

# 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, March 20, 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](mailto:trustees@warrenville.com). Please use the subject line to indicate the email is a public comment for the Board Meeting. Emailed comments will be read during the meeting if they include the commenter's first and last name, are received at the above email address prior to the meeting's start time, are no more than 500 words in length and are free of any abusive or obscene language. While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

## AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren)
  - a. Approve Remote Attendance and Participation, if needed **(ACTION)**
3. Approval of the agenda **(ACTION)**
  - a. *Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
- p. 3..... a. Letter from lawyer – Real Estate Tax Assessment Appeals
- p. 5..... b. Letter from lawyer – Chronology for Annual Financial Ordinances
7. Consent Agenda **(ACTION)**
  - p. 16 ..... a. Approve Minutes of the February 21, 2024 Decennial Committee Meeting
  - p. 18 ..... b. Approve Minutes of the February 21, 2024 Regular Board Meeting
  - p. 23 ..... c. Receive and file Financial Report for February 2024
  - p. 29 ..... d. Approve Non-resident Library Card Participation for FY25 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
  - p. 30 ..... e. Approve updated Policy #210 Library Cards
  - p. 37 ..... f. Approve updated Policy #250 Public Access Computers

- p. 41..... g. Approve updated Policy #320 Library Use and removal of Policy #320's COVID-19 Addendum and COVID-19 Mitigation Protocols
- p. 46 ..... h. Approve updated Section 4.6 Attire of the Personnel Handbook Policy
- 8. Regular Agenda
- p. 48..... a. Approve payments for the period of February 22 – March 20, 2024 **(ACTION)**
- p. 51 ..... b. Approve transfer of funds **(ACTION)**
- 9. Unfinished Business
- p. 52 ..... a. Air conditioning screen project **(information)**
- 10. New Business
- p. 54 ..... a. Review Policy #255 Makerspace **(information)**
- p. 60.... 11. Director's Report
- p. 63 .... 12. Department Head Reports
- 13. President's Report
- p. 76 ..... a. Next meetings or events
- p. 78 ..... b. Statement of Economic Interest – Due May 1
- 14. Treasurer's Report
- p. 83 ..... a. Hotel Tax Grant
- p. 84 ..... b. DuPage Foundation
- 15. Secretary's Report
- 16. Committee Reports
- p. 85 ..... a. Personnel Committee – Director's Evaluation
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Closed Session
- 20. Adjournment **(ACTION)**



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**REAL ESTATE TAX ASSESSMENT APPEALS**

TO: Public Library Clients

FROM: Roger Ritzman  
Mark Ritzman

DATE: September 21, 2023

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This Memorandum provides an overview of procedures applicable to appeals by property owners of the assessed value of real estate.

Property owners who believe their property has been unfairly assessed, i.e., the assessed value is too high, may appeal the assessment. A written appeal is filed with the County Board of Review. After hearing evidence of value from the owner and from the Assessor, the Board of Review makes a decision. The County Board of Review's decision may be appealed to the State Board of Review.

You may receive from time-to-time notices from your County Board of Review that a property owner has filed such an appeal. The reason you receive such notices is that, by statute, notice of an owner's appeal of an assessment must be sent to Library Districts and other units of local government, e.g., School Districts, Municipalities, Park Districts, when an owner seeks an assessment reduction of \$100,000 or more.

Library Districts (and other units of local government) may intervene in the appeal process and present evidence in opposition to any reduction in assessment. Generally, evidence consists of testimony of appraisers concerning the fair market value of the property. Recent sales of comparable properties are relevant to the valuation issue.

It is rare that Library Districts and other units of local government choose to participate in these assessment appeals. As a practical matter, attorney fees and appraiser fees typically exceed the Library District's incremental reduction in real estate tax revenue if the owner is successful in reducing the assessment. In essence, it is rare that the "economics" justify Library District participation in the assessment appeal. Also significant is that the Assessor is on your side. The Assessor determined the property's value and will have evidence in support of the assessed value placed on the property.

On occasion, a Library District will participate in an intergovernmental cooperative to share the cost of intervention in the appeal process. This type of intergovernmental cooperative typically is spearheaded by the School District and/or Municipality as these two units of local government usually have a greater amount of real estate tax revenue at risk if there is a substantial reduction in assessed value. You may wish to confer with School Districts and Municipalities in your area if an assessment appeal, if successful, would result in a significant loss of real estate tax revenue.

#### Our recommendation?

- a. When you receive notices of assessment appeals, check to see if the reduction in assessed value requested by the owner will substantially reduce real estate tax revenue. If not, you may disregard the notices.
- b. If the property generates substantial real estate tax revenue and a substantial reduction in assessed value would result in a substantial reduction in real estate tax revenue, a closer review is in order.



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3/1/24

**CHRONOLOGY FOR ANNUAL FINANCIAL ORDINANCES**

**2024-2025 FISCAL YEAR**

**I. District Libraries**

The chronology in this outline is intended to assist District Libraries follow the steps preliminary to the filing of the annual Levy Ordinance.

Applicable Statutes include:

- a) The Municipal Budget Law (50 ILCS 330/1 et seq.);
- b) The Public Library District Act (75 ILCS 16/1-1 et seq.);
- c) The Truth in Taxation Law (TITA) (35 ILCS 200/18-55 et seq.);
- d) The Revenue Act (35 ILCS 200/18-10 et seq.);
- e) The Property Tax Extension Limitation Law (PTELL) (the "tax cap") (35 ILCS 200/18-185 et seq.).

## **II. City/Village Libraries**

City Libraries and Village Libraries are reminded to confer with City/Village representatives to confirm the time frame for providing the Library's levy for incorporation in the City/Village Levy Ordinance.

Reminder: Per the Local Library Act, the Library Board must submit to the City/Village, not less than 60 days prior to the date for the certification of the City/Village tax levy, a "statement of financial requirements of the library." 75 ILCS 5/4-10

The relevant statute provides as follows:

The board of trustees of a municipal library shall also submit to the city council, board of trustees or board of town trustees, along with the Illinois State Library, a statement of financial requirements of the library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the board of library trustees, will be necessary to levy for library purposes in the next annual tax levy ordinance. This statement shall be submitted no less than 60 days prior to when the tax levy must be certified under subsection (b) of Section 18-15 of the Property Tax Code. (75 ILCS 5/4-10)

As stated above, communication with City/Village representatives is important to confirm the time frame for providing to the City/Village the Library's "financial requirements."

• • •

**WE RECOMMEND ADOPTING A FINANCIAL ORDINANCE  
CALENDAR NOT LATER THAN JUNE, 2024.**

**Adopting a calendar assures compliance with deadlines  
and coordinates required Board action with Board meeting dates.**

For your assistance, a Budget and Levy Calendar is attached.



## SUGGESTED SEQUENCE OF EVENTS

## STATUTORY DEADLINE

- A. Pass Ordinance for  
"Building and Maintenance Tax"  
(.02% special tax).

July - November  
(see Note on p.7)

NOTE: THIS ORDINANCE AND A PUBLIC NOTICE  
MUST BE PUBLISHED WITHIN 15 DAYS AFTER THE  
ORDINANCE IS PASSED.

This special tax is subject to a backdoor  
referendum – see Note on page 7.

We recommend passage after July 1, 2024 and before  
November 1, 2024 per backdoor referendum regulations.

- B. Prepare a tentative Budget and Appropriation Ordinance.<sup>1</sup>

August 24, 2024

- C. Set a date for a public hearing to discuss  
the tentative Budget and Appropriation  
Ordinance.

August 24, 2024

The hearing may not coincide  
with any hearing required under TITA.

- D. Publish notice of the public hearing  
on the tentative Budget and  
Appropriation Ordinance at least 30  
days prior to the hearing.<sup>2</sup>

August 24, 2024

- E. Conduct the public hearing concerning  
the tentative Budget and Appropriation  
Ordinance.

September 24, 2024

- F. After the public hearing on the tentative  
Budget and Appropriation Ordinance, pass  
the Budget and Appropriation Ordinance in  
final form.<sup>3</sup>

September 24, 2024

- G. Publish the Budget and Appropriation Ordinance.

October 24, 2024

<sup>1</sup> The tentative Budget and Appropriation Ordinance must be posted and available for public inspection.  
50 ILCS 330/3

<sup>2</sup> 50 ILCS 330/3

<sup>3</sup> The Public Library District Act provides that the Budget and Appropriation Ordinance shall be passed no later  
than the 4<sup>th</sup> Tuesday in September. 75 ILCS 16/30-85(a)

## SUGGESTED SEQUENCE OF EVENTS

## STATUTORY DEADLINE

- |    |  |                   |
|----|--|-------------------|
| H. | File with the County Clerk a certified copy of the Budget and Appropriation Ordinance (within 30 days after adoption). <sup>4</sup>  | October 24, 2024  |
| I. | Adopt a Certified Estimate of Revenues by Source. <sup>5</sup>   | October 24, 2024  |
| J. | File with the County Clerk the Certified Estimate of Revenues by Source.   | October 24, 2024  |
| K. | Pass a Resolution To Determine Estimate of Funds Needed. This Resolution should be passed even if further compliance with TITA is not required. <sup>6</sup> Also, set a date for a TITA public hearing <u>if a hearing is required</u> . The TITA hearing may not coincide with the hearing on the tentative Budget and Appropriation Ordinance. <sup>7</sup> | November 13, 2024 |

The TITA hearing will not take place until after publication (see the following Paragraph L).

See Note on page 8 about the Truth in Taxation Law.

- |    |  |   |
|----|--|---|
| L. | Publish notice of the TITA hearing not less than seven (7) days no more than fourteen (14) days prior to the hearing. <sup>8</sup> | Publication date depends on hearing date (7 to 14 days) |
|----|--|---|

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4 35 ILCS 200/18-50

5 This should be a separate document even if the same information is incorporated in the Budget and Appropriation Ordinance. 35 ILCS 200/18-50

6 This Resolution must be passed not less than 20 days prior to the passage of the Levy Ordinance. 35 ILCS 200/18-60. Accordingly, the statutory deadline is 20 days prior to the first Tuesday in December (the last day for passing the Levy Ordinance). We recommend passage of the Resolution much earlier, however, for assistance in determining whether compliance with TITA is necessary.

NOTE: The relevant Statute does not require passage of a written Resolution. The Statute requires that the Board make a "determination" of the funds estimated to be necessary. The Statute does not specify the procedure for making this "determination", i.e., via Ordinance, Resolution, Motion, etc. Our recommendation is that, given the importance of compliance with TITA and establishing a "paper trail", the Library's "determination of funds estimated to be necessary" be done via a written Resolution.

NOTE: The "tax cap" laws (PTELL) did not change the need to comply with TITA and TITA's public hearing requirements.

7 35 ILCS 200/18-70

8 35 ILCS 200/18-80



**SUGGESTED SEQUENCE OF EVENTS**

**STATUTORY DEADLINE**

- |      |  |                   |
|------|--|-------------------|
| M.   | Conduct the TITA public hearing (if a public hearing is required).   | December 3, 2024  |
| <br> |  |                   |
| N.   | Pass the Levy Ordinance no sooner than seven (7) days after publication of the Budget and Appropriation Ordinance and no sooner than 20 days after passage of the Resolution To Determine Estimate of Funds Needed. <sup>9</sup> | December 3, 2024  |
| <br> |  |                   |
| O.   | On or before the last Tuesday of December <sup>10</sup> file with the County Clerk a copy of the Levy Ordinance with the following certifications:   | December 31, 2024 |
| <br> |  |                   |
| 1.   | Certification of Authenticity (by the District Secretary);   |                   |
| <br> |  |                   |
| 2.   | Certification of Compliance with TITA or Certificate of Inapplicability of TITA (by the District President). County Clerks request that you attach a copy of the "black border notice" if a TITA publication was made.           |                   |

TO AVOID ANY PROBLEM WITH FILING AND COUNTY CLERK HOLIDAY SCHEDULES, WE RECOMMEND FILING THE LEVY ORDINANCE WITH THE COUNTY CLERK PROMPTLY AFTER THE LEVY ORDINANCE IS PASSED.

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9 The Levy Ordinance must be passed by the first Tuesday in December. (75 ILCS 16/30-85(b))

10 The Levy Ordinance filing deadline is the last Tuesday of December. (75 ILCS 16/30-85(c))

## NOTES

### I. TRUSTEE ELECTION REMINDER

The next election at which Library Trustees will be elected is the Consolidated Election to be held on Tuesday, April 1, 2025.

### II. CALENDAR

When setting up your financial ordinance calendar, be careful about Saturdays, Sundays and holidays for filings, Board meetings, and newspaper publications. We recommend using a non-holiday weekday before the deadline.

### III. ORDINANCES

The Public Library District Act provides that:

"Every ordinance shall contain an effective date, which shall be no later than 60 days after the enactment."<sup>11</sup>

\*\*\*\*\*

"Every ordinance shall be posted in a public area of the district library building within 3 days after the date of enactment and shall remain posted for 14 days." 75 ILCS 16/1-40

### IV. FRONT DOOR REFERENDA

If you anticipate going to referendum (e.g., bond issue, rate increase), there are deadlines established by the Illinois Election Code (10 ILCS 5/1-1 et seq.) concerning certification of a referendum.

Please confirm the applicable deadlines/filing dates if you plan a referendum.

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<sup>11</sup> An Ordinance may recite "This Ordinance is effective immediately."



## **V. .02% SPECIAL TAX - BUILDING & MAINTENANCE**

The period from July-November is the recommended timeframe to pass the special .02% tax for "Building & Maintenance" and publish Notice of the passage.

Per backdoor referendum regulations, we recommend the .02% levy be passed and published before November 1, 2024.

The date of a prospective referendum to be included in the Notice to be published is April 1, 2025.

### **A. Preliminary Comments**

We recommend passing the .02% Ordinance prior to adoption of the Levy Ordinance. This makes it clear the Board intended to incorporate in the levy its prior action on the .02% tax. The Levy Ordinance should incorporate the .02% tax.

Note the relevant Statute refers to passing "an ordinance" and also uses the word "resolution". An ordinance should be used.

