

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, February 21, 2024, 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 January 17, 2024 Regular Board Meeting

p. 6..... b. Receive and file Financial Report for January 2024

p. 12..... c. Approve updated Policy #150 Open Meetings Act

8. Regular Agenda

p. 13..... a. Approve payments for the period of January 18 – February 21, 2024 **(ACTION)**

p. 16..... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

- p. 17 a. Air conditioning screen project **(information)**

10. New Business

- p. 18 a. Approval of Intergovernmental Agreement with City for Alibrijes Art Piece
(ACTION)

- p. 25 b. Approval of Intergovernmental Agreement with City for Social Media Archival
(ACTION)

- p. 31 c. Review updates for Policy #210 Library Cards **(information)**

- p. 39 d. Review updates for Policy #250 Public Access Computers **(information)**

- p. 43 e. Review updates for Policy #320 Library Use **(information)**

- p. 49 f. Review updates for Personnel Handbook Policy – Attire **(information)**

p. 52 ... 11. Director's Report

p. 56... 12. Department Head Reports

13. President's Report

- p. 68 a. Next meetings or events

14. Treasurer's Report

- p. 69 a. Foundation Donation

15. Secretary's Report

16. Committee Reports

- p. 70 a. Personnel Committee – Director's Evaluation

17. Trustee Comments

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

- p. 71. 19. Closed Session as allowed by 5 ILCS 120/2(c)(3) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."

20. Discussion/action resulting from the above closed session – Release closed session minutes and/or destroy closed session recordings **(ACTION)**

21. Adjournment **(ACTION)**

Warrenville Public Library District

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WARRENVILLE PUBLIC LIBRARY DISTRICT
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4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the January 17, 2024 Regular Board Meeting
 - b. Receive and file Financial Report for January 2024
 - c. Approve updated Policy #150 Open Meetings Act
8. Regular Agenda
 - a. Approve payments for the period of January 18 – February 21, 2024 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**

9. Unfinished Business
 - a. Air conditioning screen project **(information)**
10. New Business
 - a. Approval of Intergovernmental Agreement with City for Alibrijes Art Piece **(ACTION)**
 - b. Approval of Intergovernmental Agreement with City for Social Media Archival **(ACTION)**
 - c. Review updates for Policy #210 Library Cards **(information)**
 - d. Review updates for Policy #250 Public Access Computers **(information)**
 - e. Review updates for Policy #320 Library Use **(information)**
 - f. Review updates for Personnel Handbook Policy – Attire **(information)**
11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
 - a. Foundation Donation
15. Secretary's Report
16. Committee Reports
 - a. Personnel Committee – Director's Evaluation
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed Session as allowed by 5 ILCS 120/2(c)(3) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."
20. Discussion/action resulting from the above closed session – Release closed session minutes and/or destroy closed session recordings **(ACTION)**
21. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, January 17, 2024

1. Call to order – Trustee Warren called the meeting to order at 7:01 pm

2. Roll Call – Trustee Warren called roll call:

ATTENDING: Trustees Lezon (arrived at 7:03 pm), 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, IT Manager Duncan Jones, Acquisitions and Cataloging Manager MaryKellie Marquez, Member Services Manager Laurie Rex, 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 Richardson seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher and Picha

Motion carried

4. Presentations – none

5. Public comments – none

6. Correspondence – None

7. Consent Agenda

Trustee Stull read the consent as follows:

a. Approve Minutes of the December 12, 2023 Regular Board Meeting

b. Receive and file Financial Report for December 2023

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

Roll call:

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

Nays – none

Absent – Trustees DuRocher and Picha

Motion carried

8. Regular Agenda

a. Approve payments for the period of December 13, 2023 – January 17, 2024

MOTION: Trustee Stull moved to approve payments in the amount of \$97,818.40 for the period of December 13, 2023 – January 17, 2024 including electronic payments and checks #9734 through #9786. Checks #9767 and 9772 are voided.

Roll call:

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

Nays – none

Absent – Trustees DuRocher and Picha

Motion carried

b. Approve transfer of funds

MOTION: Trustee Stull moved to transfer \$225,000.00 from commercial checking account to operating checking account. Trustee Schmidt seconded.

Roll call vote:

Ayes - Lezon, Richardson, Schmidt, Stull, Warren

Nays – none

Absent – Trustees DuRocher and Picha

Motion carried

9. Unfinished Business

a. Air conditioning screen project

Director Stuhlmann stated he signed a contract with Top Rail Fence to install a 9' high wood fence around the HVAC units. The down payment is included in tonight's invoices. Work is planned to begin on March 7, 2024.

Director Stuhlmann has applied to the city for the necessary permit. He also has ordered a new plat of survey to be completed.

Once installation of the fence is complete, Director Stuhlmann will ask the landscaping company for their recommendation for landscaping along the fence.

10. New Business

a. Policy #150 Open Meetings Act

Director Stuhlmann stated he made a few minor changes to the original policy and mentioned a few of the requirements.

This policy will be on the February 2024 agenda for approval.

11. Director's Report

Director Stuhlmann stated he completed a FOIA request regarding the director search.

He stated Paul Dobersztyn has added Educate Station, a new database for home schoolers. Mr. Dobersztyn stated the entire youth services department reviewed it beforehand.

12. Department Head Reports

Mr. Dobersztyn stated he hopes everyone is participating in the Winter Reading Challenge. The prize is a royal blue winter hat embroidered with the library's logo.

Trustee Warren asked MaryKellie Marquez about the bedbug program she watched. Ms. Marquez stated it was a program by Ryan Dowd on how bedbugs can infest a library.

13. President's Report

Trustee Warren shared the dates for the upcoming meetings:

- February 21, 2024 - Decennial Committee of Local Government Efficiency Meeting at 6:30 pm.
- February 21, 2024 – regular board meeting with a closed session to review the closed minutes at 7:00 pm.

14. Treasurer's Report – Trustee Lezon stated everything looks good

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

16. Committee Reports – none

17. Trustee Comments

18. Items for information and/or discussion

19. Adjournment

MOTION: Trustee Lezon moved to adjourn the regular meeting at 7:20 pm. Trustee Schmidt seconded.

Ayes – all

Nays – none

Absent – Trustees DuRocher and 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

January 31, 2024

WARRENVILLE
LIBRARY
INCOME

JANUARY
2024

FUND BALANCES

PAGE 1

LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 45,107	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	2,171,305	100.0000%	0	2,168,279	99.86%	875,974	0	2,943	116,892	190,198	1,403,989	1,757,156
TOTAL TAX (LEVIED)	2,171,305	100.00%	0	2,168,279	99.86%	875,974	0	2,943	116,892	190,198	1,403,989	1,757,156
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		395,825	0	-	-	17,183	33,452	362,373
ALBA LEMOS GIFT FUND	-		0	-		-	0	-	-	-	-	-
CAPITAL PROJECT	-		0	-		-	0	-	-	-	-	-
TOTAL	2,171,305	100.00%	0	2,168,279	99.86%	1,497,646	0	2,943	116,892	207,381	1,437,441	2,345,376
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: January 2024
Corporate Fund

	Corporate Fund Month Ended Jan 31, 2024	Corporate Fund 12 Months Ended Jun 30, 2024	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 0.00	\$ 2,168,278.66	\$ 2,171,305.00	\$ 3,026.34	99.86 %
Copier	553.16	3,291.40	6,000.00	2,708.60	54.86 %
Extended Use Fees	0.00	238.40	0.00	(238.40)	
Fees	12.30	97.42	150.00	52.58	64.95 %
TIF Funds	0.00	49,153.00	25,000.00	(24,153.00)	196.61 %
Interest	2,063.06	16,129.37	10,000.00	(6,129.37)	161.29 %
Book Sales	0.00	300.16	700.00	399.84	42.88 %
Lost Books	314.55	2,446.13	2,500.00	53.87	97.85 %
Gifts / Memorials	0.00	195.00	1,400.00	1,205.00	13.93 %
Miscellaneous	0.00	229.70	500.00	270.30	45.94 %
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 %
	2,943.07	2,285,171.24	2,266,238.00	(18,933.24)	100.84 %
Expenses					
Sal. - Administration	19,261.85	143,845.41	252,500.00	108,654.59	56.97 %
Sal. - Member Services	19,918.21	143,352.61	269,000.00	125,647.39	53.29 %
Sal. - Maintenance	2,219.82	16,254.61	28,000.00	11,745.39	58.05 %
Sal. - Marketing	9,217.54	68,396.27	119,500.00	51,103.73	57.24 %
Sal. - Public Services	37,474.61	275,534.48	492,500.00	216,965.52	55.95 %
Sal. - IT	4,679.70	35,343.80	62,500.00	27,156.20	56.55 %
Sal. - Technical Services	7,194.61	53,942.47	95,000.00	41,057.53	56.78 %
I.M.R.F. - Expense	8,331.09	64,953.06	107,500.00	42,546.94	60.42 %
Fica - Expense	7,385.10	54,487.67	101,000.00	46,512.33	53.95 %
Unemp. Comp.	13.21	345.25	1,260.00	914.75	27.40 %
Op - Mat'l Processing/Tech	87.39	3,605.38	10,600.00	6,994.62	34.01 %
Op - Mat'l Processing/Circ	0.00	864.63	3,550.00	2,685.37	24.36 %
Op - Postage	814.00	2,522.15	4,750.00	2,227.85	53.10 %
Op - Office Supplies	201.92	1,242.38	3,780.00	2,537.62	32.87 %
Op - Bank Fee's	78.40	818.79	1,600.00	781.21	51.17 %
Op - Automation Supplies	161.02	1,735.53	4,500.00	2,764.47	38.57 %
Op - Publishing	0.00	924.02	1,250.00	325.98	73.92 %
Equip. - Purchases	741.64	4,983.03	9,470.00	4,486.97	52.62 %
Equip. - Maintenance	20.50	121.20	1,500.00	1,378.80	8.08 %
Auto. - Software	0.00	7,100.00	16,275.00	9,175.00	43.63 %
Auto. - Purchases	36.95	2,215.37	5,500.00	3,284.63	40.28 %
Auto. - Maintenance	10,123.57	32,708.35	55,849.00	23,140.65	58.57 %
L. Ins. - Workmen's Comp	0.00	0.00	6,000.00	6,000.00	0.00 %
Ins. - Multi Peril Package	22,439.76	22,439.76	20,000.00	(2,439.76)	112.20 %
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	9,377.25	63,358.07	133,000.00	69,641.93	47.64 %
Pd - Recruiting	0.00	27.00	1,500.00	1,473.00	1.80 %
Pd - Staff Appreciation	0.00	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	247.00	1,760.33	3,583.00	1,822.67	49.13 %
Pd - Staff / Meetings	0.00	3,216.23	15,760.00	12,543.77	20.41 %
Pd - Staff / Transportation	7.07	1,149.65	3,800.00	2,650.35	30.25 %
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.	36.88	134.88	500.00	365.12	26.98 %
Cont. - Lawyer	562.50	757.50	4,000.00	3,242.50	18.94 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT

