

# Warrenville Public Library District

28W751 Stafford Place, Warrenville IL 60555-3002 • 630/393-1171 • warrenville.com

## WARRENVILLE PUBLIC LIBRARY DISTRICT Regular Meeting of the Board of Trustees Wednesday, October 18, 2023, 7:00 p.m. Location: Library Meeting Room

This meeting will be broadcast live online at: <https://us02web.zoom.us/j/87362469620>. The public may also listen to the meeting by calling 312-626-6799 and entering the Meeting ID number 873 6246 9620. (There is no participant ID or password.)

Public comments may be shared in person at the meeting or emailed to [trustees@warrenville.com](mailto:trustees@warrenville.com). Please use the subject line to indicate the email is a public comment for the Board Meeting. Emailed comments will be read during the meeting if they include the commenter's first and last name, are received at the above email address prior to the meeting's start time, are no more than 500 words in length and are free of any abusive or obscene language. While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

### AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren)
  - a. Approve Remote Attendance and Participation, if needed **(ACTION)**
3. Approval of the agenda **(ACTION)**
  - a. *Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
- p. 3 ..... a. Approve Minutes of the September 20, 2023 Budget & Appropriation Hearing
- p. 4 ..... b. Approve Minutes of the September 20, 2023 Regular Board Meeting
- p. 9 ..... c. Receive and file Financial Report for September
8. Regular Agenda
- p. 14 ..... a. Approve payments for the period of September 21 – October 18, 2023 **(ACTION)**
- p. 17 ..... b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
10. New Business
- p. 18 ..... a. Review Truth in Taxation (TITA) Public Notice and set Public Hearing for Wednesday, November 15, 2023 at 7 pm **(ACTION)**

- p. 19 ..... b. Approve closing of the Library on March 8, 2024 for Staff In-Service Day  
**(ACTION)**

11. Director's Report

- p. 20 ..... a. Hoopla follow up

- p. 20 ..... b. Air conditioning noise abatement

- p. 22..... c. Book challenge information

- p. 31 ..12. Department Head Reports

13. President's Report

- p. 43 ..... a. Next meetings or events

- p. 44 ..14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

18. Items for information and/or discussion (No Action)

19. Closed Session

20. Adjournment **(ACTION)**





# Warrenville Public Library District

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**Regular Meeting of the Board of Trustees**  
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**9. Unfinished Business**

**10. New Business**

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- b. Approve closing of the Library on March 8, 2024 for Staff In-Service Day **(ACTION)**

**11. Director's Report**

- a. Hoopla follow up
- b. Air conditioning noise abatement
- c. Book challenge information

**12. Department Head Reports**

**13. President's Report**

- a. Next meetings or events

**14. Treasurer's Report**

**15. Secretary's Report**

**16. Committee Reports**

**17. Trustee Comments**

**18. Items for information and/or discussion (No Action)**

**19. Closed Session**

**20. Adjournment (ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
Minutes of the  
Budget & Appropriation Public Hearing  
Wednesday, September 20, 2023**

1. Call to Order – Trustee DuRocher called the public hearing to order at 7:01 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren  
STAFF ATTENDING: Library Director Jason Stuhlmann, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, Acquisitions & Cataloging Manager MaryKellie Marquez, Member Services Manager Laurie Rex, IT Manager Duncan Jones

3. Public Comments on the Budget & Appropriation Ordinance - none

4. Trustee/Staff Comments on the Budget & Appropriation Ordinance - none

5. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 7:06 p.m. Trustee Richardson seconded.*

*Voice vote:*

*Ayes - All*

*Nays – none*

*Motion carried*

Respectfully submitted,

Heather J. Stull, Secretary  
Board of Trustees  
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, September 20, 2023**

1. Call to order – Trustee DuRocher called the meeting to order at 7:06 p.m.

2. Roll Call –

ATTENDING: Trustees DuRocher, Picha, Lezon, Richardson, Schmidt, Stull, Warren

ALSO ATTENDING: Library Director Stuhlmann, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing and Communications Manager Kathy Gaydos, Acquisitions and Cataloging Manager MaryKellie Marquez, Members Services Manager Laurie Rex, IT Manager Duncan Jones

3. Approval of the agenda

Trustee DuRocher removed #20 – Closed Session

*MOTION: Trustee Lezon moved to approve the agenda as amended. Trustee Picha seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

4. Presentations - Paul Dobersztyn

Mr. Dobersztyn explained the library's on-demand eMedia services including Hoopla, OverDrive and Libby.

Mr. Dobersztyn stated every time an eMedia item in Hoopla is checked out the library is charged. The library has capped items at \$3.99 so anything costing less than \$3.99 is available to checkout. Trustee DuRocher asked what the cost of new items is and Mr. Dobersztyn replied some are over \$3.99 so are not available.

He displayed a report of circulation by format and user demographic.

Trustee DuRocher asked if there is a way to decrease the wait time for materials. Director Stuhlmann replied libraries put money in a holds manager and once 10 holds are placed on an item it triggers the purchase of another copy.

Mr. Dobersztyn showed cost per month since September 2022 and explained possible price saving measures.

Adult fiction and nonfiction are the majority of purchases. Trustee Warren asked how automatic renewals are handled. Mr. Dobersztyn stated there are no automatic renewals in Hoopla but you can check it out again with another charge. In Libby you can renew the item if no one is waiting for it, but if there are holds you cannot renew it.

Trustee Picha asked what would be the easiest way to save money. Mr. Dobersztyn stated the price per item could be lowered to \$2.99 and items capped at 7 checkouts per month.

Trustee DuRocher thanked Mr. Dobersztyn for his presentation and asked that he give the board updates when available.

5. Public Comments – none
6. Correspondence – none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the August 16, 2023 Regular Board Meeting
- b. Receive and file Financial Report for August 2023
- c. Adopt Ordinance #23-24-02 Budget & Appropriation Ordinance for 2023-2024 Fiscal Year and Certificate of Authenticity.
- d. Adopt Resolution #227 – Resolution to Determine Estimate of Funds Needed for 2023-2024 Fiscal Year
- e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2023-2024 Fiscal Year
- f. Adopt Ordinance #23-24-03 Approving Resolutions of Amendment and Amended Intergovernmental Agreement with LIMRiCC

*MOTION: Trustee Warren moved to approve the consent as read. Trustee Schmidt seconded. Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren*

*Nays – none*

*Absent – none*

*Motion carried*

## 8. Regular Agenda

- a. Approve payments for the period of August 17- September 20, 2023

*MOTION: Trustee Picha moved to approve payments in the amount of \$51,380.11 for the period of August 17, 2023 through September 20, 2023 including electronic payments and checks #9554 through #9600. Trustee Stull seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren*

Nays – none  
Absent – none  
Motion carried

b. Approve transfer of funds

*MOTION: Trustee Picha moved to transfer \$160,000 from commercial checking account to operating checking account. Trustee Stull seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren*

*Nays – none*

*Absent – none*

*Motion carried*

10. Unfinished Business – None

11. New Business

a. Review first draft of Levy Ordinance and Truth in Taxation Notice

Director Stuhlmann explained how the Property Tax Extension Limitation Law (PTELL) reflects an increase of the lower of either 5% or whatever the CPI (Consumer Price Index) rate is. Usually, the CPI rate is the lower number, but this year the CPI is over 5%, so our cap will be 5%. The levy is submitted at a rate higher than the PTELL cap to make sure the library captures any "new construction" in the EAV.

There were no questions from the Board.

b. Approve revisions to Policy #310 – Hours of Operation

Director Stuhlmann explained that he added "Day before Independence Day at 4 pm". This seems to be an annual event with staff participating and felt the policy should be updated to reflect this closure.

*MOTION: Trustee Stull moved to approve the revised Policy #310 – Hours of Operation as presented. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren*

*Nays – none*

*Absent – none*

*Motion carried*



c. Approve revisions to Employee Handbook section on "Floating Holidays"

Director Stuhlmann explained this was a new policy introduced beginning January 1, 2023. Staff are very grateful for the added benefit, however, the guidelines were restrictive. The guidelines have been revised to give staff more options in taking the holidays.

