

# 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, November 15, 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 also be added to the regular agenda at this time.*
4. Presentations
  - a. Presentation of the FY2023 Audit (Jim Savio, Sikich LLP)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
  - p. 5 .....** a. Approve Minutes of the October 18, 2023 Regular Board Meeting
  - p. 10 .....** b. Receive and file Financial Report for October 2023
  - p. 15.....** c. Certify Compliance with Truth in Taxation Act
  - p. 16 .....** d. Adopt Ordinance #23-24-04 Levy Ordinance for Fiscal Year 2023-2024 & Certificate of Authenticity
8. Regular Agenda
  - p. 20 .....** a. Approve payments for the period of October 19 – November 15, 2023 **(ACTION)**
  - p. 22 .....** b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

p. 23..... a. Sending a Trustee to 2024 PLA Conference in April 2024 **(ACTION)**

p. 24 ..... b. Policy Inventory & Review **(information)**

p. 26 ..... c. Policy #230 Collection Development **(information)**

p. 39 ..... d. Policy #xxx Statement of Concern Policy & Form **(information)**

p. 44 ..... e. Air conditioning screen project **(information)**

p. 45..... 11. Director's Report

p.47 .... 12. Department Head Reports

p. 59 ... 13. President's Report

a. Next meetings or events

p. 60 ... 14. Treasurer's Report

a. TIF Districts

b. Developer Donations

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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## WARRENVILLE PUBLIC LIBRARY DISTRICT

### Truth in Taxation Public Hearing

Wednesday, November 15, 2023, 7:00 p.m.

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## 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. Public Comments on the Proposed Property Tax Increase
4. Trustee and/or Staff Comments on the Proposed Property Tax Increase
5. Adjournment



**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.



# Warrenville Public Library District

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4. Presentations
  - a. Presentation of the FY2023 Audit (Jim Savio, Sikich LLP)
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  - b. Receive and file Financial Report for October 2023
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  - a. Approve payments for the period of October 19 – November 15, 2023 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

- a. Sending a Trustee to 2024 PLA Conference in April 2024 **(ACTION)**
- b. Policy Inventory & Review **(information)**
- c. Policy #230 Collection Development **(information)**
- d. Policy #xxx Statement of Concern Policy & Form **(information)**
- e. Air conditioning screen project **(information)**

11. Director's Report

12. Department Head Reports

13. President's Report

- a. Next meetings or events

14. Treasurer's Report

- a. TIF Districts
- b. Developer Donations

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  
Regular Meeting of the Board of Trustees  
Wednesday, October 18, 2023**

1. Call to order – Trustee DuRocher called the meeting to order at 7:05 p.m.

2. Roll Call

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

ABSENT: Trustees Lezon and 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, HR Manager Ian Stevens

3. Approval of the agenda

Trustee DuRocher removed #19 – Closed Session

*MOTION: Trustee Stull moved to approve the agenda as amended. Trustee Schmidt seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees Lezon and Warren*

*Motion carried*

4. Presentations – none

5. Public Comments – none

6. Correspondence – none

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the September 20, 2023 Budget & Appropriation Hearing
- b. Approve Minutes of the September 20, 2023 Regular Board Meeting
- c. Receive and file Financial Report for September 2023

*MOTION: Trustee Picha moved to approve the consent agenda as read. Trustee Richardson seconded. Roll call vote:  
Ayes – Trustees DuRocher, Picha, Richardson, Schmidt, Stull  
Nays – none  
Absent – Trustees Lezon and Warren  
Motion carried*

## 8. Regular Agenda

- a. Approve payments for the period of September 21, 2023 – October 18, 2023

*MOTION: Trustee Stull moved to approve payments in the amount of \$52,580.90 for the period of September 21, 2023 through October 18, 2023 including electronic payments and checks #9601 through #9650. Check #9621 is voided. Trustee Picha seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Picha, Richardson, Schmidt, Stull  
Nays – none  
Absent – Trustees Lezon and Warren  
Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Picha moved to transfer \$150,000 from commercial checking account to operating checking account. Trustee Schmidt seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Picha, Richardson, Schmidt, Stull  
Nays – none  
Absent – Trustees Lezon and Warren  
Motion carried*

## 9. Unfinished Business – None

## 10. New Business

- a. Review Truth in Taxation (TITA) Public Notice and set Public Hearing for Wednesday, November 15, 2023 at 7 p.m.

*MOTION: Trustee Picha moved to approve the Truth in Taxation Public Notice and set the Public Hearing for Wednesday, November 15, 2023 at 7 p.m. Trustee Stull seconded.*

*Voice vote:*

*Ayes – all  
Nays – none*



*Absent – Trustees Lezon and Warren*  
*Motion carried*

- b. Approve closing of the library on March 8, 2024 for a Staff In-Service Day

Director Stuhlmann stated the library has not had a staff in-service day since November 2022.

*MOTION: Trustee Picha moved to approve the closing of the library on March 8, 2024 for a staff in-service day. Trustee Schmidt seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees Lezon and Warren*

*Motion carried*

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

Hoopla Follow-Up

Director Stuhlmann stated trustees had some questions regarding Hoopla after last month's presentation. Director Stuhlmann gave checkout statistics and budget ratio of physical materials versus e-content.

One cost saving scenario is to switch to a \$2.99 cap per circulation. Another is to reduce the number of monthly checkouts from ten to seven or five per month.

Trustee DuRocher asked how many checkouts are over \$2.99. Mr. Dobersztyn stated many publishers have items over that threshold. Trustee Stull asked if a report of items over \$2.99 would be available. Director Stuhlmann stated it would be very difficult to provide that type of listing. If the threshold is capped at \$2.99 members will not see any materials over \$2.99. The cap can be removed at any time.

Trustee Picha suggested implementing a change to gauge members reaction before the end of the fiscal year.

Director Stuhlmann stated he would like to continue with the parameters set now until the end of the calendar year. The goal is not to make members unhappy with the selections but it may also be possible to cap the items at 7 per month.

Air Conditioning Noise Abatement

Director Stuhlmann explained last summer the City received a noise complaint about the Library's outdoor air conditioning unit from a resident. When the air conditioning was installed, the library did not need to install any noise abatement.

Due to the new residential development located next to the library, noise abatement screening and landscaping is now required to shield the units.

Trustee Picha asked if the work and expense could be delayed until July 2024 for budget reasons. Director Stuhlmann will ask the City if this is possible.

When quotes and plans are available they will be presented to the Board for their approval.

#### Sexual Harassment Training

Director Stuhlmann stated the State of Illinois requires all elected officials to complete Sexual Harassment Training. It will be sent out the second week of November through the library's payroll system.

#### Artwork

Trustee Stull asked about the status of the Alebrijes artwork and the City's Pegasus sculpture. Trustee Schmidt stated pictures of the Pegasus statue have been posted on the City's Facebook page. Director Stuhlmann stated an Intergovernmental Agreement is being drawn up for the Alebrijes artwork.

#### Banned Books

Trustee DuRocher stated due to a recent article in the Daily Herald she asked Director Stuhlmann to include the library's Collection Development Policy and book challenge procedures in the packet for review.

Director Stuhlmann reviewed the materials challenge procedures.

Director Stuhlmann stated due to a new State of Illinois law, if a library bans books, they will lose state funding.

The Board agreed the policy should definitely state the person requesting the ban be a district resident. Director Stuhlmann will update the form and bring to the board for approval in November.

Trustee DuRocher stated if a member/resident approaches a trustee regarding banning a book, they should redirect the request to Director Stuhlmann.

Marketing Specialist Kathy Gaydos stated a recent Library Facebook post on banned books generated the most posts/comments in a long time.

#### 12. Department Head Reports

Trustee Picha asked Marketing Specialist Kathy Gaydos the timeline for the Library logo redesign. Ms. Gaydos responded it could be as early as mid-late February 2024, tied into National Library Week in April or mid-May 2024.

Trustee Picha asked for clarification of the home delivery schedule. Mr. Dobersztyn stated it is typically the first weekend of the month unless it is a holiday weekend, then it is the second weekend.



Trustee Picha asked Kathy Gaydos if the Safety Committee has an agenda of topics. Ms. Gaydos replied the committee decided on the topics in their first sessions.

Trustee Picha asked IT Manager Duncan Jones if the digital microscope is an ADA requirement. He stated it is a part of a kit, not ADA related.

13. President's Report

Trustee DuRocher announced the following meetings:

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

Wednesday, December 13, 2023 at 7 p.m.

Regular Board of Trustees Meeting

14. Treasurer's Report

Trustee DuRocher stated the library received \$9,020.40 Hotel/Motel Tax Funds from the City the Summer Concert on the Commons series.

