

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
APRIL 10, 2024, 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 physically present at the start of the meeting: President, Katie Smith; Vice President, Terrell Barnes; Secretary, Michael Harrington; Trustee, Len Baumgart; and Trustee, Roxee Timan.

Treasurer, Monika Nasiadka arrived at 7:08 pm; after which there were six (6) Trustees physically present.

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

Also in attendance were: Attorney Carmen P. Forte, of Klein, Thorpe & Jenkins; Dan Pohrte and Tiffany Nash of Product Architecture + Design.

**ABSENT**

Trustee Sue Harold was present virtually at the start of the meeting but was not eligible for remote attendance per the Remote Attendance Policy.

**ADOPTION OF AGENDA**

Vice President Barnes 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 was no public comment.

**CONSENT AGENDA**

- a. Secretary's Report

- i. Minutes of the Regular Meeting Dated 3/13/2024
  - ii. Minutes of the Committees of the Whole Meeting Dated 3/13/2024
  - iii. Minutes of the Chat with the Board Event Dated 3/27/24
  - iv. Minutes of the Special Meeting Dated 3/27/2024
- b. Approval of Expenditure Warrants
- i. Bill List for 3/27/2024 in the Amount of \$37,658.47
  - ii. Bill List for Electronic Funds Transfer to IMRF Dated 4/5/24 in the Amount of \$12,286.53
  - iii. Bill List for 4/10/2024 in the Amount of \$40,411.78
  - iv. Payroll Dated 3/15/2024 and 3/29/2024

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

AYES: Barnes, Baumgart, Harrington, Smith, Timan  
NAYS: None  
ABSTAIN: None  
ABSENT: Harold, Nasiadka (arrived 7:08 pm)

The motion was approved.

### **TREASURER'S REPORT**

Executive Director Johnson highlighted the Library is 75% through FY 23/24.

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

AYES: Barnes, Baumgart, Harrington, Smith, Timan  
NAYS: None  
ABSTAIN: None  
ABSENT: Harold, Nasiadka (arrived 7:08 pm)

The motion was approved.

### **CORRESPONDENCE**

- a. Chamber April Newsletter Golf Outing
- b. Village Update on Petal Project's Scope and Start

Executive Director Johnson explained that the project's scope includes all the portions of the project and that construction is expected to last through the summer. This will impact our plans to host some Youth programs outdoors as we have been. These programs will be moved into the Library.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Johnson presented her monthly report, which is included as Exhibit A highlighting a few key initiatives:

- a. Over 2,000 solar eclipse glasses were distributed to the community for the April 8<sup>th</sup>, 2024 Solar Eclipse event.
- b. RPLD is the ILA Member Photo of the Month for March 2023!
- c. Summer reading program sponsorship requests have been reintroduced.
- d. Staff member, Liz, Youth Services, is expected to be interviewed for WBBM 780 news radio's Difference Makers Series on June 25, 2024.
- e. LibCal, online meeting space booking tool updates.

Youth Services Manager, Alea Perez presented departmental updates highlighting accomplishments and changes within the department over the last year.

## **PRESIDENT'S REPORT**

- a. Trustee's Report

Vice President Barnes delivered a statement regarding the recent well-attended public input session for the potential future site plans for 233. E Maple Ave., concluding with remarks addressing the staff, encouraging their continued feedback during the planning and due diligence process. The statement is attached as Exhibit B.

- b. Friends of the Library Report
  - i. Next Book Sale 4/27 – 4/28

## **NEW BUSINESS**

- a. Approve Resolution 2024-03 for Participation in the Public Library Non-Resident Services Program for 2024-2025

Vice President Barnes moved to approve Resolution 2024-03, for participation in the Public Library Non-Resident Services Program for 2024-2025. The motion was seconded. A roll call produced the following results:

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

**CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

**ADJOURNMENT**

Board President Smith moved to adjourn the meeting at 7:51 p.m. All trustees were in favor.

/s/ Mike Harrington  
Minutes Approved: Secretary

5/8/2024  
Date

## EXHIBIT A

# Roselle Public Library District Report to the Board of Trustees

Month of April 2024

## Strategic Priorities Progress

### Create Value for the Community

- Leading up to the 2017 solar eclipse, RPLD was inundated with inquiries and requests for solar eclipse glasses. For that event we had 1,000 glasses to give away to residents to safely view the eclipse, but demand exceeded this quantity. For the 2024 eclipse staff were even more proactive than before and amassed a supply of 2,000 eclipse glasses and viewers; and as of writing this report there are plenty left to go around.
- After a three-year pause, staff resumed the tradition of reaching out to local business requesting sponsorship of our Summer Reading Program. Businesses have responded very generously with in-kind support in the form of coupons and gift cards for our SRP participants.

