

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, December 13, 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. 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
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

- p. 3..... a. Approve Minutes of the November 15, 2023 Regular Board Meeting
- p. 8 b. Approve Minutes of the November 15, 2023 Truth in Taxation Public Hearing
- p. 9 c. Receive and file Financial Report for November 2023
- p. 15 d. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- p. 16 e. Adopt Ordinance #23-24-05 Ordinance Fixing Regular Meetings for 2024
- p. 17 f. Authorize library staff to submit to the Illinois State Library the:
 - i. FY24 Public Library Per Capita Grant Application, and
 - ii. FY22 Public Library Per Capita Grant Expenditure Report, and
 - iii. Certification of Eligibility for Grants Pursuant to 75 ILCS 10/

8. Regular Agenda

- p. 30 a. Approve payments for the period of November 15 – December 13, 2023
(ACTION)
- p. 32 b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

- p. 33 a. Air conditioning screen project **(information)**
- p.34 b. Policy #230 Collection Development **(ACTION)**
- p.60 c. Policy #290 Statement of Concern **(ACTION)**

10. New Business

- p. 65 .. 11. Director's Report
- p. 69 a. Calendar of Responsibilities for 2024
- p. 71... 12. Department Head Reports
- a. Logo Update Presentation

13. President's Report

- p. 85 a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

19. Closed Session

20. Adjournment **(ACTION)**

Warrenville Public Library District

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

WARRENVILLE PUBLIC LIBRARY DISTRICT Regular Meeting of the Board of Trustees Wednesday, December 13, 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. 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
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the November 15, 2023 Regular Board Meeting
 - b. Approve Minutes of the November 15, 2023 Truth in Taxation Public Hearing
 - c. Receive and file Financial Report for November 2023
 - d. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
 - e. Adopt Ordinance #23-24-05 Ordinance Fixing Regular Meetings for 2024
 - f. Authorize library staff to submit to the Illinois State Library the:
 - i. FY24 Public Library Per Capita Grant Application, and
 - ii. FY22 Public Library Per Capita Grant Expenditure Report, and
 - iii. Certification of Eligibility for Grants Pursuant to 75 ILCS 10/

8. Regular Agenda

- a. Approve payments for the period of November 15 – December 13, 2023
(ACTION)
- b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

- a. Air conditioning screen project **(information)**
- b. Policy #230 Collection Development **(ACTION)**
- c. Policy #290 Statement of Concern **(ACTION)**

10. New Business

11. Director's Report

- a. Calendar of Responsibilities for 2024

12. Department Head Reports

- a. Logo Update Presentation

13. President's Report

- a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

19. Closed Session

20. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, November 15, 2023

1. Call to order – Trustee Warren called the meeting to order at 7:06 pm
2. Roll Call

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

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

3. Approval of the agenda

Trustee Stull 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 DuRocher, Picha

Motion carried

4. Presentations – FY2023 Audit by Jim Savio of Sikich LLP

On Martha Trotter's behalf Mr. Savio thanked the Board for allowing Sikich to complete the audit.

Mr. Savio reviewed the Annual Financial Report and the Auditor's Communication to the Board of Trustees.

Trustee Warren asked if there were any changes to accounting principles. Mr. Savio stated there were no new accounting principles this year.

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

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the October 18, 2023 Regular Board Meeting
- b. Receive and file the Financial Report for October 2023
- c. Certify Compliance with Truth in Taxation Act
- d. Adopt Ordinance #23-24-04 Levy Ordinance for Fiscal Year 2023-2024 and Certificate of Authenticity

*MOTION: Trustee Lezon moved to approve the consent agenda as read.
Trustee Richardson seconded.*

Roll call vote:

Ayes: Trustees Lezon, Richardson, Schmidt, Stull, Warren

Nays: none

Absent: Trustees DuRocher, Picha

Motion carried

8. Regular Agenda

- a. Approve payments for the period of October 19 – November 15, 2023

MOTION: Trustee Stull moved to approve payments in the amount of \$217,125.51 for the period of October 19 through November 15, 2023 including electronic payments and checks #9651 through 9691. Trustee Richardson seconded.

Roll call vote:

Ayes: Trustees Lezon, Richardson, Schmidt, Stull, Warren

Nays: none

Absent: Trustees DuRocher, Picha

Motion carried

- b. Transfer of funds

MOTION: Trustee Richardson moved to transfer \$275,000.00 from commercial checking account to operating checking account. Trustee Stull seconded.

Roll call vote:

Ayes: Trustees Lezon, Richardson, Schmidt, Stull, Warren

Nays: none

Absent: Trustees DuRocher, Picha

Motion carried

9. Unfinished Business - none

10. New Business

- a. Sending a Trustee to 2024 PLA Conference in April 2024

Director Stuhlmann recommended Trustee Schmidt attend the conference since all the other trustees have attended a PLA Conference. After discussion Trustee Schmidt stated she would attend.

MOTION: Trustee Stull moved to approve sending Trustee Schmidt to the 2024 PLA Conference in Columbus, Ohio. Trustee Lezon seconded.

Roll call vote:

Ayes: Trustees Lezon, Richardson, Schmidt, Stull, Warren

Nays: none

Absent: Trustees DuRocher, Picha

Motion carried

b. Policy Inventory and Review

Director Stuhlmann stated one of his goals is to compile an inventory of policies and review in 2024. He stated the following two policies are included this month for review:

- Policy #230 – Collection Development

Director Stuhlmann stated at the October board meeting, Trustee DuRocher asked Director Stuhlmann to review the Collection Development Policy. He reviewed the main changes to the policy.

- Policy #xxx Statement of Concern Policy and Form

Director Stuhlmann stated he felt the Request for Reconsideration was no longer in the spirit of intellectual freedom or keeping with the new Illinois law on banning books.

Director Stuhlmann along with the Management Team created the Statement of Concern Policy and form. It steers away from the idea the library will remove the item from the collection and is only for Library District residents.

Director Stuhlmann will bring both these policies to the board for approval at the December 2023 board meeting.

- Air conditioning screen project

Director Stuhlmann stated he contacted Amy Emery, Warrenville's Community & Economic Development Director to inquire if the library could be grandfathered in, if there are any City funds available to cover this expense and if the deadline can be extended until July 2024. The answer to all three was "no".

Director Stuhlmann stated the first bid received was for sound absorption walls which is incredibly expensive. Jack Maszka, City Planner, informed Director Stuhlmann per code the fencing can be regular fencing not sound absorption panels which will be considerably less expensive.

11. Director's Report

- Director Stuhlmann stated the library is in compliance with the new Paid Leave for All Workers Act which will go into effect January 1, 2024.
- There is a new collection – Memory Care Café' Kits which are best suited for caregivers looking for activities to assist those suffering from dementia.
- Alibrijes Art Update - TAC is purchasing the art through a local organization thus the approval process is taking longer.
- Trustee Lezon asked how to complete the Paylocity Harassment training. Director Stuhlmann explained the steps.

12. Department Head Reports

Trustee Stull asked Kathy Gaydos, Chair of the Safety Committee, about evacuation procedures and if there were any issues. Ms. Gaydos replied there are numerous marked exits throughout the building. The committee is determining the best locations to meet after exiting the building.

13. President's Report

Trustee Warren announced the next meetings and added that on January 17, 2024 there is also a Decennial meeting scheduled for 6:30 p.m.

14. Treasurer's Report – Trustee Lezon stated the library received the following funds from the City of Warrenton:

- a. TIF District #3 - \$5,797 was received for TIF District #3
- b. TIF District #4 - \$43,356
- c. Developer Donation - \$15,000

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

16. Committee Reports – none

17. Trustee Comments

Connie Schmidt stated she likes being a trustee.

Trustee Warren asked if the library has Narcan in the building. Director Stuhlmann stated we do not.

There was discussion regarding the library having a defibrillator AED in the building. Director Stuhlmann stated he is exploring any potential grants and also the potential liability issues.

Trustee Stull stated she would like the library to obtain these items.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 8:23 pm. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher, Picha

Motion carried.

Respectfully submitted,

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

**WARRENVILLE PUBLIC LIBRARY DISTRICT
Truth in Taxation Public Hearing
November 15, 2023 – 7:00 pm**

1. Call to order – Trustee Warren called the meeting to order at 7:02 pm

Trustee Warren stated Trustee DuRocher asked him to chair the meetings tonight as she is not able to attend.