Wording as added to make the benefit prorated for new employees based on their start date.

*MOTION: Trustee Stull moved to approve the revised Employee Handbook section on Floating Holidays as presented. Trustee Warren seconded.*

*Voice vote:*

*Ayes – All*

*Nays – none*

*Absent – none*

*Motion carried*

12. Director's Report – Director Stuhlmann stated the following:

- Kathy Gaydos and David Cassara are working on a logo refresh/redesign project. Ms. Gaydos plans to conduct a brief three question survey of the community to obtain some input that might help shape the design direction. Completion is expected in spring of 2024.
- Trustee DuRocher stated she is excited to hear the logo will be refreshed.
- Director Stuhlmann gave a shout out to Gail Smith in Acquisitions & Cataloging for her presentation on processing library materials at this year's SWAN Expo. SWAN staff could not say enough great things about her presentation.
- Paridhi Joshi began work on September 8 as the newest Member Services Assistant.
- Diana is going to host a kiosk/table in October for the IDEC survey.
- Trustee Schmidt stated she had a two hour new trustee orientation session conducted by Director Stuhlmann, which was very informative.

13. Department Head Reports

- Trustee Picha stated she is glad we are continuing the food drive.
- Trustee DuRocher stated she is proud of all the things being done at the library and we have an excellent staff.
- Director Stuhlmann thanked Paul Dobersztyn for writing the summer concert grant.
- Trustee DuRocher asked if Paul is considering an earlier start time for the concerts. Paul stated a lot of people liked the 6 pm start and will consider it for all concerts for next year.

14. President's Report

- a. Next meetings or events – Trustee DuRocher announced the following meetings:

Wednesday, October 18, 2023 at 6 p.m.

Decennial Committee on Local Government Efficiency

Wednesday, October 18, 2023 at 7 p.m.

Regular Board of Trustees Meeting

Wednesday, November 15, 2023 at 7 p.m.

Truth in Taxation Public Hearing

Wednesday, November 15, 2023 at 7 p.m.

Regular Board of Trustees Meeting

15. Treasurer's Report

Trustee Lezon stated as of September 8, 2023 the DuPage County Treasurer has distributed \$2,004,983 to the library in property taxes. This represents 92.3% of the budgeted property tax income of \$2,171,305.

16. Secretary's Report – Trustee Stull stated she is grateful we did not have any bomb threats as other libraries in the area did.

She stated Director Stuhlmann reviewed procedures with the staff in the event the library received a bomb threat.

17. Committee Reports - none

18. Trustee Comments

19. Items for information and/or discussion - none

20. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the meeting at 8:12 p.m. Trustee Lezon seconded.*

*Voice vote: All ayes*

*Nays - none*

*Motion carried*

Respectfully submitted,

Heather J. Stull, Secretary

Secretary

Board of Trustees

Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**27 W 751 STAFFORD PL**

**WARRENVILLE, IL 60555**

**September 30, 2023**

WARRENVILLE LIBRARY INCOME	SEPTEMBER 2023	FUND BALANCES										PAGE 1
LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR MTH	TAX INC. RECEIVED Y T D	% RECEIVED	UNAUDITED FUND BAL 45,107	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D OTHER INCOME	EXPENSES MONTH	Y T D EXPENSES	UNAUDITED CURRENT
CORPORATE	2,171,305	100.0000%	823,852	2,123,558	97.80%	875,974	0	12,300	39,098	160,300	510,957	2,527,673
BLDG. & MAIN	-	0.0000%	0	-	-	-	0	-	-	-	-	-
TOTAL TAX (LEVIED)	2,171,305	100.00%	823,852	2,123,558	97.80%	875,974	0	12,300	39,098	160,300	510,957	2,527,673
DEFERRED REVENUE	-	-	0	-	-	-	0	-	-	-	-	-
WORKING CASH	-	-	0	-	-	225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-	-	0	-	-	-	0	-	-	-	-	-
SPECIAL RESERVE	-	-	0	-	-	395,825	0	-	-	-	-	395,825
ALBA LEMOS GIFT FUND	-	-	0	-	-	-	0	-	-	-	-	-
CAPITAL PROJECT	-	-	0	-	-	-	0	-	-	-	-	-
TOTAL	2,171,305	100.00%	823,852	2,123,558	97.80%	1,497,646	0	12,300	39,098	160,300	510,957	3,149,345
FORMULA = A+B+C+D-E=F				A		B	C		D		E	F

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues Expenses Cash Basis**  
**Period Ending: September 2023**  
**Corporate Fund**

	Corporate Fund Month Ended Sep 30, 2023	Corporate Fund 12 Months Ended Jun 30, 2024	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 823,852.42	\$ 2,123,557.72	\$ 2,171,305.00	\$ 47,747.28	97.80 %
Copier	335.02	1,374.78	6,000.00	4,625.22	22.91 %
Extended Use Fees	232.00	235.40	0.00	(235.40)	
Fees	0.00	45.91	150.00	104.09	30.61 %
TIF Funds	0.00	0.00	25,000.00	25,000.00	0.00 %
Interest	2,477.61	6,758.88	10,000.00	3,241.12	67.59 %
Book Sales	0.00	0.00	700.00	700.00	0.00 %
Lost Books	110.00	746.76	2,500.00	1,753.24	29.87 %
Gifts / Memorials	95.00	95.00	1,400.00	1,305.00	6.79 %
Miscellaneous	29.70	29.70	500.00	470.30	5.94 %
Hotel/Motel Tax	9,020.40	9,020.40	12,892.00	3,871.60	69.97 %
Grants - Per Capita	0.00	20,791.60	20,791.00	(0.60)	100.00 %
Developer Donations	0.00	0.00	15,000.00	15,000.00	0.00 %
	<b>838,152.15</b>	<b>2,162,656.15</b>	<b>2,266,238.00</b>	<b>103,581.85</b>	<b>95.43 %</b>
<b>Expenses</b>					
Sal - Administration	19,166.70	57,500.10	252,500.00	194,999.90	22.77 %
Sal - Member Services	18,559.16	55,208.78	269,000.00	213,791.22	20.52 %
Sal - Maintenance	2,226.39	6,429.60	28,000.00	21,570.40	22.96 %
Sal - Marketing	9,102.71	27,331.52	119,500.00	92,168.48	22.87 %
Sal - Public Services	37,179.83	108,241.76	492,500.00	384,258.24	21.98 %
Sal - IT	4,750.01	14,226.59	62,500.00	48,273.41	22.76 %
Sal - Technical Services	7,199.76	21,577.04	95,000.00	73,422.96	22.71 %
I M R F - Expense	8,200.22	27,581.31	107,500.00	79,918.69	25.66 %
Fica - Expense	7,244.18	21,423.61	101,000.00	79,576.39	21.21 %
Unemp Comp	0.00	280.79	1,260.00	979.21	22.28 %
Op - Mat'l Processing/Tech	603.94	1,723.32	10,600.00	8,876.68	16.26 %
Op - Mat'l Processing/Circ	29.12	49.11	3,550.00	3,500.89	1.38 %
Op - Postage	833.85	1,580.96	4,750.00	3,169.04	33.28 %
Op - Office Supplies	26.58	524.00	3,780.00	3,256.00	13.86 %
Op - Bank Fee's	358.74	494.24	1,600.00	1,105.76	30.89 %
Op - Automation Supplies	0.00	509.91	4,500.00	3,990.09	11.33 %
Op - Publishing	0.00	52.90	1,250.00	1,197.10	4.23 %
Equip - Purchases	666.65	2,166.44	9,470.00	7,303.56	22.88 %
Equip - Maintenance	11.56	44.97	1,500.00	1,455.03	3.00 %
Auto - Software	0.00	7,025.00	16,275.00	9,250.00	43.16 %
Auto - Purchases	117.44	165.95	5,500.00	5,334.05	3.02 %
Auto - Maintenance	1,320.70	13,129.36	55,849.00	42,719.64	23.51 %
L. Ins. - Workmen's Comp	0.00	0.00	6,000.00	6,000.00	0.00 %
Ins - Multi Peril Package	0.00	0.00	20,000.00	20,000.00	0.00 %
L. Ins - Officer / Dir	0.00	0.00	2,150.00	2,150.00	0.00 %
Ins - Bonds	0.00	0.00	50.00	50.00	0.00 %
Ins - Health / Life	8,644.92	26,247.66	133,000.00	106,752.34	19.74 %
Pd - Recruiting	27.00	27.00	1,500.00	1,473.00	1.80 %
Pd - Staff Appreciation	0.00	38.80	5,200.00	5,161.20	0.75 %
Pd - Staff / Tuition Reimburse	0.00	0.00	800.00	800.00	0.00 %
Pd - Staff / Dues	275.00	690.00	3,583.00	2,893.00	19.26 %
Pd - Staff / Meetings	987.31	1,182.31	15,760.00	14,577.69	7.50 %
Pd - Staff / Transportation	94.19	357.76	3,800.00	3,442.24	9.41 %
Pd - Trst / Dues	0.00	0.00	236.00	236.00	0.00 %
Pd - Trst / Mtgs	0.00	0.00	2,250.00	2,250.00	0.00 %
Pd - Trst / Transportation	0.00	0.00	750.00	750.00	0.00 %
Pd - Trustee Misc	21.99	40.96	500.00	459.04	8.19 %
Cont - Lawyer	65.00	195.00	4,000.00	3,805.00	4.86 %