### **B. Election Dates**

For the 2024-2025 fiscal year (Levy Ordinance filed in the Fall, 2024), the date of the prospective referendum is April 1, 2025. For example, if the Notice of the .02% Ordinance is published in October, 2024, and a backdoor referendum is sought, the Board will not know until after the April 1, 2025 referendum whether the tax is authorized.

If the voters disapprove the .02% tax at a referendum on April 1, 2025, the Board must abate that portion of the levy applicable to the .02% tax. The County, in turn, will modify the levy (the levy which was filed in the fall of 2024).

In any event, the Board will know within 30 days after publication of the Notice if a referendum on April 1, 2025 is necessary and can plan accordingly.

### **C. No Backdoor Referendum Petition Filed**

As a practical matter, the outcome of a referendum is moot if no backdoor referendum is sought within 30 days after publication of the Notice.

. . .

## **PAY BUILDING/MAINTENANCE EXPENSES FROM THE GENERAL FUND/CORPORATE FUND**

Many Libraries opt to pay expenses for building and maintenance from their General Fund/Corporate/Fund. If so, there is no need to pass an Ordinance and publish a Notice relative to a special tax levy for building and maintenance expenses.

## VI. TRUTH IN TAXATION LAW

Compliance with the Truth in Taxation Law (formerly Truth in Taxation Act, or TITA) requires newspaper publication of a "black border notice" and a public hearing if the proposed levy amount exceeds the prior year's tax extension by more than 5%.

Note the comparison is not between the current levy and the previous levy. The comparison is between the current levy and the previous tax extension (the actual revenue as determined by the County Clerk). Typically, the tax extension amount/revenue is less than the amount levied. This reduction in the levy amount is based on limitations in revenue increases from year to year under the Property Tax Extension Limitation Law (PTELL) ("tax cap").

Increases in revenue from year to year are limited by PTELL to the Consumer Price Index (CPI) or 5%, whichever is less.

A common strategy to maximize revenue without the need to publish the black border notice and hold a public hearing is to levy an amount slightly less than 5% higher than last year's tax extension. For example, a levy amount which is 4.5% (or 4.99%) higher than last year's tax extension should generate the maximum revenue without requiring a black border notice and a public hearing per TITA.

Example:

- a. Total previous year tax extension was \$2,500,000 (per the County Clerk's spreadsheet/revenue calculations);
- b. Proposed levy for the current year is \$2,622,500, an increase of 4.9%, i.e.,  $\$2,500,000 \times 1.049 = \$2,622,500$ ). A black border notice and public hearing are not required.

If the levy is \$2,622,500, is it likely the District will receive \$2,622,500? No. Per PTELL limitations based on the CPI, the County Clerk will apply the CPI to the last tax extension to calculate the maximum revenue. If the CPI is 3%, the tax extension based on a levy of \$2,622,500 will be \$2,575,000, i.e.,  $\$2,500,000 \times 1.03 = \$2,575,000$ .\*

Caution: In Districts which have annexed territory and/or where there is significant new development and/or where significant TIF districts are expiring, it may be prudent to levy an amount greater than 5% more than the previous tax extension (and comply with TITA) in order to receive the maximum revenue to which the District is entitled.

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\* Note that changes in the equalized assessed value (EAV) of property in the District are likely to affect the actual revenues/tax extension.



## **VII. ABATE BOND LEVY**

If there is an intention to abate a levy for bond debt, an abatement ordinance should be passed and filed with the County Clerk before December 31, 2024.

## **VIII. VENDOR INFORMATION**

If the tax levy amount is more than \$5,000,000, the Library shall make a good faith effort to collect and publish data about vendors.

Public Act 102-0265 effective 8/6/21 provides in relevant part as follows:

Beginning in levy year 2022, each taxing district that has an aggregate property tax levy of more than \$5,000,000 for the applicable levy year shall make a good faith effort to collect and electronically publish data from all vendors and subcontractors doing business with the taxing district as to: (1) whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; and (2) whether the vendor or subcontractor holds any certifications for those categories or if they are self-certifying; if the vendor self-certifies, then the taxing district shall publish whether the vendor qualifies as a small business under federal Small Business Administration standards. 35 ILCS 200/18-50.2.

## **IX. PREPARATION OF TENTATIVE B&A ORDINANCE**

The statute requiring preparation of a tentative B&A Ordinance (50 ILCS 330/3) in relevant part provides as follows:

Such budget and appropriation ordinance shall be prepared in tentative form by some person or persons designated by the governing body, and in such tentative form shall be made conveniently available to public inspection for at least thirty days prior to final action thereon.

For example, the Board may delegate to the Director authority for preparing a tentative B&A Ordinance. The Board may approve the tentative B&A Ordinance but Board approval is not required if the Board delegated authority to the Director.

Accordingly, notice of a public hearing on the tentative B&A Ordinance may be published without Board approval of the tentative B&A.

Board approval of a final version of the B&A Ordinance is required.

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## BUDGET AND LEVY CALENDAR

## 2024-2025 FISCAL YEAR

<u>Action</u>	<u>Dates</u>
A. Adopt Building and Maintenance Tax Ordinance (.02%)	_____, 2024 (after 7/1/24 and before 11/1/24)
B. Publish backdoor referendum notice for Building and Maintenance Tax (.02%) (within 15 days of adoption)	_____, 2024 (before 11/1/24)
C. Prepare a tentative Budget and Appropriation Ordinance	_____, 2024 (before 8/24/24)
D. Set a date for a public hearing on the tentative Budget and Appropriation Ordinance	_____, 2024 (before 8/24/24)
E. Publish notice of the public hearing on the tentative Budget and Appropriation Ordinance	_____, 2024 (before 8/24/24)
F. Conduct the public hearing on the tentative Budget and Appropriation Ordinance and adopt the Budget and Appropriation Ordinance in final form	_____, 2024 (before 9/24/24)
G. Publish the Budget and Appropriation Ordinance	_____, 2024 (before 10/24/24)
H. File with the County Clerk a certified copy of the Budget and Appropriation Ordinance	_____, 2024 (before 10/24/24)
I. Adopt a Certified Estimate of Revenues by Source	_____, 2024 (before 10/24/24)
J. File with the County Clerk a Certified Estimate of Revenues by Source	_____, 2024 (before 10/24/24)
K. Adopt a Resolution To Determine Estimate of Funds Needed and, if necessary, set a date for T.I.T.A. hearing	_____, 2024 (before 11/13/24)
L. Publish notice of the T.I.T.A. hearing (7-14 days prior to hearing)	_____, 2024



<u>Action</u>	<u>Dates</u>
M. Conduct the public hearing pursuant to T.I.T.A.	_____, 2024 (before 12/3/24)
N. Adopt the Levy Ordinance	_____, 2024 (before 12/3/24)
O. File with the County Clerk a certified copy of the Levy Ordinance and certification of compliance with T.I.T.A.	_____, 2024 (before 12/31/24)

# Warrenville Public Library District

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

## Meeting of the Decennial Committee on Local Governmental Efficiency Wednesday, February 21, 2024, 6:30 p.m.

### MINUTES

1. Call to order - Chair DuRocher called the meeting to order at 6:31 pm.
2. Roll Call

Attending: Executive Director Stuhlmann, Resident Arlowe, Resident Ruzicka, and Trustees DuRocher, Lezon (arrived at 6:32), Picha, Richardson (arrived at 6:38), Schmidt, Stull and Warren

3. Approval of the agenda **(ACTION)**

MOTION: Trustee Warren moved to approve the agenda as presented. Trustee Stull seconded.

Voice vote:

Ayes – 8

Nays – none

Absent – Trustees Lezon and Richardson

Motion carried

4. Public comments - None

5. New Business

- a. Approve Minutes of the October 18, 2023 Decennial Committee Meeting **(ACTION)**

MOTION: Trustee Stull moved to approve the Minutes of the October 18, 2023 Decennial Committee Meeting. Trustee Schmidt seconded.

Voice vote:

Ayes – 7

Nays – none

Abstain – Trustee Warren

Absent – Trustee Richardson

Motion carried

- b. Review & approve final report for submission to DuPage County **(ACTION)**



Executive Director Stuhlmann and committee members reviewed the changes made since the last meeting. Generally, the Committee liked the report, and voiced that they were happy that the Library does so much and is very efficient.

Changes were suggested to be made to the report as part of the final approval:

- i. In Section IV – add Health & Wellness programs
- ii. In Section VII – add the Library's support of Census efforts
- iii. In Sections IX – add the Library's participation in the Illinois Gas Cooperative program
- iv. In Section XIII – Update the wording of the first paragraph

MOTION: Trustee Picha moved to, with the discussed amendments to be made, approve the final report of the Warrenville Public Library District's Decennial Committee on Local Governmental Efficiency for submission to DuPage County. Trustee Lezon seconded.

Voice vote:  
Ayes – all  
Nays – none  
Absent – none  
Motion carried

6. Survey members of the public in attendance for matters discussed at this meeting of the Warrenville Public Library District's Decennial Committee on Local Governmental Efficiency

There were no members of the public to survey.

7. Adjournment (**ACTION**)

MOTION: Trustee Richardson moved to adjourn the meeting at 6:49 pm. Trustee Picha seconded.

Voice vote:  
Ayes – all  
Nays – none  
Absent – none  
Motion carried

Respectfully submitted,

Jason Stuhlmann, Executive Director  
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**Wednesday, February 21, 2024**

1. Call to order – Trustee DuRocher called the meeting to order at 7:03 pm
2. Roll Call

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

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

3. Approval of the agenda

Trustee DuRocher removed #19 and #20 related to a closed session and moved the semi-annual review of closed session minutes to item 8.c.

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – none*

*Motion carried*

4. Presentations - none
5. Public comments - none
6. Correspondence - none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the January 17, 2024 Regular Board Meeting
- b. Receive and file Financial Report for January 2024
- c. Approve updated Policy #150 Open Meetings Act

*MOTION: Trustee Picha moved to approve the consent agenda as read. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Motion carried*

8. Regular Agenda
  - a. Approve payments for the period of January 18 – February 21, 2024



MOTION: Trustee Picha moved to approve payments in the amount of \$65,966.93 for the period of January 18, 2024 – February 21, 2024 including electronic payments and checks #9787 through #9831. Trustee Richardson seconded.

Roll call vote:

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

Nays – none

Motion carried

b. Approve Transfer of Funds

MOTION: Trustee Picha moved to transfer \$150,000.00 from commercial checking account to operating checking account. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Motion carried

c. Semi-Annual Review of Closed Session Minutes

MOTION: Trustee Stull moved to keep closed all closed session minutes that currently remain closed. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

9. Unfinished Business

a. Air conditioning screen project

Director Stuhlmann stated the fencing project is scheduled to begin on March 7, 2024.

He ordered a plat of survey to be completed by Engineering Resource Associates. They will also set any missing property corner monuments. Once the fencing is completed they will return to include the new fence on the survey.

Once the fence is installed the library will work with the landscaper to obtain proposals on landscaping to be located around the fencing.

Director Stuhlmann stated he investigated noise cancelling products that can be added to the interior of the fencing to help damper the sound at a later date if needed.

10. New Business

a. Approval of Intergovernmental Agreement (IGA) with City for Alibrijes Art Piece

Director Stuhlmann stated this is the IGA with the City of Warrenton to finalize the loan of the Alibrijes art piece to the library.

Director Stuhlmann had the library's attorney review the proposed IGA and he had no concerns, but did point out that the library is responsible for cleaning and maintenance of the artwork. The library will also have to provide proof of insurance to the City and will be responsible for loss or damage.

*MOTION: Trustee Stull moved to approve the Intergovernmental Agreement with the City of Warrenton for the loan of an Alibrijes art piece to the library. Trustee Warren seconded.*

Trustee Stull asked about the clause regarding wear and cleaning of the piece. She asked if a special insurance policy must be written. Director Stuhlmann stated the insurance company told him it will be included in the general building inventory, and that cleaning should be minimal.

The IGA expires in 2029 but will automatically renew for successive one-year terms until otherwise terminated in accordance with the terms of the agreement.

*Roll call vote:*

*Ayes - DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren*

*Nays - None*

*Motion carried*

- b. Approval of Intergovernmental Agreement (IGA) with City for Social Media Archival

Director Stuhlmann stated this IGA is for cost sharing an ArchiveSocial account with the City for archiving our social media accounts.

The Library's attorney reviewed this IGA and after a few changes it was passed on to the City, who also had a few slight changes. This is the final document and we can move forward with it to begin archival service on May 1.

*MOTION: Trustee Stull moved to approve the Intergovernmental Agreement with the City of Warrenton for sharing of social media archival services. Trustee Warren seconded.*

*Roll call vote:*

*Ayes - DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren*

*Nays - none*

*Motion carried*

- c. Review updates for Policy #210 Library Cards

Director Stuhlmann reviewed the updates to Policy #210 Library Cards and if acceptable will be presented to the Board at the March 20 board meeting for approval.

Director Stuhlmann stated one major change was language regarding minors having access to the internet.

Trustees discussed if the requirement of free/reduced lunches under the National School Lunch program be a requirement for the student card. After discussion, the trustees agreed this requirement should be removed.

Trustee Warren suggested a photo be put on the card to identify the person.

- d. Review updates for Policy #250 Public Access Computers

Director Stuhlmann stated this policy outlines the use of the public computers and other internet-accessible devices. He reviewed the changes made and if



acceptable will be presented to the Board at the March 20 board meeting for approval.

e. Review updates for Policy #320 Library Use

Director Stuhlmann stated this policy was outdated and reviewed the proposed updates. If acceptable this policy will be presented to the Board at the March 20 board meeting for approval.

He pointed out the Public Health Emergencies section was drafted from the previous COVID-19 and COVID-19 Addendum.

f. Review updates for Personnel Handbook Policy – Attire

Director Stuhlmann stated this policy clearly needed updating. He reviewed the major updates and if the changes are acceptable it will be presented to the Board at the March 20 board meeting for approval.

After discussion it was agreed that Director Stuhlmann will add wording stating jeans must be in good repair.