2. Roll call:

ATTENDING: Trustees Lezon, Richardson (arrived at 7:05 pm), Schmidt, Stull, Warren

ABSENT: Trustees DuRocher and Picha

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

3. Public Comments on the Proposed Property Tax Increase – none
4. Trustee and/or Staff Comments on the Property Tax Increase – none
5. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 7:05 pm. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – None

Absent – Trustees DuRocher, Picha

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

November 30, 2023

WARRENVILLE LIBRARY INCOME LEVY	NOVEMBER 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%	11570	2,147,022	98.88%	875,974	0	4,128	110,932	373,894	1,047,763	2,086,165
BLDG. & MAIN.	-	0.0000%	0	-		-	0	-	-	-	-	-
TOTAL TAX (LEVIED)	2,171,305	100.00%	11570	2,147,022	98.88%	875,974	0	4,128	110,932	373,894	1,047,763	2,086,165
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		395,825	0	-	-	7,244	7,244	388,581
ALBA LEMOS GIFT FUND	-		0	-		-	0	-	-	-	-	-
CAPITAL PROJECT	-		0	-		-	0	-	-	-	-	-
TOTAL	2,171,305	100.00%	11570	2,147,022	98.88%	1,497,646	0	4,128	110,932	381,138	1,055,007	2,700,593
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: November 2023
Corporate Fund

	Corporate Fund Month Ended Nov 30, 2023	Corporate Fund 12 Months Ended Jun 30, 2024	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 11,570.27	\$ 2,147,021.73	\$ 2,171,305.00	\$ 24,283.27	98.88 %
Copier	576.10	2,404.48	6,000.00	3,595.52	40.07 %
Extended Use Fees	0.00	238.40	0.00	(238.40)	
Fees	3.00	58.12	150.00	91.88	38.75 %
TIF Funds	0.00	49,153.00	25,000.00	(24,153.00)	196.61 %
Interest	2,395.57	11,821.93	10,000.00	(1,821.93)	118.22 %
Book Sales	300.16	300.16	700.00	399.84	42.88 %
Lost Books	852.83	2,019.59	2,500.00	480.41	80.78 %
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	0.00	15,000.00	15,000.00	0.00	100.00 %
	15,697.93	2,257,954.11	2,266,238.00	8,283.89	99.63 %
Expenses					
Sal. - Administration	28,750.05	105,416.85	252,500.00	147,083.15	41.75 %
Sal. - Member Services	29,222.36	103,692.65	269,000.00	165,307.35	38.55 %
Sal. - Maintenance	3,264.06	11,808.40	28,000.00	16,191.60	42.17 %
Sal. - Marketing	13,641.78	50,067.81	119,500.00	69,432.19	41.90 %
Sal. - Public Services	55,576.50	201,133.98	492,500.00	291,366.02	40.84 %
Sal. - IT	7,054.69	25,976.59	62,500.00	36,523.41	41.56 %
Sal. - Technical Services	10,765.87	39,545.38	95,000.00	55,454.62	41.63 %
I.M.R.F. - Expense	8,313.37	44,152.01	107,500.00	63,347.99	41.07 %
Fica - Expense	11,072.52	39,791.30	101,000.00	61,208.70	39.40 %
Unemp. Comp.	0.00	332.04	1,260.00	927.96	26.35 %
Op - Mat'l Processing/Tech	152.91	3,201.04	10,600.00	7,398.96	30.20 %
Op - Mat'l Processing/Circ	0.00	49.11	3,550.00	3,500.89	1.38 %
Op - Postage	28.00	1,678.68	4,750.00	3,071.32	35.34 %
Op - Office Supplies	140.01	956.53	3,780.00	2,823.47	25.31 %
Op - Bank Fee's	113.51	673.35	1,600.00	926.65	42.08 %
Op - Automation Supplies	395.96	1,012.34	4,500.00	3,487.66	22.50 %
Op - Publishing	257.60	878.02	1,250.00	371.98	70.24 %
Equip. - Purchases	691.65	3,549.74	9,470.00	5,920.26	37.48 %
Equip. - Maintenance	17.43	76.71	1,500.00	1,423.29	5.11 %
Auto. - Software	0.00	7,100.00	16,275.00	9,175.00	43.63 %
Auto. - Purchases	990.19	1,720.12	5,500.00	3,779.88	31.27 %
Auto. - Maintenance	8,036.83	21,954.00	55,849.00	33,895.00	39.31 %
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	9,355.52	44,483.85	133,000.00	88,516.15	33.45 %
Pd - Recruiting	0.00	27.00	1,500.00	1,473.00	1.80 %
Pd - Staff Appreciation	14.06	228.19	5,200.00	4,971.81	4.39 %
Pd - Staff / Tuition Reimburse	0.00	0.00	800.00	800.00	0.00 %
Pd - Staff / Dues	368.33	1,305.33	3,583.00	2,277.67	36.43 %
Pd - Staff / Meetings	350.40	2,336.71	15,760.00	13,423.29	14.83 %
Pd - Staff / Transportation	625.17	1,018.30	3,800.00	2,781.70	26.80 %
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.	19.84	98.00	500.00	402.00	19.60 %
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: November 2023

Corporate Fund

Cont. - Accounting	567.47	4,934.27	13,300.00	8,365.73	37.10 %
Cont. - Collection	19.70	68.95	250.00	181.05	27.58 %
Cont. - Audit	0.00	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	530.76	14,798.37	52,500.00	37,701.63	28.19 %
Lib. Mat. - Youth Books	5,993.19	19,056.42	36,800.00	17,743.58	51.78 %
Lib. Mat. - Adult AV	1,489.76	5,134.22	12,500.00	7,365.78	41.07 %
Lib. Mat. - Youth AV	179.93	1,252.91	5,000.00	3,747.09	25.06 %
Lib. Mat. - EBooks	4,099.79	24,632.61	53,400.00	28,767.39	46.13 %
Lib. Mat. - Periodicals	0.00	9,336.67	8,800.00	(536.67)	106.10 %
Lib. Mat. - Internet Subscript	340.00	21,539.56	31,638.00	10,098.44	68.08 %
Ps - Programs Adult	360.18	3,004.19	9,500.00	6,495.81	31.62 %
Ps - Programs Youth	425.83	3,103.68	9,500.00	6,396.32	32.67 %
Ps - Hotel/Motel	500.00	6,556.40	12,892.00	6,335.60	50.86 %
Ps - Refunds / Fines / Fees	167.77	423.60	250.00	(173.60)	169.44 %
Ps - Printing	0.00	2,205.02	12,200.00	9,994.98	18.07 %
Ps - PR / Publicity	0.00	1,312.64	9,640.00	8,327.36	13.62 %
Ps - Misc.	0.00	185.86	700.00	514.14	26.55 %
Maintenance	2,034.00	12,178.00	52,300.00	40,122.00	23.28 %
Maintenance Supplies	0.00	238.55	2,000.00	1,761.45	11.93 %
Security	0.00	2,346.22	12,400.00	10,053.78	18.92 %
Gas	224.55	1,677.10	9,500.00	7,822.90	17.65 %
Snow Removal	0.00	0.00	21,000.00	21,000.00	0.00 %
Hvac	801.00	941.00	12,100.00	11,159.00	7.78 %
B & M - Water / Sewer	0.00	614.37	2,000.00	1,385.63	30.72 %
Electricity	3,099.73	18,325.47	34,000.00	15,674.53	53.90 %
Telephone	1,382.78	7,162.34	17,900.00	10,737.66	40.01 %
Janitorial Supplies	450.58	1,393.81	3,500.00	2,106.19	39.82 %
B & M - Landscape Maint	815.00	3,988.00	13,900.00	9,912.00	28.69 %
Debt Repayment	150,000.00	150,000.00	150,000.00	0.00	100.00 %
Debt Certificate Interest	11,193.75	11,193.75	20,895.00	9,701.25	53.57 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	373,894.38	1,047,763.01	2,494,028.00	1,446,264.99	42.01 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT

Statement of Revenues Expenses Cash Basis

Period Ending: November 2023

Special Reserve Fund

	Special Reserve Fund Month Ended Nov 30, 2023	Special Reserve Fund 12 Months Ended Jun 30, 2024	Special Reserve Fund Budget	Balance	% Received Expended
Income					
	0.00	0.00	0.00	0.00	
Expenses					
Equip. - Purchases	\$ 0.00	\$ 0.00	\$ 4,400.00	\$ 4,400.00	0.00 %
Auto. - Purchases	7,243.84	7,243.84	47,940.00	40,696.16	15.11 %
Maintenance	0.00	0.00	15,000.00	15,000.00	0.00 %
Security	0.00	0.00	3,500.00	3,500.00	0.00 %
	<u>7,243.84</u>	<u>7,243.84</u>	<u>70,840.00</u>	<u>63,596.16</u>	<u>10.23 %</u>

See Accountants Compilation Letter

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

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	181,437.20
Fifth Third 8004	<u>2,528,620.70</u>
	2,710,542.90

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

TOTAL ASSETS	<u><u>\$ 7,945,634.90</u></u>
---------------------	--------------------------------------