### Effective Service Delivery

- On 3/1 an interdepartmental group participated in a branding refresh workshop session, led by our consultants with SimpleTruth. The end result will be used to update our website when the time comes, as well as live on in our next set of brand guidelines.
- Staff from YS, ATS, and PS received additional 3D printer training on 3/6. They are waiting for our new IT support company to complete the transfer of service to continue with the next step, which is to allow the 3D printer access to our local network. Once that is done, staff will test print and the goal is to have the new printer up and running again by mid-April. That will allow attention to be more fully turned toward the laser engraver/cutter.
- We are testing and finessing final content for the new LibCal updates for a better user experience when reserving our meeting spaces online, including implementing a more intuitive calendar booking tool. The aim is to take these updates live mid-April.
- To improve our cash and credit operations at the front desk we have decided to replace our analog cash register and auxiliary credit card reader with a combined system from Square. The new cash register solution is expected to make our month-end reconciliation and reporting processes more efficient, as well as move our desire to sunset the manual “old school” register approach and become more digitally synchronized with advanced technology.

### Quality Facility

- In March site plan concepts for a potential new location on Maple Avenue were developed. These will be shared in a public input session on 4/6 at the Library to gather feedback from residents.

# Roselle Public Library District

## Report to the Board of Trustees

Month of April 2024

### Department Updates

#### Access Services (Patrons Services + Materials Services)

Manager: John Rimer

- March is always a high traffic month at the Library, as winter begins to recede and people become more active, and 2024 is no exception: 9,244 people visited the library. It's Spring Break month, so we typically see an influx of kids and families during March, looking to avail themselves of our programs and a few extra books to add to the fun of their time off. You can see the effect in our circulation numbers. For example, while Adult Book circulation remained more or less consistent from February to March, 3,095 vs. 3,124, Children's Book loans jumped by 11.5% from 4,095 in February to 5,503 in March, a month-to-month increase usually only surpassed during Summer Reading. The March door count

<b>Mar 2024</b>	<b>9,224</b>
<b>Mar 2023</b>	8,157
<b>Mar 2022</b>	4,965
<b>Mar 2021</b>	4,176
<b>Mar 2020</b>	4,166
<b>Mar 2019</b>	9,297
<b>Mar 2018</b>	9,608

continues the pattern we have been tracking of trending back to pre-Pandemic attendance numbers. Comparing that trend with the consistent annual pattern we see in seasonal uptick, which is repeating this fiscal cycle, we have every reason to be optimistic about a busy and well-attended summer season, likely within the range of pre-pandemic numbers.

<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
6,139	7,460	8,289	9,224

- Access Services has been engaged in various communications projects during March. Sarina, who recently joined the Patron Services team, and John participated in a branding refresh meeting with Simple Truth. They have also been contributing to the Instagram messaging of the Library in coordination with the social media component of PCI's ongoing public relations initiative.
- John wrote and submitted a letter to the editor of the Daily Herald in support of National Library Week and is also investigating some advancements in SWAN's MessageBee patron notification system that will allow us to do targeted messaging of specific lists of patrons.

#### Adult & Teen Services

Manager: Maureen Garzaro

- To honor Women's History Month, Maureen hosted a historical portrayal of Juliette Gordon Lowe as a hybrid program on 3/7. We even had a couple of girl scout troops attend. Betsey Means from WomanLore did a wonderful job in her portrayal. 22 patrons attended in person and 9 attended online.

# Roselle Public Library District

## Report to the Board of Trustees

Month of April 2024

- On 3/8, Christina and Paige represented the Library at Lake Park High School's Comic Con event. Students that stopped by the table collected stickers, candy and had the chance to create a comic book. They saw 120 teens at this event.
- Lisa hosted two back-to-back sessions of 3D printing for Adults. A second session was opened because the first had a long waiting list.
- Senior Movie Friday had 21 attendees and all of them came to snack, socialize, and watch the popular film *Crazy Rich Asians*.
- Christina hosted a pizza taste test for teens which featured pizza from local pizzerias, Italian Pizza Kitchen, Pop's pizza, Nancy's Pizza, Rosario's and Pizza Napoli. In support of the program, several of the restaurants donated their pizza. The winner was Italian Pizza Kitchen—Roselle Teens have spoken!
- After a few logistical meetings with the Roselle Village Board, Lisa and Andy assisted in setting up the Community Room for their first board meeting hosted at the Library on 3/25.

