

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
MAY 21, 2026**

CALL TO ORDER

President Baumgart called the meeting to order at 7:02 p.m. and appointed Trustee Cook as Secretary Pro Tem for the meeting.

PRESENT

Four (4) Trustees were present at the start of the meeting: President, Len Baumgart; Vice President, Michael Harrington; Trustee, Ashley Cook; and Trustee Barbara Murray.

Treasurer, Christina Dabrowski, was present following the start of the meeting arriving at 7:09 pm.

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

ABSENT

Two (2) Trustees were absent: Secretary, Monika Nasiadka; and Trustee, Terrell Barnes

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 4/16/2026
 - ii. Minutes of the Committee of the Whole Meeting Dated 4/16/2026
- b. Approval of Expenditure Warrants
 - i. Bill List for 4/30/26 in the Amount of \$119,692.67

- ii. Bill List for 5/15/26 in the Amount of \$58,783.34
- iii. Bill List for Electronic Funds Transfer to IMRF Dated 5/05/26 in the Amounts of \$13,593.17
- iv. Bill List for 5/21/26 in the Amount of \$7,710.41
- v. Payroll Dated 4/15/26 and 4/30/26

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

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

The motion was approved.

TREASURER'S REPORT

Treasurer Dabrowski presented the Treasurer's Report. There were no questions from the Trustees.

CORRESPONDENCE

- a. May Chamber Newsletter
- b. Letter to Vice President Harrington

Vice President Harrington shared correspondence he received from a recent graduate student seeking early career and internship opportunities.

EXECUTIVE DIRECTOR'S REPORT

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

PRESIDENT'S REPORT

There were no reports from the Trustees.

NEW BUSINESS

- a. Ratify Re-Investment of Itasca Bank Certificate of Deposit Ending in -1307

Vice President Harrington made the motion to ratify re-investment of Itasca Bank Certificate for a duration of 12 months for 3.67% for Deposit Ending in - 1307. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- a. Approve Updated Policies:

1. Administrative Policy: 4C Meeting Spaces
2. Collection Policy: 5A Collection Management
3. Lending Policies: 6A Patron Library Card Accounts Policy; 6B Materials Lending Policy; 6C Fees and Fines Policy; 6D Good Standing Policy

Trustee Cook made the motion to approve the updated Policies: 4C Meeting Spaces; 5A Collection Management; 6A Patron Library Card Accounts Policy; 6B Materials Lending Policy; 6C Fees and Fines Policy; 6D Good Standing Policy. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no comments or questions presented.

ADJOURNMENT

President Baumgart moved to adjourn the meeting at 7:37 p.m. All trustees were in favor.

/s/ Monika Nasiadka

6/18/26

Minutes Approved: Secretary

Date

Roselle Public Library District Executive Director's Report

April 2026

Building Project Updates

Project progress over at the site is still confined to our early access agreement, but we have been actively working on the final details needed to complete the permitting process and closing on the land swap deal. ComEd did come out to remove the old transformer on the property, but we do not know when they'll be back to install the new one.

Related to the land swap itself, as of writing this we still do not have an actual closing date yet but I am told we should have one soon.

To try so secure some extra funding for the project I submitted an application to the EBSCO Solar Panel grant program to cover part of the costs of installing our solar panel array at the new building.

Dolly Parton's Imagination Library

As of writing this report I have asked the Imagination Library team to activate our program. After we are officially live, my plan is to tackle the waitlist first and then we will announce the program fully to the community, including cross promos where possible. Any children whose registrations we can confirm by June 1st would be eligible to receive their first monthly book delivery in July.

Directors University Advanced

I attended DU Advanced at the end of April in Grafton. I attended the first level of DU back in 2017, so this was a great refresher for library administration and leadership for me. Speakers and presentations covered public relations/relationship building, organizational skills, board meetings, budgeting and finance, and an entire day on HR. The cost for me to participate in this conference was nominal, thanks to much-appreciated federal funding to the State Library by the Institute of Museum and Library Services (ILMS).