Statement of Revenues Expenses Cash Basis

Period Ending: January 2024

Corporate Fund

Cont. - Accounting	1,033.08	7,000.43	13,300.00	6,299.57	52.63 %
Cont. - Collection	59.10	167.45	250.00	82.55	66.98 %
Cont. - Audit	2,500.00	8,200.00	8,200.00	0.00	100.00 %
Cont. - Consultants	0.00	0.00	17,500.00	17,500.00	0.00 %
Lib. Mat. - Adult Books	2,972.48	22,133.10	52,500.00	30,366.90	42.16 %
Lib. Mat. - Youth Books	1,981.06	25,129.06	36,800.00	11,670.94	68.29 %
Lib. Mat. - Adult AV	608.52	6,589.16	12,500.00	5,910.84	52.71 %
Lib. Mat. - Youth AV	330.66	1,739.23	5,000.00	3,260.77	34.78 %
Lib. Mat. - EBooks	2,670.90	32,786.39	53,400.00	20,613.61	61.40 %
Lib. Mat. - Periodicals	0.00	9,336.67	8,800.00	(536.67)	106.10 %
Lib. Mat. - Internet Subscript	4,871.00	28,910.56	31,638.00	2,727.44	91.38 %
Ps - Programs Adult	922.74	5,171.61	9,500.00	4,328.39	54.44 %
Ps - Programs Youth	325.70	4,336.27	9,500.00	5,163.73	45.64 %
Ps - Hotel/Motel	360.00	7,316.40	12,892.00	5,575.60	56.75 %
Ps - Refunds / Fines / Fees	0.00	438.60	250.00	(188.60)	175.44 %
Ps - Printing	0.00	4,398.94	12,200.00	7,801.06	36.06 %
Ps - PR / Publicity	227.40	1,565.02	9,640.00	8,074.98	16.23 %
Ps - Misc.	0.00	380.86	700.00	319.14	54.41 %
Maintenance	4,034.00	18,701.00	52,300.00	33,599.00	35.76 %
Maintenance Supplies	0.00	238.55	2,000.00	1,761.45	11.93 %
Security	802.06	3,148.28	12,400.00	9,251.72	25.39 %
Gas	680.83	2,634.91	9,500.00	6,865.09	27.74 %
Snow Removal	0.00	1,390.00	21,000.00	19,610.00	6.62 %
Hvac	0.00	941.00	12,100.00	11,159.00	7.78 %
B & M - Water / Sewer	0.00	916.27	2,000.00	1,083.73	45.81 %
Electricity	3,086.98	24,292.85	34,000.00	9,707.15	71.45 %
Telephone	1,575.30	10,121.43	17,900.00	7,778.57	56.54 %
Janitorial Supplies	210.09	1,825.48	3,500.00	1,674.52	52.16 %
B & M - Landscape Maint	315.00	4,618.00	13,900.00	9,282.00	33.22 %
Debt Repayment	0.00	150,000.00	150,000.00	0.00	100.00 %
Debt Certificate Interest	0.00	11,193.75	20,895.00	9,701.25	53.57 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	190,198.49	1,403,989.34	2,494,028.00	1,090,038.66	56.29 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: January 2024

Special Reserve Fund

	Special Reserve Fund Month Ended Jan 31, 2024	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	14,039.76	30,308.32	47,940.00	17,631.68	63.22 %
Maintenance	3,143.50	3,143.50	15,000.00	11,856.50	20.96 %
Security	0.00	0.00	3,500.00	3,500.00	0.00 %
	<u>17,183.26</u>	<u>33,451.82</u>	<u>70,840.00</u>	<u>37,388.18</u>	<u>47.22 %</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis

Jan 31, 2024

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	247,271.78
Fifth Third 8004	<u>2,104,071.95</u>

2,351,828.73

General Fixed Assets

\$ 5,235,092.00

TOTAL ASSETS

\$ 7,586,920.73

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>6,449.94</u>
	6,449.94

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,270,000.00</u>
	1,276,449.94

EQUITY

Fund Balance	<u>\$ 6,310,470.79</u>
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TOTAL LIABILITIES & FUND BALANCE

\$ 7,586,920.73

Warrenville Public Library District

POLICY NO. 150
(Revised & Approved - 02/21/24)

OPEN MEETINGS ACT

The Warrenville Public Library District Board of Trustees is committed to conducting its business in compliance with the Illinois Open Meetings Act (5 ILCS 120).

All meetings of the Board of Trustees and its committees, whether stated or special, are open to the public and shall be conducted in compliance with the Illinois Open Meetings Act.

Closed sessions of such meetings shall also be conducted in compliance with the Illinois Open Meetings Act, with semi-annual review of closed session minutes.

The Executive Director and the Board of Trustees shall receive Open Meetings Act training, with the Executive Director and at least one appointed Trustee serving as the Warrenville Public Library District's official Open Meetings Act Officers.

More information regarding the Illinois Open Meetings Act can be found on the Illinois Attorney General's website.



8a. REGULAR AGENDA

Approve payments for the period of January 18 – February 21, 2024
(ACTION)

A partial bill list (bills received as of February 15, 2024 is attached. An updated bill list which includes bills received through February 21 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
January 18 - February 21, 2024

Date	Num	Name	Amount
02/21/2024	9787	Accounting Services, Inc.	-584.00
02/21/2024	9788	Ambius	-315.00
02/21/2024	9789	AT&T	-373.32
02/21/2024	9790	Baker & Taylor	-2,134.00
02/21/2024	9791	Baker & Taylor	-2,386.94
02/21/2024	9792	Baker & Taylor	-58.49
02/21/2024	9793	Baker & Taylor	-247.25
02/21/2024	9794	Baker & Taylor	-3,519.28
02/21/2024	9795	Baker & Taylor	-167.81
02/21/2024	9796	Bradfield, Geof	-750.00
02/21/2024	9797	Direct Energy Business	-3,287.82
02/21/2024	9798	Duncan Jones	-25.99
02/21/2024	9799	EastWest Books	-110.95
02/21/2024	9800	Kapco	-204.72
02/21/2024	9801	Konica Minolta Business Solutions	-23.57
02/21/2024	9802	LIMRICC Purchase of Health Insurance Prog	-14,400.65
02/21/2024	9803	MidAmerica Books	-231.60
02/21/2024	9804	Midwest Tape	-763.26
02/21/2024	9805	Midwest Tape	-2,979.29
02/21/2024	9806	Midwest Tape	-394.09
02/21/2024	9807	Moser, Sandra	-50.00
02/21/2024	9808	Moser, Sandra	-50.00
02/21/2024	9809	OverDrive	-2,378.71
02/21/2024	9810	Search Inc.	-950.00
02/21/2024	9811	Service Master Commercial Cleaning	-2,489.00
02/21/2024	9812	SWAN	-9.91
02/21/2024	9813	Technology Management Revolving Fund	-475.00
02/21/2024	9814	Vanguard Energy Services, LLC	-543.94
02/21/2024	9815	Warrenville Historical Society	-25.00
02/21/2024	9816	Wheaton Park District	-75.00
02/21/2024	9817	Library Store	-648.36
02/21/2024	9818	Demco	-432.07
02/21/2024	9819	Granite Telecommunications	-200.04
02/21/2024	9820	Kurtis, Julie	-51.79
02/21/2024	9821	Naperville Area Humane Society	-25.00
02/21/2024	9822	School Life	-100.40
02/21/2024	9823	Davis, Jackie	-18.83
02/21/2024	9824	Otis Elevator Company	-5,365.32
02/21/2024	9825	Petty Cash Fund	-23.02
01/22/2024	Electronic	Northern Illinois Gas	-313.36
01/25/2024	Electronic	Paylocity	-316.69

01/29/2024	Electronic	AFLAC	-94.30
02/08/2024	Electronic	Paylocity	-132.39
02/12/2024	Electronic	Warrenville, City of	-270.19
02/13/2024	Electronic	Konica Minolta Premier Finance	-259.65
02/13/2024	Electronic	Comcast	-262.90
02/13/2024	Electronic	Konica Minolta Premier Finance	-407.00
02/13/2024	Electronic	Chase Ink	-2,043.01

-50,968.91

8b. REGULAR AGENDA

Approve transfer of funds (ACTION)

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

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

9a. UNFINISHED BUSINESS

Air conditioning screen project (information)

AC Screen Project

- The City approved our permit application for the new fence, and we have received our copy of the permit.
- Top Rail Fence is scheduled to begin work on March 7.
- We have engaged Engineering Resource Associates (ERA) to work on an updated Plat of Survey. They are located in Warrenville and worked on the 2018 Plat of Dedication.
 - They will perform initial work and mark out the property line for the fence installers.
 - They will come back after installation so they can include the new fence on the Plat.
 - They will also set any missing property corner monuments.
 - We will receive both digital and paper copies of the updated Plat.
- Once the fence is installed, we will work with our landscaper to get proposals on some new landscaping to put around the fencing

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

10a. NEW BUSINESS

Approval of Intergovernmental Agreement with the City of Warrenton for Alibrijes Art Piece **(ACTION)**

Suggested motion: Move to approve the Intergovernmental Agreement with the City of Warrenton for the loan of an Alibrijes art piece to the Library.

IGA – Alibrijes Art

This is the IGA that we were expecting from the City to finalize the loan of the Alibrijes art piece to the library.

I have had our attorney review the proposed IGA. He had no concerns, but pointed out that the Library is responsible for cleaning and maintenance of the artwork, will need to provide proof of insurance to the City and will be responsible for loss or damage. He also highlighted that the City has discretion regarding barriers, signage, location and identification plaque.

I have no issues with any of these items and think we can move forward.

**INTERGOVERNMENTAL AGREEMENT
FOR LOAN AND DISPLAY OF ART KNOWN AS
THE ALEBRIJE ART PIECE**

THIS AGREEMENT, made and entered into this _____ day of _____, 2024 by and between the **CITY OF WARRENVILLE**, an Illinois home rule municipality ("**City**"), and the **WARRENVILLE PUBLIC LIBRARY DISTRICT**, an Illinois public library district ("**Library District**") (collectively, the City and the Library District are herein referred to as the "**Parties**" and, individually, as a "**Party**").

WHEREAS, the City is purchasing an Alebrije Art Piece ("**Artwork**") created by artist Edgar Camargo through the Mexican Culture Center DuPage; and

WHEREAS, the Library District desires to borrow the Artwork for public display at the Warrenville Public Library located at 28W751 Stafford Place, Warrenville, IL ("**Library**") and the City desires to loan the Artwork to the Library District for that purpose; and

WHEREAS, the purpose of this Agreement is consistent with the goals of the Intergovernmental Cooperation clause of the Constitution of the State of Illinois (Article VII, Section 10) and is further authorized by 5 ILCS 220/1 et seq.; and

WHEREAS, the City and the Library District desire to enter into this Agreement to set forth their respective rights and responsibilities regarding the Artwork; and

NOW, THEREFORE, in consideration of the foregoing recitals and the following covenants and consideration, the adequacy and sufficiency of which are hereby acknowledged and agreed, the Parties agree as follows:

A. Term. Upon receipt of the Artwork, the City will coordinate with the Library District on the delivery and installation of the Artwork at the Library. The City will loan the Artwork to the Library District from the date the Artwork is installed in the Library until December 31, 2029 ("**Term**"). Upon expiration, the Term of this Agreement will automatically renew for successive one-year terms until otherwise terminated in accordance with the terms of this Agreement.

B. Designation of Site. The Library District will designate a site in the Library (“**Display Site**”) for exhibition of the Artwork, subject to the City’s approval, which approval will not be unreasonably withheld. The Library District will provide the City with the information needed to coordinate delivery of the Artwork to the Display Site.

C. Preparation of Display Site. The Library District will prepare the Display Site and construct a base or foundation, if needed, for the Artwork in accordance with any specifications provided by the City.

D. Installation. The City and the Library District will cooperate regarding the installation of the Artwork at the Display Site. The Library District will allow the installation of an identification plaque, the content of which will be determined solely by the City.

E. Display of Artwork; Barrier and Signage.

1. Display of Artwork. During the Term, the Artwork will be available for viewing by the public during regular library hours as the Library District deems appropriate and except for emergencies and exigent circumstances as determined by the Library District. The Library District will not charge any admission fee or other fee as a condition of viewing the Artwork.

2. Barrier; Signage. While the Artwork is on display, the Library District may, but is not required to, install a physical barrier and post signage intended to prevent unauthorized persons from touching the Artwork. The City, in its sole discretion, may determine what, if any, physical barriers or signs are appropriate.

F. Risk of Loss. Once installed, the Library District bears all risk of loss or damage to the Artwork including without limitation theft, vandalism, or any other act by a third party; deterioration, weathering, and wear and tear; acts of God; war; natural conditions and disasters including without limitation floods, hurricanes, tornadoes, and lightning.

G. Insurance. The Library District, at its expense, must procure and maintain the appropriate insurance coverage for the Artwork:

E. Modification; Removal; Change of Display Site; Destruction Prohibited. The Library District may not modify, remove, move, change the Display Site, destroy, loan, convey, or store the Artwork without the express written permission of, and in accordance with any terms, conditions, and instructions provided by, the City Administrator.

D. Routine Cleaning; Maintenance. The Library District will perform routine cleaning and maintenance of the Artwork in substantial conformity with instructions provided by the City, at the Library District's sole cost. It is expressly acknowledged between the Parties to this Contract that the Artwork is made from paper and cardboard and as such may be subject to gradual wear from the elements for which neither Party is responsible.

