



Regular Meeting of the Board of Trustees

Wednesday, April 17, 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.

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

AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren)
 - a. Approve Remote Attendance and Participation, if needed (**ACTION**)
3. Approval of the agenda (**ACTION**)
 - a. *Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda (**ACTION**)
 - p. 3..... a. Approve Minutes of the March 20, 2024 Regular Board Meeting
 - p. 8 b. Receive and file Financial Report for March 2024
 - p. 14 c. Approve 2.6% Market Adjustment to the Library's Wage Scale effective July 1, 2024
 - p. 17 d. Approve and Adopt Policy #255 Makerspace
8. Regular Agenda
 - p. 21 a. Approve payments for the period of March 21 – April 17, 2024 (**ACTION**)
 - p. 23 b. Approve transfer of funds (**ACTION**)

9. Unfinished Business

p. 24 a. Alebrije art (**information**)

10. New Business

p. 25 a. Approve Proposal from Sikich for Audit Services for Fiscal Years 2024 through 2026 (**ACTION**)

p. 28 ..11. Director's Report

p. 31.. 12. Department Head Reports

13. President's Report

p. 45 a. Next meetings or events

p. 45 b. Reminder: Statement of Economic Interest – Due May 1

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

p. 47.. 19. Closed Session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body..." (Director's Evaluation) (**ACTION**)

20. Discussion/action resulting from the above closed session - Recommendations for the Director's Compensation (**ACTION**)

21. Adjournment (**ACTION**)



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11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
 - b. Reminder: Statement of Economic Interest – Due May 1
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
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18. Items for information and/or discussion (No Action)
19. Closed Session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body..." (Director's Evaluation) (**ACTION**)
20. Discussion/action resulting from the above closed session - Recommendations for the Director's Compensation (**ACTION**)
21. Adjournment (**ACTION**)



Minutes of the Regular Board of Trustees Meeting Wednesday, March 20, 2024

1. Call to order – Trustee DuRocher called the meeting to order at 7:00 p.m.
2. Roll Call -Trustee DuRocher called roll call:

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

ABSENT: Trustee Richardson

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

Director Stuhlmann removed #19 – Closed Session

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Richardson

Motion carried

4. Presentations – none
5. Public Comments – none
6. Correspondence

a. Letter from lawyer – Real Estate Tax Assessment Appeals

b. Letter from lawyer – Chronology for Annual Financial Ordinances

Director Stuhlmann stated these are regular mailings from the Library's lawyer.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

a. Approve Minutes of the February 21, 2024 Decennial Committee Meeting

b. Approve Minutes of the February 21, 2024 Regular Board Meeting

c. Receive and file Financial Report for February 2024

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

- e. Approve updated Policy #210 Library Cards
- f. Approve updated Policy #250 Public Access Computers
- g. Approve updated Policy #320 Library Use and removal of Policy #320's COVID-19 Addendum and COVID-19 Mitigation Protocols
- h. Approve updated Section 4.6 Attire of the Personnel Handbook Policy

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

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

8. Regular Agenda

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

MOTION: Trustee Picha moved to pay invoices in the amount of \$60,921.24 for the period of February 22, 2024 through March 20, 2024 including electronic payments and checks #9832 through #9876. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Warren moved to transfer \$175,000 from commercial checking account to operating checking account. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

9. Unfinished Business

- a. Air conditioning screen project

Director Stuhlmann stated the project has been completed. The fence was inspected by the City of Warrenton and everything is good. No further landscaping is required.

The surveyors added the fence to the Plat of Survey which is now complete. Trustee Picha asked what the cost of the survey was. Director Stuhlmann stated it was approximately \$8,850.00. Director Stuhlmann also stated the corner monuments will be installed.

Trustee Stull asked if the plat of Survey needs to be submitted to the DuPage County Recorder's Office.

10. New Business

a. Review Policy #255 Makerspace

Director Stuhlmann stated he researched other libraries and their policies. The policy covers the use of the equipment and cost of supplies. Director Stuhlmann stated the policy will be linked to the project request form. There will be a flat fee plus the cost of the materials used. Staff will manage the 3D printing.

The Circuit machine is more hands on but members will have to make an appointment with a staff member to review the process.

Trustee Stull asked where the machines will be located. Director Stuhlmann stated the 3-D printer is currently on a moveable cart and will be located by either the Youth Services or Adult Services desk.

Trustee Picha asked if there is an option other than online to apply to use the 3-D printer. Director Stuhlmann replied there is not since a computer file is needed to print on the 3-D printer. They could make an appointment in person but a computer file will still be necessary.

Trustee DuRocher asked how much a project will cost and when will the machines will be available to the public. Duncan Jones stated a small job would be a few dollars and will be available on June 1.