15. Secretary's Report – Trustee Stull stated everything looks good.

16. Committee Reports - none

17. Trustee Comments

Trustee Picha stated she will not be in attendance at the November 2023 or January 2024 meetings.

Trustee DuRocher stated she will not be at the January 2024 meeting.

Trustee Stull may not be at the November 2024 meeting.

18. Items for information and/or discussion - none

19. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the meeting at 7:48 p.m. Trustee Picha seconded.*

*Voice vote: All ayes*

*Nays – none*

*Absent – Trustees Lezon and Warren*

*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**

**October 31, 2023**



WARRENVILLE LIBRARY INCOME  LEVY	OCTOBER 2023	FUND BALANCES											PAGE 1
	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%	11894	2,135,451	98.35%	875,974	0	67,706	106,805	162,911	673,869	2,444,361	
BLDG. & MAIN.	-	0.0000%	0	-		-	0	-	-	-	-	-	
TOTAL TAX (LEVIED)	2,171,305	100.00%	11894	2,135,451	98.35%	875,974	0	67,706	106,805	162,911	673,869	2,444,361	
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%	11894	2,135,451	98.35%	1,497,646	0	67,706	106,805	162,911	673,869	3,066,033	
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: July 2023**  
**Corporate Fund**

	Corporate Fund Month Ended Oct 31, 2023	Corporate Fund 12 Months Ended Jun 30, 2024	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 11,893.74	\$ 2,135,451.46	\$ 2,171,305.00	\$ 35,853.54	98.35 %
Copier	453.60	1,828.38	6,000.00	4,171.62	30.47 %
Extended Use Fees	3.00	238.40	0.00	(238.40)	
Fees	9.21	55.12	150.00	94.88	36.75 %
TIF Funds	49,153.00	49,153.00	25,000.00	(24,153.00)	196.61 %
Interest	2,667.48	9,426.36	10,000.00	573.64	94.26 %
Book Sales	0.00	0.00	700.00	700.00	0.00 %
Lost Books	420.00	1,166.76	2,500.00	1,333.24	46.67 %
Gifts / Memorials	0.00	95.00	1,400.00	1,305.00	6.79 %
Miscellaneous	0.00	29.70	500.00	470.30	5.94 %
Hotel/Motel Tax	0.00	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	15,000.00	15,000.00	15,000.00	0.00	100.00 %
	<b>79,600.03</b>	<b>2,242,256.18</b>	<b>2,266,238.00</b>	<b>23,981.82</b>	<b>98.94 %</b>
<b>Expenses</b>					
Sal. - Administration	19,166.70	76,666.80	252,500.00	175,833.20	30.36 %
Sal. - Member Services	19,261.51	74,470.29	269,000.00	194,529.71	27.68 %
Sal. - Maintenance	2,114.74	8,544.34	28,000.00	19,455.66	30.52 %
Sal. - Marketing	9,094.51	36,426.03	119,500.00	83,073.97	30.48 %
Sal. - Public Services	37,315.72	145,557.48	492,500.00	346,942.52	29.55 %
Sal. - IT	4,695.31	18,921.90	62,500.00	43,578.10	30.28 %
Sal. - Technical Services	7,202.47	28,779.51	95,000.00	66,220.49	30.29 %
I.M.R.F. - Expense	8,257.33	35,838.64	107,500.00	71,661.36	33.34 %
Fica - Expense	7,295.17	28,718.78	101,000.00	72,281.22	28.43 %
Unemp. Comp.	51.25	332.04	1,260.00	927.96	26.35 %
Op - Mat'l Processing/Tech	1,324.81	3,048.13	10,600.00	7,551.87	28.76 %
Op - Mat'l Processing/Circ	0.00	49.11	3,550.00	3,500.89	1.38 %
Op - Postage	69.72	1,650.68	4,750.00	3,099.32	34.75 %
Op - Office Supplies	292.52	816.52	3,780.00	2,963.48	21.60 %
Op - Bank Fee's	65.60	559.84	1,600.00	1,040.16	34.99 %
Op - Automation Supplies	106.47	616.38	4,500.00	3,883.62	13.70 %
Op - Publishing	567.52	620.42	1,250.00	629.58	49.63 %
Equip. - Purchases	691.65	2,858.09	9,470.00	6,611.91	30.18 %
Equip. - Maintenance	14.31	59.28	1,500.00	1,440.72	3.95 %
Auto. - Software	75.00	7,100.00	16,275.00	9,175.00	43.63 %
Auto. - Purchases	563.98	729.93	5,500.00	4,770.07	13.27 %
Auto. - Maintenance	787.81	13,917.17	55,849.00	41,931.83	24.92 %
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	8,880.67	35,128.33	133,000.00	97,871.67	26.41 %
Pd - Recruiting	0.00	27.00	1,500.00	1,473.00	1.80 %
Pd - Staff Appreciation	175.33	214.13	5,200.00	4,985.87	4.12 %
Pd - Staff / Tuition Reimburse	0.00	0.00	800.00	800.00	0.00 %
Pd - Staff / Dues	247.00	937.00	3,583.00	2,646.00	26.15 %
Pd - Staff / Meetings	804.00	1,986.31	15,760.00	13,773.69	12.60 %
Pd - Staff / Transportation	35.37	393.13	3,800.00	3,406.87	10.35 %
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.	37.20	78.16	500.00	421.84	15.63 %
Cont. - Lawyer	0.00	195.00	4,000.00	3,805.00	4.88 %

See Accountants Compilation Letter



# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: July 2023

### Corporate Fund

Cont. - Accounting	1,115.61	4,366.80	13,300.00	8,933.20	32.83 %
Cont. - Collection	9.85	49.25	250.00	200.75	19.70 %
Cont. - Audit	5,700.00	5,700.00	8,200.00	2,500.00	69.51 %
Cont. - Consultants	0.00	0.00	17,500.00	17,500.00	0.00 %
Lib. Mat. - Adult Books	4,149.31	14,267.61	52,500.00	38,232.39	27.18 %
Lib. Mat. - Youth Books	3,311.74	13,063.23	36,800.00	23,736.77	35.50 %
Lib. Mat. - Adult AV	1,527.91	3,644.46	12,500.00	8,855.54	29.16 %
Lib. Mat. - Youth AV	109.09	1,072.98	5,000.00	3,927.02	21.46 %
Lib. Mat. - EBooks	2,897.11	20,532.82	53,400.00	32,867.18	38.45 %
Lib. Mat. - Periodicals	0.00	9,336.67	8,800.00	(536.67)	106.10 %
Lib. Mat. - Internet Subscript	350.00	21,199.56	31,638.00	10,438.44	67.01 %
Ps - Programs Adult	530.24	2,644.01	9,500.00	6,855.99	27.83 %
Ps - Programs Youth	1,142.01	2,677.85	9,500.00	6,822.15	28.19 %
Ps - Hotel/Motel	600.00	6,056.40	12,892.00	6,835.60	46.98 %
Ps - Refunds / Fines / Fees	255.83	255.83	250.00	(5.83)	102.33 %
Ps - Printing	0.00	2,205.02	12,200.00	9,994.98	18.07 %
Ps - PR / Publicity	1,208.97	1,312.64	9,640.00	8,327.36	13.62 %
Ps - Misc.	0.00	185.86	700.00	514.14	26.55 %
Maintenance	2,489.00	10,144.00	52,300.00	42,156.00	19.40 %
Maintenance Supplies	30.45	238.55	2,000.00	1,761.45	11.93 %
Security	702.06	2,346.22	12,400.00	10,053.78	18.92 %
Gas	227.32	1,452.55	9,500.00	8,047.45	15.29 %
Snow Removal	0.00	0.00	21,000.00	21,000.00	0.00 %
Hvac	(11.01)	140.00	12,100.00	11,960.00	1.16 %
B & M - Water / Sewer	312.47	614.37	2,000.00	1,385.63	30.72 %
Electricity	4,179.56	15,225.74	34,000.00	18,774.26	44.78 %
Telephone	1,522.36	5,779.56	17,900.00	12,120.44	32.29 %
Janitorial Supplies	542.97	943.23	3,500.00	2,556.77	26.95 %
B & M - Landscape Maint	815.00	3,173.00	13,900.00	10,727.00	22.83 %
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>162,911.52</b>	<b>673,868.63</b>	<b>2,494,028.00</b>	<b>1,820,159.37</b>	<b>27.02 %</b>

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**Oct 31, 2023**

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	282,590.67
Fifth Third 8004	<u>2,789,711.42</u>
	3,072,787.09

General Fixed Assets	<u>\$ 5,235,092.00</u>
----------------------	------------------------

<b>TOTAL ASSETS</b>	<b><u><u>\$ 8,307,879.09</u></u></b>
---------------------	--------------------------------------

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	6,375.83
Deferred Compensation	<u>375.00</u>
	6,750.83

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,270,000.00</u>
	1,276,750.83

**EQUITY**

Fund Balance	<u>\$ 7,031,128.26</u>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>\$ 8,307,879.09</u></u></b>
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STATE OF ILLINOIS       )  
                                      ) SS  
COUNTY OF DU PAGE     )

**CERTIFICATION OF COMPLIANCE  
WITH THE TRUTH IN TAXATION LAW**

I, BARBARA J. DuROCHER, the duly qualified and presiding officer of the WARRENVILLE PUBLIC LIBRARY DISTRICT, DuPage County, Illinois, hereby certifies that the attached Levy Ordinance of THE WARRENVILLE PUBLIC LIBRARY DISTRICT for the fiscal year beginning July 1, 2023, was adopted in full compliance with the provisions of Section 4 through 7 of the Truth in Taxation Law.