E. No Charge for Loaned Artwork. The Artwork loaned pursuant to this Agreement will be provided at no charge to the Library District, except for the costs of preparing the Display Site and routine cleaning and maintenance pursuant to this Agreement.

F. Damage to Artwork. The Library District agrees to pay for any damage to, or repairs necessary for, the Artwork that occurs while the Library District is in possession or control of the Artwork, including all damage caused by the Library District's employees, agents, contractors or volunteers.

G. As-Is, Where-Is. The Artwork is provided "AS-IS, Where-IS" and the City does not represent, guarantee, or in any way consent to be held responsible for the condition of the Artwork.

H. Worker's Compensation Claims. Each Party shall be responsible for workers' compensation claims made by its own employees. Accordingly, all workers' compensation claims made by a Party's employee related to an injury sustained related to the Artwork shall be charged solely and exclusively to that party's insurance coverage.

I. Indemnification and Waiver of Claims Against the City. With respect to the loan of the Artwork as provided in this Agreement, the Library District agrees to indemnify, release and hold the City harmless from any and all liability, causes of action, suits, damages or demands of whatsoever nature arising out of the conduct of the Library District, its contractors, agents or employees (whether

or not authorized) while they are installing, cleaning, maintaining, or otherwise working on or handling the Artwork. A Library District City, its officers, agents, employees and servants for any and all attorney's fees and court costs incurred by any of the City in defending any claim, cause of action, suit or demand for which indemnification has been agreed. The costs and expenses, including attorney's fees and court costs incurred in defending any claim, cause of action, suit or demand, for which indemnification has been agreed, will be solely and exclusively charged to the Library District's insurance coverage. Should such claim, cause of action, suit or demand fall outside the scope of the coverage, any and all costs and expenses related to such claim, cause of action, suit or demand shall be the sole and exclusive responsibility of the Library District.

J. Assignment. This Agreement may not be assigned, including without limitation to the successor of either Party, without the expressed written consent of the other Party.

K. Severability. The invalidity of any provision of this Agreement shall not impair the validity of any other provision. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, that provision will be deemed severable and the Agreement may be enforced with that provision severed or as modified by the court.

L. Entire Agreement; Amendment. This Agreement sets forth the entire understanding of the Parties and may only be amended or modified by a written instrument signed by the Parties except as herein otherwise provided.

M. Governing Law. This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois.

N. Termination. Either Party may terminate this Agreement, provided, however, that the Party desiring to terminate this Agreement shall give the other Party at least 30 days prior written notice. Upon termination of this Agreement, the Artwork shall be returned to the City.

O. Notices. Notices to the Parties under this Lease Agreement shall be in writing and served by personal service or by regular first-class mail and registered mail, return receipt requested, on the following individuals at the addresses noted:

CITY: City of Warrenville
2S258 Manning Avenue
Warrenville, Illinois 60555
Attention: City Administrator

LIBRARY DISTRICT: Warrenville Public Library District
28W751 Stafford Place
Warrenville, Illinois 60555
Attention: Executive Director

P. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

Q. Authority. Each person signing this Agreement personally warrants and represents that he or she has full and complete power and authority to execute this Agreement on behalf of and to bind the entity for which he or she is signing.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed the Lease Agreement as of the date and year written above.

ATTEST:

CITY OF WARRENVILLE

By: _____
Julie Clark, City Clerk

By: _____
Cristina White, City Administrator

Date signed: _____

Date signed: _____

ATTEST:

WARRENVILLE PUBLIC LIBRARY DISTRICT

By: _____
Heather Stull

By: _____
Barbara J. DuRocher

Its: Secretary

Its: President

Date signed: _____

Date signed: _____

10b. NEW BUSINESS

Approval of Intergovernmental Agreement with the City of Warrenton for Social Media Archival **(ACTION)**

Suggested motion: Move to approve the Intergovernmental Agreement with the City of Warrenton for the sharing of social media archival services.

IGA – Social Media Archival

This is the IGA that I mentioned early last year about sharing an ArchiveSocial account with the City so that we can cost share the expense of archiving our social media accounts. Because our social media posts, comments, etc. are a part of public record, it is of growing importance to have that record archived and searchable. It is a new area for us to navigate, but it is great to have the option to be able to share the cost of this service.

After writing this IGA I had our attorney review it. After a few changes I passed it on to the City, who had a few slight changes. I think the IGA is all set and we can move forward with it and begin our archival service on May 1.

**INTERGOVERNMENTAL AGREEMENT
AUTHORIZING SHARING OF SOCIAL MEDIA ARCHIVAL SERVICES**

THIS AGREEMENT, made and entered into this _____ day of _____, 2024 by and between the **CITY OF WARRENVILLE**, an Illinois home rule municipality ("**City**"), and the **WARRENVILLE PUBLIC LIBRARY DISTRICT**, an Illinois public library district ("**Library District**") (collectively, the City and the Library District are herein referred to as the "**Parties**" and, individually, as a "**Party**").

WHEREAS, the City and the Library District each maintain multiple social media accounts for the purposes of communicating and engaging with the public; and

WHEREAS, the City and the Library District wish to archive the content of their multiple social media accounts for the purpose of maintaining accessible public record of said communication and engagement; and

WHEREAS, the City and the Library wish to create a cost-sharing opportunity; and

WHEREAS, the purpose of this Agreement is consistent with the goals of the Intergovernmental Cooperation clause of the Constitution of the State of Illinois (Article VII, Section 10) and is further authorized by 5 ILCS 220/1 et seq.; and

WHEREAS, the City and the Library District desire to enter into this Agreement to set forth their respective rights and responsibilities regarding the sharing of social media archival services.

NOW, THEREFORE, in consideration of the foregoing recitals and the following covenants and consideration, the adequacy and sufficiency of which are hereby acknowledged and agreed, the Parties agree as follows:

1. Account Sharing. The City and Library District shall each have their own account under a shared subscription plan through ArchiveSocial (powered by

CivicsPlus) for the purposes of archiving the communication and engagement of each Party's social media accounts. Each Party shall be responsible for the archival of their own social media accounts and the administration of their respective ArchiveSocial account information, management, logins, content, etc.

2. City Obligations. In addition to managing its own account, the City shall be the overall System Administrator for the shared subscription plan. Based on the total annual subscription fee charged by ArchiveSocial and the total number of social media accounts being archived, the City shall pay its pro rata share of the annual subscription fee based on its percentage of total number of archived social media accounts.

3. Library District Obligations. The Library District shall manage its own account under the shared subscription plan. Based on the total annual subscription fee charged by ArchiveSocial and the total number of social media accounts being archived, the Library District shall pay its pro rata share of the annual subscription fee based on its percentage of total number of archived social media accounts.

4. Payment. As System Administrator of the shared subscription plan, the City shall receive billing and shall pay to ArchiveSocial the annual subscription fee. The Library District shall reimburse the City within 60 days for the Library District's pro rata share of the annual subscription fee.

5. Term of the Agreement. The initial term of this Agreement shall be until May 1, 2029. Upon expiration, the Term of this Agreement will automatically renew for successive one-year periods unless either Party provides written notice of its intent to terminate the Agreement not less than ninety (90) days prior to the next succeeding anniversary date of the Agreement.

6. Effective Date. This Agreement shall take effect on May 1, 2024 following approval by the Parties' governing board and execution by the Parties.

7. Changes. Proposed changes of subscription plan, method of shared payment calculation, administration of accounts, archival service provider, or other proposed amendments to this Agreement shall be given in writing to the other Party. The proposed changes may not be implemented unless approved and executed by the Parties.

8. Assignment. This Agreement may not be assigned, without the written consent of the other Party.

9. Severability. The invalidity of any provision of this Agreement shall not impair the validity of any other provision. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, that provision will be deemed severable and this Agreement may be enforced with that provision severed or as modified by the court.

10. Entire Agreement; Amendment. This Agreement sets forth the entire understanding of the Parties and may only be amended or modified by a written instrument signed by the Parties.

11. Governing Law. This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois.

12. Notices. Notices to the Parties under this Agreement shall be in writing and served by personal service or by regular first-class mail and registered mail, return receipt requested, on the following individuals at the addresses noted:

CITY: City of Warrenville
25258 Manning Avenue
Warrenville, Illinois 60555
Attention: City Administrator

LIBRARY DISTRICT: Warrenville Public Library District
28W751 Stafford Place
Warrenville, Illinois 60555
Attention: Executive Director

13. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

14. Authority. Each person signing this Agreement personally warrants and represents that he or she has full and complete power and authority to execute this Agreement on behalf of and to bind the entity for which he or she is signing.

15. No waiver, Enforcement. The failure by a Party to insist on strict performance of any term, or to enforce any of its rights under, this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

16. No Agency or Partnership. Nothing in this Agreement may be deemed or construed to create the relationship of principal and agent, partnership, joint venture, or any association between the Parties other than the sharing social media archival services as provided in this Agreement.

[Signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year written above.

ATTEST:

CITY OF WARRENVILLE

By: _____
Julie Clark, City Clerk

By: _____
Cristina White, City Administrator

Date signed: _____

Date signed: _____

ATTEST:

WARRENVILLE PUBLIC LIBRARY DISTRICT

By: _____
Heather Stull

By: _____
Barbara J. DuRocher

Its: Board Secretary

Its: Board President

Date signed: _____

Date signed: _____

10c. NEW BUSINESS

Policy #210 Library Cards (**information**)

Updates to the Policy

Our Library Cards Policy outlines the different types of library cards we offer and the guidelines around them. This policy was last updated in August 2021, but we had a few items that we wanted to update:

- **Section II A** – We wanted to reword this section so that we could better outline the requirements about cards for minors.
- **Section II C** – This is getting deleted because this was a trial program that we are no longer doing, though we may revisit this idea in some form at some point.
- **Section II E** – To make it clearer and more understandable that we offer cards for Warrenville businesses, we deleted half a sentence from the previous section and created a new section about the Warrenville Business Card and how it works.
- **Section II G** – We just updated some of the language within this section.
- **Section II H** – Since we offer them, we just wanted to officially add in Staff Cards.
- **Section III** – Because our special collections are growing, we updated the language to be more inclusive of current and potentially new collections.
- **Section VI** – We updated the blocking dollar amount to \$50. We just wanted to be a little more forgiving before blocking library cards.
- **Valid IDs** - In a few different places we updated to clarify the requirements about IDs.

If the changes are acceptable, we can vote to approve the updated policy in March.

Warrenville Public Library District

Edit notations:

Additions

Deletions

POLICY NO. 210

(Revised & Approved - 03/20/24)

LIBRARY CARDS

I. PURPOSE

The Warrenville Public Library District (WPLD) extends borrowing privileges and access to a variety of services and programs to library cardholders. This policy outlines the types of library cards issued and honored by the Library. It also explains eligibility and registration requirements, cardholder responsibilities and borrower restrictions.

II. WARRENVILLE PUBLIC LIBRARY DISTRICT CARDS

A. Resident Card ~~(Never expires)~~

Residents of the WPLD are eligible to receive library cards. No fee is charged for a resident card. An individual with a resident card is considered a WPLD member.

~~A resident of the WPLD can apply for a library card in person at the Member Services Desk. Adults must present current proof of residency in the WPLD and complete a library card application form. Applicants under 18 must have a parent or legal guardian sign the application form and present proof of WPLD residency.~~

~~Accepted Forms of Proof of Residency:~~

~~1. State-issued photo ID or driver's license with current street address~~

~~—OR—~~

~~2. Photo ID AND postmarked mail, bill or other identification with current street address~~

A resident of the WPLD can apply for a library card in person at the Member Services Desk. To apply, the following is required:

1. Complete a library card application form



2. Provide valid proof of identity and residency:

- A valid state-issued photo ID or driver's license with current in-district street address
- OR –
- A valid government-issued photo ID AND an acceptable document that includes full name and current in-district street address, such as:
 - Recent (within 90 days) utility bill, bank statement, or cancelled check;
 - Deed/title, mortgage, or rental/lease agreement;
 - Official mail from a state, county, city, village or federal unit of government.

3. Minor applicants must have a parent or legal guardian:

- Sign the application form;
- Provide valid proof of identity and residency as stated above;
- Mark on the application whether or not they give permission for their minor to use the Library's public access computers.