11. Director Report

Director Stuhlmann showed items staff have been making with the new Cricut and 3D printer. Programs are planned to showcase these machines to the public, however, staff will actually be running the 3D Printer for the member.

Trustees asked about the new requirement for reporting independent contractors. Director Stuhlmann replied the library must report any compensated contractor, performer, etc. who does not have a Federal Employee Identification Number as a new hire to the State of Illinois.

12. Department Head Reports

- Trustee Picha thanked department heads for all their hard work.
- Trustee Picha asked if January was the first month of Spanish computer classes. The answer was no.
- Trustee Stull asked if the teen programs are getting more participation. Mr. Dobersztyn stated it is hit and miss.
- Trustee Schmidt asked if the library is doing programs along with Quest. The answer was yes.

13. President's Report – Trustee DuRocher reviewed the upcoming meetings/events

14. Treasurer's Report - Trustee Lezon stated the Foundation received a donation of stock in the amount of \$1,125.93 from a resident.

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

16. Committee Reports

a. Personnel Committee – Director's Evaluation

Director Stuhlmann stated he needed information on the Director's Evaluation process and timeline.

Trustee Warren stated that there is a general questionnaire each trustee fills out. Director Stuhlmann will also have a self-evaluation and should write three goals for himself for the next year.

17. Trustee Comments

Trustee Picha stated the spring programs are amazing.

Trustee Picha really likes having the management team attend the board meetings.

Trustee Picha asked if the lawyer is on retainer or by the hour. She asked Director Stuhlmann to check to see if a retainer would be cost effective.

Trustee Lezon stated there is a new EV rebate program from Commonwealth Edison.

18. Items for information and/or discussion

19. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the regular meeting at 8:19 pm. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,

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



**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**27 W 751 STAFFORD PL**

**WARRENVILLE, IL 60555**

**February 29, 2024**

WARRENVILLE  
LIBRARY  
INCOME

FEBRUARY  
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	2,701	119,593	176,177	1,580,166	1,583,680
TOTAL TAX (LEVIED)	2,171,305	100.00%	0	2,168,279	99.86%	875,974	0	2,701	119,593	176,177	1,580,166	1,583,680
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		395,825	0	-	-	648	34,100	361,725
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	2,701	119,593	176,825	1,614,266	2,171,252
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: February 2024**  
**Corporate Fund**

	Corporate Fund Month Ended Feb 29, 2024	Corporate Fund 12 Months Ended Jun 30, 2024	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 0.00	\$ 2 168 278.66	\$ 2 171,305.00	\$ 3 026.34	99.86 %
Copier	520.85	3,812.25	6,000.00	2 187.75	63.54 %
Extended Use Fees	0.00	238.40	0.00	(238.40)	
Fees	10.00	107.42	150.00	42.58	71.61 %
TIF Funds	0.00	49,153.00	25,000.00	(24 153.00)	196.61 %
Interest	1 788.75	17 918.12	10,000.00	(7,918.12)	179.18 %
Book Sales	137.88	438.04	700.00	261.96	62.58 %
Lost Books	243.10	2 689.23	2 500.00	(189.23)	107.57 %
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 %
	<b>2,700.58</b>	<b>2,287,871.82</b>	<b>2,266,238.00</b>	<b>(21,633.82)</b>	<b>100.95 %</b>
<b>Expenses</b>					
Sal - Administration	19 166.70	163 012.11	252 500.00	89 487.89	64.56 %
Sal - Member Services	19 411.49	162 764.10	269 000.00	106 235.90	60.51 %
Sal - Maintenance	2 101.62	18 356.23	28 000.00	9 643.77	65.56 %
Sal - Marketing	9 094.51	77 490.78	119 500.00	42 009.22	64.85 %
Sal - Public Services	37 255.74	312 790.22	492 500.00	179 709.78	63.51 %
Sal - IT	4 687.51	40 031.31	62 500.00	22 468.69	64.05 %
Sal - Technical Services	7 194.61	61 137.08	95 000.00	33 862.92	64.35 %
I M R F - Expense	7 847.36	72 800.42	107 500.00	34 699.58	67.72 %
Fica - Expense	7 304.46	61 792.13	101 000.00	39 207.87	61.18 %
Unemp. Comp	0.00	345.25	1,260.00	914.75	27.40 %
Op - Mat'l Processing/Tech	798.49	4 403.87	10 600.00	6 196.13	41.55 %
Op - Mat'l Processing/Circ	0.00	864.63	3 550.00	2 685.37	24.36 %
Op - Postage	25.24	2,547.39	4,750.00	2 202.61	53.63 %
Op - Office Supplies	232.89	1 475.27	3 780.00	2 304.73	39.03 %
Op - Bank Fee's	66.77	885.56	1 600.00	714.44	55.35 %
Op - Automation Supplies	948.56	2 684.09	4 500.00	1 815.91	59.65 %
Op - Publishing	0.00	924.02	1 250.00	325.98	73.92 %
Equip. - Purchases	691.65	5 674.68	9 470.00	3 795.32	59.92 %
Equip - Maintenance	23.57	144.77	1 500.00	1 355.23	9.65 %
Auto - Software	2 134.00	9 234.00	16 275.00	7 041.00	56.74 %
Auto. - Purchases	0.00	2 215.37	5 500.00	3 284.63	40.28 %
Auto. - Maintenance	246.55	32 954.90	55 849.00	22 894.10	59.01 %
L. Ins - Workmen's Comp	0.00	0.00	6 000.00	6 000.00	0.00 %
Ins - Multi Peril Package	0.00	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	10 867.47	74 225.54	133 000.00	58 774.46	55.81 %
Pd - Recruiting	0.00	27.00	1 500.00	1 473.00	1.80 %
Pd - Staff Appreciation	225.09	453.28	5 200.00	4 746.72	8.72 %
Pd - Staff / Tuition Reimburse	0.00	0.00	800.00	800.00	0.00 %
Pd - Staff / Dues	25.00	1 785.33	3 583.00	1 797.67	49.83 %
Pd - Staff / Meetings	1 000.00	4 216.23	15 760.00	11 543.77	26.75 %
Pd - Staff / Transportation	36.84	1 186.49	3 800.00	2 613.51	31.22 %
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	62.38	197.26	500.00	302.74	39.45 %
Cont - Lawyer	0.00	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: February 2024

### Corporate Fund

Cont - Accounting	1,327.78	8,328.21	13,300.00	4,971.79	62.62 %
Cont - Collection	0.00	167.45	250.00	82.55	66.98 %
Cont - Audit	0.00	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	3,897.69	26,030.79	52,500.00	26,469.21	49.58 %
Lib Mat - Youth Books	2,681.92	27,810.98	36,800.00	8,989.02	75.57 %
Lib Mat - Adult AV	804.81	7,393.97	12,500.00	5,106.03	59.15 %
Lib Mat - Youth AV	675.89	2,415.12	5,000.00	2,584.88	48.30 %
Lib Mat - EBooks	5,358.00	38,144.39	53,400.00	15,255.61	71.43 %
Lib Mat - Periodicals	0.00	9,336.67	8,800.00	(536.67)	106.10 %
Lib Mat - Internet Subscript	0.00	28,910.56	31,638.00	2,727.44	91.38 %
Ps - Programs Adult	110.98	5,282.59	9,500.00	4,217.41	55.61 %
Ps - Programs Youth	490.02	4,826.29	9,500.00	4,673.71	50.80 %
Ps - Hotel/Motel	750.00	8,066.40	12,892.00	4,825.60	62.57 %
Ps - Refunds / Fines / Fees	9.91	448.51	250.00	(198.51)	179.40 %
Ps - Printing	2,195.00	6,593.94	12,200.00	5,606.06	54.05 %
Ps - PR / Publicity	24.39	1,589.41	9,640.00	8,050.59	16.49 %
Ps - Misc	0.00	380.86	700.00	319.14	54.41 %
Maintenance	7,854.32	26,555.32	52,300.00	25,744.68	50.77 %
Maintenance Supplies	932.86	1,171.41	2,000.00	828.59	58.57 %
Security	0.00	3,148.28	12,400.00	9,251.72	25.39 %
Gas	917.84	3,552.75	9,500.00	5,947.25	37.40 %
Snow Removal	11,294.00	12,684.00	21,000.00	8,316.00	60.40 %
Hvac	0.00	941.00	12,100.00	11,159.00	7.78 %
B & M - Water / Sewer	270.19	1,186.46	2,000.00	813.54	59.32 %
Electricity	3,287.82	27,580.67	34,000.00	6,419.33	81.12 %
Telephone	1,384.94	11,506.37	17,900.00	6,393.63	64.28 %
Janitorial Supplies	145.24	1,970.72	3,500.00	1,529.28	56.31 %
B & M - Landscape Maint	315.00	4,933.00	13,900.00	8,967.00	35.49 %
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 %
	<u>176,177.10</u>	<u>1,580,166.44</u>	<u>2,494,028.00</u>	<u>913,861.56</u>	<u>63.36 %</u>

See Accountants Compilation Letter



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues Expenses Cash Basis**

Period Ending: February 2024

**Special Reserve Fund**

	Special Reserve Fund Month Ended Feb 29, 2024	Special Reserve Fund 12 Months Ended Jun 30, 2024	Special Reserve Fund Budget	Balance	% Received Expended
<b>Income</b>					
	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
Equip. - Purchases	\$ 648.36	\$ 648.36	\$ 4,400.00	\$ 3,751.64	14.74 %
Auto - Purchases	0.00	30,308.32	47,940.00	17,631.68	63.22 %
Maintenance	0.00	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>648.36</u>	<u>34,100.18</u>	<u>70,840.00</u>	<u>36,739.82</u>	<u>48.14 %</u>

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
Feb 29, 2024

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	221,327.79
Fifth Third 8004	<u>1,955,804.70</u>

2,177,617.49

General Fixed Assets

\$ 5,235,092.00

**TOTAL ASSETS**

\$ 7,412,709.49

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>6,363.58</u>
----------	-----------------

6,363.58

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,270,000.00</u>
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1,276,363.58

**EQUITY**

Fund Balance	<u>\$ 6,136,345.91</u>
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**TOTAL LIABILITIES & FUND BALANCE**

\$ 7,412,709.49



## 7d. CONSENT AGENDA

### **Approve Non-resident Library Card Participation for FY25 Utilizing the Tax Bill Method for Calculation of the Non-resident Fee and 15% Calculation for Non-resident Renters**

State law requires public library boards to "opt-in" or "opt-out" of the non-resident library card program annually.

By participating in the program, any non-resident cards issued by our library are required to be honored by other libraries that also participate in the non-resident program.

A non-resident card is issued by the library to a person who does not live within a library's service area, per the State's guidelines. Non-resident cards are valid for one year. A non-resident card carries the same benefits and access as a resident card, including reciprocal borrowing privileges.

The Director and Member Services Manager recommend the following:

- Continue the participation in the non-resident library card program.
- Continue to utilize the tax-bill method for calculation of the non-resident fee. This ensures that a non-resident is paying the fee that would be required if their property was located within the District's boundaries.
- Continue to utilize the 15% of monthly rent formula to calculate the non-resident fee for non-resident renters (individuals who reside in a rental property outside of the District's boundaries).

## **7e. CONSENT AGENDA**

### **Approve updated Policy #210 Library Cards (ACTION)**

*If further discussion is wanted before voting to approve, the board can pull this item out of the Consent Agenda and add it to Unfinished Business.*

#### **Final Updates to the Policy**

After last month's meeting and feedback, I made a few additional updates to the Library Cards Policy:

- **Section II B** – We added in a disclaimer about multiple attempts to reapply for a digital card will be denied after four.
- **Section II F** – I updated the ID requirement to include the current address.
- **Section II G** – I updated the section to remove the requirement of being eligible for free or reduced-price lunches. The Student Non-resident Card now is available to all K-12 students and other minors that live in SD200 but not in the Library District.

Note – I realize that wording sounds a little redundant, but the original Cards for Kids Act was for K-12 students, which could include a HS senior that is 18 years old. The Act was expanded to include all minors. It's a subtle distinction, but it needs to be called out and clarified.

- **Section IV Card Holder Responsibilities** – As suggested, I added in cards for a business/organization.
- **Section V Replacement Library Cards** – Updated the wording so that it didn't feel like it was excluding the business card.



# Warrenville Public Library District

**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**

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. 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 only expire when the member moves outside of the WPLD or the card has been inactive for 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.

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 in section A). A physical WPLD library card will be issued after verification of residency.

Residents attempting to apply for a digital card more than four times without visiting the WPLD to verify residency and upgrade to a full privilege resident card will be denied.

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

A non-resident may register for a WPLD library card if they, as an individual or as a partner, principal stockholder, or other joint owner, own or lease taxable property in the WPLD. 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 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 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.

**D. 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.

**E. 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:

- $\text{Net Taxable Value} \times \text{Current Library Tax Rate} = \text{Annual Fee}$

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 with current address and a copy of the 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 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 a non-resident card.

**F. 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 libraries to waive non-resident card fees for K-12 students who are eligible to receive free or reduced-prices lunches. In May 2022, Public Act 102-0843 expanded this by allowing public library boards to adopt policies waiving nonresident fees for everyone under the age of 18, regardless of their financial ability to pay for a nonresident card.

Therefore, the WLPD will issue student non-resident cards to all K-12 students and other minors who provide proof that they:

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

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

Non-residents who qualify for a student card under the Cards for Kids Act 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) must present the following documentation:

- 1. Required items as described above in Section II A; and
- 2. Current tax bill to verify the above requirements of living within SD200 and that no library taxes are paid.

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 August 31. Cards may be renewed each successive school year upon presentation of the eligibility documentation outlined above.

**G. 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;
- 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 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 or business/organization 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 or the card has been inactive for five or more years.
- 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 the requirements as outlined in Section II. 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 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.





## **7f. CONSENT AGENDA**

### **Approve updated Policy #250 Public Access Computers (ACTION)**

*If further discussion is wanted before voting to approve, the board can pull this item out of the Consent Agenda and add it to Unfinished Business.*

#### **Updates to the Policy**

Two minor changes were made to the policy after last month's meeting:

- We moved a paragraph to a different location for better grouping and flow.
- In Section III B, we removed the requirement of showing photo ID to get a guest pass. The DEI Committee pointed out that this creates an extra and unnecessary, albeit minor, barrier to access which could affect those that don't have an ID but still need internet access.