Roselle Public Library District Executive Director's Report

April 2026

Department Updates

Access Services

Manager: John Rimer

In April, 7,384 people visited the Library, a 52.8% decrease over the spectacular showing we saw in March of 11,284, attributable to Spring Break visitors and our first time serving as a DuPage County early voting location. The number of April 2026 visitors steeply continues a downward trend from the previous two years, but is not far off the mark from 2018, which saw 7,923 visitors. Early spring can be unpredictable, but we would expect to see a ramping up of our door count as we head into summer.

Circulation of Materials		April Number of Visitors	
April 2026		2026	7,384
Physical	8,908	2025	9,477
Digital	5,002	2024	9,998
April 2025		2023	5,972
Physical	10,136	2022	4,676
Digital	5,537	2021	3,778
April 2024		2020	0
Physical	11,215	2019	8,662
Digital	5,434	2018	7,923

The Digital Library Protection Act

Compiling some numbers for an ILA survey in support of House Bill 5236, The Digital Library Protection Act, provided an opportunity to review some of our digital expenses. According to ILA, this bill aims to prevent publishers from imposing unfair contractual restrictions on libraries when licensing eBooks, digital audiobooks, and other electronic literary materials. Currently, publishers charge libraries nearly four times the consumer price for a single e-book for licenses that expire after a year or two. HB 5236 does not set or mandate prices. Instead, it promotes fairer and more transparent contract terms, ensuring that libraries have the ability to negotiate digital licensing agreements on a more level playing field.

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Hoopla Circulations		Hoopla Cost	
Date	Total	Date	Total
2020	1,747	2020	\$3,061.48
2021	3,480	2021	\$6,363.22
2022	4,855	2022	\$9,341.93
2023	6,724	2023	\$14,301.60
2024	8,941	2024	\$19,972.56
2025	11,905	2025	\$27,223.85
2026	4,623	2026	\$10,613.88
Totals	42,275	Totals	\$90,878.52

Examining some statistics for Hoopla, which accounted for 17% of our digital circulation in FY '25, illustrates the growing cost for both our library e-content vendors and for the Library itself. The Library has offered Hoopla since 2020, and during the subsequent calendar years, as our patrons discovered the service, the cost has grown exponentially from \$3,061.48 in 2020 to \$27,223.85 in 2025. That's a percentage increase of just over 789% in five years. By comparison, the average number of circulations per month has only increased by 581% between 2020-2025. If the Digital Library Protection Act can mitigate some of the publishers' restrictive licensing practices, it could help compensate for rapidly increasing costs with more generous terms of use for our e-content providers, like Hoopla and OverDrive.

End of Fiscal Year 2026 Ordering

April marked the last full month of ordering for the current fiscal year and a final flurry of ordering. We'll be spending May processing all the incoming extra orders and reconciling the invoices ahead of our fiscal year rollover into 2026-2027. It's been an interesting year with the demise of our primary book vendor Baker & Taylor (B&T) beginning last October. Our Youth Services Department pivoted to ordering primarily from Libraria, a company whose ascendance in the youth book market coincides with B&T's problems fulfilling orders that began as early as 2025. Our adult and teen selectors have been relying on Ingram, who have worked assiduously to absorb around 3,000 new library accounts. We were fortunate to have had an account with Ingram prior to the shuttering of B&T. Although they had some issues with fulfilling orders at the outset, they ramped up their capacity over the months to the point where we now have something like the normal flow of materials, including improved delivery of new titles by bestselling authors by their commercial street dates (something paid attention to by many patrons), and improved turnaround time from order to delivery.

