

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
MARCH 19, 2026**

CALL TO ORDER

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

PRESENT

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

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

Also in attendance were Chris Damsch and John Shales from SMC Construction Services; and Tiffany Nash from Product Architecture + Design.

Two (2) members of the public were present.

ABSENT

Two (2) Trustees were absent: Treasurer, Christina Dabrowski; and Trustee, Barbara Murray.

ADOPTION OF AGENDA

Vice President Harrington 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

Two (2) members of the public made comments: resident Mike Murray read a statement aloud regarding the Library's meeting room policy; and resident Susan Wakefield Dal Porto also read a statement aloud regarding the Library's meeting room policy.

CONSENT AGENDA

- a. Secretary's Report
 - i. Minutes of the Regular Board of Trustees Meeting Dated 2/11/2026

- ii. Minutes of the Committee of the Whole Meeting Dated 2/11/2026
- b. Approval of Expenditure Warrants
 - i. Bill List for 2/27/26 in the Amount of \$65,137.68
 - ii. Bill Lists for Electronic Funds Transfers to IMRF Dated 2/02/26 in the Amount of \$14,182.20
 - iii. Bill List for 3/13/26 in the Amount of \$31,850.22
 - iv. Payroll Dated 2/13/26 and 2/27/26

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

AYES:	Barnes, Baumgart, Cook, Harrington, Nasiadka
NAYS:	None
ABSTAIN:	None
ABSENT:	Dabrowski, Murray

The motion was approved.

PRESENTATION OF NEW LIBRARY CONSTRUCTION TRADE CONTRACT RECOMMENDATIONS BY SMC AND FURNITURE CONTRACT RECOMMENDATIONS BY PRODUCT ARCHITECTURE + DESIGN

Chris Damsch from SMC Construction Services presented the updated budget and new library construction trade contract recommendations. Tiffany Nash from Product presented the furniture contract recommendations.

TREASURER'S REPORT

The Treasurer's report update for the month of February 2026 was tabled for the next regular board meeting.

CORRESPONDENCE

- a. Patron Email re Meeting Spaces Policy
- b. March Chamber Newsletter

EXECUTIVE DIRECTOR'S REPORT

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

PRESIDENT'S REPORT

a. Trustee's Report

There were no reports from the Trustees.

NEW BUSINESS

a. Approve New Library Construction Contract Recommendations as Presented by SMC

Trustee Barnes made the motion to approve new library construction contract recommendations as Presented by SMC. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Cook, Harrington, Nasiadka
NAYS:	None
ABSTAIN:	None
ABSENT:	Dabrowski, Murray

The motion was approved.

b. Approve New Library Furniture Contract Recommendations as Presented by Product Architecture + Design

Vice President Harrington made the motion to approve new library construction contract recommendations as Presented by Product Architecture + Design. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Cook, Harrington, Nasiadka
NAYS:	None
ABSTAIN:	None
ABSENT:	Dabrowski, Murray

The motion was approved.

c. Approve New Library Construction Project Budget of \$24,443,572

Trustee Barnes made the motion to approve new library construction project budget of \$24,443,572. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Cook, Harrington, Nasiadka
NAYS:	None
ABSTAIN:	None
ABSENT:	Dabrowski, Murray

The motion was approved.

- d. Approve Resolution 2026-02: Intergovernmental Agreement with Village of Roselle for Land Swap.

Vice President Harrington moved to approve Resolution 2026-02: Intergovernmental Agreement with Village of Roselle for Land Swap, pending final recommendation by legal counsel but with the option to delay final approval to a future board meeting. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Cook, Harrington, Nasiadka
NAYS:	None
ABSTAIN:	None
ABSENT:	Dabrowski, Murray

The motion was approved.

- e. Approve Purchase and Sale Agreement between Village of Roselle and Roselle Public Library District.

Vice President Harrington moved to approve Purchase and Sale Agreement between Village of Roselle and Roselle Public Library District. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Cook, Harrington, Nasiadka
NAYS:	None
ABSTAIN:	None
ABSENT:	Dabrowski, Murray

The motion was approved.

- f. Approve Parking Lot Use Agreement with Village of Roselle

Vice President Harrington moved to approve Parking Lot Use Agreement with the Village of Roselle. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Cook, Harrington, Nasiadka
NAYS:	None
ABSTAIN:	None
ABSENT:	Dabrowski, Murray

The motion was approved.

