

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
APRIL 16, 2026**

CALL TO ORDER

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

PRESENT

Six (6) Trustees were present at the start of the meeting: President, Len Baumgart; Treasurer, Christina Dabrowski; Secretary, Monika Nasiadka; Trustee, Terrell Barnes; Trustee, Ashley Cook; and Trustee Barbara Murray.

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

ABSENT

One (1) Trustee was absent: Vice President, Michael Harrington

ADOPTION OF AGENDA

Trustee Murray 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 Board of Trustees Meeting Dated 3/19/2026
 - ii. Minutes of the Committee of the Whole Meeting Dated 3/19/2026
- b. Approval of Expenditure Warrants
 - i. Bill List for 3/31/26 in the Amount of \$57,792.37
 - ii. Bill Lists for Electronic Funds Transfers to IMRF Dated 4/01/26 in the Amounts of \$13,037.84 and \$157.95
 - iii. Bill List for 4/16/26 in the Amount of \$33,482.28

- iv. Payroll Dated 3/13/26 and 3/31/26
- c. Approval of Staff Maximum Merit Increase of 3% for Fiscal Year 2026-2027

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

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

The motion was approved.

TREASURER'S REPORT

Treasurer Dabrowski presented the Treasurer's Reports for the months of February and March 2026.

CORRESPONDENCE

- a. April Chamber Newsletter

EXECUTIVE DIRECTOR'S REPORT

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

PRESIDENT'S REPORT

President Baumgart reminded the Trustees all SEI Filings are due 5/1/26.

- a. Trustee's Report

There were no reports from the Trustees.

UNFINISHED BUSINESS

- a. Approve Resolution 2026-04 Regarding an Intergovernmental Agreement with the Village of Roselle, Illinois for a Real Property Transfer

Trustee Barnes made the motion to approve Resolution 2026-04 regarding an Intergovernmental Agreement with the Village of Roselle, Illinois for a Real Property Transfer. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- b. Authorize Executive Director Johnson to execute the Intergovernmental Agreement with the Village of Roselle, Illinois for a Real Property Transfer.

In relation to this property transfer an early site access agreement to the property at Maple Avenue was drafted between the Library and Village to allow some initial construction work to take place at the site before the land swap process is fully completed and the title transferred to the library district. The Executive Director shared the agreement with the Board and asked for their authorization to execute this agreement on behalf of the library district after the Village Board of Trustees approved it at their upcoming meeting on Monday, April 27th. The trustees were amenable to that request.

Trustee Cook moved to authorize Executive Director Johnson to execute the early access agreement with the Village following formal approval by the Village Board on April 27, 2026. The motion was seconded. A roll call produced the following results:

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

NEW BUSINESS

- a. Approve Resolution 2023-03 – Non-Resident Card Resolution

Secretary Nasiadka made the motion to approve Resolution 2023-03 – Non-Resident Card Resolution. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- b. Approve Updated Professional Policies: Library Bill of Rights, ALA Code of Ethics, and Intellectual Freedom

Trustee Cook made the motion to approve the updated Professional Policies: Library Bill of Rights, ALA Code of Ethics, and Intellectual Freedom. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- c. Approve Updated Financial Policies: Budget and Finance, Investment, Spending Authority, Credit Card Use, Petty Cash, Bids and Contracts, Gifts and Donations

Treasurer Dabrowski moved to approve the updated Financial Policies: Budget and Finance, Investment, Spending Authority, Credit Card Use, Petty Cash, Bids and Contracts, Gifts and Donations. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- d. Approve Updated Administrative Policies: Patron Privacy and Confidentiality, Public Relations and Public Image, Alcohol Sales, Third Party Proof of Insurance Coverage, Identity Protection, Collection Drives and Ticket Sales, Salary Administration

Trustee Cook moved to approve the updated Administrative Policies: Patron Privacy and Confidentiality, Public Relations and Public Image, Alcohol Sales, Third Party Proof of Insurance Coverage, Identity Protection, Collection Drives and Ticket Sales, Salary Administration. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- e. Approve Quote for Builder's Risk Insurance in the Amount of \$24,543

Trustee Barnes moved to approve the quote for Builder's Risk Insurance. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no comments or questions presented.

ADJOURNMENT

President Baumgart moved to adjourn the meeting at 7:31 p.m. All trustees were in favor.

/s/ Ashley Cook Pro Tem

Minutes Approved: Secretary

5/21/26

Date



Executive Director's Report

March 2026

Samantha Johnson

Building Project Updates

We have the final land swap documents to approve tonight – the Purchase and Sale agreements. As of writing this report we are still waiting to complete the permitting process with the Village.

ComEd recently got back to us with an updated estimate for the cost to move the electric pole on the south side of the property.

Potential groundbreaking ceremony dates include Friday, April 24 and Friday, May 1. If there is a better day of the week for everyone on the Board please let me know.

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 the second draft of next fiscal year's working budget. The final budget will be approved at the June meeting.