Automated Materials Handler

In April, we went through our final review of proposals for a new automated materials handler (AMH). As mentioned last month, an AMH automatically checks in returned items and then conveys them

Roselle Public Library District

Executive Director's Report

April 2026

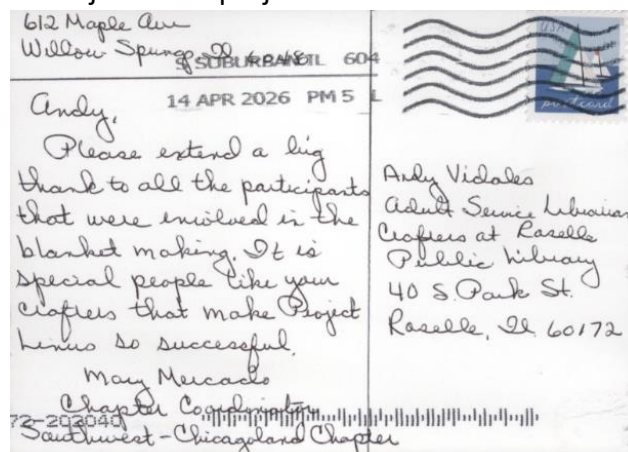
through a sorting system. Meetings with the vendors, internal discussions, and consulting colleagues in the field have helped focus on what will most benefit our patrons and staff—and we should have a final recommendation soon. An AMH will be transformative for Access Services and for the new Library.

Adult & Teen Services

Manager: Maureen Garzaro

April Snapshot

- The ATS Team answered 986 questions this month.
- Tuesdays, Wednesdays and Thursdays had the most transactions; our busiest times are from 11am to 4pm.
- This month we had 824 ATS desk transactions. 535 transactions took place at the ATS desk, followed by 289 at the AS desk, 125 phone calls, 5 over Libchat, and 9 via email. We also had 9 roaming transactions.
- 823 of these questions took less than 5 minutes to complete while 144 took between 5 and 15 minutes. We also had 11 questions that took between 15-25 minutes.
- 4/23 Book Lover's Day – This annual event saw ATS staff and 20 of our beloved community readers shared their favorite books they read this year and had a wonderful lunch from Brunch Cafe. Each attendee shared at least two of their favorite titles.
- K-12 Poetry Contest – April is poetry month. Abby worked with Alexis in YS to have a combined Kids and Teen poetry contest. The teen winner won an Amazon gift card and the youth winner won a book.
- Abby completed notary training and will begin the notarizing documents this summer.
- Karen Steiger, Adult Services Assistant, started on April 21.
- Project Linus – For the month of March, Andy hosted a no sew blanket program with finished blankets going to the Project Linus project. It was a success and they were so grateful.



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Programming Highlights

- 4/6 - Roadside Attractions with Leslie Goddard – This informative travel program had 30 attendees and covered popular road trip sites such as Wigwams to Paul Bunyan.
- 4/7 -3D Print and Design for Adults – Lisa had attendees for both sessions and even though classes were small, each of them got to design their projects for printing.
- 4/27 - Brunch Cuisine Ideas with Chef Susan Maddox – This program was enjoyed by 26 patrons where they learned how to make salmon & leek quiche, champagne fruit salad and lemon thyme shortbread cookies. Samples were passed out, and Chef Susan also gave them tips on how to serve brunch. Did you know it's easier to serve and cut quiche from a rectangle backing pan than a pie plate?



- 4/30 - Wills, Trusts and Estate Planning – This popular program with Attorney Jacob Ehrensaft taught patrons about wills, trusts, powers of attorney probate and guardianship.

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Social Media

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

- April 7 - Apr 7 - Poetry Contest! (AK)
- Apr 14 - BLD Brunch (MG)
- Apr 21 - Book Recommendation post (IK)
- Apr 28 - Musical Sunday (AV)

Reference or Reader's Advisory Highlights

Paige spent a bit of time helping a patron access Hoopla and Libby. She helped change her sign in information for Hoopla, helped her log in to her Libby account, changed Apple ID email and password so she could allow downloads to her phone. She told Paige she knew she could count on the library for help.

On the eve of tax deadline, Lisa helped connect a patron to the IRS free-file options and answered questions as they created an account and began the return process.

Youth Services

Manager: Alea Perez

Staffing

Both phone and in-person interviews took place in April for the current vacancy in Youth Services, and reference checks are being completed. If all goes well and as hoped, a new staff member will be joining the team in early to mid-June.

Programming

April programming highlights include 1) 36 attendees at the El Mago Magic Show program on Saturday, April 25, 2) 27 attendees at the Miss Alison's Music program on Monday, April 20, and 3) 26 attendees at the Miss Alison's Music program on Monday, April 6.