- g. Approve Updated General Policies Section 1: Trustee By-Laws

Secretary Nasiadka moved to approve updated general policies Section 1: Trustees By-Laws. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Cook, Harrington, Nasiadka
NAYS:	None
ABSTAIN:	None
ABSENT:	Dabrowski, Murray

The motion was approved.

h. Ratify Investment in PTMA IPRIME Term Series dated 3/13/2026

Secretary Nasiadka moved to ratify investment in PTMA IPRIME Series dated 3/13/2026 for a duration of 24 months for 3.9%. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Cook, Harrington, Nasiadka
NAYS:	None
ABSTAIN:	None
ABSENT:	Dabrowski, Murray

The motion was approved.

i. Approve and Continue to Hold the Executive Session Meeting Minutes of February 11, 2026

Secretary Nasiadka moved to approve and continue to hold the executive session meeting minutes of February 11, 2026.

The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Cook, Harrington, Nasiadka
NAYS:	None
ABSTAIN:	None
ABSENT:	Dabrowski, Murray

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no comments or questions presented.

ADJOURNMENT

President Baumgart moved to adjourn the meeting at 7:55 p.m. All trustees were in favor.

/s/ Monika Nasiadka

4/16/2026

Minutes Approved: Secretary

Date

Roselle Public Library District Executive Director's Report

Month of February 2026

Building Project Updates

Construction bids were opened at Village Hall on Tuesday, March 3rd, and SMC will be presenting their contract recommendations at tonight's meeting.

After about a week of communicating back and forth on the stormwater calculation issue flagged by the Village, our team presented a solution using permeable pavers in the parking lot that was accepted by the Village. The permitting process is still ongoing, and a next step includes adding all the contractors who will be approved by the Board tonight to our application in their permit system.

The property swap document work has continued primarily between Library and Village legal counsel. I have been checking in regularly for status updates to try to get this process to a conclusion. We seem to be close, with the IGA and parking lot use agreement both greenlight for approval. That still leaves the Purchase and Sale documents in their attorneys' hands. I have possible action on this including on the agenda in case everything is ready, but if the P/S documents are not ready for a vote the Board may want to consider scheduling a special meeting to take action on that.

Statements of Economic Interests

All trustees should have received a message from DuPage County with instructions to complete your 2025 SEI forms. This must be completed by May 1. If you did not receive an email or questions about signing on or filling out the form please let me know.

Budget Planning

At tonight's COW meeting we will review my first draft of next fiscal year's working budget. The final budget will be approved at the June meeting.

Dolly Parton's Imagination Library

The Library Foundation has agreed to provide the financial support needed to bring the Imagination Library to Roselle, and I am still waiting for confirmation from the program about when they will be bringing us live. Until we know for sure, interested Roselle families can join the waitlist online: <https://imaginationlibrary.com/check-availability/>

Roselle Public Library District Executive Director's Report

Month of February 2026

Department Updates

Access Services

Manager: John Rimer

In February, 7,791 people visited the Library. That number represents a decrease of 8.7% from the 8,537 January visitors. February was a

Circulation of Materials

Feb 2026	Circs
Physical	8,947
Digital	3,134

Feb 2025	Circs
Physical	9,562
Digital	5,186

Feb 2024	Circs
Physical	10,754
Digital	4,468

shorter month, and if the average number of February daily visitors were to visit an additional three days, February would just slightly surpass January. Digital circulation dipped in February across all the services, including Libby, Hoopla, and Kanopy, a 43.2% decrease in total, compared with January. In the exhibit at left the number seems to go up and down from year to year in February. As the trend for digital use is generally up, this latest dip would best be described as an anomaly. Annual digital circulation has increased by 4,069 and 4,483 the last two fiscal years.

Something about February? Regardless, we will continue to monitor the numbers.

February Number of Visitors

2026	7,791
2025	8,950
2024	8,289
2023	6,690
2022	2,173
2021	3,118
2020	9,711
2019	8,030
2018	7,088

Manager's Highlights

RAILS Quarterly Bin Count

The Illinois State Library requires RAILS, the regional library system that handles interlibrary delivery, to do a quarterly physical count of all items picked up in a week. Once each quarter during an assigned week, Patron Services staff record a tally of all outgoing items for RAILS delivery. During the February Bin Count week of 2/23-2/27, the Library sent out 21 bins, containing 744 items. The average of the previous four quarterly counts was 18 bins, containing 672 items. The average across RAILS, which is composed of libraries of many different sizes was 10 bins, containing 307 items, placing Roselle Public Library well above the median. Many of these outgoing materials are holds for patrons from other SWAN libraries. Last fiscal year, the Library sent 16,897 items to other SWAN libraries through the RAILS bins.