Friends of the Library Update

The Friends have started to prepare for the next book sale, which will be Saturday, May 16th and Sunday, May 17th.

Foundation Update - 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 working to complete the set-up tasks so we can soon launch the program for Roselle. Until then, interested Roselle families can join the waitlist online: <https://imaginationlibrary.com/check-availability/>



Department Updates

Access Services

John Rimer, Manager

Circulation of Materials

Mar 2026	Circs
Physical	9,811
Digital	5,469

Mar 2025	Circs
Physical	11,325
Digital	5,990

Mar 2024	Circs
Physical	11,607
Digital	5,502

In March, 11,284 people visited the Library, a whopping 44.83% increase

over February's 7,791 visitors. This is the single highest door count in our current records for the library. For comparison, the second highest count was 10,799, recorded in July, 2017.

Although we typically see a bump in the number of visits from families with children during Spring Break season, this March's count is undoubtedly due to our first-time hosting of an early voting location for DuPage County in from March 2-16, immediately followed by the

primary election held on Tuesday, March 17. Although interest in this 2026 primary election was slightly higher than in recent years, with 25.40% of the electorate turning up at the polls (22.79% in March, 2022), if we remain an early voting location, we can reasonably expect even greater interest in the upcoming November mid-terms.

March Number of Visitors

2026	11,284
2025	9,569
2024	9,224
2023	8,157
2022	4,965
2021	4,176
2020	4,166
2019	9,297
2018	9,608

Automated Materials Handler

The Library is currently reviewing proposals for an Automated Materials Handler (AMH). An AMH automatically checks in returned items in and then conveys them through a sorting system that separates materials into bins by status of the item, material type, shelving location, or other criteria. Considerations in reviewing the proposals include the patron experience at the interior public bookdrop, as well as staff workflow and efficiency.

Outreach Opportunities

The Library has arranged to participate in this year's Roselle French Market. We will be staging mobile card sign-up, outreach, and fun activities on various dates throughout the summer. We look forward to seeing everyone there.

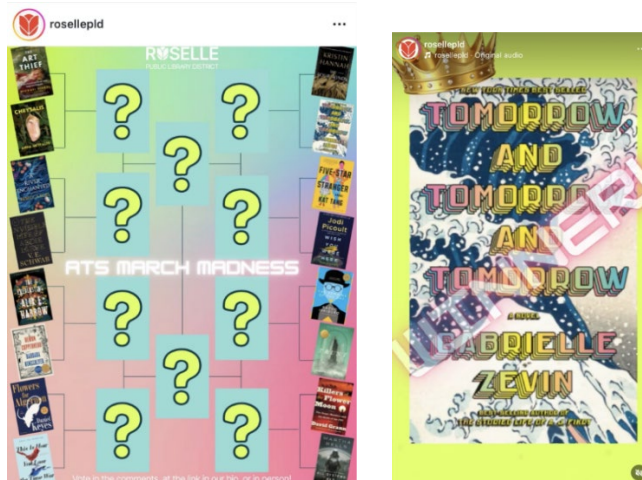


Adult & Teen Services

Maureen Garzaro, Manager

March Snapshot

- The ATS Team answered 1049 questions this month.
- Mondays, Wednesdays and Thursdays had the most transactions; our busiest times are from 11am to 4pm.
- This month we had 854 ATS desk transactions. 573 transactions took place at the ATS desk, followed by 281 at the AS desk, 136 phone calls, 12 over Libchat, and 11 via email. We also had 9 roaming transactions.
- 871 of these questions took less than 5 minutes to complete while 153 took between 5 and 15 minutes. We also had 10 questions that took between 15-25 minutes.
- March Madness – To engage both patrons and staff in the library and on social media, ATS hosted a library style bracket competition: Between the Covers book Club vs. Library staff. Both groups contributed 8 titles each for a total of 16 titles. Weekly voting took place the whole month of March. Approximately 60 ballots were collected. The Winner was “Tomorrow and Tomorrow” by Gabrielle Zevin. Abby created all the March Madness promotional content for the month for both social media and in the library.



- Lisa worked intensively on the website redesign project where she created additional forms; shared instructions for booklist creation with YS Manager; circulated information about accessibility resources and standards; researched process for correction of



domain name registration information – needed to assign delegate privilege to the new web management firm; updated Board Meeting Agenda & Minutes posting documentation; refined forms and book list displays post-launch.

- 3/11 LPHS Comic Con- Abby and Paige represented the library at the Lake Park Comic Con. They brought candy, stickers and a draw a comic activity for the students to do when they passed by. Abby also brought flyers to promote our teen programs. 150 teens stopped by to chat with Abby and Paige.

Programming Highlights

3/11 -Teen Hangout at Fire Station- Due to early voting, teen hangout was relocated to the Fire station. Even with the snowy weather, 25 of them showed up to socialize, play video games, and eat snacks. Staff overheard them say that hanging out at the fire station was “really cool.” We’re thankful to them for accommodating the library and the teens.