IN WITNESS WHEREOF, I have placed my official signature this 15<sup>th</sup> day of November 2023.

---

Barbara J. DuRocher, President  
Library Board of Trustees  
Warrenville Public Library District

(SEAL)

**Adopt Ordinance #23-24-04 Levy Ordinance for Fiscal Year 2023-24 & Certificate of Authenticity**

**ORDINANCE 23-24-04**

**AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024  
FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS**

WHEREAS, on the 20th day of September 2023, an Ordinance entitled, "BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2023-2024" was duly passed and approved and the same has been published according to the law, there having been appropriated for the fiscal year beginning July 1, 2023 and ending June 30, 2024, the sum of \$3,633,500 for library purposes of the Warrenville Public Library District in DuPage County, Illinois.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Warrenville Public Library District in DuPage County, Illinois:

**Section 1:** That the Board of Library Trustees of the Warrenville Public Library District, in accordance with the provisions of the statute in such case made and provided, have duly ascertained the amount of appropriations for all corporate purposes legally made to be in the amount of THREE MILLION SIX HUNDRED THIRTY-THREE THOUSAND FIVE HUNDRED DOLLARS (\$3,633,500) and do hereby determine that of that amount there shall be collected from this tax levy for the said year beginning July 1, 2023 and ending June 30, 2024, the sum of TWO MILLION THREE HUNDRED EIGHTY-EIGHT THOUSAND FIVE HUNDRED DOLLARS (\$2,388,500).

**Section 2:** That the purpose for which said appropriations and tax levy are made, and the sum or amounts appropriated to be collected and used for each purpose and amounts to be raised by tax levy and hereby ascertained to be as follows:

**1. CORPORATE FUND**

	<u>APPROPRIATED</u>	<u>LEVIED</u>
<b>A. Salaries:</b>		
Administration	\$275,000	\$250,000
Public Services	\$520,000	\$490,000
Acquisitions & Cataloguing	\$110,000	\$92,000
Member Services	\$290,000	\$265,000
Maintenance	\$40,000	\$25,000
I.T.	\$75,000	\$62,000
Marketing	\$135,000	\$115,000
<b>B. Illinois Municipal Retirement Fund</b>	\$130,000	\$105,000
<b>C. Federal Insurance Contributions</b>	\$115,000	\$100,000
<b>D. Unemployment</b>	\$3,000	\$2,000
<b>E. Building Expenses:</b>		
Maintenance	\$150,000	\$45,000
Utilities	\$100,000	\$35,000
<b>F. Operating Expenses:</b>		
Postage	\$7,000	\$4,000
Office	\$15,000	\$5,000
Publishing	\$2,000	\$1,000
Materials Processing	\$20,000	\$12,000
<b>G. Insurance</b>		
Multi-Peril	\$30,000	\$25,000
Bonds	\$1,000	\$500
Health/Life	\$160,000	\$130,000
Umbrella	\$1,000	\$500
Officers/Directors	\$5,000	\$3,000
Workers Compensation	\$8,000	\$5,000

		<u>APPROPRIATED</u>	<u>LEVIED</u>
H.	Contractual:		
	Legal	\$20,000	\$4,000
	Accounting	\$20,000	\$12,000
	Collection	\$1,000	\$500
	Consultants	\$45,000	\$15,000
	Audit	\$12,000	\$85,000
I.	Personnel Development:		
	Staff:		
	Dues	\$4,000	\$3,000
	Meetings & Education	\$25,000	\$16,000
	Travel	\$6,000	\$3,000
	Employee Appreciation	\$7,000	\$5,000
	Recruitment	\$3,000	\$1,000
	Trustees:		
	Dues	\$1,000	\$500
	Meetings & Education	\$4,000	\$1,000
	Travel	\$1,500	\$500
J.	Equipment:		
	Purchases	\$15,000	\$10,000
	Maintenance	\$5,000	\$3,000
K.	Library Materials:		
	Print	\$110,000	\$90,000
	Non-Print	\$27,000	\$15,000
	Subscriptions	\$120,000	\$70,000
L.	Public Service:		
	Programs	\$55,000	\$15,000
	Printing	\$20,000	\$10,000
	Refunds/Fees	\$1,000	\$1,000
	PR/Publicity	\$18,000	\$10,000
M.	Automation:		
	Software, hardware	\$45,000	\$15,000
	Misc. purchases	\$20,000	\$8,000
	Maintenance	\$80,000	\$50,000
N.	Contingency	\$5,000	\$2,000
O.	Gift Expenditures	\$100,000	\$0
P.	Debt Repayment	\$171,000	\$171,000

By Ordinance No. 16-17-04 adopted September 21, 2017, the Library District authorized issuance of Debt Certificates to fund capital improvements. Debt Certificates in the total amount of \$1,950,000 were issued November 1, 2017. The Debt Certificates will be paid in full on or before December 1, 2029. The source of funds to pay off the Debt Certificates is the Library's General Fund/Corporate Fund."

The foregoing appropriations are appropriated from the General Public Library Tax for the Corporate Fund. Said appropriations, less estimated amounts receivable from other sources, are hereby levied from the tax for general corporate purposes.

	<u>APPROPRIATED</u>	<u>LEVIED</u>
2. SPECIAL RESERVE FUND		
Building Maintenance/Construction	\$100,000	\$0
Automation Purchases	\$75,000	\$0
Furniture/Equipment Purchases	\$25,000	\$0
3. WORKING CASH FUND	\$250,000	\$0
4. DEVELOPER DONATIONS	\$50,000	\$0

**SUMMARY**

Total Appropriations	\$3,633,500	
Appropriated from sources other than a current levy	\$1,245,000	
Levied as the General Public Library Tax		\$2,388,500
Levied from Special Taxes		\$0
<b>TOTAL LEVY</b>		<b>\$2,388,500</b>

**Section 3:** That a certified copy of this Ordinance is to be filed with the County Clerk of Dupage County within the time specified by law.

**Section 4:** That this Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 15th day of November 2023, pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Barbara J. DuRocher, President  
Board of Library Trustees  
Warrenville Public Library District

ATTEST:

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

(SEAL)



STATE OF ILLINOIS       )  
                                      ) SS  
COUNTY OF DU PAGE     )

**CERTIFICATE OF AUTHENTICITY  
(LEVY ORDINANCE)**

I, HEATHER J. STULL, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Warrenville Public Library District of DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of the Levy Ordinance levying and assessing taxes for said Library District for the fiscal year beginning July 1, 2023 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on November 15, 2023.

I further certify that the attached Levy Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 15<sup>th</sup> day of November 2023.

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

(SEAL)

## **8a. REGULAR AGENDA**

Approve payments for the period of October 19 – November 15, 2023 **(ACTION)**

A partial bill list (bills received as of November 10, 2023 is attached. An updated bill list which includes bills received through November 15 and a suggested motion will be provided at the Board Meeting.