National Change of Address (NCOA) 2025

At the end of each calendar year, SWAN cross references patron records with the United States Postal Service (USPS) National Change of Address (NCOA) database and populates our patron database with updated address information. The number of SWAN patron records sent for

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processing was 773,650. Of those, 24,352 were returned with address changes for a change rate of 3.2%. Here in Roselle, 202 of 9,166 patrons were determined to have moved, many out of our library district, for a change rate of 2.2%. Patron Services is currently reviewing the NCOA report for accuracy, confirming and correcting addresses, contacting patrons where clarification is needed, and cleaning up our database accordingly.

Outreach Opportunities

The Library was invited to attend a Roselle Chamber of Commerce Business After Hours reception at the Metro 19 Apartments on February 17. There are 295 units there, with a current occupancy rate of 85%. The residents include retirees, young families, and single professionals. The property management staff there were gracious hosts and enthusiastic about partnering with the Library. One possibility we discussed was finding opportunities for us to participate in outreach and onsite card sign-up at some of the events they stage to foster community for their tenants.

Adult & Teen Services

Manager: Maureen Garzaro

The ATS Team answered 876 questions this month. Mondays, Wednesdays and Thursdays had the most transactions; our busiest times are from 10am to 2pm.

This month we had 699 ATS desk transactions. 482 transactions took place at the ATS desk, followed by 217 at the AS desk, 128 phone calls, 18 over Libchat, and 9 via email. We also had 5 roaming transactions. 732 of these questions took less than 5 minutes to complete while 120 took between 5 and 15 minutes. We also had 7 questions that took between 15-25 minutes.

Winter Reading wrapped up on Feb. 15th. Participation (as of this report) is listed below.

- Adults: Registrations = 67, Completions = 43
- Teens: Registrations = 20, Completions = 14

Blind Date with a Book- Jaki, Paige and Abby worked on a blind date with book display in both the Adult and YA areas. Each book was wrapped in brown paper with a brief description so patrons can choose their blind date. It was fun to see a book or two disappear from the display each week.



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The On the Same Page title for October 2026 will be "The Comfort of Crows: A Backyard Year" by Margaret Renkl.

This month's Snoopy Display was favorite amongst staff and patrons and was put together by Jaki.

Programming Highlights

- Feb 11- Teen Hangout—this drop in program on SMART day for Roselle teens is a busy one with 39 of them coming into socialize, snack, play board games and do crafts.
- We also had a couple of successful hybrid programs this month:
 - Feb 17- Winter Olympics with the Lake Placid Museum – 2 – watch party, 6 online
 - Feb 18 - Rita's Quilt with Shannon Downey of Badass Cross Stitch – 13 online
 - Feb 24 – ILP : Still Afraid of the Dark with R.L. Stine – 1 watch party, 7 online
- Feb 25 – Love at First Bite with Chef Tony Cannon and spouse Abbey (former owners of Aunt Tina's Kitchen) served delicious food samples to 26 attendees.

Social Media

ATS kicked off February with a few Instagram posts and reels. They included the following.

- Feb 3 - Heated Rivalry read-a-likes (AV)
- Feb10 - Blind date with a book (AK)
- Feb 17- Book Recommendation post (IK)
- Feb 18- Palace Project (AV)

Reference or Reader's Advisory Highlights

Staff have been helping patrons at the computer this month print out their employer W2 forms.

In addition, Abby has had a repeat patron come in for help using Libby on her iPad.

