

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
MARCH 12, 2025, AT 7:00 P.M**

CALL TO ORDER

President Smith called the meeting to order at 7:00 p.m.

PRESENT

Five (5) Trustees were present at the start of the meeting: President, Katie Smith; Vice President Terrell Barnes; Treasurer, Monika Nasiadka; Secretary, Michael Harrington; and Trustee, Len Baumgart.

Trustee, Rick Karpinski arrived at 7:02 pm; after which there were six (6) Trustees physically present.

Staff present were Executive Director, Samantha Johnson; Business & Operations Manager, Karen Delgado; Access Services Manager, John Rimer; and Youth Services Manager, Alea Perez.

Also in attendance were: Dan Pohrte and Tiffany Nash of Product Architecture + Design.

There were three (3) members from the public also present.

ABSENT

One (1) Trustee was absent, Trustee, Sue Harold. Trustee Harold called in but was not eligible for remote attendance per the Remote Attendance Policy.

ADOPTION OF AGENDA

Trustee Baumgart moved to adopt the agenda as presented. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.

PUBLIC COMMENT

There were no comments from the public.

CONSENT AGENDA

- a. Secretary's Report
 - i. Minutes of the Regular Meeting Dated 2/14/2025

- ii. Minutes of the Committees of the Whole Meeting Dated 2/14/2025
 - iii. Minutes of the Board Retreat Dated 2/22/2025
- b. Approval of Expenditure Warrants
- i. Bill List for 2/2/2025 in the Amount of \$62,539.42
 - ii. Bill List for Electronic Funds Transfer to IMRF Dated 3/04/25 in the Amount of \$13,925.64.
 - iii. Bill List for 3/12/2024 in the Amount of \$27,942.90.
 - iv. Payroll Dated 2/14/2025 and 2/28/2025.
- c. Approval of Maximum Merit Increase Percentage of 4% for 2025 Performance Appraisals.

Treasurer Nasiadka moved to approve the Consent Agenda as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harrington, Karpinski, Nasiadka, Smith
NAYS: None
ABSTAIN: None
ABSENT: Harold

The motion was approved.

TREASURER'S REPORT

Executive Director Johnson highlighted tax dollars are starting to come in from Cook County for TY 2024, but that revenue will not be officially recognized until next FY 25/26.

Treasurer Nasiadka moved to approve the Treasurer's Report. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harrington, Karpinski, Nasiadka, Smith
NAYS: None
ABSTAIN: None
ABSENT: Harold

The motion was approved.

CORRESPONDENCE

- a. Memo from Robbins Schwartz
- b. Bockfest 2025 Flyer
- c. Chamber of Commerce E-News

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Johnson presented her monthly report, which is included as Exhibit A.

President's Report

- a. Trustee's Report
 - i. Volunteer Appreciation Event 4/05/25 at 12:30 P.M.

Friends of the Library Report

- a. Meeting 4/2

NEW BUSINESS

- a. Approve Staff Computer Replacement Order in the Amount of \$22,997.37.

Vice President Barnes moved to approve the Staff Computer Replacement Order in the Amount of \$22,997.37. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Harrington, Karpinski, Nasiadka, Smith
NAYS:	None
ABSTAIN:	None
ABSENT:	Harold

CITIZEN COMMENTS/QUESTIONS

There were no comments or questions presented.

ADJOURNMENT

Trustee Baumgart moved to adjourn the meeting at 7:38 p.m. All trustees were in favor.

Minutes Approved: Secretary

Date

Roselle Public Library District Director's Report

Month of February 2025

Bond Issuance

The bond sale is set to close on 3/10 with Baird, the winning firm. Proceeds will be received that same day in our new account with PMA Financial Network. The tax impact will be reflected on the first installment bill for tax year 2024 for DuPage residents, and the second installment bill for Cook county residents.

Strategic Plan Update & Extension

Following our discussion on 2/22 I will work on an updated framework to update our current plan and extend it out to 2027, at which time we anticipate going through the full process to develop a new plan after the building project is complete. We want to emphasize our communications plan moving forward, building up to the new library, underutilized services, opportunities for enhancement, balancing what we want to do with our limitations, and having a better understanding and reporting on our key metrics like library usage, social media engagement, changes in collections and collection use by category and format.

Local Consolidated Election 2025

The League of Women Voter's is hosting candidate forums for contested elections in Roselle. I previously forwarded an email listing the RPLD forum that is set for Thursday 3/13 at 6:30 PM.

Day-of polling at the Library is open from 6 AM to 7 PM on Tuesday, 4/1.

SEI Filing for 2024

Trustees and managers should have received a message from DuPage County about filing your statements of economic interests for 2024. The deadline for this is 5/1 and failure to file on time will result in a fee.

Roselle Public Library District Director's Report

Month of February 2025

Department Updates

Access Services (Patron Services + Materials Services)

Manager: John Rimer

In February 8,950 people visited the Library. That is only about a 1% dip from January's 9,046 visitors and a 5% increase over December's visitor count of 8,450.