Change of address forms and post office box mailing addresses are not acceptable as proof of residence.

Resident cards ~~never~~ only expire ~~unless~~ when the member moves outside of the WPLD or the card ~~is~~ has been inactive for ~~a period of at least three~~ five or more years.

B. Digital Library Card (valid for 90 days)

Residents of the WPLD are also eligible to register online for a digital library account ~~on the Library's website~~.

Online registrants must be at least 13 years old to register online for a digital access account.

The registrant will receive an email confirmation with a temporary library barcode number for immediate access, ~~limited~~ to the Library's online resources and databases.

To upgrade a digital library card to a full privilege resident card, the online user must visit the Member Services Desk and present proof of residency (as outlined above). A physical WPLD library card will be issued after verification of residency.

C. New Resident Card (Valid for 90 days)

~~Library staff will identify new residents of the WPLD using Reference USA Database. A digital access account will be created each month for each new resident who recently moved within the boundaries of the WPLD. Library staff will register and mail a physical WPLD library card to new residents with~~



~~promotional material and information for upgrading their physical cards to full privilege Resident Cards.~~

~~This is a trial promotional program starting in Fall 2021 to increase WPLD registrations and raise awareness of the library and its services. After a 6 month trial period, the Library will determine if the program is successful at reaching new residents and increasing library cardholders. At that point a decision will be made to continue or cancel the program.~~

D. Non-resident Taxpayer or Tenant Card (valid for up to 1 year)

A non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases taxable property ~~or is a senior administrative officer of a firm, business, or other corporation owning or leasing taxable property~~ in the WPLD, may register for a library card. No fee is charged for a non-resident taxpayer card.

Non-resident taxpayers or tenants seeking resident borrower privileges without payment of the standard non-resident fee must apply in person.

- Non-resident taxpayer property owners must present a copy of their ~~most recent~~ **current** real estate tax bill and **government-issued** photo ID, then complete a library card application form. A non-resident taxpayer property owner card will be valid for 1 year from registration date.
- Non-resident taxpayer tenants must present a copy of their ~~most recent~~ **current** lease and **government-issued** photo ID, then complete a library card application form. A non-resident taxpayer tenant card will be valid for one year from registration date or through the end of the lease, whichever comes first.

If the applicant's name is not on the tax bill or lease, the applicant must present official documentation that identifies the applicant as a partner, principal stockholder, joint owner or senior administration officer of the firm, business or other corporation owning or leasing the taxable property.

E. Warrenville Business Card (valid for 1 year)

Business library cards are issued to businesses and organizations with a business address in corporate Warrenville. No fee is charged for a Business card.

The business or organization owner, director, manager, administrator or chief executive officer must present a business card or a letter on organizational letterhead and sign the application for a Business library card. The business or organization owner, director, manager, administrator or chief executive officer is responsible for any fees, damages or loss of materials checked out on the card.



Use of a Business library card is required to be business-related. Only one business library card per business will be issued. Business cards are valid for one year.

F. Non-resident Card (valid for 1 year)

A non-resident whose principal residence is not within a public library service area, but who owns property outside of the WPLD that is located within the boundaries of Community Unit School District 200's Wheaton Warrenville South High School attendance area, may obtain a library card for each person in a household by paying an annual fee. A library card application form must be completed. Non-residents must apply in person.

For property owners, the annual fee will be calculated as follows:

- Net Taxable Value x Current Library Tax Rate = Annual Fee

Using this "tax bill method," the property owner will pay the same amount as would be paid if the property was located in the Library District.

To apply for a library card, non-residents who own property outside of the WPLD must present their government-issued ID and a copy of the most recent current tax bill. This bill will be used to determine the Net Taxable Value of the property. Owners of brand-new homes or owners who do not have a copy of the most recent tax bill should contact their township assessor's office and request a copy of an assessment notice or an assessment advice, which gives the for the assessed valuation of their home.

A non-resident who rents and resides in a property outside of the WPLD will pay an annual fee equal to 15% of their monthly rent. Non-resident renters must present a current lease or rent receipt at the time of application.

New and renewing non-residents must contact the Library's Member Services Manager to set up an in-person appointment to register or renew for a non-resident card.

G. Cards for Kids Student Non-resident Card – Cards for Kids Act (valid for up to 1 year)

Enacted in June 2020, the Cards for Kids Act (Public Act 101-632) enables WPLD to waive non-resident card fees for Enacted via legislation in Illinois P.A. 101-632, the Cards for Kids Act enables the library to provide no fee library cards to K-12 students who:

- a) Live in an area not served by a public library;
- b) Live within the attendance boundaries of Community Unit School District 200's Wheaton Warrenville South High School attendance area; and



- c) Are eligible to receive free or reduced-price lunches under the National School Lunch program as determined by the Income Eligibility Guidelines established by the U.S. Department of Agriculture.

This provision extends only to qualified students, not to other non-residents in the same household.

Non-residents who qualify for a student card under the "Cards for Kids Act" legislation should contact the Member Services Manager for more information and must apply in person. At the time of application, the student applicant (or applicant's parent or guardian if applicant is a minor under 18 years old) must present the following documentation:

- ~~Photo I.D.~~
- ~~Proof of current address (Photo I.D., postmarked mail)~~
- ~~Documentation from applicant's school or school district indicating eligibility for free or reduced priced lunches.~~

1. Required items as described above in Section II A.
2. Documentation from applicant's school or school district indicating eligibility for free or reduced priced lunches.

Cards for Kids Student non-resident cards shall carry the same access and privileges as a resident card.

Student non-resident Cards are valid for the school year of eligibility and the following summer. Cards will expire on the last day of August 31. Cards may be renewed each successive school year upon presentation of the eligibility documentation outlined above.

For more information, see proposed Administrative Rule Section 3050.75 in [2020 Illinois Register, Vol. 44, Issue 48, p. 18666.](#)

H. Library Staff Cards

Employees of the WPLD who do not live in the City of Warrenville will be issued a courtesy WPLD card upon employment. It cannot be used for reciprocal borrowing purposes.

III. CARDS FROM RECIPROCAL LIBRARIES

The WPLD participates in the statewide Reciprocal Borrowing Program. This program enables individuals with library cards from any full system member library within Illinois public libraries to borrow materials from other participating in-state libraries.

Reciprocal borrowers have the same borrowing privileges as WPLD members, but may not:



- Borrow any items from specialty collections designated for WPLD members only; ~~take home Mobile Devices, Science Kits, Discovery Packs.~~
- Place requests for Interlibrary Loan materials from non-SWAN libraries;
- Place requests for new purchases; or
- Access most online and digital resources.

SWAN lending policies may further limit holds and checkouts for reciprocal borrowers.

The Library reserves the right to limit other resources, programs and services.

WPLD shall abide by the resource sharing policies approved by SWAN, RAILS and the Illinois State Library.

A. CARDS FROM SWAN LIBRARIES (expiration set by cardholder's home library)

The WPLD is a member of the SWAN (System-Wide Automated Network) consortium. Members of other SWAN libraries are automatically granted reciprocal borrower status at the WPLD.

SWAN borrower card policies are set by each participating SWAN library.

SWAN borrower cards are valid until the expiration date at the home library.

B. CARDS FROM NON-SWAN PUBLIC LIBRARIES (valid for up to 1 year)

A non-SWAN borrower must present ~~his or her~~ their valid government-issued photo ID and the library card issued by the borrower's home library, then complete a library card application form to register at WPLD. WPLD staff will call the home library to confirm the card's expiration date and to confirm that the borrower is in good standing. The non-SWAN borrower will use the home library card to access WPLD materials and services. A WPLD card will not be issued.

Non-SWAN borrower cards are valid for one year from the registration date or until the expiration date at the home library, whichever comes first.

IV. CARD HOLDER RESPONSIBILITIES

A library card is issued to an individual and is not transferable. A borrower is responsible for all materials checked out on the card, including those resulting from the use of a lost or stolen card. A borrower's responsibility remains in place until the material is returned complete and in good condition. Lost or stolen library cards must be reported to the Member Services Desk immediately. The reported card will be invalidated and a new library card will be issued at no charge.



- A. The Library assumes no liability whatsoever for damages that could result from the use of library materials.
- B. Library cards are the property of the WPLD and may be restricted or revoked at any time. Library cards are invalidated when a member moves from the WPLD.
- C. Any material circulated by WPLD may be borrowed without regard to age. Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
- D. A card is considered valid and in good standing if it does not have any borrowing restrictions (see Section VI below) and is not lost or expired.

V. REPLACEMENT LIBRARY CARDS

In the event that a library card is damaged or reported lost, a replacement card will be issued upon presentation of current proof of residency as outlined in Section II. A. The previous library card will be invalidated. There is no charge for a replacement library card.

VI. BORROWING RESTRICTIONS

Library staff may deny borrowing privileges to individuals without a valid library card or photo identification, or cardholders with:

- Items 21 days or more overdue;
- An account balance of \$50 ~~+0~~ or more;
- Any unpaid lost or damaged items; or
- An outstanding balance in debt collection.

Restrictions for reciprocal borrowers are outlined in Section III above.



10d. NEW BUSINESS

Policy #250 Public Access Computers (**information**)

Updates to the Policy

Our Public Access Computers Policy outlines the use of our public computers and other internet-accessible devices. This policy was last updated in October 2017.

Below are the items we wanted to update:

- Between this policy and the Library Card Policy, we wanted to make it easier to allow minors to be able to use the computers. We currently make parents/guardians complete a whole separate internet use agreement for their kids. We would now like it to just be a simple opt-out option on the library card application, rather than a whole separate agreement.
- We currently block internet computer use if a member's card has borrowing restrictions (e.g. owed money, overdue items, etc. as mentioned in the Library Card Policy). We wanted to stop that practice because it wasn't very equitable. For example, someone might have fines on their card, but cannot pay those fines because they are currently out of work and are looking for a job. If the library is their only internet access to help job hunt but are blocked from using our computers, then it can become a vicious circle. We want the community to continually have the tools they need for important things like this, so we deleted that line in the policy.
- We deleted the line about the Express Station because we no longer have one.
- While focusing on the public internet computers and our Wi-Fi network, we wanted to make sure that use of any of the library's internet-accessible devices was also covered. So created a new section to discuss it, and updated working throughout the policy.

If the changes are acceptable, we can vote to approve the updated policy in March.

Warrenville Public Library District

Edit notations:

Additions

Deletions

POLICY NO. 250

(Revised & Approved - 03/20/24)

PUBLIC ACCESS COMPUTERS

I. PURPOSE

The Warrenville Public Library District offers internet-accessible public computers and other devices as an informational and recreational resources. ~~Selected public access computers offer access to the Internet.~~ The purpose of this policy is to set the conditions under which the Library's public access computers equipment may be used.

II. SCOPE

This policy applies to all public access catalogs, public access computers, library-provided laptops and other internet-accessible devices, and the Library's wireless network.

III. PROVISIONS

A. Public Access Catalogs

Dedicated public access catalogs are freely readily available for the public with no logins required. Public access catalogs cannot be used for anything other than searching the catalog for library material and browsing the library's website.

B. Public Access (Internet) Computers

~~Use of the public access computers is limited to holders of a valid WPLD Library card and to registered reciprocal borrowers. Guest passes may be issued to individuals age 18 and over upon presentation of a photo ID.~~

Use of the public access computers is open to all library visitors that have not had their computer privileges previously suspended. If a parent/legal guardian does not want their minor to use the public access computers, they must indicate so on their child's library card application. Children age 7 and under must have a parent/guardian present at all times while using the public access computers.



Users may login with their WPLD library card or registered reciprocal borrowing library card. Users without library cards may be issued guest passes upon presentation of a photo ID. Minors without library cards will not be issued guest passes without permission from their parent/legal guardian.

All users must accept the Library's Public Access Computers Policy when they log in.

~~Parents/legal guardians are required to sign the Internet User Agreement for children age 17 and under to use the public access computers. Children age 7 and under must have a parent/guardian present at all times while using the public access computers.~~

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians.

~~Access will be suspended if a library card is invalid as defined in Policy 210 (Library Cards).~~

Public access computers are limited to one-hour sessions, which may be extended when vacant workstations are available.