See Accountants Compilation Letter

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: September 2023

### Corporate Fund

Cont - Accounting	948.39	3,251.19	13,300.00	10,048.81	24.45 %
Cont - Collection	19.70	39.40	250.00	210.60	15.76 %
Cont. - Audit	0.00	0.00	8,200.00	8,200.00	0.00 %
Cont - Consultants	0.00	0.00	17,500.00	17,500.00	0.00 %
Lib Mat - Adult Books	3,058.34	10,118.30	52,500.00	42,381.70	19.27 %
Lib. Mat. - Youth Books	4,832.16	9,751.49	36,800.00	27,048.51	26.50 %
Lib Mat - Adult AV	755.21	2,116.55	12,500.00	10,383.45	16.93 %
Lib Mat - Youth AV	542.66	963.89	5,000.00	4,036.11	19.28 %
Lib Mat - EBooks	5,541.26	17,635.71	53,400.00	35,764.29	33.03 %
Lib Mat - Periodicals	0.00	9,336.67	8,800.00	(536.67)	106.10 %
Lib Mat - Internet Subscript	3,120.18	20,849.56	31,638.00	10,788.44	65.90 %
Ps - Programs Adult	60.91	2,113.77	9,500.00	7,386.23	22.25 %
Ps - Programs Youth	714.55	1,535.84	9,500.00	7,964.16	16.17 %
Ps - Hotel/Motel	396.00	5,456.40	12,892.00	7,435.60	42.32 %
Ps - Refunds / Fines / Fees	0.00	0.00	250.00	250.00	0.00 %
Ps - Printing	2,205.02	2,205.02	12,200.00	9,994.98	18.07 %
Ps - PR / Publicity	0.00	103.67	9,640.00	9,536.33	1.08 %
Ps - Misc	0.00	185.86	700.00	514.14	26.55 %
Maintenance	2,489.00	7,655.00	52,300.00	44,645.00	14.64 %
Maintenance Supplies	208.10	208.10	2,000.00	1,791.90	10.41 %
Security	942.10	1,644.16	12,400.00	10,755.84	13.26 %
Gas	226.91	1,225.23	9,500.00	8,274.77	12.90 %
Snow Removal	0.00	0.00	21,000.00	21,000.00	0.00 %
Hvac	151.01	151.01	12,100.00	11,948.99	1.25 %
B & M - Water / Sewer	0.00	301.90	2,000.00	1,698.10	15.10 %
Electricity	3,829.54	11,046.18	34,000.00	22,953.82	32.49 %
Telephone	1,525.72	4,257.20	17,900.00	13,642.80	23.78 %
Janitorial Supplies	34.28	400.26	3,500.00	3,099.74	11.44 %
B & M - Landscape Maint	786.00	2,358.00	13,900.00	11,542.00	16.96 %
Debt Repayment	0.00	0.00	150,000.00	150,000.00	0.00 %
Debt Certificate Interest	0.00	0.00	20,895.00	20,895.00	0.00 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	<b>160,299.99</b>	<b>510,957.11</b>	<b>2,494,028.00</b>	<b>1,983,070.89</b>	<b>20.49 %</b>

See Accountants Compilation Letter



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**Sep 30, 2023**

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	230,158.83
Fifth Third 8004	<u>2,925,207.32</u>
	3,155,851.15

General Fixed Assets	<u>\$ 5,235,092.00</u>
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<b>TOTAL ASSETS</b>	<b><u><u>\$ 8,390,943.15</u></u></b>
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**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	6,128.40
Deferred Compensation	<u>375.00</u>
	6,503.40

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,270,000.00</u>
	1,276,503.40

**EQUITY**

Fund Balance	<u>\$ 7,114,439.75</u>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>\$ 8,390,943.15</u></u></b>
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## **8a. REGULAR AGENDA**

Approve payments for the period of September 21 – October 18, 2023 **(ACTION)**

A partial bill list (bills received as of October 13, 2023 is attached. An updated bill list which includes bills received through October 18 and a suggested motion will be provided at the Board Meeting.

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**September 21 - October 18, 2023**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
10/18/2023	9601	4imprint	-342.68
10/18/2023	9602	Accounting Services, Inc.	-584.00
10/18/2023	9603	Alarm Detection Systems, Inc.	-702.06
10/18/2023	9604	Ambius	-315.00
10/18/2023	9605	AT&T	-373.32
10/18/2023	9606	Baker & Taylor	-3,614.58
10/18/2023	9607	Baker & Taylor	-226.83
10/18/2023	9608	Baker & Taylor	-3,183.30
10/18/2023	9609	Baker & Taylor	-140.77
10/18/2023	9610	Baker & Taylor	-9.02
10/18/2023	9611	Baker & Taylor	-227.96
10/18/2023	9612	Bloomscapes Landscaping, Inc.	-500.00
10/18/2023	9613	Demco	-299.12
10/18/2023	9614	Direct Energy Business	-4,179.56
10/18/2023	9615	Ethan Sellers Music LLC	-600.00
10/18/2023	9616	Granite Telecommunications	-199.94
10/18/2023	9617	Jigglejam Productions	-400.00
10/18/2023	9618	Konica Minolta Business Solutions	-14.31
10/18/2023	9619	Marquez, MaryKellie	-20.96
10/18/2023	9620	Midwest Tape	-741.20
10/18/2023	9622	Midwest Tape	-786.71
10/18/2023	9623	Midwest Tape	-2,897.11
10/18/2023	9624	Miriam Montano	-65.78
10/18/2023	9625	Mobile Beacon	-516.00
10/18/2023	9626	Naperville Public Library	-255.83
10/18/2023	9627	Paddock Publications	-567.52
10/18/2023	9628	Petty Cash Fund	-24.89
10/18/2023	9629	Pfeifer, Sarah	-150.00
10/18/2023	9630	Service Master Commercial Cleaning	-2,489.00
10/18/2023	9631	Shamrock Garden Winfield	-151.88
10/18/2023	9632	Sherwin-Williams Co.	-30.45
10/18/2023	9633	Technology Management Revolving Fund	-475.00
10/18/2023	9634	Today's Business Solutions, Inc.	-138.24
10/18/2023	9635	Unique	-9.85
10/18/2023	9636	Warrenville Ace Hardware	-56.63
10/18/2023	9637	Wells, Megan	-250.00
10/18/2023	9638	Wilson, Amanda	-85.05
10/18/2023	9639	EastWest Books	-37.99
10/18/2023	9640	LIMRICC Purchase of Health Insurance Prog	-12,996.11
10/18/2023	9641	Quill Corporation	-520.80
10/18/2023	9642	Sam's Club/Synchrony Bank	-73.48

10/18/2023	9643	Sikich LLP	-5,700.00
10/18/2023	9644	Library Store	-86.63
09/21/2023	Electronic	Paylocity	-234.75
09/21/2023	Electronic	Northern Illinois Gas	-226.91
10/04/2023	Electronic	AFLAC	-94.30
10/05/2023	Electronic	Paylocity	-214.92
10/10/2023	Electronic	Warrenville, City of	-312.47
			-46,122.91

## **8b. REGULAR AGENDA**

### **Approve transfer of funds (ACTION)**

Each month, a transfer to the Fifth Third Bank operating account may be necessary to cover this month's bill list and any additional anticipated expenditures, such as payroll, that may occur before the next regular Board Meeting.