Patterns persist in April, with Grade School and All Ages programming (internally and externally presented) continuing to fall well below last Fiscal Year's totals. There is more work to be done with the strategic plan program statistic gathering, to try to make more sense of this year as part of a larger picture.

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<i>The FY, through April, is 83% complete.</i>	Apr-26	Apr-25	% Change	Total YTD	Total LY	% YTD of LY
Early Childhood Programs Held	29	25	13.79%	253	211	119.91%
Early Childhood Program Attendance	196	190	3.06%	1994	1545	129.06%
Grade School Programs Held	5	8	-60.00%	54	72	75.00%
Grade School Program Attendance	15	51	-240.00%	390	567	68.78%
All Ages Programs Held	3	2	33.33%	30	27	111.11%
All Ages Program Attendance	62	98	-58.06%	504	1096	45.99%
Passive Programs Held	5	3	40.00%	45	41	109.76%
Passive Program Participation	99	180	-81.82%	1782	1576	113.07%
Outreach Visits	6	7	-16.67%	73	114	64.04%
Outreach Attendance	115	116	-0.87%	3878	5077	76.38%
Staff Training Hours	3.18	17.25	-442.45%	95.11	103.25	92.12%
Reference & RA Questions	190	199	-4.74%	1846	2271	81.29%
Circulation	4632	5159	-11.38%	50427	69095	72.98%
Database Use	23	5	78.26%	61	58	105.17%
Computer Use	188	221	-17.55%	1424	2316	61.49%
Total # of Volunteers in YS	7					
Total Volunteer Hours in YS	19					

Board member Monika Nasiadka generously loaned the department equipment and 18 eggs to incubate, on Sunday, March 29. A total of 5 chicks successfully hatched on April 20th and 21st.



Liz set up the latest Imagination Station featuring a Spring theme. Flower counting and sorting, baby animal facts and stuffed animals, and gardening toys are all included in the experiences offered.

Allison continues on her 3-month streak of having 18+ attendees to her Music program.

Ava-Clare and Alexis did Storytime observations on 4/28 at Westmont Public Library. They observed Baby Storytime and 2s and 3s (Toddler) Storytime.

Alea prepared outreach materials for summer reading promotion: a grab-and-go kit, magnetic bookmarks, holographic stickers, SRP bookmarks, construction Bizzy Bee bookmarks, and logo and Bizzy Bee ink stamps were acquired and/or created.

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Executive Director's Report

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Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

Manager: Karen Delgadillo

In April, the Admin team coordinated events for Volunteer Appreciation Day Luncheon as well as staff appreciation lunches during National Library Week. Karen also hosted the quarterly Library Business Manager meeting. The 2026 Library Survey was also completed this month.

The annual staff evaluation process has begun and should be completed by the end of June.

This year we have decided to migrate to a new payroll system with Lauterbach & Amen. Karen has been working with them on the onboarding process. We have been with our current vendor for a long time but there have been longstanding concerns including software malfunctions, issue resolution, and disappointing customer service. Along with this process we are planning to modify our pay periods from bimonthly to biweekly.

Diane coordinated the Strle commemorative donation gratitude letter including all the titles of the books purchased with their donation. This is something we do annually to show the family of Frank Strle the impact of their generosity.

Diane has also been registering staff for upcoming conferences: the ILA Reaching Forward North conference in May and the ILA Annual Conference later this year in October.

John P. processed 41 service requests. These included routine maintenance, seasonal preparation, equipment repair, and facility upkeep, ensuring continued safe and efficient building operations. Springtime activities include resuming landscaping services, irrigation system activation, and pest control for ants.

Jason has been ensuring the new website is functioning properly and working on the summer 2026 print guide of programs of events. This should be delivered to mailboxes by Memorial Day.

In addition to working with our insurance pool administrators on a policy for builder's risk insurance, Sam worked with them on the renewal of our existing government crime insurance policy – this policy has been in place for three years now after the Board decided to move away from using a treasurer's bond to satisfy state statute and give the library district broader coverage.