~~The Express Station is limited to a 20 minute session, which may not be extended.~~

No more than two individuals may use a computer workstation at any time.

When open to the public, the Computer Lab is intended for quiet use.

C. Other Internet-Accessible Devices

The Library provides laptops for in-house checkout and use. If a parent/legal guardian does not want their minor to use in-house laptops, they must indicate so on their child's library card application. (Please see Policy No. 215 Circulation of In-Library Use Equipment for more information)

A variety of other internet-accessible devices may also be available for checkout or use in the library.

Use of the Library's internet-accessible devices constitutes the user's agreement to abide by the Library's acceptable use policy.

D. Wireless Network

The Library offers wireless Internet access ~~for users with wireless enabled devices. This network is open to all visitors free of charge.~~ The network is unfiltered and unsecured, requiring no user names or passwords.



Use of the wireless network constitutes the user's agreement to abide by the Library's acceptable use policy.

The Library assumes no responsibility or liability for any damages or loss resulting from use of the wireless network.

The Library reserves the right to limit bandwidth to ensure equal and fair access to the network.

Library staff provides limited technical support for use of the wireless network.

Wireless printing is available.

E. Acceptable Use

Access, use or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian.

The Library's ~~public access computers and~~ wireless network, public access computers and other internet-accessible devices may only be used ~~only~~ for legal purposes. Illegal or prohibited acts may include but are not limited to: unauthorized copyright use, viewing obscene material, violating copyright or software licenses, attempting to damage or damaging Library equipment/software/software configurations, compromising system security, libeling, slandering, misrepresentation, solicitation and harassment. Use of personal software on the library's public access computers and other internet-accessible devices is not allowed.

Illegal/prohibited use of the Library's ~~public access computers or~~ wireless network, public access computers and other internet-accessible devices will result in suspension of computer privileges and may lead to disciplinary action and loss of Library privileges. Illegal acts may be subject to prosecution or other appropriate legal action by local, state or federal authorities.

~~Failure of any user to follow the terms of this policy will may result in the loss of Library privileges, disciplinary action and/or appropriate legal action.~~

F. Disclaimer

The Internet enhances the Library's existing collections with electronic resources creating a gateway to the world of information. These resources contains material that may be inaccurate or of a controversial nature. The Library does not monitor or control Internet content.



10e. NEW BUSINESS

Policy #320 Library Use (information)

Updates to the Policy

Our Library Use Policy outlines guidelines for using the Library. The main policy was last updated in October 2017, though there was a Covid 19 Addendum added in 2020 and Covid 19 Mitigation Protocols added in 2022.

Here are our proposed updates:

- We updated some language to make references to visitors or ages consistent throughout the document (and hopefully other policies, as well).
- Section II A Prohibited Activities – We added a few items, such as entering staff areas, not complying with staff instructions during closings or emergencies, and photographing/filming visitors without their permission.
- Section II B Supervision – We updated this to be more inclusive of anyone who might need supervision and safety measures, not just children.
- Section II C Animals in the Library – There are often questions around this, so we added this new section to the policy.
- Section III Providing a Comfortable & Welcoming Environment – We rearranged the section a bit to group like items and streamline the flow.
- Section IV Maintaining a Healthy & Clean Environment – We took the content of this section and grouped it into subsections for better flow:
 - Food & Beverage – We grouped together food-related and made a few tweaks.
 - Clothing & Personal Hygiene – We grouped together all like items and added a few considerations for clothing.
 - Public Health Emergencies – As mentioned above, since 2020 there have been two Covid-related addendums to this policy. These addendums are now outdated, but we wanted to rework those ideas into a more generally applicable part of the policy that would be relevant to any future public health emergencies. While not guaranteed, this would hopefully curtail the immediate need to react and adopt/revise emergency policies or protocols.

If the changes are acceptable, we can vote to approve the updated policy in March. Along with this, I would then recommend we remove the Library Use Policy COVID-19 Addendum and the COVID-19 Mitigation Protocols.

Warrenville Public Library District

Revision Note: With the revisions to this policy, specifically by adding Section IV. C Public Health Emergencies, I would recommend the removal of the Library Use Policy COVID-19 Addendum and the COVID-19 Mitigation Protocols.

Editing notations: **Additions** ~~Deletions~~ **Rearranged**

POLICY NO. 320

(Revised & Approved - 03/20/24)

LIBRARY USE POLICY

The Warrenville Public Library District supports the rights of individuals to access information and use the Library without discrimination, intimidation, threat of harm or invasion of privacy. The Library is dedicated to providing friendly, courteous and respectful service.

In order to maintain a safe, clean and comfortable environment, individuals are expected to abide by the following conduct guidelines.

I. **Protecting Library Property**

The Library is responsible for maintaining and protecting its collections, equipment and property for present and future use. Intentional damage, destruction or theft of materials, equipment or property belonging to the Library or any individual at the Library is prohibited.

II. **Ensuring a Safe and Secure Environment**

The Library is responsible for providing a safe and secure environment for all ~~individuals~~ library staff and visitors.

A. **Prohibited Activities**

Activities that constitute a violation of Federal, State or Local law or ordinance are prohibited. Examples of prohibited activities include but are not limited to:

- Occupying areas of the Library that are not age appropriate
- **Entering areas of the Library designated as "staff only" without permission**
- Prolonged or chronic sleeping



Policy No. 320 – Library Use Policy
Revised & Approved – March 20, 2024
Page 1 of 5

- Excessive displays of public affection
- Sexual, physical or other harassment
- Unless authorized for a Library program, bringing unauthorized weapons onto Library premises
- Possessing, selling, consuming or being under the influence of alcohol or drugs
- Engaging in any behavior that a reasonable person would find disruptive, harassing or threatening in nature including peeping, stalking, indecent exposure, prolonged staring at, ~~electronic recording of~~ or following another individual
- Photographing or focused electronic recording of another individual without their permission
- Engaging unwilling individuals in ongoing discussion
- Soliciting, panhandling or gambling
- Trespassing when banned from the Library
- Obstructing or impeding passageways with personal property in any manner
- Leaving personal property unattended for an extended length of time
- Failing to comply with reasonable staff requests or to cooperate with staff during an emergency
- Failing to leave the Library during emergencies and/or at closing time
- Engaging in any behavior which interferes with library employees' performance of duties

B. Supervision Children's Safety

Children age 7 ~~seven years of age~~ and younger or those who are unable to care for themselves must be within sight and under the direct supervision of an adult or caregiver age 14 and older.

To provide an appropriate and safe atmosphere for children, adults not accompanied by children are to use the Youth Services area of the Library only for the purposes of retrieving materials, speaking with Library staff or in specific circumstances as directed by staff.

The Youth Services restroom is intended for children and their adult caregivers, except in special circumstances. ~~Children not accompanied by adults may use the Adult Services area of the Library for the same purposes indicated above.~~

C. Animals in the Library

For the health and safety of all library staff and visitors, bringing animals inside the Library is prohibited, with the exception of service animals and those allowed during Library-sponsored programs.

As stated by law:



- Service animals are animals trained to work or perform specific tasks for individuals with disabilities
- Only dogs and miniature horses qualify as service animals
- Emotional support animals are not considered service animals

Individuals and their animals will be asked to leave the premises if they bring non-service animals into the library or if their service animal acts disruptively, aggressively or is not housebroken.

III. Providing a Comfortable and Welcoming Environment

The Library is responsible for providing a comfortable and welcoming environment for all individuals library staff and visitors. Individuals should be respectful of each other and behave in a manner that does not disrupt others individuals or interfere with normal library operations. Examples of disruptive behaviors include but are not limited to:

- Using profane, obscene or abusive language
- Making noise
 - Speaking or yelling at a volume that disturbs others
 - Loud cellular phone use that is disruptive to others
 - Using audible devices without headphones or using headphones at a volume that disturbs others
 - Creating unreasonable noise by any other means
- Engaging in boisterous activity
- Running, pushing, fighting or shoving
- Operating roller skates, cycles, skateboards, scooters or similar items inside the Library
- ~~Failing to comply with a reasonable staff request or failure to leave the Library during emergencies and/or at closing time~~
- Viewing, in plain sight, materials which are inappropriate for the surroundings, including and any potential passersby
- Violating the Library's rules for acceptable use of the Library's public access computers and wireless Internet (See Policy No. 250 Public Access Computers)

IV. Maintaining a Healthy and Clean Environment

The Warrenville Public Library District is committed to providing and ~~The Library is responsible for~~ maintaining a safe, healthy and clean environment for all individuals library staff and visitors.

A. Food & Beverage



Considerate consumption of covered beverages is permitted in all areas of the Library.

Consumption of ~~snack~~ food is permitted but limited to the Library's Café space, lower-level lobby or ~~in spaces designated by staff~~ in areas where food is provided as part of a library program or event.

Examples of prohibited behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:

- Consuming food or beverages in a manner that creates an unclean, messy or smelly environment, attracts insects or vermin, disrupts ~~other users~~ library staff and visitors, or is harmful to Library resources
- Using cigarettes, e-cigarettes, marijuana, chewing tobacco or other tobacco inside the Library or within 15 feet of any entrance, exit, window or ventilation intake

B. Clothing & Personal Hygiene

Attire should be appropriate for a public facility.

Examples of prohibited behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:

- Going barefoot, shirtless or bottomless
- Wearing wet or muddy clothing
- Personal hygiene that poses a health risk or disrupts ~~other users~~ library staff and visitors
- Using restrooms for bathing or washing of clothes

C. Public Health Emergencies

In the event that a public health emergency arises, the Library District's Board of Trustees authorizes the Executive Director or their designee to implement any necessary protocols to mitigate the risks associated with the emergency.

The Executive Director is expected to rely on guidance from the Centers for Disease Control and Prevention, the Illinois Department of Public Health and the DuPage County Health Department. The Executive Director may also confer with other local entities and organizations to determine when and what protocols should be implemented or lifted.

Health measures may include recommending or requiring face coverings (masks), social distancing, hand hygiene, cleaning and any other protocols intended to mitigate the circumstances of the public health emergency, up to and including reduced hours or temporary closure.



Protocols for staff will be communicated via email. Protocols for library visitors will be posted at each public entrance and through regular library marketing means.

Reasonable accommodations such as curbside service and online resources are available to library visitors who are unable or decline to comply with any protocols put in place.

Any library visitor who refuses to comply with the posted protocols will be asked to leave the library.

V. Enforcement of the Library Use Policy

Enforcement of this policy will be conducted in a fair and reasonable manner. Library staff and/or the Warrenton Police Department will intervene to stop prohibited activities and behaviors. ~~Individuals~~ Library visitors who fail to observe this policy may be asked to leave the property, be banned from the Library for a period of time, subject to arrest or subject to other legal action.



10f. NEW BUSINESS

Personnel Handbook – Section 4.6 Attire (**information**)

Updates to the Policy

I am not sure when this section of the Personnel Handbook was last updated, but I was told we have been wearing jeans since 2020, so this policy is clearly outdated. With that in mind, plus a few other changes, we wanted to bring this policy separately for the board's review to get it officially updated before we bring the rest of the Personnel Handbook for your review (hopefully this spring or summer).

A lot of this policy is a rewording, but there are a few larger updates:

- We took off jeans from the unacceptable list, and
- Added graphic tees to the unacceptable list, including logos, names and general graphics that are not book, reading, or library related. While it is overall a casual dress policy, this update is just to ensure that we are dressing appropriately and professionally for work.
- With the above update in mind, we then also updated the exceptions.

If the changes are acceptable, we can vote to approve the updated policy in March.

~~Employees are expected to present themselves during working hours and while patrons are present in attire that is appropriate to their position and the nature of work performed. Employees having personal contact with members of the public should be particularly conscious of maintaining dress and grooming standards that present the professional image desired by the Warrenville Public Library.~~

Employees are expected to present themselves professionally and wear clothing and attire that is appropriate to their position and the nature of work performed on any given day.

~~The Library provides a nametag to each employee which is imprinted with his or her name. All employees must wear their own nametags while on duty.~~

The Library provides individual nametags to each employee which must be worn while on duty. If a nametag is left at home, generic staff nametags are available to be used for the day.