A suggested motion and transfer sheet will be provided at the Board Meeting.

## 10a. NEW BUSINESS

Review Truth in Taxation (TITA) Public Notice and set Public Hearing for Wednesday, November 15, 2023 at 7 pm **(ACTION)**

***Suggested motion: Move to approve the Truth in Taxation Public Notice and set the Public Hearing for Wednesday, November 15, 2023 at 7 pm.***

**LEGAL NOTICE  
NOTICE OF PROPOSED PROPERTY TAX  
INCREASE FOR THE WARRENVILLE PUBLIC  
LIBRARY DISTRICT**

- I. A public hearing to approve a proposed property tax levy increase for the Warrenville Public Library District for 2023 (2023-2024 fiscal year) will be held on November 15, 2023 at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Jason Stuhlmann, Executive Director, 28W751 Stafford Place, Warrenville, Illinois, (630) 393-1171.

- II. The corporate and special purpose property taxes extended or abated for 2022 were \$2,171,305.

The proposed corporate and special purpose property taxes to be levied for 2023 are \$2,388,500. This represents a 10.00% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2022 were \$0.00.

The estimated property taxes to be levied for debt service and public building commission leases for 2023 are \$0.00. This represents no change over the previous year.

- IV. The total property taxes extended or abated for 2022 were \$2,171,305. The estimated total property taxes to be levied for 2023 are \$2,388,500. This represents a 10.00% increase over the previous year.



## **10b. NEW BUSINESS**

Approve closing of the library on March 8, 2024 for a Staff In-Service Day **(ACTION)**

***Suggested motion: Move to approve the closing of the library on March 8, 2024 for a staff in-service day.***

### **Staff In-Service Day**

Staff in-service days are a great opportunity to have training and presentations for staff without worrying about being open to the public. The Library last closed for an in-service day in November 2022.

The management team has discussed and would like to close on Friday, March 8, 2024 for our next in-service day. While still in the planning stages, we are hoping to have a speaker from IMRF, some DEI training, emergency training, and other informational presentations. This also gives departments a chance to meet without needing to worry about staff coverage.

# 11. DIRECTOR'S REPORT

September 2023

submitted by Jason Stuhlmann

## Hoopla Follow Up

After Paul's Hoopla presentation at September's meeting, the Board had some questions regarding Hoopla and eMedia, and what potential cost-saving scenarios would look like.

Q: How many people are checking out library material?

- According to reports run by Paul Dobersztyn and Laurie Rex with the help of SWAN, 2,609 unique users with WPLD library cards checked out at least one item (book, eBook, video, magazine, anything) in 2023. This is 24% of the 10,887 active cardholders at the time.
- 8% (870 users) of the active 10,887 cardholders are using OverDrive/Libby.
- 7% (762 users) of the active 10,887 cardholders are using Hoopla.

Q: What's the budget ratio of physical material vs e-content?

- The total materials budget FY23-24 is \$200,638. This includes print, AV, periodicals, databases and e-media.
- eMedia (Hoopla, OverDrive, Tumblebooks) accounts for 27% of the total materials budget.
- Books and AV (music cds, audiobooks, DVDs, etc.) account for 51% of the total materials budget.

Cost savings scenarios:

- Switching to a \$2.99 cap per circulation
  - From January 1, 2023 through August 31, 2023, 967 titles were checked out that landed over the \$2.99 threshold. If we had a cap of \$2.99 per circ, we would have saved \$3,640.62 so far this calendar year.
  - Paul estimates that we would save a total of \$5,460.93 in an entire fiscal year if we switched to the \$2.99 cap per use.
- Reducing number of monthly checkouts to 7 or 5
  - If we reduce the number of total checkouts to 7 per month, we could save \$1,484.52 a year.
  - If we reduce the number of total checkouts to 5 per month, we could save \$2,045.88 a year.

I think we should see how the calendar year finishes out to see where we are at in spending, and then evaluate whether to try one or more of the above scenarios.

## Building Issue: Air Conditioning Noise Abatement

In the summer, the City received a noise complaint about the Library's outdoor air conditioning unit. In a recent communication I received, it was suggested that the Library may be in violation of code by not having appropriate screening around our outdoor mechanical equipment to dampen sound.

We have a meeting with the code enforcement officer, and I will be following up to learn more, but if we do have to address this issue, it will likely be expensive to install a sufficient noise-dampening fence/screen. I will keep you updated as I learn more.

## **Sexual Harassment Training for Board**

There is a requirement from the State of Illinois that all employees and elected/appointed Board members must complete annual sexual harassment training. I just wanted to give you the heads up that I will be sending you training links in the next month so that you can complete this training before the end of the year.

## **New Collection: Board Games**

We are excited to announce a new collection of board games that has been added to Adult Services starting in October. The collection has 17 games, and within the first week we already have five checked out. We hope this will be a popular collection that we can grow.

## **Public Art in the Quiet Room**

We are excited that for the first time ever we will be making use of the flexible hanging system in the Quiet Room to hang art from our community members. Sometime in October, we will begin exhibiting four pieces of photography by a local resident, and in February there will be another exhibit of a different resident's art, along with an associated program.

## **Meetings & Programs**

- Management Team Meetings (September 5, 19)
- SWAN Quarterly Meeting (September 7)
- Program – I hosted a Magic the Gathering card game program (September 8)
- 9-11 Ceremony at the Fire Station (September 11)
- Safety Committee Meeting (September 13)
- SWAN Phone Meeting to Update Passwords (September 13)
- Trustee Orientation with Connie (September 18)
- Makerspace Committee Meeting (September 21)
- Exit Interview with Auditors (September 21)

## **Trainings**

- KnowBe4
  - How to Use MFA
  - MFA First Steps
  - Hacking MFA with Roger Grimes

## **Community Feedback**

- Kyrie - A gram and her kiddo came in today and said "He had so much fun here yesterday that he INSISTED we return today!"

## **Book Bans & Challenge Information - Policy & Procedure Review**

You may be aware that in the last couple of years there has been an increase in book bans and challenges in both schools and libraries. A recent 10/9/23 article in the Daily Herald discussed this and other related challenges that libraries are facing.

Thankfully, Warrenville Public Library District has not had too many issues in this area. We've had occasional comments about a particular book or display (often from non-residents), and last year there was a request to label books rather than remove them.

In light of this article and the recent threats libraries have received, this seemed like a good opportunity to refresh the board about the Library's Collection Development Policy and our procedures regarding book challenges, which you can find on the next page.

### ***Intellectual Freedom***

Section III of our policy states that the library supports intellectual freedom, and to that end has adopted as policy the ALA Freedom to Read Statement, ALA Library Bill of Rights, and the American Film and Video Association Freedom to View Statement. This is especially important as earlier this year Illinois passed Public Act 103-0100 amending (75 ILCS 10/1) and (75 ILCS 10/3), which states that Illinois libraries can lose state funding if they ban books from their collection. Therefore, as part of the law, libraries must either adopt the ALA statements as part of their policy (which we have) or specifically state in their policy that they will not ban books (which the ALA documents state).

Section III of our policy further states "The Warrenville Public Library District endeavors to build a collection representing varying points of view. The choice of Library materials by users is an individual matter. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. Parents and legal guardians have the responsibility for their children's use of Library materials." This solidifies the library's commitment to having a diverse collection for everyone to access.

### ***Requests for Reconsideration***

With this being said, it is important for there to be a means in place for any District resident to voice any concerns over library material. To that end, Section VII of our policy outlines the method for residents to make requests for reconsideration about library material, and the procedures that the library will follow to address such comments, along with a suggested form for District residents to complete as part of their request. These requests may be a wish for the material to be removed, or simply to be relocated within the library to a different collection that they feel is more appropriate.