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Youth Services

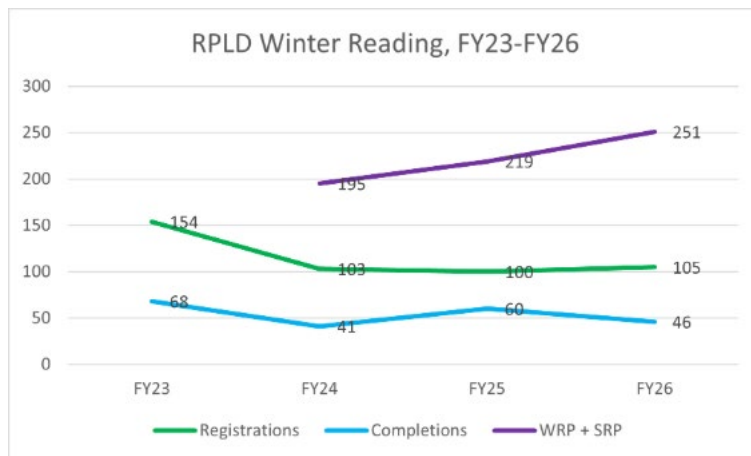
Manager: Alea Perez

Programming

February programming highlights include 1) 28 attendees at Miss Allison's Music program on Monday, February 23, 2) 27 attendees at Alexis' Toddler Storytime program on Thursday, February 12, and 3) 23 attendees at Alexis' Toddler Storytime program on Thursday, February 19.

Winter Reading

We had 46 of 105 participants complete the WRP, for a 43.81% completion rate this year, compared to last year's 60%, FY24's 39.81%, and FY23's 44.16%. The winner of our DuPage Children's Museum annual family pass was notified on 2/25.



Early Childhood and Passive Programs continue to perform strongly and should exceed last year's total at the end of March. Outreach and staff training are performing slightly ahead of schedule when compared to last year's total counts, while most other categories are falling behind the pace they held last fiscal year, even if some are seeing a year-over-year monthly increase (e.g. Reference and Readers Advisory).

[Continued]

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<i>The FY, through February, is 67% complete.</i>	Feb-26	Feb-25	% Change	Total YTD	Total LY	% YTD of LY
Early Childhood Programs Held	26	20	23.08%	196	211	92.89%
Early Childhood Program Attendance	247	165	33.20%	1544	1545	99.94%
Grade School Programs Held	6	7	-16.67%	43	72	59.72%
Grade School Program Attendance	39	48	-23.08%	331	567	58.38%
All Ages Programs Held	3	1	66.67%	24	27	88.89%
All Ages Program Attendance	24	18	25.00%	402	1096	36.68%
Passive Programs Held	5	4	20.00%	35	41	85.37%
Passive Program Participation	195	100	48.72%	1530	1576	97.08%
Outreach Visits	5	7	-40.00%	60	114	52.63%
Outreach Attendance	94	111	-18.09%	3644	5077	71.77%
Staff Training Hours	24.76	4.25	82.84%	81.93	103.25	79.35%
Reference & RA Questions	187	153	18.18%	1473	2271	64.86%
Circulation	4663	5071	-8.75%	40628	69095	58.80%
Database Use	10	27	-170.00%	30	58	51.72%
Computer Use	136	153	-12.50%	1201	2316	51.86%
Total # of Volunteers in YS	8					
Total Volunteer Hours in YS	17					

Alexis and two teen volunteers completed our inaugural teen department decorating on Saturday, February 28. They added hot air balloons with book-shaped baskets and clouds to our glass wall.



Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

Manager: Karen Delgadillo

In February, a couple of notable project completions were accomplished, including finalizing our next Records Disposal Certificate and receiving approval and completing the mass mailing of our Summer Reading Program Sponsor letters. Facilities addressed service calls related to outages and leaks for a few unexpected occurrences.

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Karen, Diane, and John P. worked together to coordinate all the details of our semi-annual staff in-service day on 2/27.

Diane finalized the analysis of identifying the next set of local records to submit for approval. The Records Disposal Certificate was approved by the Local Records Commission. Records can be destroyed on or after 7/1/26, following our fiscal year end.

Jason completed the design and editing for our Spring print library guide (March – May) and has been focusing a lot of his time on ensuring our new website is tested in multiple browsers/device types and ready for launch in March.

John P. processed 29 maintenance and repair requests, completing 27 with two remaining open. Work focused on preventive maintenance, HVAC monitoring, life-safety inspections, minor repairs, and routine supply replenishment.

John coordinated a service call to TKE for our elevator on 2/20. We were experiencing an issue with the door's sensors, preventing it from closing and causing disruption. TKE evaluated and determined the sensor system had reached end of life. A temporary adjustment was made so the doors could operate while we waited for the work order, scheduling, and permitting. The cost of this repair was over \$9,000 but had to be done so our elevator could pass inspection and continue to safely operate.

We had multiple issues with leaks throughout the building from different sources (HVAC, plumbing) but were able to respond to each of them quickly and resolve either in-house or with our contractors.

Sam was accepted to participate in the 2026 Directors University Advanced conference in late April. This event is hosted by ILA, as part of its series of continued education for public library directors across the state.