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**October 19 - November 15, 2023**

Date	Num	Name	Amount
11/15/2023	9651	Amazon Capital Services, Inc.	-755.84
11/15/2023	9652	Ambius	-315.00
11/15/2023	9653	AT&T	-373.32
11/15/2023	9654	Baker & Taylor	-274.11
11/15/2023	9655	Baker & Taylor	-2,788.97
11/15/2023	9656	Baker & Taylor	-3,118.76
11/15/2023	9657	Baker & Taylor	-243.55
11/15/2023	9658	Baker & Taylor	-35.15
11/15/2023	9659	Bloomscapes Landscaping, Inc.	-500.00
11/15/2023	9660	Chase	-161,193.75
11/15/2023	9661	Chicago Food Swap	-350.00
11/15/2023	9662	Direct Energy Business	-3,099.73
11/15/2023	9663	Hackl, Marty	-500.00
11/15/2023	9664	Kenny-Sumrak, Kyrie	-25.68
11/15/2023	9665	Konica Minolta Business Solutions	-17.43
11/15/2023	9666	LIMRICC Purchase of Health Insurance Prog	-12,996.11
11/15/2023	9667	MidAmerica Books	-174.65
11/15/2023	9668	Midwest Tape	-1,163.33
11/15/2023	9669	Midwest Tape	-2,972.98
11/15/2023	9670	Midwest Tape	-179.93
11/15/2023	9671	OverDrive	-1,126.81
11/15/2023	9672	Provantage LLC	-6,488.00
11/15/2023	9673	Service Master Commercial Cleaning	-2,489.00
11/15/2023	9674	Smith, Gail	-48.60
11/15/2023	9675	SWAN	-7,650.75
11/15/2023	9676	SWAN	-167.77
11/15/2023	9677	Technology Management Revolving Fund	-475.00
11/15/2023	9678	Wheaton Park District	-75.00
11/15/2023	9679	World Trade Press	-340.00
11/15/2023	9680	Accounting Services, Inc.	-584.00
11/15/2023	9681	Granite Telecommunications	-199.94
11/15/2023	9682	Marquez, MaryKellie	-281.96
11/15/2023	9683	Automated Logic Contracting Services	-801.00
11/15/2023	9684	Western DuPage Chamber of Commerce	-340.00
10/19/2023	Electronic	Paylocity	-316.69
10/26/2023	Electronic	Northern Illinois Gas	-227.32
10/30/2023	Electronic	AFLAC	-141.45
11/10/2023	Electronic	Chase Ink	-3,113.00
			<b>-215,944.58</b>

## **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**

Sending a Trustee to 2024 PLA Conference in April 2024 **(ACTION)**

***Suggested motion: Move to approve sending Trustee \_\_\_\_\_ to the 2024 PLA Conference in Columbus, OH.***

### **2024 PLA Conference**

The PLA Conference is one of the best conferences for public libraries and is held every two years. The next PLA will be held April 3-5, 2024 in Columbus, OH.

FY24's Working Budget allows for the director, a manager, and one trustee to attend the 2024 PLA Conference. Looking at Sandy's notes on the trustee training rotation, every trustee has previously been to the PLA Conference except for Trustee Schmidt.

If she is interested, I would recommend sending Trustee Schmidt to the 2024 PLA Conference. Or if she is not able or interested, is there someone else who would be interested?

## 10b. NEW BUSINESS

### Policy Inventory & Review **(INFORMATION)**

As part of the goal that I set for myself this year in getting familiar with the library, I wanted to inventory the library's policies, and get a rough schedule together for reviewing and updating them.

*Serving Our Public 4.0: Standards for Illinois Public Libraries* recommends that policies should be reviewed every three years, though there are some libraries that review all of their policies every year. In doing the inventory as of November 2023, I found that:

- There are 8 policies reviewed in the last 3 years, including the Collection Development Policy currently being reviewed.
- There are 2 policies last reviewed 3-5 years ago.
- There are 10 policies last reviewed 5-10 years ago.
- There are 16 policies last reviewed over 10 years ago.

While several of these policies will have very few, if any changes, they should still be reviewed regularly. With so many that have not been reviewed in a while, my goal is to try to get most of them reviewed and updated in 2024. Managers and I have already discussed a few potential changes earlier in the year to the Library Card, Library Use, and Public Access Computers policies, so those will most likely be the next policies I bring for your review.

While doing inventory, I was also reviewing other library's policies, and reading through notes left for me by Sandy. As a result, I believe there are a few potential new policies that we could add to our inventory. So, in addition to the review of existing policies, I may throw in some new ones, as well.

## Policy Inventory as of Nov 2023

TYPE	POLICY #	POLICY NAME	ADOPTED	LAST UPDATED	NEXT REVIEW	REVIEW & UPDATE HISTORY
Administrative	110	By-laws	Apr 1997*	Jan 2011	2024	2011, 2008, 2007, 2005, 2003, 1997
Administrative	111	Remote Attendance & Participation	Jan 2017	Jan 2017	2024	2017
Administrative	120	Purchasing & Contracts	Mar 2003*	Oct 2017	2024	2017, 2008, 2003
Administrative	125	Credit Card & Credit Account	Jan 2012	Jan 2012	2024	2012
Administrative	130	Investment	Jun 2003	Aug 2009	2024	2009, 2003
Administrative	135	Fund Balance	Jan 2012	Jan 2012	2024	2012
Administrative	140	Public Relations & Promotion of Library Services	Jul 2003*	Jun 2013	2024	2013, 2003
Administrative	150	Open Meetings Act	Oct 2003	Aug 2009	2024	2009, 2003
Library Use	210	Library Cards	Nov 2005*	Aug 2021	2023	2021, 2020, 2018, 2014, 2010, 2008, 2007, 2005
Library Use	211	Loan Periods, Limits, Renewals & Holds	Jun 2014	May 2021	2024	2021, 2020, 2014
Library Use	212	Fine Free Library	Jun 2020	May 2021	2024	2021, 2020
Library Use	213	Notices & Recovery of Overdue Materials	Jun 2014	May 2021	2024	2021, 2020, 2014
Library Use	214	Lost, Damaged & Incomplete Materials	Jun 2014	Jun 2020	2024	2020, 2014
Library Use	215	Circulation of In-Library Use Equipment	Jan 2015	Aug 2021	2024	2021, 2020, 2015
Library Use	216	Homebound Delivery	Aug 2022	Aug 2022	2025	2022
Administrative	230	Collection Development	Jul 2004*	Dec 2018	2023	2018, 2011, 2009, 2008, 2004
Administrative	235	Gifts, Donations & Sponsorships	Sep 2009	Sep 2009	2024	2009
Administrative	240	Reference Services	Mar 2004	Dec 2018	2024	2018, 2009, 2004
Library Use	250	Public Access Computers	Apr 2004	Oct 2017	2023	2017, 2008, 2006, 2004
Administrative	260	Library Programs	Nov 2009*	Nov 2009	2024	2009
Library Use	310	Hours of Operation	May 2006*	Sep 2023	2026	2023, 2022, 2006
Library Use	320	Library Use	Jun 2006*	Oct 2017	2024	2017, 2015, 2010, 2006
Library Use	320a	Library Use - Covid19 Addendum	Jul 2020	Aug 2021	2023	2021, 2020
Library Use	320a	Library Use - Covid19 Mitigation Protocols	Jul 2022	Jul 2022	2023	2022
Library Use	350	Community Bulletin Board & Distribution of Free Information	Sep 2004	Jun 2018	2024	2018, 2004
Library Use	355	Petitions	Sep 2016	Sep 2016	2024	2016
Library Use	360	Art Exhibits	Dec 2009	Mar 2018	2024	2018, 2009
Library Use	370	Public Use of Meeting Room	Sep 2003*	Sep 2017	2024	2017, 2016, 2015, 2012, 2007, 2003
Library Use	371	Public Use of Study Rooms	Oct 2015	Nov 2017	2024	2017, 2015
	410	Freedom of Information Act	Nov 2004	Dec 2009	2023	2009, 2008, 2004
Administrative	420	Confidentiality of Library Records	Jan 2005	Feb 2010	2024	2010, 2005
Administrative	440	Bloodborne Pathogens	Mar 2005	Mar 2005	2024	2005
Administrative	450	Regulating Political Activities and the Solicitation & Acceptance of Contributions	Apr 2004	Oct 2009	2024	2009, 2004
Library Use	455	Anti-Harassment & Anti-Discrimination	Dec 2017	Dec 2017	2024	2017
Administrative	460	Libel or Slander	Dec 2009*	Dec 2009	2024	2009
Administrative	470	Negligent Misrepresentation	Dec 2009*	Dec 2009	2024	2009
Administrative	480	Indemnification of Trustees, Officers, Employees, & Agents; Insurance	Dec 2009*	Dec 2009	2024	2009
Library Use	520	Interlibrary Loan	Jan 2006	May 2021	2024	2021, 2020, 2014, 2013, 2009, 2006
Administrative	530	Recycling	Mar 2006	Mar 2006	2024	2006

\*This is the earliest version I can find, but is most likely not the original adoption date.

(this inventory does not include the Employee Handbook)



## 10c. NEW BUSINESS

### Policy #230 Collection Development (information)

After discussing book challenges, our Collection Development Policy, and our Request for Reconsideration procedures at last month's meeting, Management Team and I reviewed the policy and have several suggested changes to the policy, including creating a new policy.

#### Collection Development Policy

Both an edited copy and a clean reading copy of the suggested changes are included in your packet, with **yellow highlighting being added text**, and ~~red strikethroughs being deleted text~~.