While not an all-inclusive list, the following are examples of *unacceptable* attire or appearance:

- ~~Blue jeans~~
- *Shorts
- *Athletic wear, such as sweatpants, sweatshirts, spandex
- Beach wear
- *Clothing with logos, names (schools, teams, brands, bands, etc.), writing or graphics in general that are not related to books, libraries or reading
- ~~T-shirts~~ Clothing with offensive language or images
- Transparent, revealing, or bare midriff clothing
- Clothing in bad repair

~~The Library Director may designate casual days, whereby employees are permitted to wear casual clothing, with the following exceptions:~~

- ~~Beach wear;~~
- ~~T-shirts with offensive language;~~
- ~~Transparent or bare midriff clothing;~~
- ~~Clothing in bad repair~~

*Exceptions:

- When applicable, shorts are allowed during outdoor summer Library events such as concerts, National Night Out, etc.;
- Clothing with current or legacy Warrenville Public Library District logos, graphics or writing is acceptable;
- Costumes, graphic shirts, athletic wear or other clothing that is related to a Library or City program or event is acceptable (e.g. Star Wars or Disney program, Olympics celebrations, etc);
- Clothing celebrating a holiday is acceptable (e.g. Christmas, Independence Day, Valentine's Day, etc.); or

- Clothing related to a spirit day or other designated event by the Director.

~~As is true of any workday, employees should use good judgment and common sense when dressing on casual day. Employees who violate the attire policy may receive counseling and discipline up to and including termination of employment.~~

Although the Library's dress code is casual, staff are expected to exercise good judgment and still dress appropriately for coming to work. If attire is determined to be unacceptable, the staff member will be asked to change into something appropriate for work. This may include clocking out from work in order to return home to change. Employees who repeatedly violate the attire policy may receive discipline up to and including termination of employment.

DRAFT

11. DIRECTOR'S REPORT

for February 2024 Board Meeting

submitted by Jason Stuhlmann

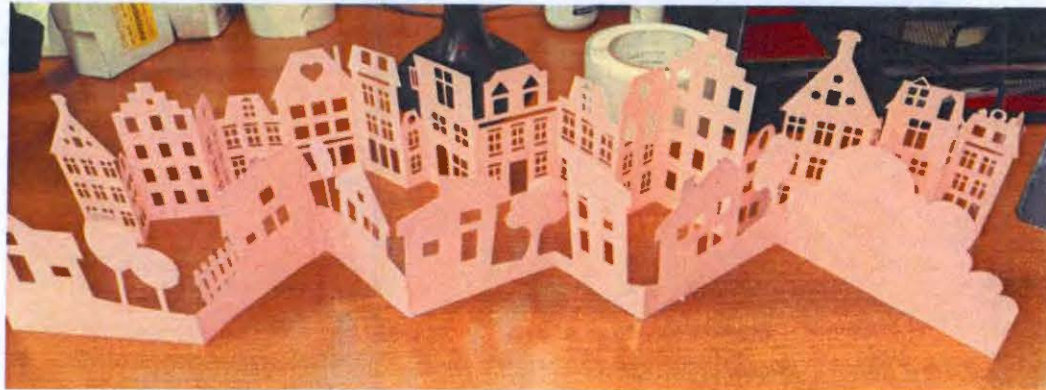
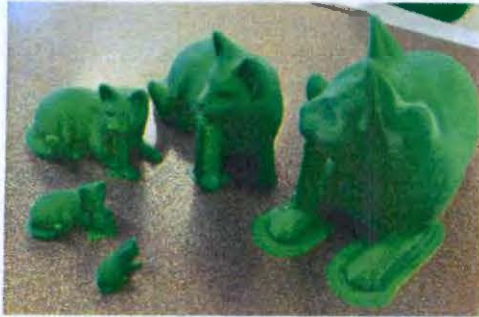
Staff Day

We are excited for our upcoming Staff Day on Friday, March 8. We have representatives from IMRF and AFLAC coming to speak. We will have disability awareness training from JJ's List. Then in the afternoon we'll have some meetings, staff presentations, and a safety drill. It should be a good day. Thank you for supporting the staff and closing the library to allow this to happen.

Creator Cart Makerspace

This past fall and winter, the Makerspace Committee has been meeting to discuss introducing Makerspace equipment for our Members. In the fall, we purchased a Bambu 3D Printer and a Cricut Vinyl Cutter, which staff have been getting trained on and testing out. We are aiming for June to have this equipment available for our Members to begin making project requests. In March I will have a draft of our Makerspace Policy for you to review.

We are very excited about this, and hope that our Members will be, too. Here a few examples of objects we have test printed:



Outreach Warrenville

Outreach Warrenville is a multi-purpose community service agency that Paul meets with to discuss services for Warrenville youth. Outreach Warrenville is currently working on a community assessment for Warrenville. Their focus is to gain insights into the various community resources available for youth in Warrenville. Their middle and high school students are participating in this by conducting interviews with key members of the community and have asked to interview me later this month.

Miscellaneous

- Updated the Library's SAM registration
- Completed and submitted the Illinet Interlibrary Loan & Reciprocal Borrowing Statistical Survey
- Completed and submitted the Annual Library Certification
- Submitted filers for 2024 Statement of Economic Interest
- Met with Ian, Jackie & Paul to discuss new requirements for reporting independent contractors. We have a few new procedures so that we can comply with these new requirements.
- The City's IDEC Committee released their 2023 survey results, and the library got a few positive mentions for being welcoming and good resource for the community. If you'd like to see the results, I can email them to you.
- New Art – There is a new artist being displayed in the Quiet Reading Room.
- Building – We had a pothole in the Stafford staff parking area right next to the manhole cover, which the City came and fixed.

Meetings & Programs

- Management Team Meetings (January 9, 23)
- One-on-one meetings with Managers
- Makerspace Meeting (January 3)
- HR Meetings (January 5, 9, 11)
- Zoom Call with ArchiveSocial (January 22)
- City Hospitality Group Meeting (January 26)
- Safety Committee Meeting (January 11, 25)
- SWAN Fireside Chat (January 30)

Trainings & Webinars

- TEDTalk: How to support witnesses of harassment & build healthier workplaces
- KnowBe4
 - Security Moments Series: Spot the Bad Link with Quiz
 - Introduction to Data Protection

Community Feedback

Written in the Teen Lounge:



STATISTICAL SNAPSHOT	Jan 2024	Dec 2023	Nov 2023	Oct 2023	Sept 2023	Aug 2023	Jul 2023	Jun 2023	May 2023	Apr 2023	Mar 2023	Feb 2023	Jan 2023
TOTAL CIRCULATION (physical items)	13,845	13,091	13,353	14,451	13,697	15,401	15,984	15,398	12,847	13,581	15,201	12,914	13,888
WPLD items checked out at WPLD	7,917	7,115	7,468	7,493	7,425	8,576	8,807	9,563	6,887	7,119	8,594	7,245	7,788
Auto-renewals of WPLD Items	4,266	4,558	4,316	5,197	4,560	4,906	5,334	4,045	4,370	4,832	4,782	4,156	4,311
Other Library Items Checked out at WPLD	1,662	1,418	1,569	1,761	1,712	1,919	1,843	1,790	1,590	1,630	1,825	1,513	1,789
DOWNLOADABLE CIRCULATION	4,039	3,474	3,393	3,569	3,271	3,475	3,205	3,030	2,938	2,849	3,171	2,749	3,169
OverDrive/Libby	2,070	1,767	1,696	1,804	1,767	1,985	1,987	1,836	1,759	1,643	1,756	1,500	1,808
OverDrive (magazines) fka RB Digital	513	434	398	405	158	84	96	67	77	78	124	114	75
Hoopla	1,456	1,273	1,299	1,360	1,346	1,406	1,122	1,127	1,102	1,128	1,291	1,135	1,286
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,569	1,354	1,492	1,674	1,614	1,830	1,785	1,754	1,524	1,573	1,777	1,478	1,749
Received from Non-SWAN Libraries	12	7	10	15	8	13	21	10	15	9		11	21
Sent to SWAN Libraries	1,686	2,362	1,647	1,726	1,617	1,693	1,704	1,582	1,716	1,715	1,984	1,657	1,722
Sent to Non-SWAN Libraries	11	16	17	19	24	12	18	22	9	7		14	16
COLLECTION													
Physical Materials Added	530	455	643	626	638	694	546	403	514	578	666	530	481
Physical Materials Withdrawn	1,864	343	295	167	1795	997	810	435	462	639	473	503	574
Total Collection Size	149,021	148,309	147,695	145,815	146,872	146,714	145,928	145,099	144,690	143,393	142,807	141,933	141,478
Physical materials	76,634	76,386	76,226	75,863	77,410	77,748	77,523	77,125	77,428	77,425	77,258	76,996	76,924
OverDrive books	52,499	52,223	51,941	50,887	50,575	50,298	49,916	49,727	49,312	48,399	48,252	47,779	47,495
OverDrive audiobooks	19,888	19,700	19,528	19,065	18,887	18,668	18,489	18,247	17,950	17,569	17,287	17,158	17,059
PROGRAMS													
Number of Adult Programs	18	15	16	23	16	21	14	20	18	19	18	19	16
Adult Program Attendance	137	154	210	269	168	927	649	702	122	143	255	144	156
Number of Teen Programs	7	11	8	7	9	7	6	8	7	6	8	8	9
Teen Program Attendance	21	52	37	40	55	41	53	57	78	25	55	39	28
Number of Youth Programs	24	21	25	30	30	12	19	23	14	30	37	29	38
Youth Program Attendance	362	338	471	530	428	130	338	535	197	472	523	406	1,031
Book-A-Librarian Sessions	14	14	14	14	14	14	14	14	14	14	14	14	14
Book-A-Librarian Attendance	3	3	3	3	5	0	5	3	4	2	4	4	4
OUTREACH													
Adult Outreach Events	0	0	0	0	0	0	-	1	-	1	-	-	-
Adult Outreach Attendance	0	0	0	0	0	0	-	157	-	53	-	-	-
Teen Outreach Events	0	0	0	0	0	0	-	-	1	-	-	-	1
Teen Outreach Attendance	0	0	0	0	0	0	-	-	75	-	-	-	9
Youth Outreach Events	1	0	1	5	2	2	1	1	7	2	3	2	-
Youth Outreach Attendance	42	0	262	504	48	172	77	72	1,339	42	80	111	-
LIBRARY CARDS													
Total Resident Cards Active	10,519	10,474	10,446	10,436	10,394	10,340	10,292	10,249	10,181	10,148	10,106	10,046	10,031
Resident Cards Issued In Person	52	28	24	54	64	56	46	77	60	56	57	37	51
Online Cards Issued	14	16	14	13	7	12	14	9	8	9	11	14	13
VISITOR COUNT	7,948	7,393	7816	8,534	8,238	9,334	9,163	10,676	8,060	7,512	8,655	7,424	5,886
STUDY ROOM USES	253	265	292	292	284	282	301	317	265	251	262	259	216
MEETING ROOM USES (public)	7	2	6	4	1	1	1	3	9	1	6	5	6
CURBSIDE PICKUPS	11	11	15	11	21	12	18	20	20	15	14	9	11
COMPUTERS & TECHNOLOGY													
Computer Sessions	428	526	458	544	518	620	604	625	517	597	636	579	464
Wifi Sessions	2297	2184	2415	2663	2591	2860	2,724	2,642	2,397	2,582	3,441	4,372	2,450
Website Visits	12,835	11,023	11,003	10,676	10,164	12,923	11,733	12,147	11,580	10,828	11,401	11,189	11,096
MARKETING													
eNews Subscribers	6,316	6,295	6,375	6,346	6,341	6,261	6,283	6,280	5,926	5,885	5,888	5,884	5,907
eNews Open Rate	49%	53%	47%	52%	46%	53%	43%	46%	50%	46%	47%	49%	49%
Facebook Followers	1,790	1,783	1,770	1,763	1,753	1,744	1,735	1,696	1,683	1,668	1,652	1,634	1,606
Instagram Followers	513	509	507	505	492	487	479	471	468	456	453	442	442

12. ACQUISITIONS & CATALOGING REPORT

January 2024

Submitted by MaryKellie Marquez

Collection Maintenance

- 530 items created.
- 1,664 items discarded
- 79 items repaired
- 19 discs cleaned

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

MaryKellie

- Ryan Dowd's Training "Managing Your Emotions During Conflict: De-Escalation 401" 1/4/2024.
- LLF Conversations with author Bill Gaywaite 1/5/2024.
- Bodily Fluids and Glove Removal videos 1/5/2024.
- KnowBe4 Trainings- The Inside Man & Security Moments Series 1/8/2024.
- SWAN Cataloging Advisory Meeting. 1/11/2024.
- Ryan Dowd's Training "Human Trafficking" 1/11/2024.
- Niche Academy "Staying Relevant in the Library Profession" 1/15/2024.
- Booklist "Black Voices for Black History Month" 1/18/2024.
- OCLC Connexion Client: Bibliographic Searching 1/22/2024.
- OCLC Connexion Client: Record Editing and Processing 1/24/2024.
- RAILS Moodle course "Cataloging Monographs with RDA" Module 1 1/24/2024.
- LLF "Book Club Snug" with authors Laura Zigman and Catherine Newman 1/24/2024.
- LinkedIn Learning "ZOOM: Leading Effective and Engaging Calls with Zack Arnold" 1/25/2024.
- RAILS Moodle course "Cataloging Monographs with RDA" Module 2 1/29/2024.