11. Director's Report

The Staff Day on March 8 was filled with information, fun and food. Trustee Stull asked what the range of disabilities were in the JJ's List presentation. Laurie Rex explained the disabilities.

Trustee Stull asked if the Board should have some training on DEI. MaryKellie Marquez stated there is training for trustees through RAILS on April 26 from 9-12:00 p.m. Director Stuhlmann will forward the link to all trustees.

Director Stuhlmann stated all policies have been reviewed by the DEI committee also. Trustee Stull asked if any response was received about the Decennial Report. Director Stuhlmann replied no.

Trustee DuRocher asked why we are not eligible for the broadband eligibility. Director Stuhlmann stated that we most likely have too large a budget.

Trustee Picha asked about the decrease in library cards on the Statistical Report. Member Services Manager Laurie Rex stated SWAN runs a report once a year on people who have moved. She has been catching up on reports from the past couple years to deactivate or delete the cards if they have moved out of Warrenville or have been inactive for 5 years.

12. Department Head Reports

Trustee Picha asked Assistant to the Director Jackie Davis what happened to the coffee machine for the public. Ms. Davis replied it was removed during COVID and she and Director Stuhlmann are looking into putting a snack machine in the available space.

Trustee Picha asked if the City requires the Library to post evacuation plans in the public area. Kathy Gaydos stated the fire department never mentioned it. Director Stuhlmann will look into this.

13. President's Report

- a. Next meetings or events – Trustee DuRocher announced the following meetings
Next board meeting will begin at 6 pm on April 20, 2024 for a budget meeting.
Regular meeting will follow at 7 pm.

Trustee DuRocher reminded the trustees the Statement of Economic Interest is due by May 1. She appreciated the fact sheet included in the board packet. Trustee Schmidt stated she did not receive an email regarding the Economic Interest Statement. Director Stuhlmann will look into it.

- b. Trustee DuRocher stated the LACONI Trustee Banquet is on Friday, May 3.
Trustee Warren stated he would like to attend.

14. Treasurer's Report

Trustee Lezon reported the library has been awarded funds from the City of Warrenville Tourism & Arts Commission in the amount of \$11,096 for the Concerts on the Commons series and \$3,446 for the Sunday Musical Matinees.

The library received a distribution of \$1,600 our DuPage Foundation Designated Fund. Additionally a \$5,000 donation to the Designed Fund from the same generous donor from last year was received.

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

16. Committee Reports

- a. Personnel Committee – Director's Evaluation

Trustee Warren will send out the Director's Evaluation in the very near future.

17. Trustee Comments

18. Items for information and/or discussion

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 7:49 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Richardson

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

March 31, 2024

WARRENVILLE
LIBRARY
INCOME

MARCH
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	5,495	125,088	168,890	1,749,056	1,420,285
TOTAL TAX (LEVIED)	2,171,305	100.00%	0	2,168,279	99.86%	875,974	0	5,495	125,088	168,890	1,749,056	1,420,285
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		395,825	0	-	-	-	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	5,495	125,088	168,890	1,783,156	2,007,857

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: March 2024
 Corporate Fund