Circulation of Materials

Feb 2025	Circs
Physical	9,562
Digital	5,186

Jan 2025	Circs
Physical	11,153
Digital	5,509

Dec 2024	Circs
Physical	9,873
Digital	4,662

February this year was particularly cold, which may have discouraged people from venturing out. But even so, Looking at the record of February counts from previous years, 2025 saw a respectable 7.6% increase in visitor traffic over 2024, and is 7.8% higher than the average of pre-pandemic Februaries recorded back to 2018.

February Number of Visitors

2025	8,950
2024	8,289
2023	6,690
2022	2,173
2021	3,118
2020	9,711
2019	8,030
2018	7,088

Access Services Supervisors were given the opportunity to review Product Architecture's floor plans for the new Library and make suggestions for the layout of the Access Services workroom. The Patron Services team was also shown the plans at their team meeting. The department is already starting to brainstorm what our workflow will look like in the new space.

National Change of Address (NCOA) 2024: SWAN sends all patron records for processing against the National Change of Address (NCOA) data provided by the United States Postal Service (USPS). On average, this process returns 4-5% of patron records with an updated address. As of February 3, NCOA processing on patron records is complete for 2024 and our team is working through the reports and cleaning up the patron records accordingly.

Adult & Teen Services

Manager: Maureen Garzaro

The ATS team answered 743 reference questions this month, primarily on Mondays, Tuesdays, and Wednesdays in the morning and afternoon.

Roselle Public Library District Director's Report

Exhibit A

Month of February 2025

Lisa helped a patron prepare for the passport renewal process (prescreening qualification and supporting information) and helped them complete the online application and upload supporting documentation when they returned to the library. Patron was extremely grateful for the assistance with technology and with the process as none of the passport application sites assist with renewals.

70 adults and teens participated in the Winter Reading Program, reporting a total of 297 books read.

Paige and Jaki created a blind date with a book display for teens and adults. Patrons also received a heart shaped card to write a book review. Review cards could be submitted for a chance to win a prize.

Last month's adult take and make was a crafting for a cause project. Patrons made felt dog toys and brought them back to the library. Andy delivered over 40 dog toys to Fetching Tails in Itasca.

We had our first cooking demonstration since Maureen has been at RPLD and it was a success! 23 patrons attended this informational and tasty program about Black History and food. Local Chef Tony Cannon of Aunt Tina's Kitchen was engaging, and the food samples were a hit!



Teen Paint and Sip this month was very popular with a full registration list, but only half of the attendees showed up. The attendees still had a blast and created some wonderful masterpieces.



Youth Services

Manager: Alea Perez

The verdict is in: our bee has officially been named Bizzy, a patron suggestion that was voted on by 24 RPLD staff members and chosen from a set of 5 final options in all. We're excited to start promoting Bizzy, now that they are officially named!



We were lucky to have a visitor stop by in February. Gio the therapy dog came to the Library (with his human, Kelly) to visit with staff on Wednesday, February 19. Nine staff, in all, stopped by for 5–10-minute sessions with Gio.

February programming highlights include 1) 47 attendees at the Bluey Bonanza on Thursday, February 27, 2) 18 attendees at Love at the Library on Sunday, February 9 (same day as the Super Bowl!) where they decorated cupcakes and made message hearts out of wooden heart-shaped ornaments, and 3) 17 attendees each at Miss Allison's Music on Monday, February 10 and Yasmin's Family Storytime on Friday, February 21.

Roselle Public Library District

Director's Report

Month of February 2025

Yasmin has been working on two initiatives for the department: shelf talker readers' advisory and an art gallery, which was installed for summer 2024 but which has largely gone unused. She has designed templates for each, and a two-year schedule for the latter. We're hoping to initiate the use of both in time for summer 2025.

Colleen has been working on a custom leveling system for the reader collection. Due to varying publisher standards, it is a challenge to easily direct patrons to readers that are of a similar level of difficulty. Their first draft has been shared with Alea and is awaiting next steps before bringing Materials Services into the mix.

Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

Manager: Karen Delgadillo

Sam worked throughout the month on bond sale prep, meeting with PMA Securities and PMA Financial Network several times.

The Management Team also worked collectively on the first draft of the 2025-2026 working budget.

Karen participated in several HR trainings and meetings, covering topics like forms related to hiring, reviews, and recent new laws/mandates.

Jason is preparing for our new branding, which we plan to debut in May along with our Summer 2025 program guide, along with communications and promos for the current session of programs that began 3/1.

Diane opened up the next block of LibCAL calendar requests for meeting room reservations between March and August and coordinated set-up for our all-staff meeting on 2/28.

Eric coordinated setup and teardown for the February FOTL book sale.

Together with our annual elevator inspection we also replaced the elevator pit sump pump. Routine maintenance work included: tile and grout floor cleaning, basement cleanup, proper disposal of accumulated paint cans.