Here is a summary of the larger edits and suggestions:

- Section III – Intellectual Freedom
  - We added some wording to strengthen the section and our commitment to intellectual freedom.
  - Since the section references the ALA & AMFVA statements as policy, we added those statements to the end of the policy as appendices.
- Section V – Collection Development Criteria
  - C. Format – We added in specific mention of some of the special collections that we currently have.
  - D. Duplicate Copies – This was in the wrong section, so we moved it to Collection Development Criteria
  - E. Language – Since we now have Spanish collections, we added in a brief section about collection of foreign language material.
  - F. Digital Material – With the growing popularity, it seemed worth adding a section to discuss digital material, which also includes our databases.
  - H. Gifts – While mentioned in the Gifts, Donations & Sponsorships Policy, it seemed worth mentioning gifts in the Collection Development Policy as they relate to collection development.
  - I. Local authors – While it hasn't been an issue, it again seemed worth adding a section about local authors.
- Section VI – Collection Maintenance
  - This section was called Withdrawal of Materials, but not every subsection was about withdrawal, so it seemed more appropriate to rename as Collection Maintenance.
- Section VII – Request of Reconsideration of Library Materials
  - After our discussion regarding the new IL law regarding banning books and finding the library board and staff seem to agree about supporting intellectual freedom, the Request for Reconsideration section needed to be reworked. I stumbled upon an example of a Statement of Concern



Policy from the Dubuque County Library District that I liked. Management Team liked it as well, so we removed the Request of Reconsideration, and have created a new Statement of Concern Policy we are putting forth for approval.

# Warrenville Public Library District

To make for easier reading, this draft is a clean copy that does not show edit markings.

**POLICY NO. 230**

(Revised & Approved - 12/13/23)

## 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 Library Bill of Rights* (Appendix A), *ALA Freedom to Read Statement* (Appendix B), and the American Film and Video Association *Freedom to View Statement* (Appendix C).

The Warrenville Public Library District endeavors to build a collection representing varying points of view, and to provide equitable access to materials and services for all users and Warrenville community members. Selection will not be inhibited by the possibility that any item in the collection may come into the possession or



view of minors. Sole responsibility for monitoring and/or limiting access to certain materials by minors rests with their own parents or guardians. Choosing library materials for use is an individual matter, and while a user may reject materials for themselves and their children, they cannot exercise censorship to restrict others' freedom and access to 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 Executive Director. The Executive 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, gender, language, economic status, culture, or other characteristics
- working together to understand and respond to needs and requests in a respectful and equitable manner
- 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:

- current and potential relevance to community needs and interests
- popularity and demand of an author, title, series, or topic
- 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
- requests by Warrenville Public Library District cardholders
- potential support of Community Unit School District 200's curriculum

**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
- accuracy
- 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 are selected in a variety of formats including but not limited to print, audiovisual and electronic media.
- Additional collections are evaluated, selected, and maintained to offer non-traditional items of interest, including but not limited to games, puzzles, electronics, tools, etc.
- 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. Duplicate Copies**

The number of copies purchased for individual titles varies with each item. As popularity or need is demonstrated, duplicate copies may be purchased to meet demand.

**E. Language**

Most material selected is in English, but due to increased numbers of Spanish-speaking residents, the Youth and Adult Departments select a limited amount of Spanish-language material to meet community need and demand.



Should other languages emerge in the community with a need for support by library material, then staff will respond accordingly.

F. Digital Material

The Library offers digital materials in a variety of formats and platforms, including but not limited to e-books, e-audiobooks, e-magazines, streaming video and music, research databases, and other online learning. Digital platform subscriptions are managed through a variety of individual or group purchasing agreements, and availability is subject to change. Depending on the platform, the Library may or may not have input or control over selection, collection, and availability.

G. 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.

H. Gifts

Donations of books, periodicals and audiovisual materials that meet selection guidelines and are in good physical condition may be considered for inclusion in the Library's collection. If accepted for addition to the collection, donated items become property of the Library and the Library reserves the right to use or dispose of those materials at its discretion.

I. Local authors

Local authors wishing to have their books added to the library collection may donate them for consideration. Library staff will then evaluate those materials as additions to the general collection based on stated selection criteria. Authors who do not wish to donate their title may submit a purchase request, which will be considered using the same criteria as other materials.

## VI. COLLECTION MAINTENANCE

A. De-selection

Collection space is limited and the Warrenville Public Library District is not a library of historical record. To ensure a vital collection of continued relevance and value to the community, library material is evaluated for de-selection on a regular basis.

Items may be withdrawn due to:

- outdated or inaccurate information
- obsolete content or format
- low usage/circulation





- duplicate copies than are no longer needed
- being damaged or in poor physical condition
- space limitations

Items that are withdrawn from the collection may be sold, donated, recycled, or discarded at the Library's discretion.

**B. Replacement**

Replacement of lost, damaged, or otherwise withdrawn materials is not automatic. Possible replacement is considered based on several factors including but not limited to current selection procedures, availability, existence of adequate coverage in the collection, and the popularity or demand for a specific title or subject.



## **APPENDIX A:**

### **ALA 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.

Inclusion of "age" reaffirmed January 23, 1996.



## APPENDIX B:

### ALA 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.

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.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.



4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.



The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. 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. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression

The Association of American University Presses

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression



## **APPENDIX C:**

### **AMERICAN FILM AND VIDEO ASSOCIATION FREEDOM TO VIEW STATEMENT**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council





## **10d. NEW BUSINESS**

### **Policy #XXX Statement of Concern Policy & Form (information)**

#### **New Policy & Form: Statement of Concern**

As stated in the comments about our Collection Development Policy, we felt the Request for Reconsideration section in its current state was no longer in the spirit of intellectual freedom, nor quite in keeping with the new IL law regarding book banning.

I stumbled upon an example of a Statement of Concern Policy from the Dubuque County Library District that I liked. It was broader, giving residents a chance to voice concerns about a program, a display, etc., and not just complain about the collection. The focus of the policy and form was about giving residents a voice for their concern, but was NOT focused on censoring material, programs, displays, etc., or even suggesting that as an option.

Management Team and I discussed it, and they liked the concept as well. With that in mind, we have removed the Request for Reconsideration from the Collection Development Policy and have created a new Statement of Concern Policy. It has much of the same wording as the Request for Reconsideration section but has been edited to be more in the spirit of promoting intellectual freedom. It does not focus on the collection and does not suggest removal or reconsideration of anything. We also made sure to emphasize only a Statement of Concern from Library District residents would be considered.

We plan to keep the Statements of Concern form at the service desks, available for staff to distribute if necessary. We do not want to include it to be discoverable in the policy, as we want to encourage residents to speak with us first about their concerns so we can hopefully have a productive conversation, rather than residents jumping straight to filling out the form.

# Warrenville Public Library District

POLICY NO. XXX

(Approved - 12/13/2023)

## STATEMENT OF CONCERN POLICY

The role of the Warrenville Public Library District (WPLD) is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. While library users are free to reject for themselves and their own children what they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

The WPLD Board and Executive Director are aware users may take issue with the inclusion of specific items, programs or practices. Concerns will be dealt with promptly and courteously as detailed in the following process. The WPLD will only consider those concerns brought by District residents or business owners.

### Bringing a Concern:

- Concerned residents will be referred to the Public Services Manager:
  - The Public Services Manager will schedule a time to review the concerns with the resident.
  - If appropriate, the Public Services Manager will explain the relevant policy or criteria.
  - Should this discussion prove unfeasible or fail to address the resident's concerns, they may complete and submit a "Statement of Concern about Library Resources," available at the Youth and Adult Services Desks, to the Executive Director.
- After receipt of a "Statement of Concern about Library Resources" form:
  - The Executive Director will appoint a committee of appropriate staff to review the concern and notify the Board.
  - The committee will thoroughly review the item, program or policy in question, consider the resident's statement and send a recommended response to the Executive Director.
  - The Executive Director will make a decision regarding the committee's recommendation and convey that decision in writing to the resident. The Executive Director will also forward this response to the Board for their information.
- If not satisfied by the Executive Director's decision:
  - 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.

- Please note this board meeting will be conducted in open session and the "Statement of Concern about Library Resources" form will be made public.
  - The Board will determine whether the Statement of Concern 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.
  - The Executive Director will respond to the resident in writing to explain the Board's decision.
  - Following a final decision made by the Board of Trustees, similar Statements of Concern for the same library resource will not be reviewed for a period of two years.



## Statement of Concern about Library Resources

In accordance with the Warrenville Public Library District's Statements of Concern Policy, residents who take issue with the inclusion of specific items, programs, or practices are encouraged to contact the Public Services Manager to arrange to discuss their concerns. Should that discussion prove unfeasible or fail to address the resident's concerns, they may complete and submit the following form. The Statement of Concern Policy lays out the process to be followed after this form is submitted.