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	9,571.93
Deferred Compensation	<u>375.00</u>
	9,946.93

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,270,000.00</u>
	1,279,946.93

EQUITY

Fund Balance	<u>\$ 6,665,687.97</u>
--------------	------------------------

TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 7,945,634.90</u></u>
---------------------------------------------	--------------------------------------

Certify Statement of Economic Interest List & Authorize Submission to County

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE) SS

CERTIFICATION TO COUNTY CLERK

BY LIBRARY BOARD SECRETARY

(Ethics Act Certification)

I, Heather J. Stull, Secretary of the Board of Library Trustees of the Warrenville Public Library, and acting pursuant to the Illinois Governmental Ethics Act, 5 ILCS 402/4A-101 et seq., hereby certify to the County Clerk of DuPage County, Illinois that the names and mailing addresses of persons required to file a Statement of Economic Interest are the following:

TRUSTEES

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>COUNTY OF RESIDENCE</u>
Barbara DuRocher	3S560 West Avenue, Warrenville, IL 60555	DuPage
Sandy Lezon	27W554 Warrenville Road, Warrenville, IL 60555	DuPage
Jerri Picha	30W016 Juniper Court, Warrenville, IL 60555	DuPage
Jill Richardson	3S563 Glen Drive, Warrenville, IL 60555	DuPage
Connie Schmidt	3S501 Landon Avenue, Warrenville, IL 60555	DuPage
Heather J. Stull	30W018 Plum Court, Warrenville, IL 60555	DuPage
Richard W. Warren, Jr.	27W775 Parkview Avenue, Warrenville, IL 60555	DuPage

EMPLOYEES

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>COUNTY OF RESIDENCE</u>
Jacqueline A. Davis	41W268 Burlington Road, St. Charles, IL 60175	Kane
Paul Dobersztyn	996 W. Briarcliff Road, Bolingbrook, IL 60440	Will
Duncan Jones	2805 Creekside Court, Aurora, IL 60502	DuPage
MaryKellie Marquez	2822 Dorothy Drive, Aurora, IL 60504	DuPage
Kathy Quinn-Gaydos	3612 Quince Court, Downers Grove, IL 60515	DuPage
Laurene Rex	4221 South Street, McHenry, IL 60050	McHenry
Ian Stevens	821 Genesee Drive, Naperville, IL 60563	DuPage
Jason Stuhlmann	4142 Longmeadow Road, Downers Grove, IL 60515	DuPage

Signed _____
Heather J. Stull, Secretary

Date

(SEAL)

**ORDINANCE 23-24-05
FIXING REGULAR MEETINGS**

An Ordinance fixing the regular meetings of the Warrenville Public Library District Board of Trustees for the calendar year 2024.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WARRENVILLE PUBLIC LIBRARY THAT:

WHEREAS, the Illinois Public Library District Act, provides that the Board shall call not less than five (5) regular meetings each fiscal year.

NOW THEREFORE BE IT ORDAINED that the Board of Trustees of the Warrenville Public Library District, County of DuPage, State of Illinois, will hold the following meetings during the calendar year 2024, said meetings to be held in the library at 7:00 P.M. located at 28W751 Stafford Place, Warrenville, Illinois or other locations as properly noticed:

January 17, 2024
February 21, 2024
March 20, 2024
April 17, 2024
May 15, 2024
June 19, 2024

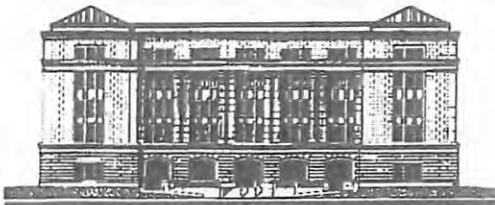
July 17, 2024
August 21, 2024
September 18, 2024
October 16, 2024
November 20, 2024
December 11, 2024

I, Heather J. Stull being the duly appointed Secretary of the Warrenville Public Library District Board of Trustees of the County of DuPage, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Library District Board of Trustees and that the foregoing is a true and correct copy of an Ordinance duly adopted by the Board of Trustees of the said Library District, at a regular meeting, duly convened and held on December 13, 2023.

Heather J. Stull, Secretary
Warrenville Public Library District

(SEAL)

Authorize Staff to submit Library Per Capita Grant Application to Illinois State Library



ALEXI GIANNOULIAS - Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
 EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Warrenville Public Library District

Library's Control Number: 30685 **Branch Number:** 00 **Today's Date:** 12/13/2023

Contact information of the person completing this grant application:

Preparer's Name: Jason Stuhlmann
(First Name) (Last Name)

Preparer's Title: Executive Director

Preparer's Phone Number: (630) 393-1171

Preparer's Email Address: director@warrenville.com

☒ **By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population 14,096

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The library meets all core standards.

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The library meets the most critical items on this checklist.

This past year's work towards meeting standards included:

- Creating a schedule to ensure policies are reviewed on a 3-year cycle
- Creating an outline for the new trustee orientation, which was used with new trustees after the April 2023 election

The library continues to work on meeting other standards:

- Adopt a written succession plan
- Conduct the strategic planning process for a new plan to be implemented in FY2024
- Instituting above mentioned policy review schedule

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

The library meets the most critical items on this checklist.

The library continues to work on updating other standards:

- A full review of the employee handbook
- A review and update of job descriptions to accurately reflect each positions duties
- Updated job descriptions will then be used to update the pay grade and wage scale

Additionally, the library continues to improve staff benefits. Starting in 2024, the library will increase the percentage that it covers of employee insurance up to 95% of the lowest cost plan.

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

The library meets all items on this checklist.

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

The library meets most recommendations on this checklist.

Routine maintenance is conducted on a regular basis. Additionally, this past year the library:

- Installed new staff and public entrance doors
- Inspected and performed window seal repairs

This coming year the library plans to:

- Address a lack of in-ground HVAC screening
- Begin updating the capital inventory and needs assessment plan
- Begin exploring eco-friendly options for energy savings

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

The library meets many recommendations on this checklist.

The library continues to work on updating other standards:

- Updating floor plans for public and staff areas
- Revising emergency procedures / critical incidents manual
- Updating and implement drills to match update procedures
- Revising the library's disaster plan
- Adopt a security camera policy and plan for the installation of a new camera system

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

The library meets all items on this checklist.

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

The library meets all items on this checklist.

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

The library meets most items on this checklist.

A current member of our staff continues to serve on the city's Inclusion, Diversity, Equity Commission and provides feedback to the library's DEI Committee.

One staff member also continues to be the ADA Liaison that works with library users and has provided library management feedback on possible changes it can make to become more accommodating.

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

The library meets all items on this checklist.

The library continues to work on providing training to provide awareness. Planned training in 2024 includes:

- Disability awareness training
- Autism awareness training

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

The library meets most items on this checklist.

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

The library meet most of the standards outlined in this checklist.

The library continues to work on updating other standards:

- As stated in previous years, our website vendor (Communico) offers limited accessibility features. We continue to look for ways to improve accessibility.
- The most critical item to be addressed is the creation of a strategic technology plan.

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

The library meets the majority of the items on the checklist.

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

If awarded, grant funds will be used for:

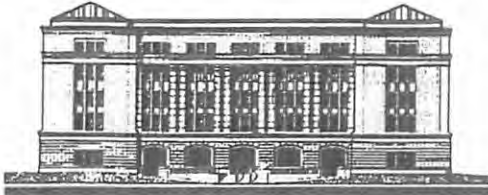
PROFESSIONAL DEVELOPMENT for Board and Staff which focuses on customer service, best practices in serving diverse populations and current trends in library services.

MATERIALS and informational resources in a variety of formats, especially digital content such as e-books or downloadable audiobooks.

PROGRAMMING for and about our community's diverse populations, including programs presented in Spanish. Also for high-interest programs that will engage residents who may not otherwise use the library.

MARKETING materials to inform the community about library services and resources, thereby increasing awareness and library use.

Authorize Staff to submit FY22 Public Library Per Capita Grant Expenditure Report to Illinois State Library



ALEXI GIANNOULIAS · Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30685 **City:** Warrenville

Library Name: Warrenville Public Library District

Exact amount of Per Capita Grant received in Fiscal Year 2022: \$ 20,791.60

Based on the library's Planned Use of Grant Funds from the FY2022 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2022 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

☐ Core Standards — Chapter 1

☒ Governance and Administration — Chapter 2

Members of the Library's Board of Trustees participated in webinars which strengthened their understanding of their role and a variety of legal requirements such as the Open Meetings Act. These opportunities also help expand the Board's knowledge of services that other libraries are providing for their communities.

☒ Personnel — Chapter 3

Staff participated in numerous in-person and online learning opportunities. These opportunities help staff stay informed of best practices in public libraries, stay networked with other professionals in the field, and allows staff to explore new ideas and services for our residents.