To sum up the procedures outlined in the policy:

- Comments/concerns by a District resident will be reviewed and addressed by the Head of Public Services, who will respond to the resident.
- If the District resident wishes to pursue it further, the Director will appoint a committee of staff to review and make a recommendation to the Director for a final decision, which the Director will convey to the resident.
- If the resident is not satisfied, they may then appeal the issue to the Library Board for review. The decision of the Board will be final.

While concerns should be addressed and conversations had, we hope that the residents of Warrenville (and staff and Board) see the value in diverse and informative collections, and that they will continue to support our collection and dedication to intellectual freedom.

## COLLECTION DEVELOPMENT POLICY

### I. PURPOSE

This policy guides staff and informs the public of the principles upon which collection development decisions are based. Collection development is the ongoing process of assessing the materials available for purchase or licensing and deciding on their inclusion or their retention. This policy supports the role of collection development in achieving the Library's mission and strategic objectives. It defines the scope of the collection and provides a plan for the continued development of collection. It outlines the relationship of collection development to the Library's goals and intellectual freedom principles.

### II. SCOPE OF COLLECTION

The collection offers materials in choices of format, treatment, language and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual and electronic formats. "Collection" is defined as materials that are selected for the Warrenville Public Library District; those selected materials may be physically owned by the Library or may be accessed online. "Selection" refers to the decision that must be made to add a given item to the Library collection and made accessible either in a physical location or online. Not all materials and information found via the Internet are part of the collection. Only electronic resources accessed over the Internet that are specifically selected using the criteria outlined in this policy are a part of the collection.

### III. INTELLECTUAL FREEDOM

The library supports intellectual freedom and has adopted the following statements as policy: *ALA Freedom to Read Statement*, *ALA Library Bill of Rights* and the *American Film and Video Association Freedom to View Statement*.

The Warrenville Public Library District endeavors to build a collection representing varying points of view. The choice of Library materials by users is an individual matter. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. Parents and legal guardians have the responsibility for their children's use of Library materials.

### IV. COLLECTION RESPONSIBILITIES

The Board of Trustees of the Warrenville Public Library District delegates the authority and responsibility for selection of Library materials to the Director. The Director delegates the authority to interpret and apply this policy in daily operation to qualified staff members. Those staff members have the specific responsibility to prepare a detailed collection spending plan for annual administrative review. Securing funds for materials is included in the Library's annual budget process.

The Public Services Department provides continuity in collections through an organized structure for planning, budgeting, selecting, acquiring and managing Library materials.

Staff members contribute to the development of a collection driven by customer needs and expectations by:

- anticipating community needs
- engaging in open, continuous two-way communication with residents and other staff
- welcoming the intellectual adventures of all, regardless of age, language, economic
- status, culture or other characteristics
- interacting with understanding, respect and responsiveness to all
- handling all requests equitably
- working in partnership with one another to understand and respond to needs
- understanding and responding to rapidly changing demographics, as well as societal and technological changes
- recognizing that materials of varying complexity and format are necessary to satisfy diverse needs
- balancing individual and community needs
- seeking continuous improvement through ongoing measurement

The community has a role in shaping Library collections by participating in the collection development process through suggestions and feedback.

## V. COLLECTION DEVELOPMENT CRITERIA

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

### A. General criteria:

- present and potential relevance to community needs and interests
- suitability of physical form for Library use
- suitability of subject and style for intended audience
- relation to the existing collection
- relation to other material on the subject
- attention by critics and reviewers
- recommendations from reputable publishing sales reps
- cost
- potential user appeal
- requests by members



B. Content criteria:

- authority
- comprehensiveness
- skill, competence and purpose of author
- reputation and significance of the author
- objectivity
- consideration of the work as a whole
- clarity
- currency
- technical quality
- representation of diverse points of view
- representation of important movements, genres or trends
- vitality and originality
- artistic presentation and/or experimentation
- sustained interest
- relevance and use of the information
- effective characterization
- authenticity of history or social setting

C. Format

- Materials will be selected in a variety of formats including but not limited to print, audiovisual and electronic media.
- Careful consideration is given to the introduction of new formats to Warrenville Public Library District collections. Budget and space considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

D. Limited Acquisition

- Textbooks will not be supplied other than those provided by Community Unit School District 200.
- Specialized or scholarly sources will not be supplied for genealogy, foreign language, religious materials, law materials, medical and health materials, local history and other applicable subjects. General guides may be purchased.

VI. WITHDRAWAL OF MATERIALS

A. De-selection

The Warrenville Public Library District is not a library of historical record. To ensure a vital collection of continued value to the community, items which have outlived their usefulness are withdrawn on a timely basis. Items are withdrawn if they are outdated, if they no longer circulate, if there are more duplicate copies than needed or if they are in poor physical condition. Items that are withdrawn from the collection may be sold, donated, recycled or discarded.

B. Replacement

Replacement of specific materials is not automatic. Possible replacement is considered in relation to several factors including but not limited to current

selection procedures, existence of adequate coverage in the collection and demand for a specific title or subject.

C. Duplicate Copies

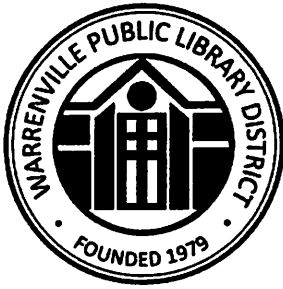
The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

VII. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

- The Library District's collections are developed using selection criteria outlined elsewhere in this policy.
- Any Library District resident has the right to question the inclusion or exclusion of any item in the Library's collection.
- When a resident expresses a concern to staff, the resident will be referred to the Head of Public Services who will review the concerns with the resident. If appropriate, the Head of Public Services will explain the materials selection criteria.
- If the resident wishes to pursue reconsideration, the Head of Public Services will offer the resident the opportunity to complete a Request for Reconsideration of Library Materials Form. The Form is available upon request at the Adult and Youth Services Desks. The form must be completed by the District resident and submitted to the Library Director.
- The Director will appoint a committee of appropriate staff to review the title in question. The committee will make a written recommendation to the Library Director who will then make a decision regarding the disposition of the material in question. Until such a review occurs and a decision is reached, no change or restriction of the material shall take place.
- The Director will notify the resident who submitted the request of the decision in writing. Copies of the Request for Reconsideration of Library Materials Form, the written recommendation from the staff committee and the Library Director's written response will be forwarded to the Library Board for their information.
- If not satisfied, the resident may appeal to the Library Board of Trustees by making a written request to place the item on the agenda for the next regular meeting of the Board.
- The Board will determine whether the request for reconsideration has been handled in accordance with the Library's policies and procedures. On the basis of this determination, the Board may vote to uphold or override the decision of the staff.
- The decision of the Board is final.

Policy Revision Log

Approved 12/19/2018, effective immediately



## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Board of Trustees of the Warrenville Public Library District have established a Collection Development Policy. This form is used by the Library to gather information from any District resident who wishes to request reconsideration of a resource. Please print legibly.

Date \_\_\_\_\_

Name \_\_\_\_\_

Are you a resident of the Warrenville Public Library District? Yes \_\_\_\_\_ No \_\_\_\_\_

Organization or group, if any \_\_\_\_\_

Phone Number or Email Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please return completed form to: Library Director  
Warrenville Public Library District  
28W751 Stafford Place  
Warrenville, IL 60555

1. FORMAT: Book \_\_\_\_\_ Movie \_\_\_\_\_ Magazine \_\_\_\_\_ Audio Recording \_\_\_\_\_  
Digital Resource \_\_\_\_\_ Newspaper \_\_\_\_\_ Other (please specify) \_\_\_\_\_
2. AUTHOR: \_\_\_\_\_
3. TITLE: \_\_\_\_\_
4. PUBLISHER: \_\_\_\_\_ PUBLICATION DATE \_\_\_\_\_
5. CALL NUMBER \_\_\_\_\_
6. How was the item brought to your attention? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Did you read, view, listen to, or play the entire work? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Have you read the Library's Collection Development Policy? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Please state the reason for your request. Be specific. Cite pages, track, scene, etc.