Date: \_\_\_\_\_

Name of individual or group: \_\_\_\_\_

Contact person (if group): \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Please answer the following questions.** Use the other side of this form or additional pages as necessary.

1. Type of resource on which you are commenting (please check the box):

- |  |  |
|--|--|
| <input type="checkbox"/> Book/ebook          | <input type="checkbox"/> Audio Recording/eAudio Recording    |
| <input type="checkbox"/> DVD/Streaming Video | <input type="checkbox"/> Newspaper                           |
| <input type="checkbox"/> Display             | <input type="checkbox"/> Database                            |
| <input type="checkbox"/> Magazine            | <input type="checkbox"/> Other resource, policy, or practice |
| <input type="checkbox"/> Library Program     |  |

Title of resource (book/program/database/etc.): \_\_\_\_\_

\_\_\_\_\_

Author/Producer/Presenter: \_\_\_\_\_

Date of resource: \_\_\_\_\_

Call # of resource (if applicable): \_\_\_\_\_

2. How did this resource come to your attention? \_\_\_\_\_

3. Have you read any reviews of the resource? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Have you read, viewed, or otherwise examined the entire resource?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not the entire work, what parts? \_\_\_\_\_

5. What specific concerns do you have about the resource? \_\_\_\_\_

6. Are there other resources you would suggest to provide additional or supplemental information and/or other viewpoints on this topic? \_\_\_\_\_

## **10e. NEW BUSINESS**

### **Air conditioning screen project (information)**

#### **AC Noise Abatement Project**

As I mentioned in my report last month, the City received a noise complaint about the Library's outdoor air conditioning unit, and we need to address the City Code by May 31, 2024 by installing appropriate screening and landscaping around our outdoor HVAC equipment:

"Exterior Ground Installed Emergency Back-up Generators and Non-Single Family HVAC Equipment: A solid screen wall shall be provided around these types of improvements when located in or adjacent to residentially zoned property. Said screen wall shall be of a height equal to or greater than the equipment it is installed to screen. Tall shrubs and evergreen tree landscaping shall be installed to soften the aesthetic and noise impact of these areas on adjacent properties and from adjacent public rights-of-way."

I have asked the City whether we shouldn't be grandfathered in, whether there was additional TIF funds to cover the cost, and whether the deadline could be extended to the next fiscal year in July. The answer to all three questions was no.

The first quote we received was for sound absorption walls, which turns out to be incredibly expensive. If we pursue this route, we will need to go to public bid. While I am still interested in seeing the second sound absorption quote we asked for, we may pivot and get quotes for regular fencing, which should hopefully be much less expensive.

I will continue to keep you updated as I learn more.

## **11. DIRECTOR'S REPORT**

**for November 2023 Board Meeting**

**submitted by Jason Stuhlmann**

### **Paid Leave for All Workers Act**

I just wanted the Board to be aware that earlier this year IL Legislature passed the Paid Leave for All Workers Act, which will go into effect on January 1, 2024.

Basically, the law states that employees must be able to earn and use a minimum of 40 hours of paid leave during a 12-month period. Thankfully, due to the increased benefits of the past two years, all of our employees earn a minimum of 60 hours for annual leave, plus an additional minimum of 48 hours in sick leave. So, we are well above the minimum requirements set by the new law.

The only issue in question from the law is how much notice employees need to give to take their leave. While it is still a little unclear, and official guidelines won't be published until March 2024, it seems implied that an employer having reasonable guidelines for giving notice, which we do have, will be sufficient.

At this time, we believe no changes are required on our end to be in accordance with the law. If that changes, we will let the Board know.

### **New Collection: Memory Care Café Kits**

At the start of November, which is Alzheimer's Awareness Month, the library debuted a new circulating collection called Memory Care Café kits.

Some of the new items in this collection include:

- A playable art ball that unleashes the creativity of the memories for skills not currently being utilized. A dementia patient now has a hand fidgeting product to use during their activity time.
- A board game named Call to Mind that is a specially designed and developed by Laura Templeton over the course of 20 years through research and testing, including accreditation by the University College London. The simple game helps get to know and understand the thinking, likes and dislikes of someone with Dementia.
- Several large piece puzzles with calming displays that help anyone keep their mind sharp.

These items are best suited for caregivers looking for activities to assist with those suffering from dementia. We are looking to grow this collection throughout this fiscal year.

### **Miscellaneous**

- **Alibrijes Art Update** – Because TAC is purchasing the art through a local organization, the approval process is taking longer than anticipated. I will let you know when I have any further updates.



- **DEI Committee** – The DEI Committee has begun highlighting various DEI topics once a month in our Staff Matters eNewsletter. Thank you to the Committee!
- **Art in the Quiet Room** – Beginning November 10 you can now visit the Quiet Reading Room to see the photography of resident Jenny Donohue, on display until the end of January.
- **Walkie-Talkies** - I recently updated our Walkie-Talkie procedures.
- **Chicagoland Library Threats** – Just an update to mention that someone was arrested in conjunction with the recent library and school bomb threats that took place this summer/fall.
- **Anti-Harassment Training** – All board members have had a Paylocity account created and sent a link to Anti-Harassment Training to be completed by December 31, 2023.

## **Meetings & Programs**

- Management Team Meetings (October 10, 24)
- CUSD 200 – Local Governmental Breakfast (October 13)
- Program – I hosted a Magic the Gathering card game program (October 13)
- Meeting with City Code Enforcement Officer John Cumpek and City Planner/GIS Technician Jack Maszka (October 16)
- Meeting with Kathy & David regarding hanging community art (October 25)
- Safety Committee Meeting (October 25)
- Meeting with Todd Mitchell from Huff Company regarding getting quote for sound barrier for outside AC units (October 30)
- SWAN Fireside Chat (October 31)

## **Trainings**

- Webinar - Preparing for Program Challenges at your Public Library
- Webinar - First Amendment Audits
- KnowBe4
  - Nov- Data Protection with Quiz
  - Nov- Information Security on Mobile Devices

## **Community Feedback**

- From Julie – At the read to the dogs program, the therapy dog owner asked every child and adult what they are thankful for today, and more than one child/adult said: “This Library!!!”

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

**October 2023**

**Submitted by: Jackie Davis**

### **Administration**

- Sent financials to Accounting Services for processing
- Processed checks for signature and mailing
- Made two bank deposits for daily receipts and copy machines
- Compiled the October board packet
- Attended the October 18 board meeting and took minutes of the regular board meeting
- Transferred funds in accordance with the transfer approved at the board meeting.
- Posted the TITA Hearing on the bulletin board and sent to the Daily Herald for publication on November 1.
- Transferred funds from Paypal to Fifth Third
- I went to the post office to mail back ILL's a few times.

### **Meetings**

- Management Team meetings – October 10
- Jason, Ly and Jackie met with the City inspector and Jack from the Building Department regarding the HVAC noise abatement issue – October 16

### **Staff Recognition**

- Sent two bereavement planters to staff for grandparents' deaths.
- Gail and I arranged a staff soup/salad/dessert potluck for October 31.
- Distributed popcorn treats on Halloween to all staff.

### **Maintenance - Ly Tran**

- Continues to maintain the building daily Monday-Friday.
- Washed the windowsills on the building and removed cobwebs.
- 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.
- Replaced a circuit in the circuit breaker panel for a bank of lights that had gone out in Adult Services.
- Arranged a meeting for Jason, Jackie and Ly to meet with a representative from Noise Barriers, LLC on October 30 regarding the noise abatement for the HVAC. Ly also staked out the configuration. He is researching other companies and will contact two more to get information on their products.
- Fixed the light table in the Discovery Room
- Conducted the monthly emergency light inspection

# PUBLIC SERVICES REPORT

OCTOBER 2023

Submitted by Paul Dobersztyn

## Highlights

- The library hosted **60** total events in **October** with **719** participants.
- The passive events this month included the Ofrendas with over 100 interactions in one week.
- The Dia de los Muertos Ofrendas were a large success. Miriam Montano was able to secure 7 partnerships to set up display tables this year. Library staff had many positive engagements with community members asking about the tables and what they represented. Candy skulls that were painted by library members were included on the WPLD ofrenda in Adult Services. The other organizations that participated include:
  - The Warrenville Park District
  - The Warrenville Fire Protection District
  - Hubble Middle School Spanish Club
  - Outreach Warrenville GPS group
  - The City of Warrenville
  - DuPage County 4H Club
  - Outreach Warrenville Hispanic Council
- Comments from Miriam:
  - *The Ofrendas are also something I've gotten tons of great feedback on. People are actually stopping and taking their time to look at them!! Members have come up to talk about spiritualism and honoring the dead, doing similar things in their own culture, and just to say they appreciate looking at all the different Ofrendas. They get very excited when they recognize the people in the pictures. Skulls are the thing I've gotten the most questions on and people are always happy to find out it was part of a program open to the public here at the library. The public and even some staff members have shown interest in participating next year. If possible, I'll do my best to get more staff involved and more organizations, like the Historical Society to name one.*
- The second Sunday Music Matinee on 10/15 featured Dennis Motyka's Oktoberfest hosting **18** guests.
- 1000 Books Before Kindergarten
  - Total participation as of November 1<sup>st</sup>, 2023.
    - 97 active registrants
    - 4 completions
    - 15,303 total books read so far
- The 100 Books Before High School
  - Total participation since the launch:
    - 5 active registrants
    - 110 total books read
    - 0 completions so far
- Paul Dobersztyn inventoried all of the new Memory Care Café items. The collection went live on 11/1.
- Miriam Montano and Jorge Arias had to cancel the October session of the Spanish computer class. The class will resume in November.
- Comment about Kyrie's tween crafting event "That was the most fun 45 minutes of my life!". The craft in October was the Zombie Barbie.