# Warrenville Public Library District

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 informational and recreational resources. The purpose of this policy is to set the conditions under which the Library's 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 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 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. 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. Children age 7 and under must have a parent/guardian present at all times while using the public access computers.





Users may login to the public access computers with their WPLD library card or registered reciprocal borrowing library card. Users without library cards may ask to be issued a guest pass. 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.

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

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. 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 provide 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 wireless network, public access computers and other internet-accessible devices may only be used 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 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.

#### F. Disclaimer

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





## **7g. CONSENT AGENDA**

### **Approve updated Policy #320 Library Use and removal of Policy #320's COVID-19 Addendum and COVID-19 Mitigation Protocols (ACTION)**

*If further discussion is wanted before voting to approve, the board can pull this item out of the Consent Agenda and add it to Unfinished Business.*

#### **Updates to the Policy**

There were no further updates to the policy after last month's meeting. If the previous updates are acceptable, we can vote to approve the updated policy this month, as well as remove the previously approved COVID-19 related additions.

# Warrenville Public Library District

**POLICY NO. 320**

(Revised & Approved - 03/20/24)

## **LIBRARY USE**

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 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
- Excessive displays of public affection
- Sexual, physical or other harassment
- Unless authorized for a Library program, bringing 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 or following another individual



**Policy No. 320 – Library Use Policy**  
**Revised & Approved – March 20, 2024**  
**Page 1 of 4**



- 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 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 age 7 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.

## **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 library staff and visitors. Individuals should be respectful of each other and behave in a manner that does not disrupt others 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
- Viewing, in plain sight, materials which are inappropriate for the surroundings 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 maintaining a safe, healthy and clean environment for all library staff and visitors.

#### **A. Food & Beverage**

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

Consumption of food is permitted but limited to the Library's Café space, lower-level lobby or 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 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 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 Warrenville Police Department will intervene to stop prohibited activities and behaviors. 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.



## **7h. CONSENT AGENDA**

### **Approve updated Section 4.6 Attire of the Personnel Handbook Policy (ACTION)**

*If further discussion is wanted before voting to approve, the board can pull this item out of the Consent Agenda and add it to Unfinished Business.*

#### **Updates to the Policy**

A few updates were made to the policy since last month's meeting:

- In the first paragraph, we changed "appropriate to their position" to be "appropriate to the workplace" to make it more equitable across positions.
- Under unacceptable items:
  - To the clothing with offensive language or images line, we added "accessories" and "inappropriate."
  - To the clothing in bad repair line we added "including jeans with fashionable rips or tears."
- In the Exceptions section, we added a couple of more "When applicable" wordings.



## PERSONNEL HANDBOOK POLICY

### 4.6 ATTIRE

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

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:

- \*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
- Clothing and accessories with offensive or inappropriate language or images
- Transparent, revealing, or bare midriff clothing
- Clothing in bad repair, including jeans with fashionable rips or holes

*\*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;
- When applicable, 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);
- When applicable, 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.

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.

**8a. REGULAR AGENDA**

Approve payments for the period of February 22, 2024 – March 20, 2024

A partial bill list is included on the following page(s).

**A complete bill list with SUGGESTED MOTION will be provided  
at the Board Meeting**



**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**February 22 - March 20, 2024**

Date	Num	Name	Amount
03/20/2024	9832	Accounting Services, Inc.	-584.00
03/20/2024	9833	Ambius	-315.00
03/20/2024	9834	Aridan Books, Inc.	-135.00
03/20/2024	9835	AT&T	-373.32
03/20/2024	9836	Baker & Taylor	-2,908.70
03/20/2024	9837	Baker & Taylor	-122.43
03/20/2024	9838	Baker & Taylor	-156.22
03/20/2024	9839	Baker & Taylor	-3,563.34
03/20/2024	9840	Children's Plus, Inc.	-1,627.24
03/20/2024	9841	Direct Energy Business	-3,575.52
03/20/2024	9842	Granite Telecommunications	-200.64
03/20/2024	9843	Guo, Xinming	-150.00
03/20/2024	9844	KnowBe4, Inc.	-2,138.40
03/20/2024	9845	Konica Minolta Business Solutions	-24.31
03/20/2024	9846	LIMRICC Purchase of Health Insurance Prog	-14,400.65
03/20/2024	9847	Mango Languages	-208.30
03/20/2024	9848	Midwest Tape	-423.31
03/20/2024	9849	Midwest Tape	-2,968.48
03/20/2024	9850	Midwest Tape	-606.18
03/20/2024	9851	Moon, Bokeum	-300.00
03/20/2024	9852	Moser, Sandra	-50.00
03/20/2024	9853	Moser, Sandra	-50.00
03/20/2024	9854	Scholastic Inc. Education	-475.10
03/20/2024	9855	Service Master Commercial Cleaning	-2,489.00
03/20/2024	9856	Smart Apple Media	-236.55
03/20/2024	9857	Technology Management Revolving Fund	-475.00
03/20/2024	9858	Tee Jay Service Company	-2,661.00
03/20/2024	9859	Today's Business Solutions, Inc.	-219.36
03/20/2024	9860	Twin Supplies, LTD.	-130.00
03/20/2024	9861	U.S. Postmaster	-320.00
03/20/2024	9862	Unique	-19.70
03/20/2024	9863	Vanguard Energy Services, LLC	-705.71
03/20/2024	9864	Wheaton Park District	-75.00
03/20/2024	9865	LACONI	-150.00
03/20/2024	9866	Petty Cash Fund	-44.61
03/20/2024	9867	4imprint	-1,351.29
03/20/2024	9868	Allegion Access Technologies	-201.00
03/20/2024	9869	Bayscan Technologies	-198.00
03/20/2024	9870	Cintas Fire Protection	-404.68
03/20/2024	9871	Sam's Club/Synchrony Bank	-291.25
03/20/2024	9872	Top Rail Fence Naperville	-3,143.50

03/20/2024	9873	Engineering Resource Associates	-6,223.40
02/22/2024	Electronic	Paylocity	-611.39
02/22/2024	Electronic	Northern Illinois Gas	-373.90



## **8b. REGULAR AGENDA**

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

Each month, a transfer to 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.

Suggested motion and transfer sheet will be provided at the Board meeting.

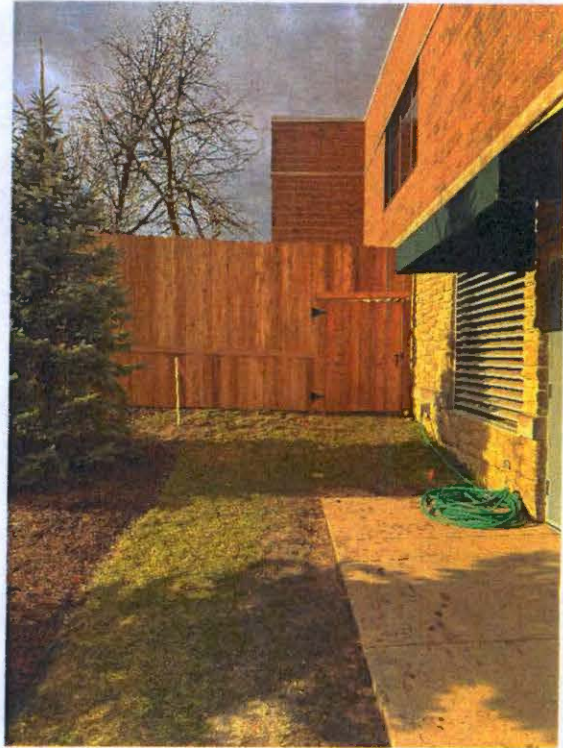
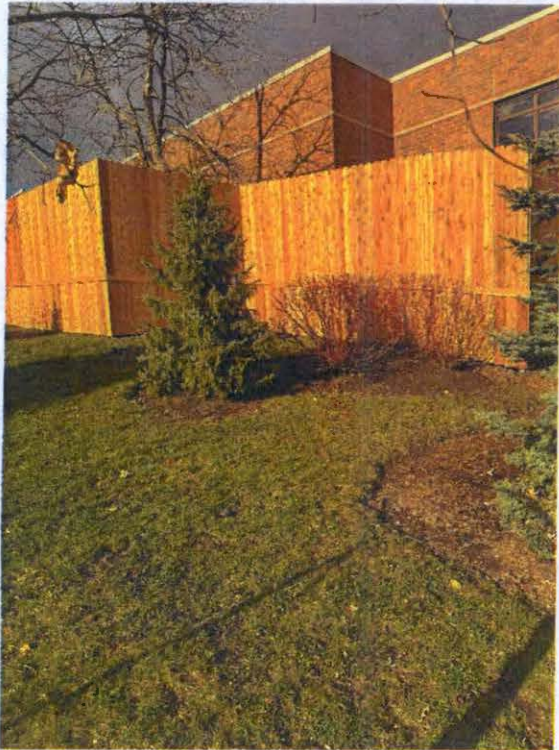
## 9a. UNFINISHED BUSINESS

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

#### **AC Screen Project**

- The fence installation has been completed. See photos below.
- The City came and performed a fence inspection as well as a landscaping inspection to determine whether we need any additional landscaping. As of this writing we are waiting to hear the results.
- Our updated Plat of Survey is also complete. See attached. It now accurately reflects our parking, the land swap, and includes our new fence.

I will continue to keep you updated on any final pieces of the project.





#### LEGAL DESCRIPTION

PARCEL 2:  
LOT 1 IN WARRENVILLE PUBLIC LIBRARY DISTRICT TAX ASSESSMENT PLAT NUMBER TWO IN THE NORTHWEST  
QUARTER OF SECTION 35, TOWNSHIP 38 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN  
ACCORDING TO THE PLAT THEREOF RECORDED FEBRUARY 17, 2005 AS DOCUMENT R2005-034154, IN  
DUPAGE COUNTY, ILLINOIS.

P.L.N.: 04-35-107-071 (PARCEL 1), 04-35-107-048 (PARCEL 2)

SURVEY AREA: 72,001 SQUARE FEET (1.674 ACRES)

LOT A  
AUBREY PARK  
RENT DIVISION

**LOT 1**  
WARRENVILLE  
ASSESSMENT PL  
NUMBER TWO

**LOT 1**  
WARFENVILLE  
PUBLIC LIBRARY  
DISTRICT  
TAX ASSESSMENT  
PLAT NUMBER TWO

MOUNT STREET  
METRO TOPICS: DEDICATED  
PER DOCUMENT 487614  
(94) RIGHT-OF-WAY

STATE OF ALABAMA  
COUNTY OF CHANDLER

I, JIMMY B. MARSHALL, AN ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 025-00192, HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE PROPERTY AND THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

GIVEN UNDER MY HAND AND SEAL THIS 14TH DAY OF MARCH, 2014.

Trusty B. Z...

DESIGN FIRM PROFESSIONAL LICENSE NO. 18A-001188  
LICENSE EXPIRES APRIL 30, 2025

UNIVERSITY OF ALABAMA

WARRENVILLE PUBLIC LIBRARY

1999

PLAT OF SURVEY  
28W751 STAFFORD PLACE  
WARRENVILLE, ILLINOIS

SCALE: 1"=20'  
DATE: 03-08-2024  
JOB NO: W24028.00  
SHEET: 1 OF 1

-53-

C:\P008\BCT5\Barronville Public Library District\W2-6126-QD 2000-751 Stafford St, Barronville IL 60010\W2-6126 QD 2000-751 Stafford St, Barronville IL 60010\W2-6126 QD 2000-751 Stafford St, Barronville IL 60010

## **10a. NEW BUSINESS**

### **Policy #255 Makerspace (information)**

#### **New Policy**

Policy #255 Makerspace is a brand-new policy for our new 3D Printer and Vinyl Cutter equipment. The Makerspace Committee has been working on this since last summer. In the fall we purchased the equipment during some Black Friday sales, and since then have been testing out the equipment and training staff on using it.

We are planning on unveiling this service for our members this summer. While we are still finalizing procedures and training, we wanted to make sure we had this policy in place before going live.

Essentially, the policy covers:

- Use of the equipment and supplies by both staff and library members.
- Guidelines and restrictions about project content.
- How to submit projects.
- Information about materials and production costs. Some of this information will just be on our website, as the list of available materials will change over time.
- Disclaimers about project production.
- Information about picking up and paying for projects.
- And of course, a few disclaimers about liability.

Since this policy is brand new, we borrowed several pieces from other libraries' policies to assemble a draft. Once cobbled together, we did numerous revisions to get it to be representative of what we envisioned for WPLD.

This month the policy is for your review. And then next month, unless there are major changes, the policy will be up for approval and adoption.



# Warrenville Public Library District

POLICY NO. 255

(Approved & Adopted - 04/17/24)

## MAKERSPACE

### PURPOSE

The Warrenville Public Library District (WPLD) provides access to technology and equipment to support educational, professional and personal enrichment. The Makerspace Policy establishes the guidelines for staff and members to utilize the Library's 3D printer, vinyl cutter and any other makerspace equipment and supplies, currently known as the Creator Cart.

### USE OF EQUIPMENT & SUPPLIES:

- Library & Staff
  - The Library's makerspace equipment may only be operated by designated, trained Library staff.
  - Library-related programs and projects will be given priority use of the makerspace equipment. When not being offered through a program, the makerspace equipment will only be available for in-house use, and may not be checked out.
  - While Library and member use takes priority, staff may use makerspace equipment for personal use. Staff may produce up to three projects a month costing no more than \$10 per project. Staff must pay for any excess costs or additional projects.
- Library Members
  - Only WPLD members may request to use the Library's makerspace equipment and supplies.
  - Member users may not directly operate the Library's makerspace equipment themselves, but may "use" the equipment with the supervision of designated, trained Library staff.
  - Users must be 12 years of age. Users under age 12 must be supervised by a parent/legal guardian to use makerspace equipment.
  - While walk-ins will be considered if staff and equipment availability allow, appointments should be made with Library staff to use the makerspace equipment.
    - Appointments will be for 60 minutes and will be taken on a first-come, first served basis.