☐ Access — Chapter 4

☐ Building Infrastructure and Maintenance — Chapter 5

☐ **Safety — Chapter 6**

☒ **Collection Management — Chapter 7**

The library increased its budget for downloadable and streaming materials. Funds also support access to full-text and other searchable databases. By continuing to increase the size of our online collection, we are meeting the needs of the users who prefer digital formats and accessing our collections 24/7 from anywhere.

☐ **System Member Responsibilities and Resource Sharing — Chapter 8**

☐ **Public Services: Reference and Reader's Advisory — Chapter 9**

☒ **Programming — Chapter 10**

The library included several programs highlighting diverse cultures in its program calendar.

☐ **Youth/Young Adult Services — Chapter 11**

☐ **Technology — Chapter 12**

☒ **Marketing, Promotion, and Collaboration — Chapter 13**

Funds were used to support the printing and mailing of a quarterly newsletter to all addresses (6,000+) within the library district. The newsletter is our most effective means of information about our programs and services. The library also subscribes to Constant Contact, an email service, to send an eNewsletter at least twice monthly.



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**Certification of Eligibility for Grants
Pursuant to
75 ILCS 10/ Illinois Library System Act
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Warrenville Public Library District

Name of Library or Agency

☒ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

☒ **Is providing a written policy or procedure, approved and in force at the applicant library**, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Jason Stuhlmann
Authorized Signature

Jason Stuhlmann
Signature Name (Typed or Printed)

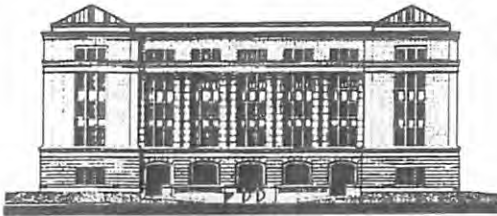
12/13/2023

Date

Executive Director

Title

Authorize Staff to submit Certification of Eligibility for Grants to Illinois State Library



ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

Certification of Eligibility for Grants

Pursuant to

75 ILCS 10/ Illinois Library System Act

23 Ill. Adm. Code 3035 Illinois State Library Grant Programs

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Warrenville Public Library District

Name of Library or Agency

☒ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

☒ **Is providing a written policy or procedure, approved and in force at the applicant library,** declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Jason Stuhlmann
Authorized Signature

12/13/2023

Date

Jason Stuhlmann

Signature Name (Typed or Printed)

Executive Director

Title

8a. REGULAR AGENDA

Approve payments for the period of November 16 – December 13, 2023 **(ACTION)**

A partial bill list (bills received as of December 8, 2023 is attached. An updated bill list which includes bills received through December 13 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
November 16 - December 13, 2023

Date	Num	Name	Amount
12/13/2023	9692	4imprint	-528.68
12/13/2023	9693	Accounting Services, Inc.	-584.00
12/13/2023	9694	Amazon Capital Services, Inc.	-9,024.72
12/13/2023	9695	Ambius	-315.00
12/13/2023	9696	AT&T	-373.32
12/13/2023	9697	Darnall, Steve	-300.00
12/13/2023	9698	Direct Energy Business	-2,880.40
12/13/2023	9699	Goodman, Clarence	-335.00
12/13/2023	9700	Hagg Press, Inc.	-2,193.92
12/13/2023	9701	Konica Minolta Business Solutions	-23.99
12/13/2023	9702	Kostner, Katie	-400.00
12/13/2023	9703	Linkedin Corporation	-2,500.00
12/13/2023	9704	Marino, Fabiola	-62.00
12/13/2023	9705	Midwest Tape	-2,727.24
12/13/2023	9706	Ollis Book Corporation	-1,382.33
12/13/2023	9707	OverDrive	-1,255.64
12/13/2023	9708	OverDrive	-1,500.00
12/13/2023	9709	Paddock Publications	-46.00
12/13/2023	9710	Petty Cash Fund	-24.76
12/13/2023	9711	Service Master Commercial Cleaning	-2,489.00
12/13/2023	9712	Team One Repair, Inc.	-780.00
12/13/2023	9713	Vallaro, Linda	-15.00
12/13/2023	9714	Wheaton Park District	-75.00
12/13/2023	9715	Baker & Taylor	-404.76
12/13/2023	9716	Baker & Taylor	-3,346.40
12/13/2023	9717	Baker & Taylor	-2,574.18
12/13/2023	9718	Baker & Taylor	-604.56
12/13/2023	9719	Baker & Taylor	-33.10
12/13/2023	9720	Demco	-123.16
12/13/2023	9721	LIMRICC Purchase of Health Insurance Prog	-12,996.11
12/13/2023	9722	Midwest Tape	-846.42
12/13/2023	9723	Midwest Tape	-145.71
11/16/2023	Electronic	Comcast	-259.90
11/16/2023	Electronic	Paylocity	-236.61
11/17/2023	Electronic	Konica Minolta Premier Finance	-259.65
11/17/2023	Electronic	Konica Minolta Premier Finance	-407.00
11/27/2023	Electronic	Northern Illinois Gas	-224.55
11/30/2023	Electronic	Paylocity	-212.47

-52,490.58

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.

9a. UNFINISHED BUSINESS

Air conditioning screen project (information)

AC Screen Project

Since November's meeting we have gotten quotes for regular fencing instead of sound absorption fencing, and it is significantly cheaper.

I recommend that we pursue this cheaper option to get the project and issue resolved as soon as possible. Once the fencing and landscaping is in place, we can then pursue the possibility of adding some sound absorption to the interior of the fencing later when it can be budgeted for.

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

9b. UNFINISHED BUSINESS

Policy #230 Collection Development (**ACTION**)

Suggested motion: Move to approve the updated Policy #230 Collection Development as presented.

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~~.

Aside from grammar/typo corrections, the only new change since November's meeting is a new sentence added to the last paragraph of Section III Intellection Freedom.

The last paragraph in the section read:

"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."

I have added:

"Therefore, the Warrenville Public Library District shall protect the intellectual freedom of the library user, and shall prevent censorship of its library materials, ensuring items are not withdrawn from its library collection merely because individuals or groups object to the material."

While we have adopted the ALA Bill of Rights and Freedom to Read Statement as part of the policy, which is needed for the new Illinois book banning & funding law, I just thought we needed a strong statement in our policy that makes it clear we will not withdraw material based just on objections.

Warrenville Public Library District

Edit notations:

Additions

Deletions

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. ~~The choice of L~~

Choosing library materials for use ~~by users~~ is an individual matter, and ~~While a person~~ user may reject materials for ~~himself or herself~~ themselves and ~~for his or her~~ their children, ~~he or she~~ they cannot exercise censorship to restrict ~~others'~~ freedom and access to ~~the~~ library materials. ~~by others. Parents and legal guardians have the responsibility for their children's use of Library materials.~~ Therefore, the Warrenville Public Library District shall protect the intellectual freedom of the library user, and shall prevent censorship of its library materials, ensuring items are not withdrawn from its library collection merely because individuals or groups object to the material.

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**
- ~~status, culture or other characteristics~~
- ~~interacting with understanding, respect and responsiveness to all~~
- ~~handling all requests equitably~~
- working ~~in partnership with one another~~ 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:

- ~~present~~ 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
- ~~potential user appeal~~
- requests by members 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
- ~~technical quality~~
- 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 ~~will be~~ 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. ~~WITHDRAWAL OF MATERIALS~~ 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 which have outlived their usefulness are withdrawn on a timely basis. Items are withdrawn if they are outdated, obsolete, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition.~~

Items may be withdrawn due to:

- outdated or inaccurate information
- obsolete content or format
- low usage/circulation
- duplicate copies that 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 ~~specific~~ lost, damaged or otherwise withdrawn materials is not automatic. Possible replacement is considered ~~in relation to~~ 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.

C. ~~Duplicate Copies~~

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

VII. ~~REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS~~

- ~~• The Library District's collections are developed using selection criteria outlined elsewhere in this policy.~~
- ~~• Any Library District resident business owner? has the right to question the inclusion or exclusion of any item in the Library's collection.~~
- ~~• When a resident expresses a concern to staff, the resident will be referred to the Head of Public Services who will review the concerns with the resident. If appropriate, the Head of Public Services will explain the materials selection criteria.~~
- ~~• If the resident wishes to pursue reconsideration, the Head of Public Services will offer the resident the opportunity to complete a Request for~~



Reconsideration of Library Materials Form. The Form is available upon request at the Adult and Youth Services Desks. The form must be completed by the District resident and submitted to the Library Director.