## Personnel

- No changes.

#### **Professional Development**

- 8 sessions of CE were completed by the Public Services Department in October.
- 7 total hours of CE were completed.
- Topics covered include: Intellectual Freedom, Makerspace Meeting, Media Literacy for Adults and more.
- From Kyrie *"I logged 1.5 hours of CE by watching the recording of LACONI's Intellectual Freedom webinar. It was a nice reminder of what we, as the library serving our community, can do to support our diverse members, to empathize with those scared of the change they see in their communities and to know what our rights are if we encounter a first amendment audit."*
  - A full list can be provided by the Public Services Manager.

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

Book a Librarian: 3 / Puzzles: 2 / Teen Volunteers: 1

Homebound Deliveries: 0 members (0 items delivered, 0 returns picked up)

- Paul Dobersztyn met with Kyle Wiseman of Library Ideas on 10/2 to discuss the possibility of adding Vox books to our collection. We may consider adding them in the next fiscal year. Vox books are picture books that include a narration in English or Spanish to help children read along.
- Paul Dobersztyn co-led the SWAN Aspen Users Group meeting on 10/10. We discussed the integration of library event calendars in the library catalog among other topics relevant to the library catalog.
- Paul Dobersztyn attended the Management Team meeting on 10/10.
- Paul Dobersztyn, Debbie Andrew, Mandy Wilson and Taylor Haring attended the Safety Committee meeting on 10/11.
- Diana Abraham attended the City of Warrenton's IDEC meeting on 10/17.
- Diana Abraham represented the library at the Johnson School Family Connection Dinner on 10/19 interacting with **220** community members.
- Diana Abraham conducted storytime at the Agape preschool on 10/24 interacting with **18** students.
- Diana Abraham conducted storytimes at two different Agape preschool classes, interacting with **16** students on 10/25.
- Debbie Andrew and Taylor Haring attended the Safety Committee meeting on 10/25.
- Kyrie Kenny-Sumrak represented the library at the Johnson school Trunk or Treat event on 10/28 interacting with **250** community members.
  - *"In order to get a treat, the kiddos needed to tell me their favorite book or favorite thing about the library - I heard lots of Captain Underpants, Pete the Cat, Harry Potter, Miss Diana (DUH!) and playing at the library."*
- Julie Kurtis and Diana Abraham met with two different book vendors in October, Jean Peterson and Rob Innes.
- Julie Kurtis attended a DEI Committee meeting on 10/17. They discussed potential staff training and creating content for the staff newsletter. Tom Hill submitted DEI content for the staff matters newsletter.
- Kyrie Kenny-Sumrak updated the Discovery Room and it became a Wizard school where our youngest members could practice their "spelling" and make potions.

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

Item Requests Processed: 16; Materials Received: 15; Materials Lent: 19





## 12. MEMBER SERVICES REPORT

October 2023

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7,735	53.53%
Aspen catalog/mobile app (Renewals)	111	.77%
Autorenewals	5197	35.96%
Staff Assisted Checkout	1408	9.74%
TOTAL TRANSACTIONS	14,451	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4481	57.93%
Selfcheck 2 (Near Vending Machine)	3254	42.07%
TOTAL TRANSACTIONS	7735	100.00%

### Department Highlights

#### **Curbside**

We had 11 Curbside Pickups with 6 unique users in October

#### **Continuing Education**

Member Services staff participated in 4.75 hours of Continuing Education in October

## **12. Marketing Department REPORT**

**October 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**

- Sent review copy to Paul and Jason for their input.
- Sent to proofreaders for their final review; made all final edits.
- Prepped file and sent to Hagg Press for printing; reviewed and approved their print file.
- Reviewed all *Communico* entries to make sure they are in agreement with details in *Reading Matters*; made edits and asked Paul for clarification on others.

### **Fall 2023 events**

- Photographed craft examples for the Diwali craft pickup event.
- Posted November and December Sunday Music Matinee event in Arts DuPage website.
- Photographed Kyrie prepping for her Science Storytime program.
- Photographed Taylor's Tech Talk on cutting the cable cord.
- Created Dia de los Muertos flyer for use at outreach.
- Updated prior Cuentos en la lavandería flyer for use at outreach and for library screens.
- Photographed all Dia de los Muertos community displays and posted a series of social media posts.

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

- Began drafting Winter Reading Challenge web page and related documents.

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

- Provided information to all staff about the logo project and why/how we're asking for input.
- Released survey for a one-week period via our website, eNews, social media and in-library display with QRC for electronic submission and paper copies to complete.
- Asked MSD staff to help monitor and supply the in-library display.
- Survey closed with only 43 responses; sorted, coded and analyzed results; wrote follow-up report, submitted to Jason.

### **Content from Public Services**

- Reviewed article on our new Memory Care collection items.
- Asked staff to give me any info on their upcoming holiday displays so other content can be prepared for in-library use and social media.

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

- Continued working on logo redesign project.
- Created a Prism Club digital slide and flyer to promote this ongoing teen program.
- Established a Marketing Archive folder in Teams and moved several quarters of *Reading Matters* and other publicity documents to it.
- Selected and edited several event images to add to the website.
- Created themed display signage customized to each organization that participated in the Day of the Dead Ofrendas; created additional smaller sign for calaveritas created by community members.
- Updated get a library card digital slide and poster to show Tech To Go; created Spanish versions.
- Combined/updated Teen Volunteering and Teen Advisory Group generic digital slide and flyers.

- Created 100 Books Before High School generic digital sign and flyer.
- Created generic digital slide and flyer for Science Kit collection.
- Updated generic digital slide and flyer for Nature-Telling.
- Produced 30 additional book club/reading challenge rack cards and 225 additional homebound delivery/SWAN Libraries app rack cards.
- Troubleshooted an image size issue in Facebook and determined all photos will need to be resized upon uploading to avoid problems when posting in the FB editor.

### **Outreach**

- Fielded a question from Johnson School on attending their Trunk & Treat event; pushed out inquiry to Youth Services; created large sign for the event Kyrie facilitated and prepped giveaway items.
- Prepped a Go Box for Diana's outreach event at Johnson School on October 19 with general info, small giveaway items and updated flyers as noted.
- Supplied Kyrie with giveaway items and some library literature for a raffle at Bower School.

### **Safety Committee**

- Selected and purchased items (or requested Jackie to) for use in handling safety situations, such as first aid kits and traffic safety signs.
- Worked with Mary Kellie on the best way to assemble and store items needed to handle spills or bloodborne pathogens.
- Drafted an inventory document of all the safety equipment and supplies, including locations of items, when/how to use and who is responsible for maintaining/replacing.

Prepared for and led two meetings in October.

Discussion items at October 11 meeting included some follow-up points from previous topic discussions and new material:

- 1) Mandy agreed to work with Ly to create a video about how to shut off running water in the toilet.
- 2) Signs have been posted in all three restrooms on the main floor about the availability of menstruation products at the MSD; staff has been asked to report if product was being used for a purpose it was not intended.
- 3) The only shut-off valve staff should touch is the Fireplace valve. Water, power and gas valves should not be touched by any staff member except Ly.
- 4) Walkie-talkies will be used when dealing with safety topics, however, protocols for everyday uses will be coordinated outside of safety committee. Jason, Mandy and Taylor will work on a plan. Files will be moved to WPLD Staff General.
- 5) At a later time, the Safety Committee will plan drills to make sure all the procedures outlined in our topics are executed properly.
- 6) Once we're done producing the individual topics, an overview will be put together covering the production of binders, updates to binders, electronic copies, how topics will be rolled out to staff, how new staff will be trained, etc.
- 7) Paul presented on Unplanned Closures:
  - This includes weather situations and emergencies like snowstorm or flooding, a police emergency or a mechanical issue in the building such as power failure, temperature control failure or plumbing.
  - We will use this document as an overarching "closing" procedures document that other topics will reference. Example, if the power goes out, most of these procedures would apply, such as who the PIC contacts and who/what other departments contact. However, if we're closing for a power outage, some additional procedures will need to be followed like staff making sure they lock the building with an actual key.
  - Jason will contact the City to ask who we should contact there to let them know we are closing.
  - Jason will establish a facility code with WGN to announce the closing on radio and TV.