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10. Have you read any reviews of the item? Yes \_\_\_\_ No \_\_\_\_

Please cite source, date, page: \_\_\_\_\_

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11. What do you feel might be the result of reading, viewing, listening to or playing this item?

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12. For what age group do you feel this item is appropriate? \_\_\_\_\_

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13. What material would you recommend as a replacement that would convey a valuable picture and balanced perspective of the subject treated? \_\_\_\_\_

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14. What would you like the Library to do about this item? \_\_\_\_\_

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12/2018



THE

# Library BILL of RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and **enlightenment of all people** of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information **presenting all points of view** on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should **challenge censorship** in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with **resisting abridgment of free expression and free access to ideas**.
- V. **A person's right to use a library should not be denied** or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such **facilities available on an equitable basis**, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a **right to privacy and confidentiality in their library use**. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

THE

# Library BILL of RIGHTS

&amp; THE

## Freedom to Read STATEMENT

BROUGHT TO YOU BY THE

ALA American  
Library  
Association

OFFICE FOR  
Intellectual Freedom  
American Library Association



OFFICE FOR  
Intellectual Freedom  
American Library Association



# Freedom to Read STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

*We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free.*

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension.

Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended

discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

**To read the full Freedom to Read Statement, visit [ala.org/intellectualfreedom](http://ala.org/intellectualfreedom)**



## **12. ASSISTANT TO THE DIRECTOR REPORT**

**September 2023**

**Submitted by: Jackie Davis**

### **Administration**

- Sent financials to Accounting Services for processing
- Processed checks for signature and mailing
- Made one bank deposits for daily receipts and copy machines
- Compiled the September board packet
- Attended the September 20 board meeting and took minutes of the regular board meeting and public hearing
- Transferred funds in accordance with the transfer approved at the board meeting.
- Posted the Budget & Appropriation on the bulletin board
- Jason and I filed the Budget & Appropriation with DuPage County. This was Jason's first time to see how the papers are filed.
- Transferred funds from Paypal to Fifth Third
- Made a couple trips to the post office to mail back ILL's.
- Three auditors were in attendance on September 20.
- Contract for snowplowing services and 2024 lawn services was signed and submitted to Bloomsclapes

### **Continuing Education**

- Completed KnowBe4 – Creating Strong Passwords – MFA

### **Meetings**

- Management Team meetings – September 19
- Met with Ian to discuss some HR matters
- Ly and Jackie met with Kathy Gaydos regarding mechanical room shutoffs for the Safety Committee
- 

### **Maintenance - Ly Tran**

- Continues to maintain the building daily Monday-Friday.
- Cintas Fire, Otis Elevator and elevator inspector were in attendance on September 5 for the annual testing.
- Washed the windowsills on the building and removed cobwebs. Ly brought out the big ladder and removed all cobwebs around the building. He also accessed some of the areas from the roof.
- Arranges the meeting room for programs every week.
- Continues to clean the carpeting on a maintenance schedule and/or due to stains reported to him.
- Painted one wall in Jason's purple while he was on vacation.

## **12. PUBLIC SERVICES REPORT**

**SEPTEMBER 2023**

**Submitted by Paul Dobersztyn**

### **Highlights**

- The library hosted **55** total events in September with **651** participants.
- We had a total of **1** passive event that included Sukkot Craft to go that had **11** participants.
- Miriam Montano and Jorge Arias held another bi-lingual English/Spanish Computer Class on 9/9. We had **10** participants.
- The first Sunday Music Matinee on 9/17 featured Raices Gitanas Flamenco Ensemble hosting **32** guests.
- The final report for the 2023 Concerts on the Commons was compiled and submitted to the city of Warrenville by Paul Dobersztyn on 9/8. The reimbursement check was received on 9/25.
- The 1000 Books Before Kindergarten party was on 9/25 and featured a performance by the Jiggle Jams. We hosted 25 guests and pulled the grand prize drawings for the activity rewards.
  - Total participation over the past year:
    - 95 active registrants
    - 2 completions, with several nearing 1000 books
    - 13,811 total books read so far
- The 100 Books Before High School program launched in September 2023 with the kickoff party on 9/29 hosting 5 guests.
  - Total participation since the launch:
    - 3 active registrants
    - 4 total books read
    - 0 completions so far
- Taylor Haring and Paul Dobersztyn inventoried all the new board games. The games were made available on 10/2.
- Books on Tap and the Thursday Book Club have been growing in attendance over the months. Books on Tap had 11 participants in September, highlighting Banned Books.
- The fandom planning committee led by Julie Kurtis met on 9/21. The initial planning steps were taken. The committee is planning for an event either Fall 2024 or Spring 2025.

### **Personnel**

- No changes.

### **Professional Development**

- **20** sessions of CE were completed by the Public Services Department in September.
- **13.5** total hours of CE were completed.
- Topics covered included: How to use Multi-factor Authentication, Supporting an inclusive culture, Storytelling with inclusivity and more.
  - A full list can be provided by the Public Services Manager.

### **Programming / Outreach / Meetings (Not entered in Communico)**

- Book a Librarian: 5 / Puzzles: 1 / Teen Volunteers: 2
- Homebound Deliveries: 2 members (2 items delivered, 0 returns picked up)
- Paul Dobersztyn met with David Cassara and Kathy Gaydos to review the Winter Reading Matters newsletter on 9/6.

- Julie Kurtis met with Gail Smith on 9/13 to receive cross training in the Acquisitions and Cataloging department. Below are her comments:
  - Gail walked me through a number of cataloguing tasks including sending carts through/downloading/printing on Baker and Taylor and Midwest Tape, cataloguing books into blue cloud analytics and workflows, printing stickers, and de-newing materials.
- Debbie Andrew, Taylor Haring, Mandy Wilson and Paul Dobersztyn attended a Safety Committee Meeting on 9/12.
- Julie Kurtis attended a DEI committee meeting on 9/28, Tom Hill wasn't present due to scheduling conflicts, however he submitted his talking points ahead of time.
- Taylor Haring and Paul Dobersztyn met with Laurie Rex on 9/14 to finalize the board game check in/out procedures. Paul Dobersztyn created a visual inventory binder for each board game for Member Services to reference.
- Julie Kurtis, Taylor Haring and Paul Dobersztyn attended a Makerspace Planning Committee on 9/21.
- Julie Kurtis, Mandy Wilson, Taylor Haring and Paul Dobersztyn attended a Fandom Planning Committee meeting on 9/21.
- Diana Abraham and Julie Kurtis met with book vendor Jean Peterson from Ollis books on 9/19.
- Paul Dobersztyn attended a Management Team Meeting on 9/19.
- Diana Abraham hosted storytime with the Headstart program at the Johnson School on 9/26 hosting 29 students.
- Diana Abraham visited Hubble Middle School on 9/26 interacting with 19 students.
- Diana Abraham attended a Wheaton Warrenville Early Childhood Collaborative meeting on 9/29.
- Mandy Wilson and Paul Dobersztyn attended an Outreach Warrenville meeting of the Community Advisory Council on 9/27. They are looking for community members that work or have experience in varying industries to join the council.
- Banned Book displays were put up in Adult, Young Adult and the Youth Sections.

#### **Non SWAN InterLibrary Loan**

Item Requests Processed: 16; Materials Received: 8; Materials Lent: 24

## 12. MEMBER SERVICES REPORT

September 2023

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7,475	54.57%
Aspen catalog/mobile app (Renewals)	152	1.12%
Autorenewals	4560	33.29%
Staff Assisted Checkout	1510	11.02%
TOTAL TRANSACTIONS	13,697	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,134	55.3%
Selfcheck 2 (Near Vending Machine)	3341	44.7%
TOTAL TRANSACTIONS	7475	100.00%

### Department Highlights

#### **Curbside**

We had 21 Curbside Pickups with 8 unique users in September

Member Services staff participated in 11 hours of Continuing Education in September

New Member Services Assistant started on 9/8/2023

## **12. ACQUISITIONS & CATALOGING REPORT**

**September 2023**

**Submitted by MaryKellie Marquez**

### **Collection Maintenance**

- 638 items created
- 1795 items discarded
- 99 items repaired
- 35 discs cleaned

**Training/Continuing Education** \*Details are noted in Teams Learning Log.

### **MaryKellie**

- PLA "Stronger Together, Purposeful Service" Webinar 9/5/23.
- CARLI "Assume Positive Intent" Webinar 9/12/23.
- Trained at Adult Services Desk with Tom Hill 9/15/23.
- Trained at Youth Services Desk with Diana Abraham 9/18/23.
- SLUI Program at St. Charles Public Library 9/21/23.
- HaperCollins Library Love Fest 9/25/23.
- "It's Not Them, It's Us" Webinar 9/26/23.
- "Level Up Your Facilitation Skills" Program at Fountaindale Public Library 9/27/23.
- LACONI CSS "Intellectual Freedom" Panel Presentation 9/29/23.