- The Director will appoint a committee of appropriate staff to review the title in question. The committee will make a written recommendation to the Library Director who will then make a decision regarding the disposition of the material in question. Until such a review occurs and a decision is reached, no change or restriction of the material shall take place.
- The Director will notify the resident who submitted the request of the decision in writing. Copies of the Request for Reconsideration of Library Materials Form, the written recommendation from the staff committee and the Library Director's written response will be forwarded to the Library Board for their information.
- If not satisfied, the resident may appeal to the Library Board of Trustees by making a written request to place the item on the agenda for the next regular meeting of the Board.
- The Board will determine whether the request for reconsideration has been handled in accordance with the Library's policies and procedures. On the basis of this determination, the Board may vote to uphold or override the decision of the staff.
- The decision of the Board is final.





REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

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

Date _____

Name _____

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

Organization or group, if any _____

Phone Number or Email Address _____

Street Address _____

City _____ State _____ Zip _____

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

1. FORMAT: Book _____ Movie _____ Magazine _____ Audio Recording _____
Digital Resource _____ Newspaper _____ Other (please specify) _____

2. AUTHOR: _____

3. TITLE: _____

4. PUBLISHER: _____ PUBLICATION DATE: _____

5. CALL NUMBER: _____

6. How was the item brought to your attention? _____

7. Did you read, view, listen to, or play the entire work? Yes _____ No _____

8. Have you read the Library's Collection Development Policy? Yes _____ No _____

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



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

If yes, please cite source, date, page: _____

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

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

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

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

11/2018



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



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. Therefore, the Warrenville Public Library District shall protect the intellectual freedom of the library user, and shall prevent censorship of its library materials, ensuring items are not withdrawn from its library collection merely because individuals or groups object to the material.

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 that 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



9c. UNFINISHED BUSINESS

Policy #290 Statement of Concern Policy & Form **(ACTION)**

Suggested motion: Move to approve and adopt the new Policy #290 Statement of Concern and Statement of Concern Form as presented.

New Policy & Form: Statement of Concern

Other than grammar/typo updates, there have been no new changes since November's meeting.

As stated at November's meeting, we felt that this was a good replacement for the Request for Consideration part of the Collection Policy. The new Statement of Concern policy is more in the spirit of promoting intellectual freedom.

Warrenville Public Library District

POLICY NO. 290

(Approved & Adopted - 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.



Policy No. 290 – Statement of Concern Policy
Approved & Adopted – December 13, 2023
Page 1 of 2

- 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 Statement 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? _____

11. DIRECTOR'S REPORT

for December 2023 Board Meeting

submitted by Jason Stuhlmann

2023 Year in Review

As volunteers and representatives of the community, I just wanted to point out how much work you do and everything that you accomplished this past year. You should be proud of all you've done.

- **Personnel – showing support of staff is much appreciated!**
 - Began improved cost sharing of employee insurance and new family insurance cost sharing
 - Hired, onboarded, and created goals for a new director (hopefully that's working out for you)
 - Updated Floating Holidays for staff
 - Supported updated wage scale and cost of living raises for staff
- **Policies – Reviewed and updated**
 - Collection Development Policy
 - Statement of Concern Policy
 - Hours of Operation Policy
- **Financial**
 - Working Budget
 - Budget & Appropriation
 - Levy
 - Miscellaneous related documents and certifications
- **Misc.**
 - Decennial Committee of Local Governmental Efficiency
 - Approved Warhol and Alebrijes art for the Library
 - Elected a new trustee and board officers
 - Meeting schedule ordinance
 - Approved updated IGA with LIMRiCC
 - Approve Non-Resident Library Card Participation
 - Approve IPLAR and Per Capita Grant for the state

2024 Calendar of Responsibilities

And in continuation of all the work that you accomplished in 2023, following my report you will find the 2024 Calendar of Responsibilities (Trustee Edition), outlining all the items that we'll work on each month next year.

Update: SWAN Libraries App

If you are not already aware, on November 28 the SWAN Libraries app was suddenly turned off by one of the partner developers. It was a complete surprise to SWAN staff and all the libraries. There is a banner at the top of the SWAN Catalog with information, and Kathy put the information out in an eNewsletter. Therefore, you should delete the app as it no longer has current information.

On the bright side, there should be a new replacement available for the public in January, if not sooner, which is a very quick turnaround for such an unexpected event. The new app will be better integrated with the catalog and should be better supported. In the end it's a good change, just not with the smooth rollout that SWAN would have planned.

Miscellaneous

- Updated the FOIA information on our website
- Updated the financial and agendas/minutes section on our website
- Passed updated FOIA information on to staff
- Harassment Training – Just a reminder that Trustees should try to take this 1 hour training module before the end of 2023. Please let Jason know if you are having any trouble logging in to view it.

Meetings & Programs

- Management Team Meetings (November 7, 21)
- Meeting with Empire Acoustical to get a sound absorption fencing quote (November 7)
- Program – I hosted one of the Sunday Music Matinees (November 12)
- Meeting with Robert from Bethlehem Public Library, NY (November 13)
- Meeting with Paul Kalas of Vanguard Energy (November 14)
- Meeting with Peerless Fence to get a regular fencing quote (November 16)
- Safety Committee Meeting (November 16)
- Meeting with Kathy & David to review Logo Redesign Project (November 21)
- Meeting with Insurance Assessor from LIRA for review (November 27)

Trainings

- KnowBe4
 - Data Protection with Quiz
 - Information Security on Mobile Devices

Community Feedback

I received this unusual, but lovely, note from the Helen Plum Library's Board of Trustees. I'm not quite sure why we received it, but it was a really nice card that I thought I would share.



Dear Mr. Stuhlmann

The Helen Plum Library Board wanted to express our gratitude for the work you do every day. The jobs in the Warrenville Public Library are very important and all of you are appreciated. It has not been easy to be the face of the library in the last few years, but your staff has accomplished it with grace. Thank you for your hard work and dedication to the community. The town of Warrenville is extremely fortunate to have such a wonderful staff at the library!