- 8) Duncan asked for input as to how to best proceed with presenting technology issues, as there are several topics that he would like to make sure the formatting is good before creating all documents. He provided examples of three issues for our review.
  - Duncan will continue using the format we've created for other safety issues: What You Should Know/What You Should Do.
  - Duncan will roll out two or three topics per Safety Committee meeting for review.

Discussion items at October 25 meeting included:

- 1) Taylor presented on Evacuation procedures which she streamlined to apply to various situations including fire, gas, violent intruder, bomb threat or possible natural disaster.
- 2) It was determined to add procedures/language for where to head to, depending on the perceived threat...
  - staff would exit building, walk towards a pre-determined shelter area and use their judgement if they should stop if they deem the situation to be not threatening (example: no visible fire or smoke), and
  - continue walking until arrival at shelter/end point if threat appears to be real (example: visible fire or smoke). This will be a judgement call.
- 3) Jason will work on creating a building diagram with easy-to-view safety info such as exits, fire extinguishers, fire pull handles, etc. It was suggested that these diagrams be laminated and kept at each service desk, in addition to being part of the safety manual.
- 4) Jason will work on a map of exit areas, shelter areas and meet-up points after getting input with the Police Department and permission from potential shelter areas such as Park District, Evolet Eve, Bike store or police department building.
- 5) Taylor will work on another fire topic to include how to use a fire extinguisher and when to pull the fire handle.
- 6) Duncan presented three additional IT security topics and addressed questions on:
  - a. Fake popups, scareware and phishing,
  - b. Unable to access network resources and
  - c. Compromised credentials
- 7) Kathy showed several items that have been purchased for use in safety situations. Suggestions were made to label items and to inventory the kits. All agreed staff does not need instructions on how to use these items...it will be obvious at the time of dealing with a situation. As part of the training, staff will be asked to peruse the items to make sure they understand what's available.
- 8) Taylor will work on finding a video or images on how to remove gloves after handling a spill or cleanup, so as to not cross-contaminate anything.

#### **Administrative**

- As requested by Jason, reviewed and provided suggestions on changes to the Collection Development policy and its accompanying Request for Reconsideration form.
- Reviewed content on the upcoming photography exhibit by a resident artist.

#### **Miscellaneous**

- Asked Paul for content to publicize the rollout of our new Board Game collection; featured the new collection in eNews.
- Responded to several comments on a Facebook post about Banned Books displays in the library; asked PS staff to review a question about what version of *The Adventures of Tom Sawyer* we have.
- Asked Taylor to take pictures at the Sugar Skull Painting program and Paul to take pictures and videos of Halloween program and staff interactions.

**Website** activities related to maintaining the website such as creating, reviewing and editing content; monitoring and responding to issues.



**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 October, set up a new month of automated welcome emails.

**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 October, photographed Baby Mozart and candid group in library playing Mahjong.

### **Meetings/Webinars**

#### **Kathy**

10/3/23: National Digital Inclusion webinar

10/10/23 & 10/24/23: Management Team meetings

10/11/23 & 10/25/23: Safety Committee meetings

10/18/23: Board meeting

10/24/23: Responding to & Investigating Hoax Bomb Threats & Swatting webinar

#### **Kathy & David**

10/25/23: New artwork install/signage creation meeting with Jason

### **Publicity Statistics**

#### **eNews (Constant Contact)**

Subscribers: 6,346

Average open rate: 52%

New Cardholders campaign—average open rate across series of 5 emails: 57%

### **Social Media**

Facebook Followers: 1,763

Instagram Followers: 505

Popular post on Facebook in October: 107 reactions; comments = 20; reach = 1,575.

Join us in celebrating our freedom to read during Banned Books Week, October 1–7.

Our special book displays feature titles that have been historically or recently censored by libraries, schools or other organizations. You can check them out this week and every week for your reading pleasure.

[#WPLD](#) [#BannedBooks](#) [#BannedBooksWeek](#)





## 12. ACQUISITIONS & CATALOGING REPORT

October 2023

Submitted by MaryKellie Marquez

### Collection Maintenance

- 626 items created- *Including the new Memory Care Café Kits for Members & Caregivers of those with dementia.*
- 167 items discarded
- 119 items repaired
- 36 discs cleaned

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

### MaryKellie

- FBI & RAILS presents, "Responding to & Investigating Bomb Threats and Swatting" 10/3/23.
- RAILS "Put the 'U' in Digital Equity" 10/3/23.
- RAILS "No More Neutral: How to Champion Your Right to Read" 10/4/23.
- RAILS "Collaborating for Digital Equity & Inclusion" 10/6/23.
- RAILS "Keep Cool Under Pressure" 10/9/23.
- CARLI "Giving a Hand Up: Why Mentorship Matters" 10/17/23.
- LJ "DAM & Digital Preservations Systems" 10/18/23.
- National Library of Medicine "Fatness & Libraries: Amplifying the Voices of Fat Librarians" 10/24/23.
- PLA "Super Searchers for Library Workers" 10/24/23.
- ZOOM training videos 10/25/23.
- LJ "Day of Dialogue" 10/26/23.

### Gail

- SWAN Cataloging Office Hours 10/2/23.
- Finished LinkedIn Learning training videos.
- Contributed to the Makerspace "Purchase Request" spreadsheet.
- Continued to deep dive into learning and entering serials.

### MaryKellie's Meetings:

- SWAN Cataloging Office Hours 10/2/23.
- 1-on-1 with Jason 10/10/23.
- Safety Committee Meeting 10/11/23 & 10/25/23.
- SWAN Cataloging Advisory Board Meeting 10/12/23.
- SWAN ACUG Meet & Greet with new co-chair for 2024 10/16/23.
- DEI Committee Meeting 10/17/23.
- October Board Meeting 10/18/23.
- LACONI Planning Meeting 10/20/23.
- SWAN BLUEcloud Staff Meeting 10/25/23.

## **12. IT DEPARTMENT REPORT**

**October 2023**

**Submitted by Duncan Jones**

### **User Support**

- I helped staff with Teams, MS Office programs, fonts, and printing.

### **Troubleshooting**

- I investigated MFA not remembering shared desk logins and determined that it will only remember one account at a time.
- I resolved an issue with a hotspot not connecting to service.
- I resolved an issue with updating Adobe apps and updated Marketing PCs.

### **Project/Goal**

- I placed an order for 3D printer and supplies.
- I placed an order for replacement and additional hotspots, cases and labels.
- I placed an order for a potential replacement staff PC to be tested.
- I got quotes and placed an order for hardware for host replacement.
- I set up new additional hotspots.
- I deployed the new water sensor puck.
- I updated various servers and staff PCs.
- I deployed our password manager to several more PCs.
- I completed the Illinois Public Library Internet Survey.
- I updated the WiFi controller and security camera software.
- I created shortcuts to IDEC survey on public PCs.
- I edited and uploaded the October board meeting video.
- I set up and tested a new test staff PC.
- I continued formatting IT safety procedures for the Safety Committee.

### **Planning**

- I got a quote on continuing coverage on older host, which we are not considering.
- I got a quote for KnowBe4 HR videos, which we are considering for next financial year.

### **Meetings**

- I met with the management team.
- I met with the Safety Committee.
- I met with Jason several times.

## **Training**

- Drunk or High: How to de-escalate someone who is under the influence- Ryan Dowd webinar

## **Tickets**

- 2 opened, 3 closed, 1 pending

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

### **Next Library Meetings or Events as of November 10, 2023**

- Wednesday, December 13, 2023 at 7 pm (the SECOND Wednesday)  
Regular Board Meeting in Library Meeting Room
- Wednesday, January 17, 2024 at 7 pm  
Regular Board Meeting in Library Meeting Room
- Wednesday, February 21, 2024 at 7 pm  
Regular Board Meeting in Library Meeting Room

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

### **TIF District Distributions**

On October 30, we received a wire transfer from the City in the amount of \$5,797 for TIF District #3 for Levy year 2022.

On October 30, we received another wire transfer in the amount of \$43,356 for TIF District #4 for Levy year 2022.

### **Developer Donations**

On October 30, we received a wire transfer from the City in the amount of \$15,000 in response to our request for the distribution of Developer Donation funds set aside for the library.