### Youth Services

Manager: Alea Perez

- YS Staff has really stepped up in outreach, leading us to our second highest number of community members reached in a month this fiscal year, with 166 attendees at our storytimes. This is second only to October, which had two family reading nights and Trunk or Treat to boost our reach that month. Many thanks to Liz, Francesca, and Alea for their extra efforts.
- Summer Reading planning is moving along at a great pace. Our paper logs are designed and we have begun looking at prize books and hope to have an order in by the end of April. Our registration bags are partially complete, and should similarly be ready by the end of April, save for any last-minute donor coupons that may come in. We are also looking to use Beanstack as our tracking software (as opposed to past use of Google Forms) and have set up our two programs – PreReaders and Readers – that await testing.
- March programming highlights include 1) 65 attendees at the Big Run Wolf Ranch presentation on Monday 3/25, 2) 19 attendees at the Family Storytime on Friday 3/29, and 3) 17 attendees at the Preschool Storytime on Thursday 3/17.
- Liz worked with Karen Cucchi and Alea to re-catalog the Wonderbook and Vox books, which were previously shelved alphabetically according to the first word in the title. This project began in January and was completed on 3/21.
- Given only one week's notice, Liz took the initiative to present a Women's History research instructional session, as well as a coding opportunity, for a local Girl Scout troop on Tuesday 3/19.

# Roselle Public Library District

## Report to the Board of Trustees

Month of April 2024

### Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

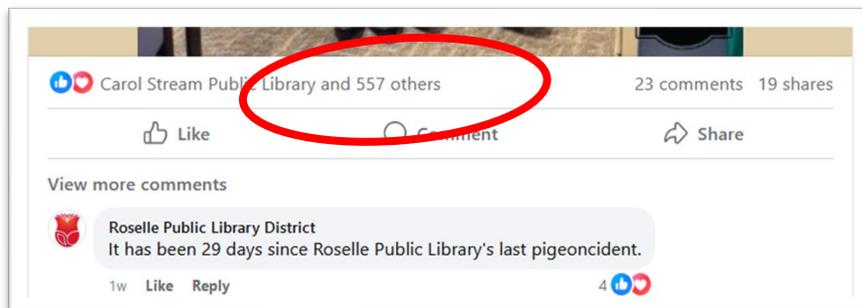
Manager: Karen Delgadillo

- Throughout the month, Karen and Diane worked closely with Jason and several vendors to finalize the details of our Volunteer Appreciation Day event in April. Samantha worked with the Friends and Foundation to compile some photos for a slide show.
- Karen and Samantha attended a webinar on fraud in local governments hosted by Wintrust Bank.
- Karen worked with John to determine the ideal set up with Square for our new cash register and combined point of sale system, as well as to fine tune their shared process for collections and supply ordering with Amazon for interdepartmental needs and program use.
- Karen collaborated with Alea on the Library's future participation in a full-day program event in mid-May called Explore More Day at Waterbury Elementary School.
- Following the results of this years NIMEC bid for municipal power contracts resulted in Constellation Energy as the winning supplier. Based on the rates available, a contract for 1 year was approved.
- The 2023 DuPage levy extension process began in early March. This process will continue through Spring. This process with Cook County usually kicks-off in June.
- Eric worked with two of our vendors on a solution for sturdier housing around our accessible door button. Several times a year it malfunctions. Based on a mock-up, a stainless steel housing unit is being fabricated.
- Now that we are heading into the new season, Eric has scheduled and coordinated many of the required preventative maintenance inspections slated for April and is assisting with several spring cleaning and organization projects across departments.

# Roselle Public Library District Report to the Board of Trustees

Month of April 2024

## RPLD is the ILA Member Photo of the Month for March 2023!



(Likes on Facebook as of 4-6-24)

**Minutes of the April 10, 2024 Regular Meeting of the Roselle Public Library  
District Board of Trustees.**

**Exhibit B**

Statement Read by Vice President Terrell Barnes

---

I'll keep my remarks as a Trustee concise. This weekend's public session on our potential fall referendum sparked tremendous excitement. The turnout and engagement from Roselle residents were impressive, with overwhelmingly positive feedback. Observing the room, it was clear from the expressions of amazement and the lively discussions that many could already envision the new Library at the Trinity location.

Mayor Pileski and Village Trustee Domke were in attendance, fielding questions about the land swap. Their participation was instrumental in clarifying the proposal for Roselle residents, underscoring the effective synergy between the Village and RPLD on this project. Saturday's engagement is a clear testament to the community's support.

Our internal discussions have been enriched by the insights from our staff, as we deliberate the merits of proceeding to a referendum.

It's crucial to remember, and I constantly remind myself, that as Trustees, we are elected to serve and safeguard the public trust. The Library staff plays a crucial role in the success of any

potential referendum. Notably, some staff members are also Roselle residents and, as such, taxpayers within this district.

I am keenly aware that any library we construct must meet the immediate needs of our community while being adaptable for the future. It's essential that we empower our staff for success. Therefore, I value your input, whether you're a staff member, a resident, or a taxpayer in our district.

I encourage you to continue sharing your feedback in these meetings. Your insights equip us, the Board, to address the concerns of our community. If something concerns you, it likely concerns many others as well. Hearing from you is crucial. As Chair of Personnel and Salary, I see our staff as the community's most valuable asset.