26-29
- II. Presenting at R.F.S. conference 4/19 and conference in Chicago in May
- III. Two-factor authorization set up for cell phone
- IV. 105 tax returns completed through AARP clinic at the library
- V. 25 items donated for the formal wear donation
- VI. Vendors are currently signing up for Farmers Market
- VII. Led a Family Reading Night at EC 1; 8 therapy dogs were there and attended by 327.
- VIII. The gym at RUMC can be used for Summer Reading Program kick-off.
- IX. Will have a table at Rochester STEM Fair as well as a family night at EC1 and another Family Reading night
- IV. Attendance at library programs-Toddler and Storytime (106); Family Literacy at ECI (327); Cops for Kids (4); Eclipse Program (9) and 500 eclipse glasses handed out; Teen programs (42); Outreach SUL (69); Boys and Girls Club (25); Beginning Steps (53); Silverleaf(55)

**Monthly Library Stats**

*Check Outs: 5713 Notary: 5  
Narcas: 10 Materials added: 95  
Teen attendance: 42 Repairs: 42  
Adult attendance: 127; Family Program Attendance: 873  
Book a librarian: 5 Kids attendance 450  
Card Holders: 6223 Live Chat: 4  
Withdrawn: 32  
Cricut: 1 License renewal: 9  
Door Count:3051 Sublimation: 2  
New Patrons: 21 Computer Use: 246  
Wish List: 2  
Book Box: 21*

**Next Meeting Date:** May 9 2024 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:15 p.m. by Tepatti with a second by Kurtenbach and passed by acclamation.

Elaine Honomichl Lewis, Secretary



**Rochester Public Library District Board of Trustees Meeting**

**5/9/24**

**6:00 p.m.**

**Meeting called to order:** 6:00 p.m. by President Sarah Deen

**Trustees present:** President Sarah Deen, Treasurer Diana Fairchild, Secretary Elaine Honomichl Lewis, Trustee Erich Schroeder, Trustee Kimberly Kurtenbach

**Trustees absent:** Vice President Jessica Ingold, Trustee Bob Tepatti

**Visitors:** Marty Fairchild,

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

A. The regular 4/11/24 minutes were reviewed.

B. A motion was made by Kurtenbach with a second by Fairchild to approve the 4/11/24 minutes and approved by acclamation.

**Treasurer's Report/Approval of Bills:**

I. Bills and treasurer's report was reviewed for months ending 4/30/24; FY 2023-2024 Fiscal Year is on track. IRMF payment to occur on the last day of the month moving forward.

II. Motion to approve treasurer's report and bills for months ending 4/30/24 by Schroeder with a second by Kurtenbach and approved by Deen, Kurtenbach, Fairchild, Schroeder, and Honomichl Lewis.

**Unfinished Business:** None

**Committee Reports:**

I. Personnel: Did not meet.

II. Finance: Met on 4/23/24; 1st phase of budget completed; will meet on 5/13/24 to review initial operations figures for referendum.

III. Joint Use: Met on 4/29/24

a. Discussed the painting of the community room; color samples in June and Aug. painting and hanging of pictures and quilt;

b. Parking lot is in need of resurfacing and will be further discussed at next mtg; library does have budget money in special reserve;

c. Pictures and a quilt will be hung in the community room after it's painted.

IV. Building Committee: Met on 2/27/24 looked over revised plans

V. Finance Communication Ad Hoc Committee: Met on 5/1 to review current communications; once budget numbers/formula and information available, additional communication to be created.

VI. Membership Recruiting Ad Hoc Committee: Talking to, and organizing list of volunteers

**New Business:**

A. Non-resident Card Policy and Fee; reviewed—fee will be \$163; a motion to approve the non-resident card fee of \$163 by Kurtenbach with a second by Schroeder and approved by Deen, Kurtenbach, Fairchild, Schroeder, and Honomichl Lewis.

B. Board Meeting Dates: Reviewed; a motion by Deen with a second by Honomichl Lewis to approve the 2024-2025 board meeting dates and approved by acclamation.

C. Library Closure Dates: Reviewed; a motion by Kurtenbach with a second by Fairchild and approved by acclamation.

**Other Business-**None

**Communications:** Director McAllister is in Chicago presenting at the annual conference.

**Director's Report:**

- I. Met with bonds person
- II. Had a table at the RIS Carnival and the Central Illinois STEM Fair
- III. Presentation/panel discussion for LTC grant via Zoom for IHLS.
- IV. AARP tax clinic at the library completed 191 tax returns this season.
- V. National Library Week Giveaway was well received; 9 submissions and 2 winners for patrons to share their favorite library memory.
- VI. Tales and Travel focus was on Nigeria with 7 in attendance; the next country will be Poland.
- VII. April Blood Drive-7 donors
- VIII. Farmers market has 13 vendors signed up so far
- IX. Jacob is a member of the Cataloging Standards Committee; attended April 26.
- IV. Attendance at library programs-Toddler and Storytime & Baby Lapsit (144);RIS Carnival (214); STEM Fair (1064); EC1 (168) Cops for Kids (4); Teen programs (45); Outreach (196) Boys and Girls Club (40); Beginning Steps (31); Silverleaf(60); Day and Evening Book Club (10)

**Monthly Library Stats**

*Check Outs: 5081 Notary: 4*  
*Narcan: 10 Materials added: 93*  
*Teen attendance: 47 Repairs: 40*  
*Adult attendance: 77; Family Program Attendance: 1301*  
*Book a librarian: 3 Kids attendance 655*  
*Card Holders: 6238 Live Chat: 5*  
*Withdrawn: 20*  
*Cricut: 1 License renewal: 10*  
*Door Count:2995 Sublimation: 11*  
*New Patrons: 18 Computer Use: 246*  
*Wish List: 2 ; Narcan 2*  
*Book Box: 18*

**Next Meeting Date:** June 13, 2024 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 6:38 p.m. by Kurtenbach with a second by Deen and passed by acclamation.