Gail

- Worked with Jackie to design flyers & coordinate staff in-service lunches.
- Ryan Dowd's Trainings 1/3/2024, 1/4/2024, and 1/26/2024.
- KnowBe4 security training 1/5/2024.
- YouTube videos on how to use Cricut machine 1/5/2024.
- Practiced using the Cricut machine for Makerspace.
- Youth Services call number change project.
- Emailed Thrift Books, printed Bill of Lading 1/30/2024.

MaryKellie's Meetings:

- One-on-One with Jason 1/9/2024.
- SWAN Serials Office Hours 1/9/2024.
- Management Team Meetings 1/9/2024 and 1/23/2024.
- Safety Committee Meeting 1/11/2024.
- Meet with Kathy Gaydos about Water & Gas Issues for new Procedure Manual 1/11/2024 and 1/18/2024.
- SWAN ACUG chair pre-meeting 1/17/2024.
- January Board Meeting viewed on 1/17/2024.
- SWAN Fireside Chat 1/30/24.

12. ASSISTANT TO THE DIRECTOR REPORT

January 2024

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 January board packet
- Attended the January 17 board meeting and took minutes of the regular board meeting
- Transferred funds in accordance with the transfer approved at the board meeting.
- Transferred funds from PayPal to Fifth Third
- Transferred funds from Propay to Fifth Third
- I went to the post office to mail ILL's a few times.

Meetings

- Management Team meeting – January 9 and 23

Continuing Education

- Ryan Dowd Human Trafficking – January 11

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.
- Conducted inspection of the mechanical systems – changed filters, lubricated the motor bearing, and checked the belts
- Removed the picture hanging system in the Teen Room to install in the Quiet Room. Also patched and touched up the paint on this wall.
- Touched up paint in the blue study rooms.
- Cleaned the employee entrance canopies of snow and dumpster area as needed.
- Fixed a squeaky chair for Youth Services staff
- Repaired the Discovery Room light table
- Shoveled snow and salted when needed
- Contacted automatic door companies to arrange for repair of the Stafford Place inside door

12. HUMAN RESOURCES

January 2024

Submitted by Ian Stevens

Highlights

- Projects on new laws for 2024 regarding the filing and reporting with IRS and IDES for benefits and independent contractors were reviewed by HR, the Executive Director, and other parties as needed. Solutions and ideas were formulated and approved.

Staff/Recruiting

- No current open positions. The library is fully staffed
- Job descriptions updates based on the manager's input were submitted to the Executive Director for approval before the next step of a benchmarking project

HR Procedures

- Ran payrolls in Paylocity 1/8 and 1/22
- Sent IMRF payroll info to accountant 1/25, submitted to IMRF 1/27
- Researched online software companies to process and transmit 1095 B (ACA compliance) forms to the IRS including meeting with Jason to discuss steps.
- Hartford Workers Compensation Insurance audit completed and transmitted to Hartford. The result was a refund of \$261 for 2023 applied to the 2024 rate/invoice
- Formatted OSHA 2023 summary report for staff posting. The library had zero OSHA issues (reportable injuries) in 2023. (Occupational Health and Safety Administration)
- Writing safety document ready for review at February Safety meeting
- Confirmed with AFLAC and IMRF presentations at Library Staff In-Service day
- Received Labor Employment Law 2024 poster and posted in the breakroom

Meetings

- Management Team meetings 1/9 and 1/23
- Meet with the executive director on a variety of HR and personnel matters
- Attended Board meeting 1/17
- Safety committee meeting 1/11 and 1/25. Co-chair meetings as needed
- 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 legislation 1/18. | • Niche Academy: Mental Health 1/17 |
| • LIMRiCC: Benefit Education 1/30 | • KnowBe4: Inside Man S3, IT Security 1/10 |
| • Paylocity: Benefits Chat 1/5 | |
| • HR Evolution for 2024 1/18 | |
| • SHRM: Programs for HR 1/8. | |
| • HR Executive: AI & HR 1/18 | |
| • AskJAN.org: ADA and medical records 1/11. | |

12. IT DEPARTMENT REPORT

January 2024

Submitted by Duncan Jones

User Support

- I helped staff with reseating loose monitor power cords, several password reset requests, checking the blocked email list, Zoom training, Teams issues, and Outlook signature changes.
- I helped a member with resetting her Windows 11 laptop and gave advice on another member's Windows 11 upgrade.

Troubleshooting

- I resolved an issue with printers crashing on Member Services PCs.
- I resolved an issue with Teams/New Teams Edge stuck opening in Edge.
- I resolved an issue with the Member Services work printer printing multiple copies of each print.
- I performed troubleshooting on issues related to logging into New Teams.
- I resolved an issue with a hotspot not being re-activated.
- I resolved an issue with a phone outage.
- I resolved an issue with children's iPads not connecting to manager after certificate update.
- I added missing fonts to various PCs.
- I resolved an issue with many various printer issues.
- I began troubleshooting SWAN ILS connection issues.

Project/Goal

- I deployed several new staff PCs.
- I moved David's computer and phone to his new desk.
- I tested New Teams for wide staff use.
- I updated the Apple VPP certificate for managing the Krayon Kiosk iPads and configuration of devices.
- I 3D printed siding for the printer to reduce the printing noise.
- I deployed a set of new catalog PCs.
- I worked with our network consultant to purchase and install a firewall replacement.
- I updated wireless access points and cameras.
- I updated staff PCs and various servers with Windows updates.
- I blocked, unblocked and reconfigured various hotspots as required.

Planning

- I prepared for new firewall installation.

Meetings

- I met with Jason and Paul for Makerspace planning.
- I met with Laurie to go over VPN from home procedures.
- I met with Jason for one-on-one meetings.

Training

- "I'm a Manager - Now What?" RAILS webinar

Tickets

- 15 opened, 13 closed, 2 pending

12. Marketing Department REPORT

January 2024

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 the above activities plus these tasks worth highlighting:

Spring 2024 Reading Matters newsletter and event publicity

- Submitted draft to Paul and Jason for their review; received their input, made changes and submitted to proofreaders.
- Made suggested edits from proofreaders.
- After the proof cycle was completed, coordinated and made additional changes to an event description because the programmer was no longer unavailable; changed in English and Spanish, in RM and the slide/flyer.
- Received, reviewed and made suggestions to Paul's request for event slides/flyers.
- Created event slides/flyers; finalized, scheduled and copied.
- Reviewed event descriptions in Communico.
- Requested an estimate from Hagg Printing and confirmed details of the mailing.
- Sent file to printer; received and approved proof for printing.

Winter 2023–2024 events

- Worked with Paul on final content for pop-up program with Iditarod Legacy Dog; finalized Communico description and created slide and flyer.
- Created "Blind Date with a Book" display signage.
- Made arrangements with Miriam to take photos at her Soapmaking 101 program.

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

- Emailed request to P.S. staff to ask members if we can take pictures when they come to pick up their gift after completing the challenge.
- Posted photos of challengers taken by staff or me to social media.

New Library Logo Redesign Project

- Explored the repair slip used for DVDs, board games, etc. and suggested changes.
- Explored cover and insert packaging for science kits, discovery packs, puzzles and Tech To Go items.
- Continued defining standards and working on the Brand Style Guide.
- Finalized logo variations and exported required file types for each.
- Created template mockups for flyers.
- Continued updating asset list, adding priority levels for completion.
- With Stephanie's help, started researching giveaway items to apply new logo.

Content Requests/Review

- Reviewed and edited content articles received from Paul on radon action month, the new Educate Station database and news sources databases.
- Posted two articles (Radon, Educate) and images to the website and shared in eNews.
- Reviewed and edited William Scarlato content for art installation signage and website.

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

- Designed new SWAN Libraries + website card and added it to website.
- Requested service to the Konica copier to help resolve issues with specific colors.
- Designed "We're Open" digital slide.
- Created library closing signage for snow/cold weather.
- Updated generic "Panels and Pages" signage to reflect current event details.

Community Outreach

- Shared hiring information about the 2024 Special Census in Warrenville with library staff and on our community bulletin board (flyer).
- Added census dates and the City's planned promotion dates to Marketing's spring calendar in anticipation of creating or sharing valuable information to library visitors and social media followers.
- Prepared Go Boxes for Diana's Johnson School Community dinner on January 18, Library Card Registration at Preserve of Cantera on January 20 and Wheaton/Warrenville Early Childhood Collaborative playdate on January 25.
- Finalized plans for a library card registration event with Preserve at Cantera: confirmed with Preserve and internally with MS staff, ordered and picked up donuts, packed supplies and giveaway items.
- Attended event at Preserve on January 25; registered 10 cards.
- Received request for library to attend Bike Rodeo May 18; arranged for P.S. and M.S. staff to attend.

Staff In-Service Preparations

- Tech To Go Demonstrations with Duncan
 - Shared tentative plans with Management Team for staff to test and demonstrate TTG devices; based on feedback, amended plan with Duncan to limit demos to public-facing staff.
 - Met with Duncan to discuss the details on this project and to outline our tasks and tasks for participating staff.
 - Created plan outline and evaluation form and sent to staff participants.
- Evacuation Drill
 - Created outline for work leading up to drill, including contacting Fire District, Safety Committee updates and staff communication, and drill specifics such as determining staff roles; reviewed with Management Team.
 - Talked with Taylor about her suggestions for the drill, including adding a second drill and an Exit Ticket system for staff to provide feedback.

Safety Committee

- Gave input on and edited procedures in the Bodily Fluids safety topic.
- Created signs to be used when dealing with spills, broken glass, etc.
- Created a sign to hang above all the spill kit supplies and equipment on the shelf under staff mailboxes.
- Emailed all staff two safety topics (Broken Glass, Unplanned Closings) for their review; requested they give input to their managers before the January 25 meeting.
- Created PIC role/procedures for review by committee.
- Created procedures for Restroom closure(s) on main floor and how to direct library visitors to lower-level restrooms.
- Arranged a walkthrough visit with Warrenville Fire Protection District Fire Marshal on February 6 to review our existing evacuation procedures; will update based on input.

Prepared for and led two meetings: January 11 and January 25.

Discussion items at the January 11 meeting included:

- Ian presented the Bodily Fluids topic:
 - Videos were included to help staff learn in advance about how to clean up a spill, whether it is a bodily fluid or other substance such as chemical; suggestion was made to use QRC codes to point staff to videos.
 - Comments were made about editing content to more closely align with the What You Should Know and What You Should Do format.
 - Topic content relating to supplies and equipment needs to match what we have on hand; additional supplies need to be sourced and added to our Spill Kit.

- A list of Spill Kit contents is needed.
- Kathy updated the spreadsheet with notes for review of upcoming topics.
- Kathy reminded managers to check in with their staff members about topics that were put out for their review and to collect any comments by the January 25 meeting.