Cordially

Helen Plum Library Board

STATISTICAL SNAPSHOT	Nov 2023	Oct 2023	Sept 2023	Aug 2023	Jul 2023	Jun 2023	May 2023	Apr 2023	Mar 2023	Feb 2023	Jan 2023	Dec 2022	Nov 2022
TOTAL CIRCULATION (physical items)	13,353	14,451	13,697	15,401	15,984	15,398	12,847	13,581	15,201	12,914	13,888	11,808	13,024
WPLD items checked out at WPLD	7,468	7,493	7425	8576	8,807	9,563	6,887	7,119	8,594	7,245	7,788	6,075	7,492
Auto-renewals of WPLD Items	4,316	5,197	4560	4906	5,334	4,045	4,370	4,832	4,782	4,156	4,311	4,208	4,019
Other Library Items Checked out at WPLD	1,569	1,761	1712	1919	1,843	1,790	1,590	1,630	1,825	1,513	1,789	1,525	1,513
DOWNLOADABLE CIRCULATION		3,569	3,271	3,475	3,205	3,030	2,938	2,849	3,171	2,749	3,169	2,723	2,763
OverDrive/Libby	1,696	1,804	1,767	1,985	1,987	1,836	1,759	1,643	1,756	1,500	1,808	1,616	1,499
OverDrive (magazines) fka RB Digital	398	405	158	84	96	67	77	78	124	114	75	51	111
Hoopla	1,299	1,360	1,346	1,406	1,122	1,127	1,102	1,128	1,291	1,135	1,286	1,056	1,153
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,492	1,674	1,614	1,830	1,785	1,754	1,524	1,573	1,777	1,478	1,749	1,477	1,471
Received from Non-SWAN Libraries	10	15	8	13	21	10	15	9		11	21	20	26
Sent to SWAN Libraries	1,647	1,726	1,617	1,693	1,704	1,582	1,716	1,715	1,984	1,657	1,722	1,520	1,888
Sent to Non-SWAN Libraries	17	19	24	12	18	22	9	7		14	16	11	8
COLLECTION													
Physical Materials Added	643	626	638	694	546	403	514	578	666	530	481	549	477
Physical Materials Withdrawn	295	167	1795	997	810	435	462	639	473	503	574	421	1,162
Total Collection Size	147,695	145,815	146,872	146,714	145,928	145,099	144,690	143,393	142,807	141,933	141,478	141,397	142,586
Physical materials	76,226	75,863	77,410	77,748	77,523	77,125	77,428	77,425	77,258	76,996	76,924	76,908	78,241
OverDrive books	51,941	50,887	50,575	50,298	49,916	49,727	49,312	48,399	48,252	47,779	47,495	47,494	47,448
OverDrive audiobooks	19,528	19,065	18,887	18,668	18,489	18,247	17,950	17,569	17,297	17,158	17,059	16,995	16,897
PROGRAMS													
Number of Adult Programs	16	23	16	21	14	20	18	19	18	19	16	16	20
Adult Program Attendance	210	269	168	927	649	702	122	143	255	144	156	542	183
Number of Teen Programs	8	7	9	7	6	8	7	6	8	8	9	11	6
Teen Program Attendance	37	40	55	41	53	57	78	25	55	39	28	93	22
Number of Youth Programs	25	30	30	12	19	23	14	30	37	29	38	26	28
Youth Program Attendance	471	530	428	130	338	535	197	472	523	406	1,031	272	281
Book-A-Librarian Sessions	14	14	14	14	14	14	14	14	14	14	14	14	14
Book-A-Librarian Attendance	3	3	5	0	5	3	4	2	4	4	4	2	5
OUTREACH													
Adult Outreach Events	0	0	0	0	-	1	-	1	-	-	-	-	-
Adult Outreach Attendance	0	0	0	0	-	157	-	53	-	-	-	-	-
Teen Outreach Events	0	0	0	0	-	-	1	-	-	-	1	-	-
Teen Outreach Attendance	0	0	0	0	-	-	75	-	-	-	9	-	-
Youth Outreach Events	1	5	2	2	1	1	7	2	3	2	-	2	2
Youth Outreach Attendance	262	504	48	172	77	72	1,339	42	80	111	-	107	47
LIBRARY CARDS													
Total Resident Cards Active	10,446	10,436	10,394	10,340	10,292	10,249	10,181	10,148	10,106	10,046	10,031	10,023	10,020
Resident Cards Issued In Person	24	54	64	56	46	77	60	56	57	37	51	23	63
Online Cards Issued	14	13	7	12	14	9	8	9	11	14	13	6	10
VISITOR COUNT	7816	8,534	8,238	9,334	9,163	10,676	8,060	7,512	8,655	7,424	5,886	4,803	5,433
STUDY ROOM USES	292	292	284	282	301	317	265	251	262	259	216	214	202
MEETING ROOM USES (public)	6	4	1	1	1	3	9	1	6	5	6	2	5
CURBSIDE PICKUPS	15	11	21	12	18	20	20	15	14	9	11	11	24
COMPUTERS & TECHNOLOGY													
Computer Sessions	458	544	518	620	604	625	517	597	636	579	464	416	451
Wifi Sessions	2415	2663	2591	2860	2,724	2,642	2,397	2,582	3,441	4,372	2,450	2,033	2,151
Website Visits	11,003	10,676	10,164	12,923	11,733	12,147	11,580	10,828	11,401	11,189	11,096	8,744	9,669
MARKETING													
eNews Subscribers	6,375	6,346	6,341	6,261	6,283	6,280	5,926	5,885	5,888	5,884	5,907	5,847	5,850
eNews Open Rate	47%	52%	46%	53%	43%	46%	50%	46%	47%	49%	49%	47%	41%
Facebook Followers	1,770	1,763	1,753	1,744	1,735	1,696	1,683	1,668	1,652	1,634	1,606	1,584	1,573
Instagram Followers	507	505	492	487	479	471	468	456	453	442	442	434	422

2024 CALENDAR OF RESPONSIBILITIES (Trustee edition)

This calendar represents "standard" actions and agenda items for each month. From time-to-time adjustments are necessary. The Library Director consults the attorney's calendar to ensure that this calendar meets all legal deadlines where needed.

Please notify the Director or Board President as soon as possible if you wish to have an item added to the agenda. (The assembly process for board packets begins one week prior to the board meeting. If at all possible, agenda items should be communicated to the Director by Noon on the Wednesday one week prior to the meeting.)

JANUARY

January 17: Board Meeting

FEBRUARY

February 21: Board Meeting

- Closed Session – Review Closed Session Minutes

MARCH

March 20 Board Meeting

- Non-resident library card participation
- Personnel Committee distributes Director's self-evaluation and trustee forms

APRIL

April 1: Director's Evaluations Due from Board

April 14: Personnel Committee distributes copies of compiled Director's Evaluation to Board

April 17: Committee of the Whole Meeting to review first draft of Working Budget

April 17: Board Meeting

- Closed Session: Director's Evaluation

April 30: Economic Interest Statements due at County Clerk's Office

MAY

May 15: Board Meeting

- Review second draft of Working Budget
- Interest Payment for Debt Certificates (Due Jun 1)
- Approve Director's performance goals for next fiscal year

JUNE

June 19: Board Meeting

- Adopt Working Budget for next fiscal year
- Authorize preparation of Tentative Budget & Appropriation

JULY

July 1: New fiscal year begins

July 17: Board Meeting

- Appoint 2 trustees to audit Secretary's records for Annual Report
- Adopt tentative Budget & Appropriation (B&A) Ordinance
- Adopt Public Notice of B&A hearing for 9/18

AUGUST

August 21: Board Meeting

- Approve Annual Report to State Library (IPLAR)
- Approve Annual Statement of Receipts & Disbursements
- Closed Session: Review Closed Session Minutes

SEPTEMBER

September 18: Public Hearing: Budget & Appropriation (B&A) Ordinance

September 18: Board Meeting

- Adopt B&A Ordinance
- Approve Chief Fiscal Officer's Certificate of Estimated Revenue
- Adopt Resolution to Determine Estimate of Funds needed
- Distribute first draft of Levy Ordinance
- Approve Total Compensation Posting

OCTOBER

October 16: Board Meeting

- Set Truth in Taxation (TITA) Public Hearing Date for 11/20 and review public hearing notice (Black border notice)

NOVEMBER

November 20: Public Hearing: TITA

November 20: Board Meeting

- Certificate of Compliance with TITA
- Adopt Levy Ordinance
- Presentation of Audit
- Adopt Resolution to transfer surplus funds to special reserve fund (if needed)
- Principal & Interest Payment for Debt Certificates (Due Dec 1)

DECEMBER

December 11: Board Meeting

- Adopt ordinance setting board meeting dates for next calendar year.
- Distribute Calendar of Responsibilities for 2024
- Certify list of trustees/employees required to file Statement of Economic Interest
- Approve Per Capita Grant

12. ASSISTANT TO THE DIRECTOR REPORT

November 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 November board packet
- Attended the November 15 board meeting and took minutes of the regular board meeting and the TITA Public Hearing
- Transferred funds in accordance with the transfer approved at the board meeting.
- TITA Notice was published in the Daily Herald on November 1, 2023.
- Audit availability was published in the Daily Herald on November 25, 2023. Transferred funds from PayPal to Fifth Third
- I went to the post office to mail back ILL's a few times.
- The food pantry picked up another van load of food. Donations have been increasing which is good since the pantry has been very busy the two days a week they open. (pic on back side of page)

Meetings

- Management Team meeting – November 7
- Jason, Ly and Jackie met with Peerless Fencing regarding enclosing the HVAC unit
- Jason, Ly and Jackie met with a representative from Gallagher Bassett to complete an assessment for LIRA insurance.

Training

- Completed the assigned KnowB4 training
- Completed the Anti-Harassment Training provided by Paylocity

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.
- Rescued a poor stuffed squirrel that had been thrown up onto the ledge in the Discovery Room.
- Olsson Roofing completed their six-month roof inspection.
- Conducted the monthly emergency light inspection
- Set up the holiday decorations on the ledge and put the wreaths on the outside of the building.
- Set up the meeting room for Senator Karina Villa to hold a mobile DMV at the library on November 30.



PUBLIC SERVICES REPORT

NOVEMBER 2023

Submitted by Paul Dobersztyn

Highlights

- The library hosted **49** total events in **November** with **718** participants.
- The passive events this month included the Ofrendas, Thanksgiving Crafts to go and Diwali crafts to go with over **149** interactions.
- The third Sunday Music Matinee on 11/12 featured Le Traivallant hosting **36** guests.
- 1000 Books Before Kindergarten
 - Total participation as of December 4, 2023.
 - 98 active registrants
 - 5 completions
 - 16,344 total books read so far
- The 100 Books Before High School
 - Total participation since the launch:
 - 11 active registrants
 - 172 total books read
 - 0 completions so far
- Tom Hill hosted local author Kit Sergeant on 11/30 presenting about her research for her Women Spies of WWII. Feedback provided by Tom:
 - *Very positive response to Women Spies program. The presenter is working on a Part 2. I think we should have her back in the future to present this.*
- Paul Dobersztyn purchased and inventoried more new items for the Memory Care Café. We've received a lot of positive feedback from the public regarding the new collection. The items have been circulating fairly well since inception.
- Miriam Montano and Jorge Arias hosted the November session of the Spanish computer class. They had **8** in attendance.
- A positive member interaction provided by Taylor:
 - *There was a patron encounter today that I really want to share. Two women stopped by the AS desk to ask about the Cutting the Cord program that happened last month because they missed it. Miriam was on desk and called me to ask if I had any handouts left over, which of course I did. When I got out to the desk, I was greeted by these women who not only thanked me up and down about the classes I provide but also sang Miriam's praises for being so friendly and helpful. This was such an uplifting exchange for both Miriam and me. I'm just so glad patrons are this enthusiastic about showing their appreciation!*

Personnel

- No changes.