	Corporate Fund Month Ended Mar 31, 2024	Corporate Fund 12 Months Ended Jun 30, 2024	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 0.00	\$ 2,168,278.66	\$ 2,171,305.00	\$ 3,026.34	99.86 %
Copier	682.65	4,494.90	6,000.00	1,505.10	74.92 %
Extended Use Fees	148.99	387.39	0.00	(387.39)	
Fees	1.40	108.82	150.00	41.18	72.55 %
TIF Funds	0.00	49,153.00	25,000.00	(24,153.00)	196.61 %
Interest	1,755.51	19,673.63	10,000.00	(9,673.63)	196.74 %
Book Sales	157.40	595.44	700.00	104.56	85.06 %
Lost Books	37.98	2,727.21	2,500.00	(227.21)	109.09 %
Gifts / Memorials	1,600.00	1,795.00	1,400.00	(395.00)	128.21 %
Miscellaneous	1,110.79	1,340.49	500.00	(840.49)	268.10 %
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 %
	5,494.72	2,293,366.54	2,266,238.00	(27,128.54)	101.20 %
Expenses					
Sal - Administration	19,195.25	182,207.36	252,500.00	70,292.64	72.16 %
Sal - Member Services	18,751.86	181,515.96	269,000.00	87,484.04	67.48 %
Sal - Maintenance	2,351.18	20,707.41	28,000.00	7,292.59	73.96 %
Sal - Marketing	9,102.71	86,593.49	119,500.00	32,906.51	72.46 %
Sal - Public Services	37,135.78	349,926.00	492,500.00	142,574.00	71.05 %
Sal - IT	4,695.31	44,726.62	62,500.00	17,773.38	71.56 %
Sal - Technical Services	7,192.16	68,329.24	95,000.00	26,670.76	71.93 %
I.M.R.F. - Expense	7,764.60	80,565.02	107,500.00	26,934.98	74.94 %
Fica - Expense	7,267.13	69,059.26	101,000.00	31,940.74	68.38 %
Unemp Comp	0.00	345.25	1,250.00	914.75	27.40 %
Op - Mat'l Processing/Tech	348.30	4,752.17	10,600.00	5,847.83	44.83 %
Op - Mat'l Processing/Circ	0.00	864.63	3,550.00	2,685.37	24.36 %
Op - Postage	612.58	3,159.97	4,750.00	1,590.03	66.53 %
Op - Office Supplies	323.59	1,798.86	3,780.00	1,981.14	47.59 %
Op - Bank Fee's	66.65	952.21	1,600.00	647.79	59.51 %
Op - Automation Supplies	421.48	3,105.57	4,500.00	1,394.43	69.01 %
Op - Publishing	0.00	924.02	1,250.00	325.98	73.92 %
Equip. - Purchases	691.65	6,366.33	9,470.00	3,103.67	67.23 %
Equip. - Maintenance	24.31	169.08	1,500.00	1,330.92	11.27 %
Auto - Software	2,138.40	11,372.40	16,275.00	4,902.60	69.88 %
Auto - Purchases	0.00	2,215.37	5,500.00	3,284.63	40.28 %
Auto - Maintenance	825.84	33,780.74	55,849.00	22,068.26	60.49 %
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	9,377.25	83,602.79	133,000.00	49,397.21	62.86 %
Pd - Recruiting	0.00	27.00	1,500.00	1,473.00	1.80 %
Pd - Staff Appreciation	(87.53)	365.75	5,200.00	4,834.25	7.03 %
Pd - Staff / Tuition Reimburse	0.00	0.00	800.00	800.00	0.00 %
Pd - Staff / Dues	150.00	1,935.33	3,583.00	1,647.67	54.01 %
Pd - Staff / Meetings	376.46	4,592.69	15,760.00	11,167.31	29.14 %
Pd - Staff / Transportation	16.95	1,203.44	3,800.00	2,596.56	31.67 %
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	(13.48)	183.78	500.00	316.22	36.76 %
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: March 2024

Corporate Fund

Cont. - Accounting	1,101.69	9,429.90	13,300.00	3,870.10	70.90 %
Cont. - Collection	19.70	187.15	250.00	62.85	74.86 %
Cont. - Audit	0.00	8,200.00	8,200.00	0.00	100.00 %
Cont. - Consultants	6,223.40	6,223.40	17,500.00	11,276.60	35.56 %
Lib Mat. - Adult Books	3,130.90	29,161.69	52,500.00	23,338.31	55.55 %
Lib Mat. - Youth Books	5,357.26	33,168.24	36,800.00	3,631.76	90.13 %
Lib Mat. - Adult AV	606.18	8,000.15	12,500.00	4,499.85	64.00 %
Lib Mat. - Youth AV	473.22	2,888.34	5,000.00	2,111.66	57.77 %
Lib Mat. - EBooks	2,968.48	41,112.87	53,400.00	12,287.13	76.99 %
Lib Mat. - Periodicals	0.00	9,336.67	8,800.00	(536.67)	106.10 %
Lib Mat. - Internet Subscript	208.30	29,118.86	31,638.00	2,519.14	92.04 %
Ps - Programs Adult	726.93	6,009.52	9,500.00	3,490.48	63.26 %
Ps - Programs Youth	842.98	5,669.27	9,500.00	3,830.73	59.68 %
Ps - Hotel/Motel	0.00	8,066.40	12,892.00	4,825.60	62.57 %
Ps - Refunds / Fines / Fees	0.00	448.51	250.00	(198.51)	179.40 %
Ps - Printing	0.00	6,593.94	12,200.00	5,606.06	54.05 %
Ps - PR / Publicity	1,505.38	3,094.79	9,640.00	6,545.21	32.10 %
Ps - Misc.	0.00	380.86	700.00	319.14	54.41 %
Maintenance	8,494.50	35,049.82	52,300.00	17,250.18	67.02 %
Maintenance Supplies	194.95	1,366.36	2,000.00	633.64	68.32 %
Security	1,713.56	4,861.84	12,400.00	7,538.16	39.21 %
Gas	1,159.52	4,712.27	9,500.00	4,787.73	49.60 %
Snow Removal	0.00	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	0.00	1,186.46	2,000.00	813.54	59.32 %
Electricity	3,575.52	31,156.19	34,000.00	2,843.81	91.64 %
Telephone	1,611.83	13,118.20	17,900.00	4,781.80	73.29 %
Janitorial Supplies	(67.94)	1,902.78	3,500.00	1,597.22	54.37 %
B & M - Landscape Maint	315.00	5,248.00	13,900.00	8,652.00	37.76 %
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>168,889.79</u>	<u>1,749,056.23</u>	<u>2,494,028.00</u>	<u>744,971.77</u>	<u>70.13 %</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: March 2024