3/15 -Jigsaw Puzzle Swap – Andy hosted 35 patrons as they traded puzzles. Feedback was positive with some asking when we would have this event again.

3/22 - Crafting for a Cause- Project Linus Blankets – Andy hosted 8 patrons as they made no sew blankets for children 0-18 in the United States who are seriously ill, traumatized, or otherwise in need.

3/30 - Teens learned to make bread and take it home with Chef Cherise. Though it was a small class, it was a nice spring break activity.





Social Media

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

- Mar 3 - March Madness - Sweet 16
- Mar 10 - March Madness –Elite 8
- Mar 17 - March Madness – Final 4
- Mar 24 - March Madness – There can only be one winner!
- March 25- DYK: Playaways (AV)
- Mar 31 - March Madness Winner!

Reference or Reader's Advisory Highlights

Lisa provided reading suggestions for a patron on the hold list for Project Hail Mary. Introduced Martha Wells and shared Andy Weir's other blockbuster title: The Martian. She also helped a patron scan, and improve image quality, for 100-year-old typed letter regarding a family member's military service.

Abby helped a patron who was new to audiobooks navigate Libby, books on CD and Playaways; taught her how to place holds for both physical and e-materials.



Youth Services

Alea Perez, Manager

Staff

Yasmin, a part time YS Assistant who started in June 2023, left the Library for a full-time YA position. The department wishes her all the best. The position has been posted and interviews will take place in mid-April.

Liz was invited, by name, to participate in the evening St Patrick's Day celebration event at the Medinah Park District on March 17.

Website + Databases

Although YS involvement in website upkeep will be minimal, staff have begun contributing to booklists for the Kids landing page, to be updated monthly. We've also added Educate Station and Scholastic Teachables databases, in February and March, to provide more support to our community's students.

Programming

March programming highlights include 1) 24 attendees at Miss Allison's Music program on Monday, March 23, 2) 23 attendees at the Animals Around the World program on Tuesday, March 31, and 3) 18 attendees at Alexis' Toddler Storytime programs on Thursdays, March 12 and 19.

Early Childhood programs have officially exceeded last fiscal year's numbers, in terms of offerings and attendance. Passive programming will soon match/exceed last FY in number of offerings but has already exceeded participation.

Reference and RA and Outreach attendance are roughly on track to match last year's total while computer use, All Ages programming attendance, and Circulation are all notably below expectations.



<i>The FY, through March, is 75% complete.</i>	Mar-26	Mar-25	% Change	Total YTD	Total LY	% YTD of LY
Early Childhood Programs Held	28	20	28.57%	224	211	106.16%
Early Childhood Program Attendance	254	149	41.34%	1798	1545	116.38%
Grade School Programs Held	6	6	0.00%	49	72	68.06%
Grade School Program Attendance	44	38	13.64%	375	567	66.14%
All Ages Programs Held	3	2	33.33%	27	27	100.00%
All Ages Program Attendance	40	46	-15.00%	442	1096	40.33%
Passive Programs Held	5	3	40.00%	40	41	97.56%
Passive Program Participation	153	154	-0.65%	1683	1576	106.79%
Outreach Visits	7	7	0.00%	67	114	58.77%
Outreach Attendance	119	117	1.68%	3763	5077	74.12%
Staff Training Hours	10	0	100.00%	91.93	103.25	89.04%
Reference & RA Questions	183	181	1.09%	1656	2271	72.92%
Circulation	5167	6136	-18.75%	45795	69095	66.28%
Database Use	3	5	-66.67%	38	58	65.52%
Computer Use	35	195	-457.14%	1236	2316	53.37%
Total # of Volunteers in YS	5					
Total Volunteer Hours in YS	12					

Board member Monika Nasiadka generously loaned the department equipment and 18 eggs to incubate, on Sunday, March 29. We eagerly anticipate the arrival of however many chicks can successfully hatch.



Allison, in conjunction with Materials Services staff Karen and Corey , debuted a set of Tonie Box kits (device plus figurines) on March 19. The kits feature the themes: Favorite Children's Songs, National Geographic Kids, Sleepytime, and Mindfulness.



Business Office/Admin

Karen Delgadillo, Manager

In March, we prepared our community meeting rooms and schedules for hosting the Early Voting and Primary Elections. We also successfully migrated our ticketing system from Spiceworks to Incident Tracker this month for all facility service and maintenance support and repair requests.

Diane coordinated the invitation process for our upcoming volunteer appreciation event in April, and has been organizing and consolidated various binders holding administrative records.

John P. processed 47 building service requests, with two remaining open at month's end. These requests included installing the March story walk panels at Clauss, cleaning inside the elevator light fixtures, plumbing repairs, 3D printer preventative maintenance, semi-annual roof inspection, and coordinating work on our elevator – both our annual inspection and the replacement of a door sensor.

Jason coordinated the launch of our new website mid-month, and is in the early stages of preparing the summer print guide. He is also working on some graphics related to the start of construction for our new building.