

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

August 18, 2025

*Regular Meeting - 7:00 pm &*

*Budget and Appropriations Ordinance Hearing*



### MINUTES - REGULAR MEETING

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:14 p.m. by Board President Alex Vancina on August 18, 2025, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** President Vancina, Vice President Monbrod, Secretary Erin Moncek, Treasurer Didion, Trustee Loecke, Trustee Wheat

**Absent:** Trustee Tatro

**Staff present at the Library Building:** Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Administrative Coordinator Melissa Seaberg, Adult and Teen Services Manager Monica Waligorski, Youth Services Manager Alissa Raschke-Janchenko, Patron & Tech Services Manager Denise Towne,

**Visitors:** ATS Specialist Melissa Leggero

- The Pledge of Allegiance was recited by attendees.

#### Audience to Visitors

ATS Specialist Melissa Leggero spoke to the board about her classes. She informed the board of her 4.0 GPA. She will be graduating in December. She thanked the board for their continued support of her education.

#### Staff Report

- Youth Services Manager Alissa Raschke-Janchenko presented the results of 2025's Summer Reading Program.

#### Minutes

**ACTION:** Meeting Minutes from the General Meeting on July 21, 2025, and Building and Grounds Committee Meeting were approved on a motion by Trustee Monbrod, second by Trustee Wheat. Motion passed by unanimous roll call vote.

#### Correspondence

- Hello!

Sorry to take your time up in your busy day but I wanted to write and rave about the Little Explorers program this summer at the library. I am a teacher and a mom of a two-year old named Madelyn. Madelyn loves animals and the outdoors but can be pretty shy. Madelyn loved the little Explorers program this summer at the library she really loved learning from Ms. Kyra. Ms. Kyra took the time to learn all of the kids names and interact with them one on one. Madelyn really came to love Ms. Kyra and Ms. Kyra was so patient with Madelyn as she warmed

up to her. Madelyn had so much fun each week and still talks about what she learned. She even overcame her fear of bugs! Now, Madelyn lines her stuffed animals up for 'story-time' as she pretends to be Ms. Kyra. As a child who grew up in Orland Park at their library programs, I can see Ms. Kyra is an asset to the New Lenox library and wanted to share my experience with this program with you. I am really hoping it is available next summer and Madelyn gets to see Ms. Kyra next summer too.

Thank you again for your time,  
Nicole Phelps  
High School Science Teacher at Andrew High School  
New Lenox Resident

- “Patrons of all ages were raving about the Live-Action Oregon Trail event! Kelli Jean, Kyra and Maggie did an amazing job making every detail perfect. The patrons had a wonderful time learning about the Oregon Trail and having fun!”

### **Executive Director's Report**

#### **Administration – Michelle Krooswyk, Executive Director**

- Cafe - Punch list is nearly complete and the new Studio cabinets are in place. We will also be utilizing the contractor to update our disintegrating railings by the west/Commons entrance. As we await furniture, we are working with the vending company to finalize coffee pod vending in addition to installing the new hard lined Keurig and setting up coffee accoutrements.
- Compensation Study - Leadership Team has started the process of reevaluating current organizational structure, position responsibilities and job descriptions. The updated job descriptions will be submitted in early 2026 to HR Source to complete a refreshed compensation study.
- Goal Focus - Administration has been working closely with the Leadership Team to focus on goals and consistent attention on progress and providing support to achieve these goals. New quarterly check-ins have been put into place to hone in on each individual's goals as they apply to the Library's direction, mission, vision, and strategic plan.
- Serving our Public Update – In July, the Illinois Library Association released the new Illinois Public Library Standards which is a newly revised, online edition of benchmarks replacing Serving Our Public 4.0: Standards for Illinois Public Libraries. More information can be found at [ila.org](http://ila.org) and a plan to review with the board will be created by Administration.
- Strategic Plan - The staff and community survey launched on August 1. In 2022, we received 1,451 responses with help from a consultant. This year, the process has been completed in-house and included our first snail mail campaign in 15 years due to cost. A huge thank you to Nicole Wright, Marketing Coordinator, for driving this initiative! Print surveys are also available. Survey respondents are eligible for the chance to win one of three \$100 Visa gift cards as an incentive, which is what we did in 2022. Approximately 50% of respondents are interested in participating in focus groups, which will occur at the end of August.

#### **Adult & Teen Services – Monica Waligorski, Adult and Teen Services Manager**

- We had 245 adults and 84 teens registered for our Summer Challenge.
- 129 people visited us at the July 10th Farmers Market in the Commons.
- We had 14 submissions for our Visual Art Showcase. These are now on display in the lobby.
- Trivia on 7/13 garnered 58 participants.
- Volunteers earned 49.5 in-person volunteer hours. We offered 55 volunteer slots in ATS. We

received 11 new volunteer applications. Annette interviewed 8 new volunteers.