- Users will not be allowed to run over their reserved time and should build in appropriate time to clean the space before their appointment ends.
- General Use
  - All users are required to take all applicable safety precautions in connection with use of the equipment.
  - Users are responsible for returning and restoring all equipment, supplies and workspace to the condition and placement they were upon first use.
  - No food or drink is allowed while using the equipment.
  - Faulty equipment, supply or space concerns must be reported immediately.
  - At staff discretion, a limit on the number of users that may operate makerspace equipment at one time may be imposed.
  - Use of some makerspace equipment may have associated fees. Please see the Makerspace Chart of Materials & Fees on the Library's website for further details.

## PROJECT CONTENT

1. The Library's equipment may only be used for lawful purposes, and will not be permitted to be used to create objects that:
  - a. Are prohibited by or violate any local, state, or federal law;
  - b. Are unsafe, harmful, dangerous, or which pose an immediate threat to the well-being of others, including weapons or weapons parts;
  - c. Contain obscene, violent, or sexually explicit content and/or language, or is otherwise inappropriate for the library environment;
  - d. Promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
  - e. Threaten any person or organization;
  - f. Are in violation of copyright, patent or trademark protection laws or intellectual property rights. Provisions for fair use of artwork and other creative works are extremely restrictive. Patrons are personally responsible for knowing the copyright status of any material they wish to use in projects created on Library equipment, and for obtaining written permission from the copyright holder before use;
  - g. Are in violation of the terms of use of the manufacturer of the equipment;
  - h. In violation of any other Library policy or procedure.
2. The Library reserves the right to:
  - a. Review and approve all project requests and materials before printing, cutting or otherwise producing;
  - b. Refuse any request;
  - c. Refuse future requests from individuals who have violated this policy;
  - d. Stop project production for any reason;
  - e. Set a limit as to the maximum amount of time a project may take;
  - f. Limit the number of requests; or





- g. Photograph, film and share time-lapsed videos of the production of projects, providing that the photo or video does not contain personally identifying information.
- 3. The Library recognizes that an original design is the property of the designer and will not duplicate that design for someone else without permission of the content creator.

## PROJECT SUBMISSION

- 3D Printer - Print requests must be submitted via the Library's online submission form. If assistance is required with project or its submission, members should contact the library to schedule a one-on-one session with staff.
- Vinyl Cutter - Vinyl cutter project requests must be made by scheduling a one-on-one session with staff in order review and produce the project. Walk-in appointments may be considered depending on staff and equipment availability.
- For specifications regarding the equipment, dimensions, project sizes, file types, etc., members should refer to the Library's website.
- Print requests are subject to review by library staff. Approval or rejection of the request will be communicated via the communication method(s) indicated with the request.
- Upon approval of a project, an estimated time of completion will be communicated to the requestor.
- 3D Printer
  - Print requests with excessive print times may not be given first priority, or may be rejected altogether.
  - Generally, allow 7-14 days printing time, but please note that printing times cannot be guaranteed and may vary due to various factors, including but not limited to printer and staff availability.
  - Generally, 3D prints will be completed on a "first come, first served" basis. However, library staff may use their discretion when scheduling production of objects in order to maximize the productivity of the equipment.

## MATERIALS & PRODUCTION COSTS

- All projects cost a flat fee plus costs based on the material used. Members should refer to the Makerspace Chart of Materials & Fees on the Library's website.
- For a list of types and colors of filament, vinyl and other material the Library has available for projects, members should refer to the Makerspace Chart of Materials & Fees on the Library's website.
  - Material availability may vary depending on supply and demand.
  - While material preferences may be submitted through the submission form, selected choices may need to be substituted for available materials. Staff will do their best to communicate the changes before production, but may still make changes at their discretion.
  - When submitting a project, if the desired material type or color is not available, members may request that the Library purchase the desired





material. Staff will consider the request and notify the member of the decision.

- 3D Printer – Upon approval, members are welcome to donate the desired filament to the Library for the use of their project. If approved, the material cost of the current project would be waived and only the flat fee will be charged. Leftover material remains property of the Library.
- Vinyl Cutter – Upon staff approval, members may use their own material for their project. If approved, the material cost of the current project would be waived and only the flat fee will be charged.
- Members will be notified of a project's cost estimate once staff confirm receipt and approval of the project request.
- Projects can be paid for after production is completed.

## PROJECT PRODUCTION

- If a project requires modifications, staff will do their best to communicate the changes before production, but may still modify submitted designs at their discretion. Examples of such modifications include, but are not limited to:
  - Scaling the object's dimensions larger or smaller
  - Changing its orientation
  - Adding flat surfaces to the object
  - Breaking a larger object into smaller components for production
  - If no such modifications are desired, then members may indicate so on the submission form. Without some of these modifications, it may not be possible to produce an object.
- 3D Printer - Only designated and trained Library staff will operate the 3D printer. Members are welcome to observe the 3D printer in operation and may make arrangements with staff if they wish to view their project being printed.
- Vinyl Cutter - While members may work with staff to "use" the vinyl cutter for their project, only designated and trained Library staff will operate the vinyl cutter.
- Project results:
  - The Library cannot guarantee and is not liable for the final appearance of projects.
  - If a failed project is a result of staff mistake or malfunction of Library equipment, the Library will do its best to reproduce the request at no additional cost.
  - The Library is not otherwise responsible for failed projects or projects with unexpected results, although staff will do their best to assist in the completion of successful projects.
  - When not at fault for a failed project, the Library will not waive project costs/fees.

## PICKUP & PAYMENT

- Members will be notified by email, phone or in person when their project is complete.





- Projects must be picked up and paid for by the individual who submitted the project, unless otherwise arranged.
- Projects will be held for pickup and payment at the Member Services Desk for 30 days after the individual has been notified. After 30 days, a fee totaling 50% of the project cost will be added to the member's library account and the item becomes the property of the Library and may be discarded.
- Projects must be picked up and paid for before a member may submit another request.

## LIABILITY

- The Library is not responsible for any damage, loss of data, or security issues that arise from or is related to the use of the Library's computers, network or makerspace equipment.
- The Library is not responsible for the functionality or quality of projects produced using the Library's makerspace equipment or for any injuries or damages that result from use of produced objects.
- Any views or opinions expressed via use of the Library's makerspace equipment are those of the user and not of the Library. Further, use of makerspace equipment does not constitute or imply an endorsement, recommendation, or favoring of any view or opinion expressed by the projects produced.
- The Library assumes no responsibility or liability for a user's compliance with copyright and trademark laws.
- Supervision of the use of the Library's makerspace equipment by Library staff does not constitute knowledge or acknowledgement of any unapparent final use of the makerspace product and the Library specifically disclaims any knowledge thereof.



## **Staff Day**

We had a great Staff Day on March 8:

- We had informative sessions on IMRF and AFLAC. This was helpful because in 2022 the library changed all part time positions to be IMRF positions, so learning more about the retirement program was important. A lot of people also knew very little about AFLAC, so it was nice to learn more.
- We had a wonderful, interactive presentation from JJ's Players on Disability Awareness Training. They focused on person-first language and gave tips for great customer service to people with disabilities. They presented scenarios, with bad and good ways to handle the situations, and invited staff to participate. It was an eye-opening presentation and gave us the starting tools to better interact with people with disabilities.
- We had staff presentations about our various items from our Tech To Go Collection. This was great to remind everyone about the items we offer to our members, and by having live presentations (rather than just looking at a list), it better imprinted the collection items into our memory. Everyone did a great job.
- We finished the day with department meetings, which was a great opportunity for Public and Member Services to all get together and meet, which is hard to make happen on a regular basis.

I want to thank all the managers that helped coordinate and plan the day, as well as the staff that gave presentations.

- Thanks to MaryKellie for coordinating with JJ's Players,
- Thanks to Ian for lining up the IMRF and AFLAC presenters,
- Thanks to Kathy and Duncan for coordinating the staff presentations,
- And thanks to Jackie and Gail for feeding us!

## **DEI Training**

I met with MaryKellie, Paul and Laurie to discuss adding a small amount of required DEI training to all staff annual goals. We will be requiring a couple of suggested trainings as selected by the DEI Committee, plus a few additional trainings selected by the staff member based on their own interests.

Thankfully, we seem to be a board and staff that are committed to DEI and who want to learn more so that we can better serve our community. Adding required annual training cements that commitment. Thank you to MaryKellie and the DEI Committee for proposing and working on this initiative.

## **Miscellaneous**

- Decennial Committee – I submitted the final report to DuPage County through their online submission portal.



- FOIA Request – In February we had a request for staff salaries, employee handbook, and our salary scale
- Harassment Training – Thank you to everyone for completing this training.
- IGA approvals by the City
  - The IGA for social media archiving should be approved in April
  - The IGA for the Alibrijes art should be approved sometime in March
- Outreach Warrenville – Paul and I met with staff from Outreach Warrenville to discuss the potential of the library hosting a career fair in the fall. Hopefully more details to come.

## **Broadband Equity**

In February we had a request from the IL Secretary of State's office to participate in the BEAD Eligibility Challenge. They stated: "Currently, your library is considered ineligible for the \$1.04 billion in federal Broadband Equity, Access, and Deployment fund by the National Telecommunications and Information Administration funding. As public libraries are considered community anchor institutions (CAI), this federal program has prioritized CAI's being connected to 1 gigabit symmetrical service, or 1000mpbs download over 1000mpbs upload (1000/1000 mbps), speeds."

Duncan helped me do the internet speed tests they asked us to perform, and we are very much under the 1000 mbps. I submitted our results, but have not heard back. While their email hinted at hopes of us maybe being able to become eligible to receive funding in the future for our internet services, I am not going to count on it, but will certainly keep you updated if something happens with this. But for now, I just thought this was an interesting thing to pass along.

## **Meetings & Programs for February**

- One-on-one meetings with Managers
- Management Team Meetings (February 13, 27)
- Safety Committee Meeting (February 15, 29)
- Meeting with Fire Marshal, Fire Inspector, Kathy, & Paul to review our evacuation plans and get feedback for the Safety Committee. (February 6)
- SWAN Budget Meeting (February 6)
- Makerspace Committee Meeting (February 8)
- Meeting with CBIZ Valuation Group on behalf of LIRA for a property appraisal (Feb 22)
- Community Needs Assessment Interview by teen Alex with Outreach Warrenville (Feb 22)
- SWAN Fireside Chat (February 27)
- Mayor's State of the City Address (February 28)

## **Trainings & Webinars for February**

- Ryan Dowd - Autism: A Conversation with Carly Danesh-Jones



STATISTICAL SNAPSHOT	Feb 2024	Jan 2024	Dec 2023	Nov 2023	Oct 2023	Sept 2023	Aug 2023	Jul 2023	Jun 2023	May 2023	Apr 2023	Mar 2023	Feb 2023
<b>TOTAL CIRCULATION (physical items)</b>	13,327	13,845	13,091	13,353	14,451	13,697	15,401	15,984	15,398	12,847	13,581	15,201	12,914
WPLD items checked out at WPLD	7,289	7,917	7,115	7,468	7,493	7,425	8,576	8,807	9,563	6,887	7,119	8,594	7,245
Auto-renewals of WPLD Items	4,122	4,266	4,558	4,316	5,197	4,560	4,906	5,334	4,045	4,370	4,832	4,782	4,156
Other Library Items Checked out at WPLD	1,721	1,662	1,418	1,569	1,761	1,712	1,919	1,843	1,790	1,590	1,630	1,825	1,513
<b>DOWNLOADABLE CIRCULATION</b>	3,695	4,039	3,474	3,393	3,569	3,271	3,475	3,205	3,030	2,938	2,849	3,171	2,749
OverDrive/Libby	1,869	2,070	1,767	1,696	1,804	1,767	1,985	1,987	1,836	1,759	1,643	1,756	1,500
OverDrive (magazines) fka RB Digital	413	513	434	398	405	158	84	96	67	77	78	124	114
Hoopla	1,413	1,456	1,273	1,299	1,360	1,346	1,406	1,122	1,127	1,102	1,128	1,291	1,135
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	1,653	1,569	1,354	1,492	1,674	1,614	1,830	1,785	1,754	1,524	1,573	1,777	1,478
Received from Non-SWAN Libraries	12	12	7	10	15	8	13	21	10	15	9		11
Sent to SWAN Libraries	1,696	1,686	2,362	1,647	1,726	1,617	1,693	1,704	1,582	1,716	1,715	1,984	1,657
Sent to Non-SWAN Libraries	9	11	16	17	19	24	12	18	22	9	7		14
<b>COLLECTION</b>													
Physical Materials Added	525	530	455	643	626	638	694	546	403	514	578	666	530
Physical Materials Withdrawn	373	1,664	343	295	167	1795	997	810	435	462	639	473	503
Total Collection Size	149,592	149,021	148,309	147,695	145,815	146,872	146,714	145,928	145,099	144,690	143,393	142,807	141,933
Physical materials	76,548	76,634	76,386	76,226	75,863	77,410	77,748	77,523	77,125	77,428	77,425	77,258	76,996
OverDrive books	52,959	52,499	52,223	51,941	50,887	50,575	50,298	49,916	49,727	49,312	48,399	48,252	47,779
OverDrive audiobooks	20,085	19,888	19,700	19,528	19,065	18,887	18,668	18,489	18,247	17,950	17,569	17,297	17,158
<b>PROGRAMS</b>													
Number of Adult Programs	23	18	15	16	23	16	21	14	20	18	19	18	19
Adult Program Attendance	250	137	154	210	269	168	927	649	702	122	143	255	144
Number of Teen Programs	10	7	11	8	7	9	7	6	8	7	6	8	8
Teen Program Attendance	60	21	52	37	40	55	41	53	57	78	25	55	39
Number of Youth Programs	30	24	21	25	30	30	12	19	23	14	30	37	29
Youth Program Attendance	577	362	338	471	530	428	130	338	535	197	472	523	406
Book-A-Librarian Sessions	14	14	14	14	14	14	14	14	14	14	14	14	14
Book-A-Librarian Attendance	5	3	3	3	3	5	0	5	3	4	2	4	4
<b>OUTREACH</b>													
Adult Outreach Events	1	0	0	0	0	0	0	-	1	-	1	-	-
Adult Outreach Attendance	12	0	0	0	0	0	0	-	157	-	53	-	-
Teen Outreach Events	0	0	0	0	0	0	0	-	-	1	-	-	-
Teen Outreach Attendance	0	0	0	0	0	0	0	-	-	75	-	-	-
Youth Outreach Events	3	1	0	1	5	2	2	1	1	7	2	3	2
Youth Outreach Attendance	199	42	0	262	504	48	172	77	72	1,339	42	80	111
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	9,464	10,519	10,474	10,446	10,436	10,394	10,340	10,292	10,249	10,181	10,148	10,106	10,046
Resident Cards Issued In Person	51	52	28	24	54	64	56	46	77	60	56	57	37
Online Cards Issued	14	14	16	14	13	7	12	14	9	8	9	11	14
<b>VISITOR COUNT</b>	8,886	7,948	7,393	7,816	8,534	8,238	9,334	9,163	10,676	8,060	7,512	8,655	7,424
<b>STUDY ROOM USES</b>	322	253	265	292	292	284	282	301	317	265	251	262	259
<b>MEETING ROOM USES (public)</b>	5	7	2	6	4	1	1	1	3	9	1	6	5
<b>CURBSIDE PICKUPS</b>	19	11	11	15	11	21	12	18	20	20	15	14	9
<b>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	540	428	526	458	544	518	620	604	625	517	597	636	579
Wifi Sessions	2581	2297	2184	2415	2663	2591	2860	2,724	2,642	2,397	2,582	3,441	4,372
Website Visits	13,523	12,835	11,023	11,003	10,676	10,164	12,923	11,733	12,147	11,580	10,828	11,401	11,189
<b>MARKETING</b>													
eNews Subscribers	6,479	6,316	6,295	6,375	6,346	6,341	6,261	6,283	6,280	5,926	5,885	5,888	5,884
eNews Open Rate	46%	49%	53%	47%	52%	46%	53%	43%	46%	50%	46%	47%	49%
Facebook Followers	1,798	1,790	1,783	1,770	1,763	1,753	1,744	1,735	1,696	1,683	1,668	1,652	1,634
Instagram Followers	516	513	509	507	505	492	487	479	471	468	456	453	442