Discussion items at the January 25 meeting included:

- Taylor presented on Calling 911 topic:
 - Questions on panic buttons and blue folder system were reviewed in more detail.
 - Clarification needed on location of panic buttons and how two buttons must be pressed simultaneously to alert security company.
- Kathy presented on the role of PIC and what to do if you are not the PIC:
 - Incident Report line will be amended to note the non-PIC staff involved in any situation involving PIC action should also write a report from their perspective.
 - Clarification was needed about whether a PIC should come off their break to handle a situation or if the previous PIC should respond to a request for PIC if they are still in the building; yes, PIC should come off break or respond if still in the building to assist other staff.
- Reviewed Broken Glass topic based on input from staff; a few minor wording edits will be made.
- Reviewed Unplanned Closings topic based on input from staff and the recent close for snow.
 - Non-management team PIC will first contact their manager about possibly closing the building. If not reachable, PIC will attempt to contact other managers in hierarchy order and then Board president. Ultimately, it was agreed, PIC has the authority to close the building after consulting with other staff in the building.
 - IT will change outgoing phone message with Marketing as backup.
 - Clarification was given that the building will be open the day following a closure unless staff hear the closing will continue.

Administrative

- Reviewed Marketing's role in the event of an unplanned closing; reminded other key players about file locations to provide backup if needed; prepared generic library closing email in Constant Contact.
- Handled announcements to the public relating to the building close on January 12 due to weather conditions: sign was posted on entrance doors (thanks to Ly), sent special eNews, posted on Facebook and Instagram, added message on website message and changed hours in Communico; also, communicated with Duncan on phone outage.
- Handled announcements to the public about the building being re-opened on January 13; alerted staff in the building about how the public was notified and that the phone system was still down early Saturday.

Miscellaneous

- Discussed with Jason and Duncan about turning the Marketing Nikon camera over for use as a Tech To Go item, now that we exclusively use the iPhone for pictures; prepped all accessory items to turn over to Duncan.
- Photographed the William Scarlato art exhibit for use on website and social media.
- Removed Jenny Donohue art display.
- With photos Tom took, made several Community Puzzle updates on social media.
- Per Jason's request, gave comments and editing suggestions on two library policies up for review.
- Requested and received a report from Laurie with contact details for all library members (2,151) who checked out any materials from July through December of 2023; will use this information for future analysis of library visits and program attendance.

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

In *January*, asked Communico why the date on an event is displayed with a colon after it instead of a comma and the year. In the early part of a month (days 1-12) this could be

perceived as an error in the time a program is held. Also, updated the links and text on the Custom Guide card on the Technology page leading to quick reference sources for software questions.

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 *January*, with Duncan's help, I changed our email "from" address in Constant Contact to ensure that our email campaigns continue to be delivered. This change was made to comply with new guidelines by Google and Yahoo for self-authenticating bulk mailings. Also in January, reverted to previous, non-automated method for sending series of new library cardholder welcome emails.

Social Media activities related to managing three social media platforms:

planning what events and resources are included; reviewing file photos or slides (take and create as needed); scheduling; monitoring local agencies and other libraries; responding to staff request for additional social media support; monitoring and responding to public comments; decide and implement any ad spending on events; sharing public comments posted on our platforms with staff; updating content tracking documents.

In *January*, a post with a photo from a previous Baby Mozart program, with actual baby attendees, generated four new little participants, as reported to me by Diana who led the program. This is an example of the effectiveness of the power of a simple post with images of actual visitors in a library setting.

Meetings/Webinars

Kathy

1/9 & 1/23/24: Management Team Meeting

1/10/24: With Duncan, Tech To Go presentations at staff in-service

1/17/24: Board meeting

1/11 & 1/25/24: Safety Committee meetings

1/22/24: With David, new logo review of asset list

1/26/24: Know Be4 sessions: Data Protection & Spot the Bad Link

David

1/19/24: Introduction to Data Protection

1/19/24: Security Moments Series: Spot the Bad Link with Quiz

1/26/24: Fandom Con Meeting

Publicity Statistics

eNews (Constant Contact)

Subscribers: 6,316

Average open rate: 49%

New Cardholders campaign—average open for 4 sends: 60%

Social Media

Facebook Followers: 1,790

Instagram Followers: 513

This is the January Facebook post with the most engagement: 239 reactions (Likes, comments, shares); reach = 1,152.



Another popular Facebook post in January: 185 reactions (likes, comments, shares); reach = 1877.



12. MEMBER SERVICES REPORT

January 2024

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7574	54.71%
Aspen catalog/mobile app (Renewals)	140	1.01%
Autorenewals	4266	30.81%
Staff Assisted Checkout	1865	13.47%
TOTAL TRANSACTIONS	13,845	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4352	57.46%
Selfcheck 2 (Near Vending Machine)	3222	42.54%
TOTAL TRANSACTIONS	7574	100.00%

Department Highlights

Curbside

We had 11 Curbside Pickups with 6 unique users in January.

Continuing Education

Member Services staff participated in 5 hours of Continuing Education in January.

Laurie participated in 2 Management meetings and 2 Safety Committee meetings in January.

12. PUBLIC SERVICES REPORT

January 2024

Submitted by Paul Dobersztyn

Highlights

- The library hosted **49** total events in January with **458** participants.
 - The January numbers were a little lower this year. We had to cancel 4 programs due to weather and had a lot of cancellation due to the cold. Those who attended still had great feedback!
- We had **4** passive events this month that included MLK Day crafts to go among others with **36** interactions.
 - We invited the Wheaton-Warrenville League of Women's Voter's to assist with voter registrations. They interacted with **15** library guests.
 - The Illinois State Treasurer was here two sessions in January discussing their iCash and Brightstart services. They interacted with **27** library guests.
- The fifth Sunday Music Matinee on 1/14 featured Katie Kostner hosting **11** guests.
- The Winter Toddlerland event on 12/14 was a big hit, hosting **47** people.
- The IditaRead 2023/2024 Winter Reading Challenge runs from 12/1/2023-3/2/2024 which is the longest Winter Reading Challenge we've attempted as participants attempt to read 1000 minutes this Winter. It coincides with the Iditarod race that starts March 2. So far, we have **219** members registered, **125** completions and 266,178 total minutes read.
- 1000 Books Before Kindergarten
 - Total participation as of February 1, 2024
 - 101 active registrants
 - 10 completions
 - 20,315 total books read so far
 - Participant's names and the number of books they've logged are represented in the Youth Services area with apples on our "tree line." Those participating now see their visual progress in the library.
- The 100 Books Before High School
 - Total participation since the launch:
 - 19 active registrants
 - 428 total books read
 - 2 completions so far
- Miriam Montano and Jorge Arias hosted the January session of the Spanish computer class. They had **9** people in attendance.

Personnel

- No changes.

Professional Development

- **22** sessions of CE were completed by the Public Services Department in January.
- **15** total hours of CE were completed.
- Topics covered include: KnowBe4 security training, Illinois Lapsit Leaders Meeting, Introduction to Data Protection, WSAP programmers meeting and more.
 - A full list can be provided by the Public Services Manager.
- Update from Kyrie's work on the Lapsit Leaders group:
 - *As one of the co-leaders for Illinois Lapsit Leaders, a networking group for youth services staff that program for kids age 0-3, I led our quarterly meeting on Wednesday, January 17 and welcomed nearly 50 YS staff*

from across the state! I use the term staff opposed to librarians to be more inclusive of those who program for kids - not everyone has a master's degree or the title, but they are still valuable! One of my favorite pivots that came from the pandemic, moving in-person meetings to virtual, allowing smaller libraries to participate in meetings like this and grow our connections and knowledge. We discussed gross motor programming, cleaning routines during Cold/Flu season and any challenges we may face when programming for the birth-three crowd.

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 3 / Puzzles: 2 / Teen Volunteers: 6

Homebound Deliveries: 2 members (2 items delivered, 1 returns picked up)

- Tom Hill filled in to deliver the Homebound books on 1/6.
- Diana Abraham represented the library at the Wheaton-Warrenville Early Childhood Collaborative Community Partners Playdate on 1/26. These playdates promote families to socialize and discover DuPage County community partners. Other organizations that participated include YWCA, Early Intervention, Metropolitan Family Services and the DuPage Children's Museum. She interacted with 42 participants.
- Diana Abraham has created new Picture Book categories that include:
 - Tough Times > Refugees
 - Characters > Bluey
 - Characters > Sesame Street
- Mandy Wilson created a Teen Driving Awareness Month display in the Teen Lounge. She continues to create new themes each month to engage teens to collaborate and learn.
- Taylor Haring prepared documents for the Safety Committee regarding calling 911 and emergency services.
- Julie Kurtis, Taylor Haring and Paul Dobersztyn met together to discuss research for a Banned Books presentation that was to be delivered in February.
- Taylor Haring was in charge of gathering, organizing and wrapping the Blind Date with a Book display for early February. Other members of Public Services contributed titles as well.
- Paul Dobersztyn developed a pop-up program hosting an Iditarod Race dog to coincide with the Winter Reading Program. He worked with Marketing to create an eNews entry among other marketing avenues. The program is set for 2/24/24.
- Kyrie Kenny-Sumrak created the new Discovery Room theme with was a baby nursey. This dramatic play theme allows kids to develop their social and emotional skills, such as communication, empathy and emotional regulation. It encourages them to use their imaginations and develop their own stories.
- Paul Dobersztyn met with Duncan Jones and Jason Stuhlmann on 1/3 to discuss future makerspace plans.
- Paul Dobersztyn attended management team meetings on 1/9 & 1/23.
- Taylor Haring, Mandy Wilson and Paul Dobersztyn attended Safety Committee meetings on 1/11 & 1/25.
- Julie Kurtis, Taylor Haring, Mandy Wilson and Paul Dobersztyn met to discuss the future Fandom Convention on 1/26. We will have a budget proposal submitted to the Executive Director by mid-March.

- Paul Dobersztyn met with Jackie Davis, Ian Stevens and Jason Stuhlmann to discuss new IDES regulations regarding paid presenters on 1/26.
- Paul Dobersztyn met with local artist Bill Scarlato to receive his artwork that is being displayed in the Quiet Room. Paul and Ly Tran installed the artwork on 1/30. Kathy Gaydos and Paul put up the artist description and art titles the same day. His art will be hanging through February. He is delivering a presentation regarding his art on 2/8/24.

Non SWAN InterLibrary Loan

Item Requests Processed: 18; Materials Received: 12; Materials Lent: 11



13. PRESIDENT'S REPORT

Next Library Meetings or Events as of February 15, 2024

- Wednesday, March 20, 2024 at 7 pm
Regular Board Meeting in Library Meeting Room
- Wednesday, April 17, 2024 at 6 pm
Committee of the Whole Meeting in Library Meeting Room (for 1st budget draft)
- Wednesday, April 17, 2024 at 7 pm
Regular Board Meeting in Library Meeting Room
- Wednesday, May 15, 2024 at 6 pm
Committee of the Whole Meeting in Library Meeting Room (if necessary for further budget discussion)
- Wednesday, May 15, 2024 at 7 pm
Regular Board Meeting in Library Meeting Room

14. TREASURER'S REPORT

Foundation Donation

At the very end of December, we received a nice donation of \$1,125.93 from a resident. The donor wished to remain private, but the Foundation staff did thank her on our behalf.

16. COMMITTEE REPORTS

Personnel Committee – Director's Evaluation

Last May, Trustees Richardson and Warren were appointed to the Personnel Committee, which is in charge of the Director's Evaluation.

As I am new to the process here, I was hoping the Board could run through the Director's Evaluation process and timeline.

19. CLOSED SESSION

Semi-annual Review of Closed Session Minutes

20. DISCUSSION/ACTION RESULTING FROM CLOSED SESSION

**Release Closed Session Minutes and/or Destroy Closed Session Recordings
(ACTION)**

A closed session for the six-month review of closed session minutes has been placed on the agenda. Director Stuhlmann reviewed the minutes:

- There are no minutes to be released at this time.
- Verbatim recordings of closed session minutes must be retained for at least 18 months. At this time, there are no verbatim recording(s) to be destroyed.

If the Board wishes to discuss this matter further, then the closed session can be held.

If no discussion is needed, then for item #3 Approve Meeting Agenda, the agenda should be amended as follows: remove the closed session (#19) and move the action item (#20) to the regular agenda as item #8c. The status of the six-month review can then be recorded in the minutes.

Suggested motion: Move to keep closed all closed session minutes that currently remain closed.

