

**Julia Hull District Library
Board of Trustees Minutes
December 15, 2025**

Present: Kelley Roganowicz, Jason Miller, Donna Fruin, Sara Grobe, Jeff Mickey, Kathleen Bierman, Terri Fritz

Director, Joanna Kluever

Absent:

The regular meeting was called to order by President Jason Miller at 6:30 p.m.

Public: None

Secretary's Report: November 2025 Minutes: Minutes from the month of November were read and discussed. A motion was made to approve the minutes by Kathleen Bierman, and seconded by Donna Fruin. A vote was taken and passed unanimously. After a 6-month review of closed-session minutes, a motion was made to keep Executive Session minutes closed by Kelley Roganowicz, and seconded by Jeff Mickey. A vote was taken and passed unanimously.

Financial Report: The financial report for December was presented, accepted, and filed. The report was created by Jeff Mickey, Treasurer. There was a small deposit of tax income, as well as a large amount of fine money collected from PrairieCat.

Director's Report:

- a. Teen programs have been very popular, although the TAC meeting attendance has dwindled. Joanna has been using the school's Snapchat account and student email to remind students of library events and activities.
- b. Circulation statistics were down from last month, but still showed an increase over last year at this time.
- c. A Storywalk was presented during the Cardinal Community Christmas, and it will remain up in the village through the beginning of the year. Based on feedback, the plan is to continue presenting Storywalks downtown, and to possibly try one at the big park in Davis Junction.
- d. The library's Christmas tree won "Best Use of Theme" at the Cardinal Community Christmas.
- e. The program guide for January/February 2026 has been released and there are several special offerings for adults, as well as storybook character visits for children, featuring The Very Hungry Caterpillar.
- f. Books that have been ordered from Ingram are slowly arriving. Due to the closure of Baker and Taylor, many libraries have contracted with Ingram, and this is slowing the arrival and increasing demand for books.

Unfinished Business:

- a. **Amend date on Truth in Taxation Certificate of Compliance:** The Ogle County Clerk requested that we change the dates on our Truth In Taxation Certificate of Compliance for FY26/27 to align with their recordkeeping preferences. Joanna has changed wording to no longer include "2027" on the form. A motion was made by Kelley Roganowicz and seconded by Jeff Mickey to change the wording, as recommended. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Donna Fruin: yes, Jeff Mickey: yes, Kathleen Bierman: yes, Sara Grobe: yes, Terri Fritz: yes), and passed unanimously.
- b. **Palace Project Update:** Joanna let the board know that the Palace Project app is live for Julia Hull patrons, but that work is still being done to make it accessible for district students.
- c. **Narcan training update:** Joanna has ensured that all 7 library staff members have received training in using

Narcan.

New Business:

- a. **FY 2026 Per Capita Grant Discussion:** There is an Illinois Public Library Standards rubric attached to the Per Capita grant application this year. Joanna has worked her way through the rubric and presented where Julia Hull District Library currently falls under each standard: Core, Intermediate, or Advanced. She also noted which areas could be improved.

Action Agenda:

- a. **Expenditures:** Motion was made by Jeff Mickey and seconded by Kathleen Bierman to pay the December 2025 expenditures. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Donna Fruin: yes, Jeff Mickey: yes, Kathleen Bierman: yes, Sara Grobe: yes, Terri Fritz: yes), and passed unanimously.
- b. **IRS Payment Approval:** Motion was made by Jeff Mickey and seconded by Donna Fruin to pay the IRS for the month of December 2025. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Donna Fruin: yes, Jeff Mickey: yes, Kathleen Bierman: yes, Sara Grobe: yes, Terri Fritz: yes), and passed unanimously.
- c. **Payroll Approval** Motion was made by Jeff Mickey and seconded by Sara Grobe to pay the upcoming payroll expenditures (pay periods: December 19, January 2, January 16). A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Donna Fruin: yes, Jeff Mickey: yes, Kathleen Bierman: yes, Sara Grobe: yes, Terri Fritz: yes), and passed unanimously.

Jeff Mickey moved the meeting to be adjourned; Terri Fritz seconded the motion. A vote was taken and passed unanimously.

Meeting adjourned at 7:07 pm.

The next meeting of the Board of Trustees will be held on Monday, January 19, 2026, 6:30 pm.