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

**February 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 February board packet
- Attended the February 21 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
- Submitted the 2023 Telecommunication Rebate to the City of Warrenville
- Sent bereavement flowers to staff person
- Received and fulfilled a quarterly Smart Procurement FOIA
- Accompanied Jason on a LIRA representative's (insurance) site visit of the building

### **Meetings**

- Management Team meeting – February 13

### **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.
- Cleaned the employee entrance canopies of snow and dumpster area as needed.
- Shoveled snow and salted when needed
- Contacted automatic door companies to arrange for repair of the Stafford Place inside door.
- Installed a new wooden orchard play toy in Youth Services.
- Adjusted the noisy staff door into the work area
- Had a few issues with the staff toilet during the month which had to be addressed
- Contacted Tee Jay Service to fix the automatic door at the Stafford Place entrance.
- Painted the blue walls in the study rooms.
- Repaired light fixture in basement and library monument sign

## 12. ACQUISITIONS & CATALOGING REPORT

February 2024

Submitted by MaryKellie Marquez

### Collection Maintenance

- 525 items created.
- 373 items discarded
- 91 items repaired
- 47 discs cleaned

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

### MaryKellie

- RAILS, "Safety and Security Debrief Strategies for Supporting Library Staff" 2/1/2024.
- Hachette Book Group, "Julian Randall in Conversation with Clint Smith" 2/1/2024.
- LACONI TSS, "Delving into Dewey Decimal Classification" 2/2/2024.
- Chicago Field Museum, "We Are All on Native Land: A Conversation About Land Acknowledgements" 2/6/2024.
- ALA eLearning recording, "Strategic Planning for Public Libraries" 2/7/2024.
- Library Journal, "Books That Are Buzzing for Spring" 2/8/2024.
- Niche Academy, "Building Belonging: The Key to Creating Connection in DEI" 2/8/2024.
- HarperCollins LLF, "Spring/Summer 2024 Adult Preview" 2/14/2024.
- RAILS Moodle course, "Cataloging Monographs with RDA" Module 3 & 4, 2/6/2024 and 2/16/2024.
- RAILS recording, "I'm a Manager, Now What?" 2/21/2024.

### Gail

- Worked with Jackie to order staff in-service lunches.
- YouTube videos on how to use Cricut machine.
- Makerspace Committee meeting.
- Logo refresh meeting.
- Accessibility 3D print webinar.
- LACONI TSS, "Delving into Dewey Decimal Classification."
- SWAN ACUG meeting.
- RAILS Technical Services Networking Meeting.

### MaryKellie's Meetings:

- SWAN ACUG chair meeting 2/8/2024.
- DEI Committee meeting 2/12/2024.
- One-on-One with Jason 2/13/2024.
- SWAN Aspen User Group meeting 2/13/2024.
- Management Team Meetings 2/13/2024 and 2/27/2024.
- Safety Committee Meeting 2/15/2024 and 2/29/2024.
- Library of Congress Subject Heading Editorial Meeting 2/16/2024.
- Met with Paul to discuss weeding the collection and running BCA reports 2/20/24.
- January Board Meeting 2/21/2024.
- RAILS Technical Services Networking Group 2/23/2024.



## **12. HUMAN RESOURCES**

**February 2024**

**Submitted by Ian Stevens**

### **Highlights**

- Promoted Member Service staff from Assistant to Associate due to staff leaving to pursue other opportunities. We are hiring for the assistant position.

### **Staff/Recruiting**

- Current open positions. Member Service Assistant. Listed on Library website, RAILS, College of DuPage careers and Worknet DuPage March 3<sup>rd</sup>. Deadline March 24<sup>th</sup>.
- Job description updates based on the manager's input were submitted to the Executive Director for approval before the next step of a benchmarking project. Jason is working through them.

### **HR Procedures**

- Ran payrolls in Paylocity 2/5 and 2/19.
- IMRF payroll info to accountant 2/26, submitting to IMRF in March due to upgrade.
- After researching online software companies to process and transmit 1095 B (ACA compliance) forms to the IRS process was completed 2/28.
- Presented safety document ready for review at February Safety meeting.
- Researched Mandated Reporting for staff. Library is not a mandated reporter.
- Posted OSHA 300A annual report for staff. Library was injury free in 2023.
- Contacted HR Source for legal advice/feedback on 1099 reporting to confirm elements of the new law. Library is in compliance with the reporting of independent contractors hired for Library programming to IDES.

### **Meetings**

- Management Team meetings 2/13 and 2/27.
- Meet with the executive director 2/14 on a variety of HR and personnel matters.
- Attended Board meeting 2/21.
- Safety committee meeting 2/15 and 2/29.
- 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 AI (Artificial Intelligence) Future 2/1. Paylocity AI and HR 2/21.
- IMRF Employer Access Upgrade 2/7 & 2/20.
- Niche Academy DEI (Diversity, Equity, and Inclusion) 2/7.
- HR Brew Mastering Management 2/14.
- LIMRiCC HIPAA legal Overview 2/15.

## 12. IT DEPARTMENT REPORT

February 2024

Submitted by Duncan Jones

### User Support

- I helped staff adjust settings in WorkFlows, investigated concerns with suspicious Outlook logins, changed AcqCat department staff email group to match its current name, copying 2 sided to 1 sided pages and setup MFA on staff member's new phone.
- I had a Book-a-Librarian appointment with a member to help her move photos from her camera to her laptop.

### Troubleshooting

- I worked with staff from SWAN on resolving our connection to SWAN.
- I resolved an issue with the maintenance desk voice mail.
- I replaced an HDMI cable in the adult study rooms and moved the spare HDMI cable to the adult desk cabinet.
- I resolved an issue with the breaker for the main entrance camera being off.
- I resolved issues with our OCLC connection.
- I resolved an issue with the firewall not passing network traffic.

### Project/Goal

- I applied firmware updates to various switches, cameras, and wireless access points.
- I worked with Ly to hang up the cables in the computer lab.
- I worked with Jason to measure the speed of our networks.
- I continued creating the outline of staff guides for the 3D printer and vinyl cutter.
- I created a procedure outline for the pickup of member's maker projects.
- I updated the OS of various servers, laptops, NAS devices, cameras and wireless access points.
- I continued the setup and deployment of new staff PCs and deployed repurposed machines as catalogs.
- I edited and uploaded the February board meeting video.
- I worked with Kathy to have staff demonstrations of Tech To Go devices during the staff in-service day. I worked with staff to choose, research and present their devices.
- I adjusted the staff email group of acq/cat department by request.
- I worked with David to redesign the packaging of Tech To Go devices, and created a procedure list, working with various involved departments.
- I created a form for 3D print submissions and drafted a workflow for staff to track each project.
- I worked with David and Kathy on designing a webpage with Creator Cart information.

### Planning

- I created upcoming KnowBe4 staff training.
- I worked with David on planning Creator Cart print submission form.

### Meetings

- I met with the Makerspace Planning Group
- I met with Jason
- I met with Management Team
- I met with Craig from KnowBe4 to setup additional standard and remedial training
- I met with Kathy to discuss branding applications on various material types.

### Tickets

- 6 opened, 8 closed, 0 pending



## 12. Marketing Department REPORT

February 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 of the above activities plus these tasks worth highlighting:

### Logo Redesign Project

- Continued updating asset list by adding priority levels, logo version to be applied and projected completion date.
- Designed rebranded footer templates to accommodate a variety of standard design sizes and layouts; began working on correlating staff templates in Publisher.
- Asked librarian staff to confirm software programs they use to produce craft projects and take-home materials and to submit examples of their work to help inform us about additional templates that staff might need.
- Organized and conducted meeting with key staff from different departments about what type of branding (logo, informational or combo) is needed on our specialty collections like Discovery Packs, Science Kits and Tech To Go items; also discussed changes to repair slips that accompany DVDs, audiobooks and board games. After the meeting, prepared and emailed summary notes, outcomes and proposed timeline for each collection.
- Designed several business card mockups.
- Designed letterhead mockups.
- Created mockup of several possible giveaway items including pens, magnets, bookmarks, water bottles and a table covering for outreach; worked with 4imprint to get quotes and order new items.
- Explored options for new staff t-shirts.
- Began working on website header and footer templates.
- Asked Jackie/Jason to explore the need for official stationery printed by a commercial printer.
- Communicated with Jason that current staff branded attire would be acceptable after the rollout of the new logo, as the "old" logo represents our heritage.
- As part of this project, we have determined that signage for several collections, features and service desks that currently have a logo will be changed and the logo will be eliminated. Work has begun to change and reapply the signs.
- Got quote from FedEx print shop to print and cut the new repair slips that will go into the DVD and audiobook cases; visited the shop to determine best paper color.
- Met with Laurie to request help designing the best way to do the swap out of repair slips on DVDs and audiobook; they will also check for the "donut" label on all the discs.

### Spring 2024 *Reading Matters* newsletter and event publicity

- Spoke with the Hagg Press rep to clarify their process and timeline for supplying us with our extra newsletter copies.
- Communicated key dates for newsletter and corresponding publicity to all staff.
- Delivered copies of the newsletter to the City, Park District, Ace Hardware and Everton, Preserve and Westlyn apartment complexes; Rev. Dale from Emmanuel Baptist stopped by the library to pick up copies his church uses for their welcome visits.

### Spring 2024 events

- Organized all flyers for the quarter and put flyers on display for early March events.
- Confirmed Facebook posting schedule with Kyrie and the need to make sure that the text content is accessible by including emojis, if any, at the end of text.



- Followed up with Paul and Kyrie about how to best promote pop-up programming (activity packets and photo ops) for Mister Rogers Neighborhood and Very Hungry Caterpillar on March 20.

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

- Revised SWAN Libraries app rack card information to reflect updated app and features.
- Refreshed Homebound Delivery slide, flyer, spotlight card and rack cards.
- Produced Homebound Delivery rack cards in preparation for Taylor's outreach event.
- Explored possibility of Book-a-Librarian materials redesign.
- Redesigned Hoopla digital slide.
- Redesigned "Need a Laptop" digital slide.
- Made edits to "Missing/Damaged Report" slips.
- Redesigned "Problem with a disc?" slips.
- Contacted Communico to explore the possibility of customizing the built-in form feature to accommodate file uploads.
- Worked with Duncan to identify and test online form services that would meet our 3D printer job submission needs.
- Prepared for and facilitated service call with Konica Minolta repair tech.
- Began prep for summer 2024 Reading Matters.

**Community Outreach**

- Helped the City publicize the recruitment of Census workers:
  - Included message in our eNews and shared posts on Facebook
  - Asked Paul about availability of computers for potential candidates to use after an info meeting conducted by the City/Census; Paul designated the Computer Lab for a few hours on February 5.
  - Checked with Jason about allowing flyers created by the City to be put out in a few locations in the library; put out the flyers and communicated to staff.

**Staff In-Service Preparations**

- Tech To Go Demonstrations with Duncan
  - Reviewed evaluation forms submitted by staff; clarified the intent of a question on the form to the participants.
  - Arranged with David to record the demonstrations for internal use.
- Evacuation Drill
  - Created outline with roles for staff during the evacuations.

**Safety Committee**

- Led a walkthrough of the library with Warrenville Fire Protection District Fire Marshal Carl Voda, Fire Inspector Mike Landers, Jason and Paul. We toured the library, including staff areas, pointed out all exits and asked for input about our previously identified assembly points. Important take-aways from the walkthrough were that we should:
  - Make the emergency evacuations plans around the fewest number of staff working in the building at any one time.
  - Make sure the building is clear after presumably everyone has evacuated, assuming that it is safe to do so, and report the status to Emergency Services on the scene.
- Prepared notes from the walkthrough and shared with the Safety committee.
- Met with Taylor to review information learned on the walkthrough so she could update the procedures for the committee.
- Met with Taylor after the committee meeting to discuss suggested changes/clarifications to the procedures and to devise the path the PIC would use to clear the building.
- Prepared Emergency Evacuation document and pushed out to staff for their review before February 29 committee meeting.