Elaine Honomichl Lewis, Secretary

## **Rochester Public Library District Board of Trustees Meeting**

**6/13/24**

**6:00 p.m.**

**Meeting called to order:** 6:00 p.m. by President Sarah Deen

### **Trustees present:**

President Sarah Deen, Treasurer Diana Fairchild, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis, Trustee Kimberly Kurtenbach, Vice President Jessica Ingold

**Library Staff:** Director Janet McAllister

**Visitors:** Krista Jiroutek, Jamie Rachlin from Meristem Advisors (via Zoom)

**Public Comment:** None

### **Approval of Library Board Meeting Minutes:**

- A. The regular 5/9/24 minutes were reviewed.
- B. A motion was made by Kurtenbach with a second by Deen to approve the 5/9/24 minutes and approved by acclamation.
- C. Closed minute review to occur in July by Fairchild and Honomichl Lewis.

### **Treasurer's Report/Approval of Bills:**

- I. Bills and treasurer's report was reviewed for months ending 5/31/24; Fiscal Year is on track. End of fiscal year will be June 30, 2024 Working budget for 2024-2025 continues.
- II. Cost of accounting services increased by \$1200 per year; for the remaining fiscal year, will be taken out of staff and trustee development line item.
- III. Motion to approve treasurer's report and bills for months ending 5/31/24 by Schroeder with a second by Tepatti and approved by Deen, Kurtenbach, Fairchild, Tepatti, Ingold, and Schroeder, and Honomichl Lewis.

**Unfinished Business:** None

### **Committee Reports:**

- I. Personnel—did not meet; Director's yearly evaluation to be distributed and completed and reviewed at July meeting.
- II. Finance: Met May 13th to review the working budget for 2024-2025. Budget hearing in two months, There's a need to continue to look at cuts as prices for services, materials, insurance, utilities are continuing to increase.
- III. Joint Use—next week the painter will look at the community room and suggest paint colors.
- V. Finance Communication Ad Hoc Committee—did not meet.
- VI. Membership Recruiting Committee—board to provide names; committee completed and will disband.

### **New Business**

- A. Jamie Rachlin Meristem Advisors (via Zoom) gave a presentation to review what needs to be considered for ongoing operations and expansion of the Library.
  - a. Library has currently drawn down its existing reserves; it does not have sufficient resources for ongoing operations, renovation and expansion of the Library.
  - b. A referendum is needed in November to increase the 2024 levy to generate revenue for both capital and operating costs; bond would be for 20 years.
  - c. First receipts from the referendum would occur in June 2025.
  - d. A combined bond and operating question on the Nov. ballot was discussed.
  - e. A motion by Kurtenbach with a second by Ingold for proposed operations and building expansion from 0.248% to a rate of 0.668% and approved by Fairchild, Tepatti, Kurtenbach, Ingold, and Schroeder, Honomichl Lewis, and Deen.

## **Other Business**

- I. As board develops articles for future newsletter, articles need to be 250 words or less
- II. Circulation Policy—price for copying on Library's printer to go up to .25 for black and white; .50 for color. A motion to change copy price to .25 for black and white and .50 for color by Tepatti with a second by Honomichl Lewis and approved by Fairchild, Tepatti, Kurtenbach, Ingold, and Schroeder, Honomichl Lewis, and Deen.
- III. Director's Evaluation for 2023-2024 needs to be completed and reviewed at the July board meeting with a personnel meeting scheduled with Director McAllister following the July meeting.

## **Communications**

- I. Newspaper articles and a small feature on the Farmers Market were shared
- II. Thank you notes from patrons were also shared.

## **Director's Report:**

- I. Donation received in memory of Dorothy Roy
- II. Insurance information for building received and under review
- III. Friends report \$1,189 in sales from latest book sale
- IV. Farmers Market has 19 vendors with positive feedback and good attendance by the community
- V. LTC Grant—a new knee scooter and upright walker
- VI. Formal wear drive continuing with 44 items of clothing
- VII. Day Book Club met at Mockingbird Bakery; Evening Book Club at the Library; Foxtrot dance class had 11 in attendance.
- VIII. Summer Reading and Adult Summer Reading Programs are underway.
- IV. Attendance at library programs-Toddler and Storytime and Babylapsit (154); SUL (71) Beginning Steps (33); Silverleaf(45)

## **Monthly Library Stats**

*Check Outs: 5454 Notary: 1*

*Narcas: 6 Materials added: 100*

*Teen attendance: 3 Repairs: 21*

*Adult attendance: 30;*

*Book a librarian: 1 Kids attendance 343*

*Card Holders: 6255 Live Chat: 5*

*Withdrawn: 25*

*License renewal: 10*

*Door Count: 2634 Sublimation: 11 New Patrons: 18 Computer Use: 205*

*Wish List: 4*

**Next Meeting Date:** July 11, 2024 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:52 p.m. by Tepatti with a second by Kurtenbach and passed by acclamation.

Elaine Honomichl Lewis, Secretary