

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
NOVEMBER 12, 2025**

**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 Kory Atkinson, Ashok Dhiman, Lauren Dixon, Ben Hoyle, Ken Johnson, Sharon Karpiel and Natalie Valenti. Also Present: Director Timothy Jarzemsky, Courtney Mohr, Auditor from Lauterbach & Amen, LLP. and Christine Karns, Circ/Tech Services Department Head.

**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 12, 2025 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 Karpiel moved, and Trustee Dixon seconded **the motion**, that the minutes of the October 8, 2025 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 Dhiman seconded **the motion**, that the Board approve the payment of bills for the month of November 2025, in the amount of \$70,691.95 and the transfer of approximately \$235,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Dhiman, Johnson, Hoyle, Valenti, Dixon, Karpiel and Atkinson.

**VII. NEW BUSINESS**

**APPROVAL OF FY 2024/2025 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 to the financial statements, and general fund. The Management Letter was then discussed,

## **VII. NEW BUSINESS (Continued)**

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 Dixon moved, and Trustee Dhiman seconded **the motion**, that the Board accept the FY2024/25, ending April 30, 2025 Audit as presented. The motion carried by roll call vote: AYES: Trustees Dhiman, Johnson, Hoyle, Valenti, Dixon, Karpel and Atkinson.

**Removal from the Roll: Courtney Mohr, Auditor from Lauterbach & Amen, LLP leaves the meeting at 7:13 p.m.**

## **VIII. REPORTS**

### **LIBRARIAN'S REPORT**

Attachment C shows the activities for the month of October. The Village-wide BOO!mingdale Halloween Event was Saturday, October 18<sup>th</sup>. The Halloween Party 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 runs from 11-2 p.m. We had great weather and a very successful event. The Library had approximately 1,300 people through our tent. We had many activities for patrons to enjoy in the library area: balloon artists, face painting, Halloween themed games, a juggler, donuts and cider, photo booth area, a food truck, and more. Thank you to the Village Public Works for their assistance with setup/cleanup of the event and the Friends of the Library assisting with the cider and donut table. Director Jarzemsky thanked everyone for their hard work on this event. The VFW Winter Coat drive is our final collection of the calendar year. This year, the VFW made 4 pickups. Patrons of BPL were very generous this year with their lightly used coats, as well as with new coats, gloves, and some other apparel. The Vets also took the final box of food (donated for the food drive after the collection cutoff) to give to one of the Veterans hospitals. Kandy Jones, Youth Services School Liaison, is retiring at the end of November. Kandy will be greatly missed and we appreciate all the work she has done serving the library and local school districts throughout her 30 years here at BPL.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of October. Total circulation for the month of October was 21,699; a 2% increase over October, 2024.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

## **VIII. REPORTS (Continued)**

**FINANCE** – No report.

**BUILDING AND GROUNDS** – The LED Lighting project will begin on Monday, 11/17. The project is expected to be completed by the end of December. The Conference Room will store the lights needed for the project. The contractors will slowly move throughout the building. Kelly Cusack, Maintenance Supervisor, will be working closely with the installation crew and oversee the completion of the project.

### **LIAISON REPORTS**

**SWAN/RAILS** – With the closure of Baker & Taylor, the Boundless platform will be discontinued by the end of 2025. Boundless will be replaced with Palace Project managed by Lyrasis.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY-** The Friends' upcoming book sale is this Saturday, November 15<sup>th</sup> from 9:30-3 p.m.

**BIG** – Attachment G is a recap from the 10/23 BIG meeting hosted by Lake Park High school.

## **IX. UNFINISHED BUSINESS**

## **X. NEW BUSINESS**

### **LIBRARY DEPARTMENTAL REPORTS- CIRC/TECH SERVICES DEPARTMENT**

Each Department Head will report at an upcoming Board meeting. The schedule was previously distributed at the July Board meeting. The goal of the presentation is to give the Board a firsthand look at each department. Director Jarzemsky introduced Christine Karns, Circ/Tech Services Department Head. Christine presented information about the Circ/Tech department including information on what Circulation does, what technical services does, Circ/Tech staff, statistics, SWAN, recent projects and goals, and upcoming projects. She answered questions from the Board and they thanked Christine for her report.

**Removal from Roll:** Christine Karns, Circ/Tech Services Department Head left the meeting at 7:33 p.m.

### **2026 PER CAPITA GRANT**

The Illinois State Library has updated the Per Capita Grant process for FY2026, introducing a requirement for libraries to demonstrate progress toward a new set of standards. If funded at the full rate of \$1.475 per capita based on our service area population, the library would be eligible for approximately \$32,000. The complete standards

## **X. NEW BUSINESS (Continued)**

are available on the Illinois Library Association website. The standards are organized into three levels: core, intermediate, and advanced. We will complete a checklist for each of the 12 standards as part of the application. Director Jarzemsky and Department Heads will meet to review all standards and prepare a draft grant application. The Board is asked to review the full set of standards in advance to the December Board meeting; we will discuss them formally at the December Board meeting.

### **ILLINOIS LIBRARY ASSOCIATION CONFERENCE REPORTS**

Attachment I is a report from Jessica Frazier, Adult Services Assistant Department Head; Kelly Knight, Adult Services Programming Librarian; Sean Luster, Computer Services Department Head; Christian Thomas, Computer Services Clerk II; and Winnie Wee, Administrative Assistant; who attended the 2025 ILA Conference in Rosemont, IL. Ben Hoyle, Board President, also attended the ILA conference on Trustee Day and gave a verbal report.

### **ILLINOIS LIBRARY ASSOCIATION LEGISLATIVE MEET-UP**

The Board is invited to attend the upcoming ILA Legislative meetup on Tuesday, December 2<sup>nd</sup> in Oak Brook, IL. Jamie Schingoethe, Business Office Assistant Department Head, will email to inquire if anyone wants to attend. Director Jarzemsky will be present.

### **LONG RANGE PLAN**

The Department Heads are currently reviewing the 2017 plan and will suggest their edits to Beth Dover, PR/Marketing Coordinator, to compile and create an updated document. The goal is to have the document update by the end of the fiscal year.

## **XI. ANNOUNCEMENTS**

**Holiday Open House-** The Annual Holiday Open House at BPL is Tuesday, December 2<sup>nd</sup> 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. The entire Board is invited to attend.

## **XII. AGENDA BUILDING FOR THE DECEMEBER MEETING**

No suggestions were made for December's meeting.

### **XIII. ADJOURNMENT**

Trustee Valenti moved and Trustee Dixon seconded **the motion** to adjourn the November 12, 2025 Library Board meeting at 8:17 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

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Secretary

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President

Date: \_\_\_\_\_  
(Minutes recorded by Jamie Schingoethe)