- Created and prepared an Emergency Evacuation folder with staff list and clear path checklist, to be kept at three service desks and on shelf with Safety supplies.
- Updated PIC procedures with input from Jason.
- Updated Liquid Spills created by Laurie and consolidated other documents in the folder.
- Prepared Closing Restroom document to push out to staff.
- Updated Broken Glass procedures with input from staff.
- Updated Unplanned Closing procedures with input from staff.
- Created a quiz to gauge staff's understanding of emergency evacuations.
- Asked Jason how we want to let the City know that our designated assembly points are outside City Hall.
- Prepared for and led two meetings: February 15 and February 29.

Discussion items at the February 15 meeting included:

- Taylor presented updates based on our walkthrough with the Fire Department:
  - The need for a PIC or other staff member to check the building after others have evacuated.
  - Best route to the assembly point at City Hall's lower level.
- Kathy updated spreadsheet with notes for review of upcoming topics.
- Kathy reminded managers to check in with their staff about topics that were put out for their review and to collect any comments by the February 29 meeting.

Discussion items at the February 29 meeting included:

- Managers gave input from staff on Emergency Evacuation procedures.
- How to handle if the PIC is unavailable to clear the building (staff will be told to expect PIC hand-offs during an emergency).
- All staff are expected to evacuate if the fire alarm or another method signals to leave the building.
- How Member Services should evacuate if only one staff person is on duty.
- Adult visitors are not obligated to go to an assembly point after evacuating. Questions arose about our responsibilities to minors who may have come to the library on their own...do we keep them at an assembly point or let them leave? (Jason is checking.)
- Ian answered questions about the Bodily Fluids topic he updated after originally presenting at a January meeting; some clarifications are needed.

### **Administrative**

- Followed up with Jason on one of my goals for the current evaluation period.
- Met with David to review his goals for the current evaluation period. He is on track.

### **Miscellaneous**

- Produced the summer 2024 publicity schedule for Reading Matters, concerts and summer reading.
- Posted photos Diana took of a recent storytime with Lincoln Marsh.
- Researched and wrote the February DEI statement on behalf of the DEI committee about Black History Month for sharing with staff.
- Responded to Mandy's request that David and I review her proposed Librarycon mascot design so that she can move forward creating files once the budget for this event is approved.
- Gathered input on emergency exit signs at various locations in the building.

**Website** activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. *In February*, edited Newsbank content article from Paul and posted on website.



**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.

**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 February*, posted pictures from the February 24 pop-up Iditarod program with a reminder to turn in winter challenge reading logs or finish tracking in Beanstack.

### **Meetings/Webinars**

#### **Kathy**

2/6 & 2/20/24: Management Team Meetings  
2/12/24: DEI Committee meeting  
2/15 & 2/29/24: Safety Committee meetings  
2/21/24: Board meeting  
2/22/24: Moral Injury in Libraries  
2/28/24: Laurie about repair slip swap project  
2/28/24: With David, new logo template examples

#### **David**

2/8/24: Makerspace Planning Group Meeting  
2/13/24: Making Technology Accessible: Creating an Accessible Toolkit (webinar)

### **Publicity Statistics**

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

Subscribers: 6,479  
Average open rate: 46%  
New Cardholders campaign—average open for 2 sends: 71%

### **Social Media**

Facebook Followers: 1,798  
Instagram Followers: 516



This post was created by a Warrenville resident about a time capsule her children created at a library Leap Year program in February 2020. The original poster tagged the library and I shared to our page.

18 reactions (likes, comments, shares); reach = 211.



Warrenville Public Library District

Published by Kathy Quinn · 5d · 🌐

...

Wow! Wow! Wow! 🍷🍷❤️

We're thrilled that you remembered your time capsules from our Leap Year program held 4 years ago. And the kids are so happy to show off their artwork. Thank you Amber Wishnevski.

We have a Leap Year Party today at 4:30 pm for 5-7 year olds. There's still time to register at: <https://www.warrenville.com/event/9250038>

#WPLD #LeapYear2024 #leapyear



Another popular post: 17 reactions (likes, comments, shares); reach = 73.



## 12. MEMBER SERVICES REPORT

February 2024

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7,289	54.69%
Aspen catalog/mobile app (Renewals)	107	0.80%
Autorenewals	4,122	30.93%
Staff Assisted Checkout	1,809	13.58%
TOTAL TRANSACTIONS	13,327	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,232	58.06%
Selfcheck 2 (Near Vending Machine)	3,057	41.94%
TOTAL TRANSACTIONS	7,289	100.00%

### Department Highlights

#### **Curbside**

We had 19 Curbside Pickups with 10 unique users in February.

#### **Continuing Education**

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

Laurie participated in 2 Management meetings, 2 Safety Committee meetings, a 1-on-1 with Jason, a hiring meeting with Ian and Jason as well as a DEI based staff goal integration meeting with MaryKellie, Paul and Jason in February.

Laurie began a project going through all NCOA (National Change of Address) flagged accounts for 2021, 2022, and 2023, removing accounts of members who moved out of state, and expiring cards and flagging them with a bad address status for those who moved within the state. This accounts for the decreased number of Total Active Resident Cards in the Statistical Summary.



## 12. PUBLIC SERVICES REPORT

February 2024

Submitted by Paul Dobersztyn

### Highlights

- The library hosted **63** total events in February with **887** participants.
  - February was a very solid month for programming. Some highlights included Sound Bowl Meditation, The Beauties of Warrenville presentation by Bill Scarlato, Leap Year Party and Sweethearts Ball.
- We had **2** passive events this month that included Crafts to go: Chinese New Year and Blind Date with a book with **58** interactions.
  - *"Blind Date with a Book." This program had great success from staff and patron ends. Readers of all ages engaged with these displays and checked items out from all three age-areas, all while public services staff got to wrap, doodle on, and recommend some of their favorite titles that they normally don't get the opportunity to recommend.*
- The sixth Sunday Music Matinee on 2/11 featured harpist Brittany Smith hosting **24** guests.
- Local artist Bill Scarlato has his art displayed in the quiet room in the month of February. His work will be on display until April 1. He hosted a program called The Beauties of Warrenville on 2/8 hosting **40** guests.
- The Escape Room was extremely popular as well and continued through the first couple days of March. Julie Kurtis, Mandy Wilson and Tom Hill planned and executed **15** sessions. Below is some feedback from Tom:
  - *Got positive feedback from people about the Escape Room. One participant said that they could tell that a lot of thought went into it and that it was really cool. A young girl told me that we should do more escape rooms, maybe five a year, every day of the week 😊. Mandy and Julie worked really hard as always on putting the escape room together. I was there to help with setting up the room and preparing decorations, but Mandy and Julie deserve all the credit for their creativity and hard work in making it happen.*
- The Read to a Therapy dog is now staffed by dogs from the Naperville Humane Society. Julie has happy with the change and looks to continue working with that organization.
- The IditaRead 2023/2024 Winter Reading Challenge finished on Saturday, March 2.
  - Below are the final participation numbers:
    - Readers ages 0—11; 86 participants, 124,613 minutes read
    - Readers ages 12—17; 17 participants, 18,411 minutes read
    - Reader ages 18+; 122 participants, 209,091 minutes read
    - 228 registered, 179 challenge completions
    - Total minutes read – 352,115
  - Julie and Paul pulled the grand prize winners and contacted them on Monday, March 3. Most prizes have been claimed.
- 1000 Books Before Kindergarten
  - Total participation as of March 6, 2024
    - 108 registrants
    - 10 completions
    - 21,768 total books read so far.
- The 100 Books Before High School
  - Total participation since the launch:
    - 20 registrants



- 514 total books read
- 3 completions so far

#### **Personnel**

- No changes.

#### **Professional Development**

- 7 sessions of CE were completed by the Public Services Department in February.
- 7.75 total hours of CE were completed.
- Topics covered include: Best Genealogy Tips & Tricks, Spring reads previews, Genealogy Problems and Solutions and others.
  - A full list can be provided by the Public Services Manager.

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

Book a Librarian: 5 / Puzzles: 2 / Teen Volunteers: 0

Homebound Deliveries: 2 members, 9 items delivered

- A new homebound delivery application was approved in February by Taylor.
- Kyrie and Diana provided a presentation and activity for the Waldorf school on 2/6.
- Diana Abraham attended the WVECC meeting of the Whole on 2/9.
- Taylor Haring, Julie Kurtis and Paul Dobersztyn provided a presentation at the Glen Ellyn Public Library for the DuPage Women's Club regarding the History of Banned Books on 2/6.
  - Taylor's feedback:
    - *On February 6th, I went to Glen Ellyn Library to give a presentation with Paul and Julie about Banned Books for the Women's Club of Du Page. Much to the surprise of our audience, this was our first time providing a program like this as library staff. I found this experience extremely rewarding and it was a proud moment in my career overall to represent this and all libraries in this way.*
- Diana Abraham represented WPLD at the Johnson School Family dinner on 2/15. The recorded attendance was 175 people.
- Diana Abraham provided the Hubble Middle School Essentials classroom for a brief tour on 2/21.
- Diana Abraham assisted the Krecjki Academy from the Little Friends Center for Autism on 2/27.
- A lot of the Public Services staff was tasked to create a presentation for the Staff In-Service day that promoted the Tech to Go collections. They will be presenting Friday, March 8.
- Taylor Haring submitted two safety procedures to the Safety Committee in February; calling emergency services and emergency evacuations.
- Mandy Wilson, Kyrie Kenny-Sumrak, Diana Abraham, Julie Kurtis and Paul Dobersztyn met on 2/5 to discuss Summer 2024 programming.
- Debbie Andrew, Miriam Montano, Tom Hill, Taylor Haring and Paul Dobersztyn met on 2/7 to discuss Summer 2024 programming.
- Paul Dobersztyn, Taylor Haring and Mandy Wilson attended Safety Committee meetings on 2/15 & 2/29.
- Paul Dobersztyn met with Kathy Gaydos and Jason Stuhlmann on 2/6 for a fire safety meeting with the Chief of Warrenville Fire Department and the Fire Safety Inspector.

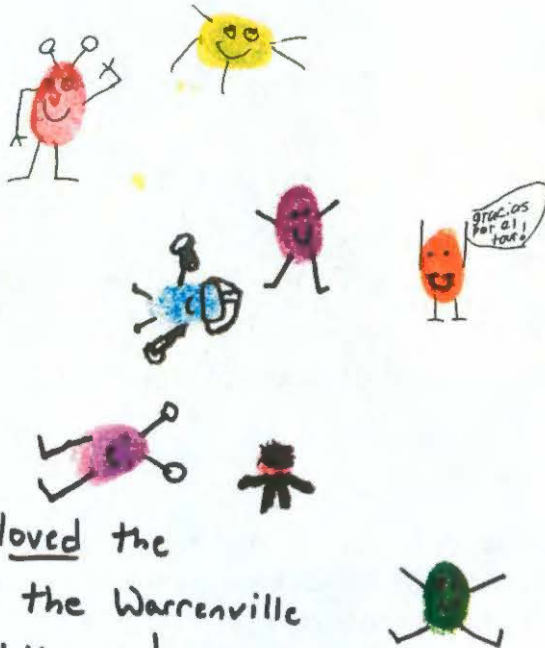


- Paul Dobersztyn co-chaired the SWAN Aspen User's Group Meeting on 2/13.
- Paul Dobersztyn met with MaryKellie Marquez on 2/20 to discuss our current de-selection processes.
- Julie Kurtis, Kyrie Kenny-Sumrak, Taylor Haring and Paul Dobersztyn met with the Makerspace Committee on 2/8. Paul will be training the Public Services department how to use the Creator Cart.
- Kyrie Kenny-Sumrak and Paul Dobersztyn met with the Marketing Department on 2/22 to discuss branding for our special collections.
- Paul Dobersztyn and Jason Stuhlmann met with staff from Outreach: Warrentville to discuss collaboration opportunities. We are planning to hold a career fair sometime in the Fall.

#### Non SWAN InterLibrary Loan

Item Requests Processed: 20; Materials Received: 12; Materials Lent: 9

Thank You  
Ms. Diana!



We loved the  
tour of the Warrentville  
Public Library!

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

#### **Next Library Meetings or Events as of March 15, 2024**

- Wednesday, April 17, 2024 at 6 pm  
Committee of the Whole Meeting in Library Meeting Room (for 1<sup>st</sup> 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

#### **Dinners, Workshops, & Conferences**

- April 3-5, 2024  
PLA Conference in Columbus  
Connie, Jason, and MaryKellie are attending
- Friday, May 3 from 6-9 pm  
LACONI Trustee Banquet  
2 Trustees can go – Please let Jason or Jackie know and they can sign you up.

#### **Statement of Economic Interest**

By now you should have received an email from the DuPage County Clerk with instructions on filing your Statement of Economic Interest. Please make sure to complete your statement no later than May 1, 2024 in order to be in compliance with the law. Once completed, please email your confirmation to the Executive Director. If you have questions regarding the statement, a helpful Fact Sheet has been included in the board packet for you to reference.





LACONI

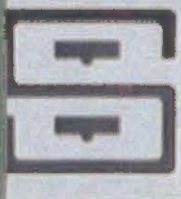
# LACONI TRUSTEE BANQUET

**Friday, May 3rd 6-9pm  
The Nineteenth Century Club  
Oak Park, IL**

Library Trustees are invited to join us for an evening of networking and dinner. John Chrastka, Executive Director of the advocacy group EveryLibrary and Kelly Jensen of Book Riot, will be our featured guests this year.

For additional information and to purchase tickets, visit [laconi.org](http://laconi.org).