Professional Development

- **19** sessions of CE were completed by the Public Services Department in November.
- **13.25** total hours of CE were completed.
- Topics covered include: The science of reading: Phonics and Decodable books, information security on mobile devices, Anti-harassment training, and more.
 - A full list can be provided by the Public Services Manager.

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 2 / Puzzles: 2 / Teen Volunteers: 11

Homebound Deliveries: 2 members (9 items delivered, 0 returns picked up)

- Paul Dobersztyn met with Rob Somers of Mango Languages on 11/1 to discuss their new offerings of ASL inside which is a tool we can add to our current Mango Languages subscription that teaches members and staff how to learn American Sign Language. Taylor Haring researched the product in a trial provided by the company, we are looking to add it in the near future.
- Paul Dobersztyn attended the CAC meeting at Outreach Warrenville on 11/1.
- Mandy Wilson, Kyrie Kenny-Sumrak, Julie Kurtis, Diana Abraham and Paul Dobersztyn met on 11/6 to discuss the Youth Services programming for the upcoming Spring 2024 newsletter cycle.
- Miriam Montano, Taylor Haring, Tom Hill, Debbie Andrew and Paul Dobersztyn met on 11/16 to discuss Adult Services programming for the upcoming Spring 2024 newsletter cycle.
- Julie Kurtis visited the Johnson School 2nd grade classrooms on 11/2 to tell them about the library, interacting with **80** students.
- Julie Kurtis reported that the Youth Services department had 11 volunteers in November completing 19.75 hours of service at the library.
- Diana Abraham attended the Johnson School Family Connection Dinner. Here are her notes:
 - *The only outreach activity was the Johnson School Family Connection Dinner hosted by various Warrenville churches. They allowed the Library to have a table full of information geared towards getting a library card and bilingual programs. There were 262 community members present. It increased by over 40 people this month. This time there was a clothing giveaway and small home appliance giveaway.*
- Mandy Wilson, Taylor Haring and Paul Dobersztyn attended the safety committee meeting on 11/16.
- Julie Kurtis visited the Bower School 2nd grade classrooms on 11/30 to tell them about the library, interacted with **65** students.
- Taylor Haring is working with member services to discuss new ILL procedures that are currently being reviewed by Paul Dobersztyn.
- Diana Abraham, working with the City of Warrenville's IDEC, established links for the diversity survey on the public computers.
- Paul Dobersztyn met with Mary White of Midwest Tape regarding our year end Hoopla report. I will compile some statistics for the January board meeting.
- Paul Dobersztyn, Taylor Haring and Jason Stuhlmann were contacted by a couple of COD students regarding school projects. We answered questions about reader's advisory and collection development.
- Paul Dobersztyn met with Jordan Laborde of AtoZ Databases on 11/27 to view the new additions to their database.
- Julie Kurtis, Mandy Wilson, Taylor Haring and Paul Dobersztyn met on 11/30 to discuss the next stages of the Fandom Convention planning team. We are looking for potential sponsors and plan on having a proposed budget ready for the 24/25 fiscal year. We are hoping to host the event in May 2025.

Non SWAN InterLibrary Loan

Item Requests Processed: 22; Materials Received: 10; Materials Lent: 17

12. Marketing Department REPORT

November 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

- Responded to Hagg Printer questions about post office account and shipment of extras.
- Received printed copies from Hagg and distributed to staff and all display areas within library and at City Hall and Park District.
- Distributed copies to area residential complexes and Ace Hardware (new resident program).
- Wrote website article about new edition of RM and to register for winter events.

Fall 2023 events

- Photographed Alebrijes sculptures brought in by DuPage County 4H as part of Day of the Dead event; posted on social.
- Coordinated with Kyrie to photograph Thanksgiving week craft examples for use in social media.

Winter 2023–2024 events

- Created and finalized digital slides and flyers for select events.
- Sent file of youth/teen event flyers to District 200.
- Sent Western DuPage Chamber several files with digital slides of upcoming events.

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

- Completed web page and digital/print designs.
- Finalized print materials such as reading logs and rack cards.
- Shared information with staff on all the ways this event is being promoted.

New Library Logo Redesign Project

- Continued work on logo redesign and brand style guidelines.
- Drafted presentation for board review.

Photography Installation by Jenny Donohue in the Quiet Room

- Created name/title identifier for each of the four photos.
- Created content and accompanying description of the project for display in the Quiet Room and on the website.
- Created general description and QR code to affix on the wall in Quiet Room to encourage other art displays.
- Worked with Jason and Jackie to hang the photos and attach descriptions.
- Created, edited and posted website article.

Content from Public Services

- Reviewed Diana's follow up to my request for information about upcoming holiday-themed library displays.
- Edited Deborah's article for website on library resources for businesses.

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

- Edited and reposted the slide/flyer design for the rescheduled Women Spies event.
- Created large Hungry Caterpillar graphics for holiday tree showcase.
- Created and edited holiday DVD signage.
- Created designs for winter holiday library card promotion.
- Created Business Services and Resources webpage.
- Created and placed Staff Only signage.

Outreach

- Prepped a Go Box for Diana's outreach event at Johnson School on November 16 with general info, small giveaway items and current flyers.
- Coordinated date with rep at Preserve at Cantera for a January Library Card Registration event; confirmed date and staff availability with Laurie.

Safety Committee

- Combed through items in large first aid case and disposed of expired or questionable products.
- Purchased new items for all first aid kits.
- Wrote topic on first aid kit use and re-stocking for review by Safety Committee

Prepared for and led one meeting on November 16.

Discussion items at the meeting included:

- Laurie presented on Liquid Spills such as water, milk, etc. or something chemical.
 - Comments/questions included where clean up supplies are kept, what product to use and how to handle if spill includes electronic equipment.
 - Suggestion was made to wear gloves depending on type of spill. This will be left to the discretion of the person handling the situation.
 - Document will be revised to break down procedures based on type of spill.
- Duncan briefly presented on malware and ransomware.
 - Suggestions were made to add taking a screenshot with your phone before closing down the computer.
- Kathy shared her plan to handle the items in the large first aid kit that will be kept at the MSD: dispose of expired items and anything else that looks suspect and replace with new items from the recently purchased kits; buy additional new product, like instant cold packs, as needed.
- Discussed status of some tasks assigned in previous meetings.
- Looked ahead to frequency and meeting dates in 2024.

Administrative

- As requested by Jason, reviewed and provided suggestions on proposed changes to a few Library Use and Library Card policies.
- Researched First Amendment Audit articles to try to learn more relating to library use and library signage.
- Responded to Ian's follow up on job description language previously submitted to him.

Miscellaneous

- Posted Thanksgiving closing signs at entry doors, library screens and on social media.
- Responded to four inquiries on the Marketing Contact form, all of which included Paul for necessary follow-up; one suggested holding an Advent program; one involved the winter reading challenge; two involved booking bands for summer concert series.
- Provided all staff with the reason (First Amendment Audit) behind the new No Public Access/Staff Only signs posted at several locations in the building.
- Created a plan for holiday photo ops with all staff.
- Provided another library marketer with input on putting together a round table discussion for graphic designers.
- Communicated with staff on the unexpected elimination of the SWAN mobile app.

- Shared with staff on the team work involved and response to the new Memory Care collection.
- Requested and received information from Paul on the upcoming Beauties of Warrenville painting display in the Quiet Room.
- Per Jason's suggestion, changed the wording on the menstruation products signage in Men's Restroom.
- Created a Merry Christmas banner in Youth Services.
- Wrote eNews article on Hoopla Bonus Borrowers.

Website activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In *November*, I attempted to get Communico to change how holiday closures are displayed. This is a repeat exchange with Communico because its system does not give the user the ability to customize the closing messages. Based on the response, I believe we have finally solved the problem. We'll see when Christmas and New Year messages are displayed.

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 *November*, set up a series of automated welcome emails for October's new cardholders.

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 *November*, created Veteran's Day messages.

Meetings/Webinars

Kathy

11/15/23: Board meeting
 11/16/23: Safety Committee meetings
 11/21/23: Management Team Meeting
 11/27/23: Know Be4...Information Security on Mobile Devices and Data Protection
 11/27/23: Paylocity...Anti-Harassment Training

David

11/8/23 & 11/28/23 Holiday Tree meetings
 11/9/23: Know Be4...Information Security on Mobile Devices and Data Protection
 11/9/23: Paylocity...Anti-Harassment Training

Kathy & David

11/22/23: Reviewed logo designs with Jason

Kathy...Library Marketing and Communications Conference

Nov. 6-8: Attended a two-day conference in Indianapolis. Presenters included other library marketers and programmers from public libraries and universities as well as library vendors and individual consultants. There were keynote speakers each day; one on leadership, one on social media. Both were excellent. Best quote: "Our goals as leaders should be to give away leadership."