**Business Office** – Shalyn Rodriguez, Assistant Director

- Studio Manager John Morgan, Studio Program Coordinator Maggie Gonzalez, and myself conducted 6 interviews for the new part-time Studio Specialist position. From those, we will be welcoming Brigitte Massoth at the beginning of August. Brigitte has an extensive background as a sewing technician and worked as an entertainment technician at Disney World!

**Facilities Department** – Nikki Orchard, Facilities Coordinator

- Concrete paths were power washed by our contracted cleaning company.
- Met with representatives from ComEd's Energy Efficiency Program to identify potential energy and cost savings related to our HVAC schedules.
- Installation of the Studio's viewing window was completed.
- Our Knight Security radio transmitter was upgraded and hardwired with a battery backup to alleviate frequent connectivity issues.
- Facilities Coordinator attended and obtained CPR & AED certification.
- First floor Boiler Room exhaust fan was replaced.

**Information Technology** – Devin Arbuthnot, Information Technology Coordinator

- On leave.

**Marketing** – Nicole Wright, Marketing Coordinator

- Sent out 15,000 postcards to patrons within NLPL boundaries with QR code to strategic plan, continuing to push the survey until 8/31
- Currently working on National Library Card Sign-Up Month community bingo initiative
- Fall Guide is out 8/1, we printed 1.6000 summer Guides

**Patron Services** – Denise Towne, Patron Services Manager

- Chloe Schram started as our newest part-time Patron Services Specialist.

**The Studio** – John Morgan, Studio Manager

- We hired a new Studio Assistant, Brigitte Massoth! She'll be starting in August!
- The Summer Learning Challenge served us very well! We had our busiest month with over 2500 visits!
- We had our busiest month for 3D printing with exactly 400 prints!
- We had our second-best month for passive crafts!
- Laser cutting has slowly been ramping up.
- We had our new jumbo window installed which has increased our patron visibility tremendously.
- We helped out with the Oregon Trail event.
- We brought back the Foley Sound Effects from Maker Day, and it was a hit!
- We introduced a Crafting Corner program.

**Technical Services** – Denise Towne, Technical Services Manager

- Magazines were updated to show our current holdings
- Collection development team had their first meeting
- Created a new technical services repair slip and rolled it out to Patron Services

### **Youth Services – Alissa Raschke-Janchenko, Youth Services Manager**

- We wrapped up Summer Reading with 1,310 participants (the most we have had since pre-COVID)!
- I (Alissa) have been appointed to the Illinois Library Association iRead Committee for 2025-2027.
- We almost DOUBLED the highest ever amount of volunteer hours we have ever recorded.
- The joint program between ATS, YS and The Studio (Oregon Trail) drew rave reviews from attendees.
- We had to say goodbye to YS Specialist Meghan Fountain, who left to have her baby! Alissa and Shalyn are interviewing and hope to have the two available 20-hour positions filled soon.

### **Treasurer's Report**

- Assistant Director Shalyn Rodriguez presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for July and Bills payable for August by Trustee Loecke, second by Trustee Didion. Motion passed by unanimous roll call vote.

### **Committee Reports**

- A recap of the Master Building Plan Ad Hoc Committee Meeting was presented.

### **Old Business**

- A. REVIEW: RAILS Membership Standards – Professional Leadership & Training
- B. REVIEW: Serving Our Public 4.0 – Chapter 8: System Member Responsibilities & Resource Sharing
- C. REVIEW: Review General Policies –203 Patron Behavior, and 212 Unattended Children; Review Personnel Policy – 305 Drug and Smoke Free Workplace

### **New Business**

- **ACTION:** Motion to approve Consent Agenda A-F by Trustee Monbrod, second by Trustee Moncek Motion passed by unanimous roll call vote.
  - A. ACTION: APPROVE FY2026 Certification of Estimated Revenues
  - B. ACTION: APPROVE Final Budget and Appropriations Ordinance 25-3
  - C. ACTION: APPROVE Update to General Policy 204 – Book Fund (second read)
  - D. ACTION: APPROVE Pay App #2 to Kandu Construction for Café Project
  - E. REVIEW: General Policy 201 Update (first read)
  - F. ACCEPT: Illinois Public Library Annual Report for FY2025

### **Trustee Comments**

- Trustee Monbrod inquired about name tags for Board members
- Trustee wheat asked about photos for trustees

### **Adjournment**

- Board President Alex Vancina adjourned the meeting at 8:05pm.

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Respectfully Submitted:  
Melissa Seaberg  
Administrative Coordinator/Recording Secretary