### **Gail**

- Arranged pick-up from Discover Books.
- Assembled Spanish Committee Craft Kits.
- ACUG Meeting 9/14/23.
- Aspen Office Hours.
- LACONI CSS Intellectual Freedom 9/29/23.
- Trained Julie Kurtis on ordering procedures.

### **MaryKellie's Meetings:**

- Acquisitions & Cataloging User Group Planning Meetings 9/1/23 & 9/8/23.
- SWAN Cataloging Office Hours 9/6/23.
- SWAN BLUEcloud Analytics Office Hours 9/11/23.
- 1-on-1 with Jason 9/12/23.
- Safety Committee Meeting 9/13/23.
- Management Meetings 9/5/23 & 9/19/23.
- Gender and Sexuality SACO Funnel Monthly Meeting 9/13/23.
- ACUG Meeting 9/14/23.
- ATLAS Middle Managers Networking Meeting 9/15/23.
- September Board Meeting 9/20/23.
- Library of Congress Subject Heading Editorial Meeting 9/22/23.
- SWAN September Fireside Chat 9/26/23.
- DEI Committee Meeting 9/28/23.

## **12. Marketing Department REPORT**

**September 2023**

**Submitted by Kathy Gaydos**

**Activities related to producing publicity documents include** planning, scheduling, reviewing content (written, images and videos), editing, formatting, proofreading, checking color/sizing for print and digital media, communicating with staff, distributing to staff, printing for in-house display and other tasks. Work on the following marketing deliverables included some or all of the above activities plus these tasks worth highlighting:

### **Winter 2023-2024 *Reading Matters* newsletter and event publicity**

- Received event descriptions from PS; met to review and give input.
- Received updated descriptions; asked programmers to clarify a few descriptions; edited for print and *Communico* entries.
- Edited Debbie's article on library services for businesses.
- Created first draft of RM; reviewed and edited in Marketing.
- Received request from PS about what events to promote; reviewed and gave input.
- Began drafting event digital slides.
- Requested printing estimate from Hagg Press.

### **Fall 2023 events**

- Photographed craft examples for the Sukkot craft pickup event and posted to social.
- Posted October Sunday Music Matinee event in Arts DuPage website.

### **Winter Reading Challenge (December 1, 2023–March 2, 2024)**

- Edited short article from PS about the challenge for use in RM and on the website.

### **Sign Project for Out of Service/Emergency Closings**

- Printed, laminated and distributed signs to each service desk, IT and Marketing.
- Communicated a schematic of when/how to use the signs to all staff.
- Created additional sign for Wet Carpet.

### **New Library Logo Redesign Project**

- Created timeline for the project, from discovery phase to activation phase.
- Received and reviewed the physical copies of all logo applications provided by other Managers.
- Evaluated survey software to determine which platform to use for our discovery survey.
- Developed the electronic survey and adapted it to a paper form available in the library.

### **National Library Card Sign-Up Month**

- Shared instructions with all MSD on gift giveaways and how to tally.
- Responded to El Toro Loco's Facebook messages about their ad-hoc promotion of library cards with a request for more specific details about their offer.
- Corresponded with Samantha at El Toro Loco to streamline their offer to anyone who shows their library card at the restaurant in September will receive a free taco with any purchase.
- Created in-library flyer and Facebook post to make the offer official.
- Requested that MSD ask new cardholders if they want their picture taken and to alert Marketing to come take the picture.

### **Content from Public Services**

- Reviewed and edited article on our new database *Weiss Financial Ratings*; posted on website for financial planning month in October.
- Reviewed and edited article on business library services for use in RM, website and other placement.

**David's Activities...in addition to the creation, revisions, production and distribution of publicity materials and website updates as noted above...**

- Created generic Library Parking Only sign for sandwich board use during City or Park District events.
- Removed Warhol wrap on food collection bins, repurposed the wraps to use the white surface and applied new sign directly to the bins.
- Removed all Warhol signs, brochures and website articles.
- Updated the Volunteer Application for ages 11–17 file, per Mandy's request; uploaded to website.
- Experimented with MessageBee notifications to determine best images to display; will add to the image rotation when we create non-programming digital slides.
- At Taylor's request, created a rack card with 2024 Homebound Delivery dates and updated the website; reverse side of rack card included info on the SWAN app.

**Outreach**

- Arranged library card registration event at Westlyn apartment complex: communicated with their rep and created a flyer for their use; coordinated with Laurie on making sure a MS staff member was available to attend.
- Created a general checklist of Marketing and MS staff activities related to coordinating library card registration outreach events, including coordinating with Duncan on laptop and other necessary devices.
- Prepped Go Boxes with marketing materials, giveaway items and other supplies.
- Ordered and picked up refreshments.
- Attended Westlyn outreach event with Stephanie from MS: registered 4 new library cards; talked with 6 other possible registrants; took photos of one new cardholder and shared on social media.

**Safety Committee**

- Reminded committee about the procedures for reviewing and commenting on upcoming topics before the meeting.
- Supplied Taylor with existing procedures for dealing with fire situations and evacuations for use in drafting procedures for topic: Emergency Evacuations.
- Supplied Mandy with status of Walkie-Talkie use and requested that the information be reformatted to our new topic format, as we developed the format after walkie-talkie outline was originally prepared; suggested we meet to review the request and asked for a tentative completion date.
- Met with Jason to discuss how to distribute Safety Committee workload and get more input/discussion at our meetings; discussed budget to purchase supplies like first aid kits and safety cones as barriers in an area with a water, broken glass, bloodborne pathogen, etc. issue.
- Asked for committee's input on what type of safety cone/device we need to put up as barriers.
- Reminded committee members to get input from multiple sources in outlining their safety topics.
- Met with Jackie and Ly to review procedures for shutting off water and gas valves in the Mechanical room. Lesson learned: Except for Ly, the only valve that can be turned off by staff is the Fireplace valve. Only the PIC (accompanied by one other person to hold a ladder) should shut off the fireplace gas by following the directional arrow on the handle; shared meeting notes with MaryKellie.
- Met with Ian to review November and December meeting dates and other procedures relating to meetings; updated meeting notes and future agenda pages.
- Spoke with Duncan about IT security procedures he's already shared with the committee and where they should "live." These security items get put in to action more frequently than other safety matters, and their procedures for handling will likely change more frequently than other issues. He has several documents ready for committee's input.
- Set up agendas for October meetings.

Prepared for and led one meeting in September.

**Discussion items of September 13 meeting included:**

- 1) Request to reformat Walkie-Talkie procedures.
- 2) Assignment of two topics to research and write: Emergency Evacuations by Taylor and Unplanned Closings by Paul.
- 3) MaryKellie presented on Water and Gas issues. Changes include:
  - These two issues will be edited to be separate procedures.
  - Request to take and include different photos of mechanical room equipment with separate ON/OFF function photos; same for restroom tools.
  - Language on any signs needs to be shown as Main floor and Lower Level, not first and second.
  - Request to take a video which would show how to shut off running toilet.
  - The need to create a procedure for how to close Main floor restrooms and open lower-level restroom, including where to post signs to re-route people to the lower level or the family restroom.

**Administrative**

- Discussed the coexistence of the library's logo redesign survey and IDEC's survey with Jason.
- Reviewed and gave input to Jason on change in incident recording and reporting.
- Registered for Library Marketing and Communication Conference in Indianapolis in November.
- Asked all staff for help in trying to tell the library's story by sharing their visitor interactions with me and/or by alerting the Marketing department of any in-library photo ops that might be unfolding.