Sessions attended:

How to Strategically Share Information Using Various Platforms
 The Power of Empathy-Centered Storytelling
 Establishing a Flow of Substantial Stories
 Marketing Inspired by the Trauma-Informed Framework
 Inclusive and Accessible: Library Signage and the ADA Act

Real World Ideas for Incorporating Accessibility and DEI Into Your Marketing
Libraries and TikTok: The Why, The How and the Heart
How Libraries Can Use Email Marketing to Bring Their Communities Together

The sessions that had the most impact on me were about storytelling and accessibility. I hope to be able to make small changes to some marketing tasks in these areas to create improved interactions with our community.

Publicity Statistics

eNews (Constant Contact)

Subscribers: 6,375

Average open rate: 47%


New Cardholders campaign—average open for 2 sends: 66%

Social Media

Facebook Followers: 1,770

Instagram Followers: 507


Heartfelt response with picture to Facebook post, in November: 30 reactions; reach = 801

 **Warrenville Public Library District**
Published by Buffer · November 16 at 7:15 PM · 🌐

We have chosen Alzheimer's Awareness Month to introduce our new Memory Care items available for anyone who would like to help their loved ones or patients in their care deal with fading memories and skills due to age or dementia, including Alzheimer's disease. The items in the collection include puzzles with large pieces depicting colorful, calming scenery and other special offerings such as a playable art ball and a board game called Call-to-Mind.


To learn more about these new items, go to: <https://buff.ly/46hm4es>


#WPLD #AlzheimersAwarenessMonth #MemoryCare




👍❤️🥰 30 6 comments 3 shares

👍 Like 💬 Comment ➦ Share

 Write a comment...

 Rising fan
Meghan Behary Gualtieri
Thank you!!! I can't explain how incredible this is. My Mom loved it. 💜



12. ACQUISITIONS & CATALOGING REPORT

November 2023

Submitted by MaryKellie Marquez

Collection Maintenance

- 643 items created.
- 295 items discarded
- 123 items repaired
- 35 discs cleaned

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

MaryKellie

- LACONI TSS program chair, "Material & Archival Repair and Processing Manuals" 11/3/23.
- RAILS "Right to Be: Conflict De-escalation" 11/7/23.
- Ryan Dowd Trainings "Conversations with Suicidologist, Stephanie Weber" 11/9/23.
- Paylocity "Cultivating a Culture of Belonging" 11/10/23.
- RAILS "Inclusive Cataloging: Maintaining Your Momentum with Violet Fox" 11/13/23.
- PLA "Benchmark 101: Become a Data Informed Library" 11/15/23.
- Booklist "Adult Faves for Winter & Beyond" 11/22/23.
- Midwest Tape/Hoopla, "2024 Publishing Trends to Watch" 11/30/23.

Gail

- LACONI TSS program attendee "Material & Archival Repair and Processing Manuals."
- SWAN BLUEcloud Acquisitions Update meeting with Sam Dietel.
- Harassment training in Paylocity, KnowBe4 trainings.
- Decorated the park district tree.

MaryKellie's Meetings:

- SWAN BLUEcloud Acquisitions Update meeting with Sam Dietel 11/8/23.
- November Board Meeting viewed on 11/21/23.
- SWAN November Fireside Chat 11/28/23.
- Planned for Holly Days tree decorating (committee: David Cassara, Duncan Jones, Gail Smith, Kyrie Kenny-Sumrak & myself) 11/22/23.
- Decorated the park district tree in the freezing cold on 11/28/23.



PLEASE VOTE FOR THE LIBRARY'S TREE ON FACEBOOK!!!

TREE #5: The Very Hungry Caterpillar

12. MEMBER SERVICES REPORT

November 2023

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7454	55.82%
Aspen catalog/mobile app (Renewals)	102	0.76%
Autorenewals	4316	32.32%
Staff Assisted Checkout	1481	11.1%
TOTAL TRANSACTIONS	13353	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4075	54.67%
Selfcheck 2 (Near Vending Machine)	3379	45.33%
TOTAL TRANSACTIONS	7454	100.00%

Department Highlights

Curbside

We had 15 Curbside Pickups with 9 unique users in November

Continuing Education

Member Services staff participated in 13.5 hours of Continuing Education in November

Laurie participated in 2 Management meetings and 1 Safety Committee meeting in November

12. HUMAN RESOURCES

November 2023

Submitted by Ian Stevens

Highlights

- Attended HR Source Employment Law Conference in Naperville with 300 HR peers
- Assigned all staff the Anti-Harassment training, required by Illinois state law

Staff/Recruiting

- No open positions. The library is fully staffed.
- Final review of job descriptions after updates based on the manager's input

HR Procedures

- Ran payrolls in Paylocity 11/13, 11/27
- Sent IMRF payroll info to accountant 11/27, submitting to IMRF 11/30
- IMRF Rate Note final rate for 2024 was published and sent to the accountant. The library contribution rate for 2024 is 7.85% (2023 8.41%)
- Completed Open Enrollment for library benefits for eligible staff
- Reviewed and provided input on various library policies as part of the Executive Director goal to do a full overview of all policies
- Researched volunteer information as it relates to HR and recruiting for a staff goal
- Writing safety document ready for review at December Safety meeting
- Connected with AFLAC and IMRF to present at Library Staff In-Service day and received provisional agreement for both to send reps in March to talk to staff

Meetings

- Management Team meetings 11/7 and 11/21
- Attended Board meeting 11/15
- Safety committee meeting 11/16. Co-chair varies meets (office/phone)
- Various meetings with staff during the month to discuss a variety of HR issues/topics/policies including benefits, coverage, training, safety

Training/Continuing Education/Webinars

- HR Source: Employment Law Conference 11/2, Religious Accommodation 11/29
- HR Brew: Data in HR 11/29
- HR Executive: Total Rewards 11/1, Work Life Balance 11/16, Onboarding 11/30
- Lib 2.0: DEI Belonging 11/9

12. IT DEPARTMENT REPORT

November 2023

Submitted by Duncan Jones

User Support

- I helped staff with iPad apps, Teams account management, printer jams, PowerToys, Excel, scareware popups, and various hardware issues.
- I helped a patron with hotspot troubleshooting.

Troubleshooting

- I resolved an issue with the Acq/Cat office PC screen.
- I resolved an issue with a Krayon Kiosk app not working.
- I resolved an issue with a Circ desk PC being quite slow and not printing.
- I resolved an issue with the Marketing PC not able to open Teams documents in Word.
- I checked hotspot 158 at member's request. It seemed to be in working order.
- I resolved an issue with PowerToys on the Marketing PC not working as intended.
- I resolved an issue with AS6 fan running loudly.

Project/Goal

- I updated the Krayon Kiosk iPads.
- I set up and tested the 3D printer and began documentation for using it.
- I tested the new staff PC and ordered more to begin the replacement process.
- I assembled and racked the new host server and worked with CFB, our network consultant, to set up the new host server software. Then migrated most virtual machines to the new server
- I backed up the phone system for monthly routine backup.
- I designed a test copy of display hangers on the 3D printer.
- I updated the catalog PCs and staff and public laptops, as well as various servers.
- I ordered additional staff desktop replacements and began set up.
- I did setup and testing of the new vinyl cutter, and continued testing and documenting the 3D printer, including printing cable wraps directly around the meeting room HDMI cables.
- I replaced HDMI pigtails in the meeting room.
- I blocked and unblocked service to several hotspots at the request of Member Services.

Planning

- I began reviewing "New Teams" and preparing for the update.

Meetings

- I met with the Management team.

- I met with the Safety Committee.
- I met with the holiday tree planning team.
- I met with Jason.

Training

- Completed anti-harassment training.
- Suicide: A Conversation with a Suicidologist Stephanie Weber, Ryan Dowd webinar
- Completed KnowBe4 bi-monthly training.

Tickets

- 7 opened, 4 closed, 2 pending

13. PRESIDENT'S REPORT

Next Library Meetings or Events as of December 8, 2023

- Wednesday, January 17, 2024 at 7 pm
Regular Board Meeting in Library Meeting Room
- Wednesday, February 21, 2024 at 6:30 pm
Decennial Committee of Local Governmental Efficiency Meeting in Library Meeting Room
- Wednesday, February 21, 2024 at 7 pm
Regular Board Meeting in Library Meeting Room
- Wednesday, March 20, 2024 at 7 pm
Regular Board Meeting in Library Meeting Room