Thank you to our sponsors



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# STATEMENT OF ECONOMIC INTERESTS FORMS



The Illinois Governmental Ethics Act ([5 ILCS 420/](#)) provides that certain elected municipal office holders, candidates, officials and employees are required to file a Statement of Economic Interests.<sup>1</sup>

By February 1 of each year, each municipality is required to notify their local county clerk of individuals that are required to file the form. The county clerk is then required to provide the appropriate form and instructions on how to file the form. The Statement of Economic Interests must be filed by May 1 of each year.

## MUNICIPAL OFFICIALS REQUIRED TO FILE A STATEMENT OF ECONOMIC INTERESTS

1. All elected officials and candidates for elected office.
2. All appointed members of a governing board, zoning board, zoning board of appeals or planning commission, and appointed members of other boards or commissions who have authority to authorize the expenditure of funds, but not members of boards or commissions who function only in an advisory capacity.
3. All government employees who are compensated for services (not as independent contractors) who:
  - are, or function as, the head of a department, division, bureau, authority or other administrative unit, or who exercise similar authority;
  - have direct supervisory authority over or direct responsibility for the formulation, negotiation, issuance or execution of contracts in an amount of \$1,000 or greater;
  - have authority to approve licenses and permits, but not including employees who function in a clerical capacity;
  - adjudicate, arbitrate or decide any judicial or administrative proceeding, or review the adjudication, arbitration or decision of any judicial or administrative proceeding;
  - have authority to issue or adopt rules and regulations; or,
  - have supervisory responsibility for 20 or more employees.
4. Members of the board of any pension fund established under the Illinois Pension Code, if not required to file under any other provision of Section 4A-101.5 of the Act.

## REQUIRED DISCLOSURES

[Public Act \(P.A.\) 102-0664](#), effective January 1, 2022, amended provisions of the Act and expanded the disclosure of financial interests required to be included in the Statement of Economic Interests. **The Act does not require the disclosure of specific dollar amounts or values of the financial interests reported.**

<sup>1</sup> [5 ILCS 420/4A-101.5](#)



## **MUNICIPAL OFFICIALS, WHO ARE REQUIRED TO FILE, MUST DISCLOSE THE FOLLOWING INFORMATION**

- Assets valued in excess of \$10,000, held individually, jointly with a spouse or jointly with a minor child or children;
- Assets in a trust, based on the total value of the assets, regardless of whether distributions have been made;
- Sources of income in excess of \$7,500 annually for the filer and spouse;
- The sale or transfer of assets resulting in capital gains in excess of \$7,500 and the date of the transaction;
- Creditors of a debt in excess of \$10,000 owed by the filer, jointly with a spouse or jointly with a minor child or children;
- Name of the unit of government for which the filer or spouse was an employee, contractor or office holder (not including the position for which the Statement is being filed);
- Names of lobbyists who have an economic relationship with, or are a family member of, the filer; and,
- The source and type of gifts, individually or in the aggregate, in excess of \$500 in the preceding year.

**The Act does not require the disclosure of specific dollar amounts or values of the financial interests reported.**

### **ASSETS INCLUDE:**

- Stocks;
- Bonds;
- Mutual funds;
- Exchange traded funds;
- Commodity futures;
- Investment real estate;
- Beneficial interests in trusts; and,
- Business and partnership interests.

### **ASSETS DO NOT INCLUDE:**

- Personal residences;
- Personal vehicles;
- Savings or checking accounts;
- Bonds, notes or securities issued by federal, state or local governments;
- Medicare benefits;
- Inheritances or bequests;
- Diversified funds;
- Annuities;
- Pensions;
- Retirement accounts;
- College savings plans; and,
- Qualified tax-advantaged savings programs for disability-related expenses or tangible personal property.



### DEBTS INCLUDE:

- Any money or monetary obligation owed at any time during the preceding calendar year to an individual, company or other organization, other than a loan that is from a financial institution, government agency or business entity that is granted on terms made available to the general public; or,
- Any debt specifically exempted (see "Debts Do Not Include).

### DEBTS DO NOT INCLUDE:

- Debts to or from financial institutions or government entities, such as mortgages, student loans, credit card debts, or loans secured by automobiles, household furniture or appliances, as long as those loans were made on terms available to the general public and do not exceed the purchase price of the items securing them;
- Debts to or from a political committee registered with the Illinois State Board of Elections or political committees, principal campaign committees or authorized committees registered with the Federal Election Commission; or,
- A loan from a member of the filer's family not known by the filer to be registered to lobby under the Illinois Lobbyist Registration Act.

### HOW DO I GET MY STATEMENT OF ECONOMIC INTERESTS FORM AND WHERE DO I FILE THE FORM?

Each local county clerk will provide the form and may require the form to be filed electronically or to be filed in written form. An example of a [Statement of Economic Interests form is available via this link](#). A county clerk may require a slightly different form. Provisions requiring certification of review by an ethics officer apply to State of Illinois officials, and do not apply to municipal officials unless a local ordinance requires that review.

Candidates for municipal office are required to include a receipt for filing a Statement of Economic Interests in their candidate submissions in order to appear on an election ballot.

### DEFINITIONS IN THE ACT

In addition to the definitions of assets and debts detailed in this fact sheet, specific definitions for terms apply to the Statement of Economic Interests, and include the following:

**CREDITOR:** means an individual, organization or other business entity to whom money or its equivalent is owed, no matter whether that obligation is secured or unsecured, except that if a filer makes a loan to members of his or her family, then that filer does not, by making such a loan, become a creditor of that individual.

**DIVERSIFIED FUNDS:** means investment products, such as mutual funds, exchange traded funds or unit investment trusts, that invest in a wide variety of securities across multiple sectors or asset classes. These do not include sector funds.



## DEFINITIONS IN THE ACT (continued)

**ECONOMIC RELATIONSHIP:** means any joint- or shared-ownership interests in businesses and creditor-debtor relationships with third parties, other than commercial lending institutions, where: (a) the filer is entitled to receive (i) more than 7.5% of the total distributable income, or, (ii) an amount in excess of the salary of the Governor (SFY 2022: \$184,800); or, (b) the filer together with his or her spouse or minor children is entitled to receive (i) more than 15%, in aggregate, of the total distributable income, or, (ii) an amount in excess of two times the salary of the Governor (SFY 2022: \$369,600).

**FAMILY:** means a filer's spouse, children, step-children, parents, step-parents, siblings, step-siblings, half-siblings, sons-in-law, daughters-in-law, grandparents and grandchildren, as well as the parents and grandparents of the filer's spouse, and any person living with the filer.

**FILER:** means a person required to file a Statement of Economic Interests pursuant to this Act.

**INCOME:** means pension income and any income from whatever source derived, required to be reported on the filer's federal income tax return, including, but not limited to: compensation received for services rendered or to be rendered (as required to be reported on any Internal Revenue Service forms, including, but not limited to, forms W-2, 1099, or K-1); earnings or capital gains from the sale of assets; profit; interest or dividend income from all assets; revenue from leases and rentals, royalties, prizes, awards or barter; forgiveness of debt; and, earnings derived from annuities or trusts other than testamentary trusts. This does not include compensation earned for service in the position that necessitates the filing of the Statement of Economic Interests, or investment or interest returns on items excluded as an asset or income from the sale of a personal residence or personal vehicle.

**INVESTMENT REAL ESTATE:** means any real property, other than a filer's personal residence, purchased to produce a profit, whether from income or resale. Investment real estate must be reported on the Statement but only by listing the city and state where the real estate is located.

**LOBBYING and LOBBYIST:** mean engaging in activities that require registration under the Illinois Lobbyist Registration Act or an individual who is required to be registered to engage in lobbying activities pursuant to the Illinois Lobbyist Registration Act.

**PERSONAL RESIDENCE:** means a filer's primary home residence and any real property held by the filer and used by the filer for residential purposes and not for commercial or income generating purposes.

**SECTOR FUNDS:** means investments in mutual funds or exchange traded funds invested in a particular industry or business.

**SPOUSE:** means a party to a marriage, a party to a civil union or a registered domestic partner.

A complete list of definitions is [available via this link \(5ILCS 420/Art.1\)](#).

Municipal officials and candidates for municipal office should thoroughly review the Statement of Economic Interests form, including applicable terms, definitions and disclosure requirements, in advance of each May 1 filing deadline to ensure compliance with the Act.

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

### **Tourism & Arts Commission – Hotel Tax Grant**

On February 21, 2024 we received confirmation that the library has been awarded funds from the Hotel Tax Grant, provided by the Tourism & Arts Commission (award letter is included in board packet). This is a reimbursable grant. For May 2024 – April 2025, the library is awarded \$11,096 for the Concerts on the Commons series, and \$3,446 for the Sunday Musical Matinees.

### **DuPage Foundation**

On March 6, 2024 we received an automatic distribution of \$1,600 from our Warrenville Public Library Designated Fund with the DuPage Foundation.

Additionally, on February 23, 2024 we received a \$5,000 donation to the Warrenville Public Library Designated Fund with the DuPage Foundation. This is from the same generous donor that Sandy helped set up last year before she retired.





City of Warrenville  
35258 Manning Avenue  
Warrenville, IL 60555

(630) 836-3050 tel  
(630) 393-1531 fax  
[www.warrenville.il.us](http://www.warrenville.il.us)

February 16, 2024

Mr. Jason Stuhlmann, Director  
Warrenville Public Library District  
28W751 Stafford Place  
Warrenville, IL 60555

Dear Paul:

The Warrenville Tourism and Arts Commission (TAC) would like to thank the Library District for taking the time to submit two Hotel grant applications. On Monday, February 5, 2024, the City Council approved TAC's recommendation to fund your grant request for the Library Concert on the Commons and the Sunday Musical Matinees in the amounts of \$11,096.00 and \$3,446.00, respectively. TAC is looking forward to the Library's programs again this year.

The events are subject to approval of facility rental, temporary use permits, and any other zoning regulations, permits, and licenses that may be required. The Library District should use the DCVB as a resource to market the events.

As a reminder, grant funds cannot be used for Library District staffing and it is necessary to provide proper credit to the Hotel Tax Grant in all publications. This grant will be available from May 1, 2024, through April 30, 2025. The required final report and reimbursement form is attached. Please feel free to contact me at 630-836-3038 or via email at [fkavina@warrenville.il.us](mailto:fkavina@warrenville.il.us) with any questions.

Congratulations on the grant award and good luck with your program.

Sincerely,

*F. Kavina*

Faranaz Kavina  
Senior Accountant

Enclosure

cc: Tourism and Arts Commission Members

January 24, 2024

Mr. Jason Stuhlmann  
Executive Director  
Warrenville Public Library District  
28W751 Stafford Pl.  
Warrenville, IL 60555

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Dear Jason,

Each year, DuPage Foundation determines the distribution budget for your fund(s) using a 12-quarter average spending policy based on September 30, 2023 fund balances. This year the Board of Trustees approved a 4.5% spending policy to calculate the following distribution budget for your fund:

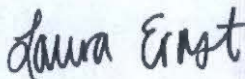
**Warrenville Public Library Designated Fund**

**\$1,600**

An automatic distribution will be generated from the fund listed above on **March 6** and you will receive a check shortly thereafter.

We appreciate your confidence in the Foundation's ability to steward these charitable dollars on your behalf.

Sincerely,



Laura Ernst  
Program Officer

**Fund ID: WLFE**



## 16. COMMITTEE REPORTS

### Personnel Committee – Director's Evaluation

I will be sending out a separate email before March's meeting to the board with my FY24 goals and self-evaluation, and an email to the Personnel Committee with information about the online evaluation form for them to pass along to the rest of the board.

Below is an overview and timeline of the director evaluation process that I found from previous years.

### Evaluation Process Goals

- Communicate the Board's expectations of the Director in a constructive manner
- Review and evaluate the Director's performance during a set period of time
- Help the Board determine whether or not the Director will receive increased compensation as a result of their performance, as well as the nature and scope of any increase
- Help the Board and Director establish performance goals for the next evaluation period
- Support continual improvement of library services for the community

### Evaluation Process Timeline

- March Board Meeting
  - Director distributes completed self-evaluation using the trustee evaluation form. Director may attach suggest job description revisions and requests for non-cash compensation, for example additional professional development support.
  - Personnel Committee distributes the Evaluation Form Overview, Evaluation Form and any necessary instructions.
- April 1
  - Completed individual trustee evaluation forms/responses are due to the Personnel Committee. To simplify the compilation process, the Personnel Committee may require trustees to complete an electronic form or online survey. Trustee names will be included on the submission to the Personnel Committee, but not on the final, compiled evaluation.
- No later than 1 week prior to April Board Meeting
  - Personnel Committee prepares a compiled evaluation and distributes copies to the trustees. The compiled evaluation includes all individual ratings and comments plus a list of potential performance goals.

- April Board Meeting
  - In closed session without the Director present, the Board discusses the compiled evaluation results and changes to the Director's compensation. Following the Board's discussion, the Director is invited into the closed session and is given a copy of the compiled evaluation. The Personnel Committee shares highlights from the evaluation and informs the Director about any changes in compensation. The Director has the opportunity to ask questions and discuss any concerns with the Board. The Director distributes a list of 2-3 potential performance goals for the next evaluation period. The Personnel Committee distributes a form for trustees to submit suggested performance goals.
  - In open session, the Board votes to approve any changes in compensation. This vote must be specific, identifying any percentage or dollar increase in salary and/or any change in benefits. The evaluation cover sheet is signed by those present for the evaluation discussion, attached to a copy of the compiled evaluation form and filed in the Director's personnel file.
- May 1
  - Trustees return suggested performance goals to Personnel Committee. To simplify the compilation process, the Personnel Committee may require trustees to submit the goals electronically. Trustee names will be included on the submission to the Personnel Committee, but not on the compiled document.
- No later than 1 week prior to May Board Meeting
  - Personnel Committee prepares a compiled list of performance goals for the next evaluation period and distributes copies to the trustees.
- May Board Meeting
  - In open session, the Board and Director discuss and select no more than three performance goals for the next evaluation period. The Board approves the selected goals.
  - Trustees provide feedback on the evaluation process for the Committee to consider for the next evaluation cycle.
- June-January
  - If needed, the Personnel Committee meets to revise the Evaluation Process, Timeline and Forms.