**Miscellaneous**

- Responded to Marketing List Serv inquiries about dress code and Facebook scams.
- Let all staff know that we will be continuing the food drive now that Warhol promotion has ended, and that David adjusted the bins and signage.
- Requested help from Duncan on logging in, and staying logged in, on the Teams App.
- Prepped container for menstruation products and followed up with Laurie on implementation by MSD staff.

**Website** activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In *September*, reviewed August website hit numbers in comparison to prior months' statistics, as the number seemed unusually high. Report showed a new definition in the stats for "not set" view count. Upon review, it was determined that spikes appeared on certain dates and that the data reported are likely the work of a bot.

**eNews** activities related to producing biweekly newsletters and new cardholder welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing, monitoring and segmenting contact lists; monitoring responses. In *September*, had to troubleshoot with Constant Contact again on their automation process, as they changed the functionality of their program since I used the feature for the first time in August.

**Social Media** activities related to managing three social media platforms: planning what events and resources are included; reviewing file photos or slides (take and create as needed); scheduling; monitoring local agencies and other libraries; responding to staff request for additional social media support; monitoring and responding to public comments; decide and implement any ad spending on events; sharing public comments posted on our platforms with staff; updating content tracking documents. In *September*, updated cover pages with NLCSUM images. Added Mandy's Pet Rock video to Instagram. David took photos of 1BBK celebration program.



## Meetings/Webinars

### Kathy

9/5/23 & 9/19/23: Management Team meetings  
9/06/23: Winter *Reading Matters* review with Paul, David  
9/13/23: Safety Committee meeting  
9/14/23: Library card outreach with Laurie  
9/20/23: Board Meeting  
9/21/23: KnowBe4 training videos on MFA  
9/21/23: Jason on Safety Committee  
9/25/23: Two webinars relating to DEI (noted above)  
9/26/23: Jackie & Ly on Mechanical room shut-off valves  
9/27/23: Ian on Safety Committee admin  
9/27/23: DEI Committee meeting

### David

9/06/23: Winter *Reading Matters* review with Paul, Kathy  
9/07/23: KnowBe4 training videos on MFA  
9/21/23: Makerspace Meeting  
9/21/23: Fandom Convention Planning Meeting

## Publicity Statistics

### eNews (Constant Contact)

Subscribers: 6,341

Average open rate: 46%

New Cardholders campaign—average open rate across series of 5 emails: 47%

### Social Media

Facebook Followers: 1,753

Instagram Followers: 492

**Photo taken at Westlyn apartments outreach event September 23.** This super library user already had a card in the SWAN library system from her previous residence and was very proud to become a Warrenville member.

On Facebook, 53 reactions; estimated reach = 747



## **12. IT DEPARTMENT REPORT**

**September 2023**

**Submitted by Duncan Jones**

### **User Support**

- I helped a Book a Librarian appointment with anti-virus recommendations, Microsoft Office alternatives, and reinstalling Windows from factory default on their laptop.
- I helped staff with PC lock-up issues, clearing out temp files, Teams, printing, password changes, MFA, and Microsoft Forms.
- I helped patrons troubleshoot a tricky hotspot.

### **Troubleshooting**

- I investigated a "no signal" issue on catalog PC. Restarting the PC resolved the issue.
- I investigated issues with catalog not loading. It is believed to be an issue with SWAN which has been resolved.
- I researched and implemented a solution to the Photoshop scratch space issue on a Marketing PC.
- I resolved an issue with a staff member having issues getting a patron's document printed.
- I resolved an issue with anti-virus not getting most recent updates.
- I resolved an issue with KnowBe4 phishing test email delivery not being completed or announcing itself as a test.
- I investigated an issue with ScanStation color settings. It is believed to be the screen which displays the color spot which does not appear in scans.
- I resolved a days-long issue with phones not dialing in or out.
- I investigated an issue with intermittent SharePoint access which Microsoft announced as being a service issue.

### **Project/Goal**

- I renewed several hotspots and cancelled the service on two overdue devices.
- I created accounts for a new staff member.
- I added new movies to Movies Anywhere accounts on Roku devices for checkout.
- I purchased additional MFA hardware tokens for staff and me with all staff members to complete deployment. All staff is now protected with Multi-factor Authentication on their O365 accounts.
- I removed decommissioned hardware from server racks.
- I cleaned and organized the server room.
- I documented WPLD logo locations for the Marketing department.
- I updated the firmware on a NAS device.
- I worked with Jason to update some shared staff passwords.
- I updated server location and connection map documentation.
- I began completing the Illinois Public Library Internet Survey.

- Installed digital microscope software on a staff laptop at staff request.
- I put the IT safety procedures in the standard formatting to be reviewed by the Safety Committee.
- I ensured Jackie was set up with MFA alternatives for banking.
- I ensured the assets list was up to date.
- I applied for a hotspot and laptop grant from Mobile Beacon.
- I adjusted the ticket system categories and removed Marketing from SpiceWorks.
- I set up DHCP failover on the new domain controller.

## **Planning**

- I worked with staff to complete all-staff MFA setup.
- I researched 3D printers for our coming makerspace.
- I researched new labels for new Tech To Go devices
- I researched new staff PCs to replace aging equipment.

## **Meetings**

- I met with managers for Management meetings.
- I met with Jason for one-on-one meetings.
- I met with Stephanie to go over the outreach technology procedure.
- I met with the Safety Committee.
- I led the Makerspace Planning Group meeting.

## **Training**

- Substance Abuse 101: An overview of the effects and risks of common drugs Ryan Dowd webinar

## **Tickets**

- 4 opened, 3 closed, 1 pending

## **12. HUMAN RESOURCES**

**September 2023**

**Submitted by Ian Stevens**

### **Highlights**

- Onboarded new a staff member for Member Services

### **Staff/Recruiting**

- No open positions. The library is fully staffed.
- New Member Services Assistant Paridhi started September 8th with onboarding, a day of completing paperwork, covering legal and policies, receiving a grand tour of the library, setting up IT application, and spending time training.

### **HR Procedures**

- Ran payrolls in Paylocity 9/5 & 9/18
- Submitted IMRF (Illinois Municipal Retirement Fund) payroll info to accountant 9/26 for submitting to IMRF
- Completed National Polices survey for HR Source and Employees Association on America 9/29. Partaking will give access to an aggregated national/local data report
- Meet with an AFLAC rep to discuss voluntary supplementary insurance options 9/13

### **Meetings**

- Management Team meetings 9/5
- Meet with Jackie to discuss some library and office matters 9/1 & 9/25
- Safety committee meeting 9/13 Co-chair meets (office/phone) 9/27
- Various meetings with staff during the month to discuss a variety of HR issues/topics/policies including benefits, coverage, training, safety
- IMRF authorized agent session to discuss new employer portal 9/7

### **Training/Continuing Education/Webinars**

- KnowBe4: Multi-Function Authentication 9/6
- LinkedIn: Mental Health as a Leader 9/19
- Paylocity: Team Engagement 9/6 Open Enrollment 9/6
- HR Source: Benchmarking 9/14
- HR Drive: Employee Engagement for Retention 9/27
- HR Executive: Mental Health 9/14

### **Future**

- Signed up for HR Source's Employment Law conference in November

## **13. PRESIDENT'S REPORT**

### **Next Library Meetings or Events as of October 13, 2023**

- Wednesday, November 15, 2023 at 7 pm  
Truth in Taxation Public Hearing
- Wednesday, November 15, 2023 at 7 pm  
Regular Board Meeting in Library Meeting Room
- Wednesday, December 13, 2023 at 7 pm (the SECOND Wednesday)  
Regular Board Meeting in Library Meeting Room

## **14. TREASURER'S REPORT**

### **Hotel Tax Grant Reimbursement**

In September, as part of the City's Hotel Tax Grant, we received a \$9,020.40 reimbursement for our Summer Concert on the Commons series. The concert series was very popular, and we are grateful for the support of the Tourism and Arts Commission.