Special Reserve Fund

	Special Reserve Fund Month Ended Mar 31, 2024	Special Reserve Fund 12 Months Ended Jun 30, 2024	Special Reserve Fund Budget	Balance	% Received Expended
Income	0.00	0.00	0.00	0.00	
Expenses					
Equip - Purchases	\$ 0.00	\$ 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 %
	0.00	34,100.18	70,840.00	36,739.82	48.14 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
Mar 31, 2024

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	231,241.15
Fifth Third 8004	<u>1,782,504.21</u>
	2,014,230.36

General Fixed Assets	<u>\$ 5,235,092.00</u>
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TOTAL ASSETS	<u><u>\$ 7,249,322.36</u></u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>6,371.52</u>
	6,371.52

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,270,000.00</u>
	1,276,371.52

EQUITY

Fund Balance	<u>\$ 5,972,950.84</u>
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TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 7,249,322.36</u></u>
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7c. CONSENT AGENDA

Approve updates and 2.6% Market Adjustment to the Library's Wage Scale effective July 1, 2024

Per information from HR Source, Director Stuhlmann recommends a 2.6% market adjustment be applied to the current wage scale. As a reminder, the market adjustment applies only to the wage scale. It is not applied to the employee's rates. (Employees do not get a 2.6% increase because of this market adjustment)

Additionally, the minimum wage has been increased from \$14.00 to \$15.00 to be in accordance with IL law beginning January 1, 2025.

WARRENVILLE PUBLIC LIBRARY DISTRICT
 EFFECTIVE JULY 1, 2024
 BASED ON A 37.5 HOUR WORKWEEK

2.60 % market adjustment applied to 7/1/23 pay grades
 Maintains 11.8478% midpoint-to-midpoint spread
 Maintains 20% difference from midpoint to minimum/maximum

WAGE SCALE	FLSA Exempt/ NonExempt	Position Title	Range Minimum	Range Midpoint	Range Maximum
Pay Grade 1		(Empty)	\$ 29,250	\$ 29,250	\$ 29,250
		<i>Note: Minimum wage effective 1/1/25 is \$15.00</i>	\$ 15.00	\$ 15.00	\$ 15.00
Pay Grade 2		(Empty)	\$ 29,250	\$ 29,250	\$ 29,824
		<i>Note: Minimum wage effective 1/1/25 is \$15.00</i>	\$ 15.00	\$ 15.00	\$ 15.29
Pay Grade 3		(Empty)	\$ 29,250	\$ 29,250	\$ 33,358
		<i>Note: Minimum wage effective 1/1/25 is \$15.00</i>	\$ 15.00	\$ 15.00	\$ 17.11
Pay Grade 4	NE	Member Services Assistant	\$ 29,250	\$ 31,091	\$ 37,310
		<i>Note: Minimum wage effective 1/1/25 is \$15.00</i>	\$ 15.00	\$ 15.94	\$ 19.13
Pay Grade 5	NE	Member Services Associate	\$ 29,250	\$ 34,775	\$ 41,730
	NE	Acquisitions & Cataloging Assistant	\$ 15.00	\$ 17.83	\$ 21.40
Pay Grade 6	NE	Acquisitions & Cataloging Associate	\$ 31,116	\$ 38,895	\$ 46,674
	NE	IT Associate I	\$ 15.96	\$ 19.95	\$ 23.94
	NE	Maintenance Custodian			
Pay Grade 7	NE	Adult Services Associate	\$ 34,803	\$ 43,503	\$ 52,204
	NE	Youth Services Associate	\$ 17.85	\$ 22.31	\$ 26.77
	NE	Maintenance Technician			
Pay Grade 8	NE	Graphic Artist	\$ 38,926	\$ 48,658	\$ 58,389
			\$ 19.96	\$ 24.95	\$ 29.94
Pay Grade 9	NE	Adult Services Librarian	\$ 43,538	\$ 54,422	\$ 65,307
	NE	Youth & Teen Services Librarian	\$ 22.33	\$ 27.91	\$ 33.49
	NE	IT Associate II			
Pay Grade 10	E	Member Services Manager	\$ 48,696	\$ 60,870	\$ 73,044
	NE	Assistant to the Director	\$ 24.97	\$ 31.22	\$ 37.46
	NE	Acquisitions & Cataloging Manager			
	NE	Marketing & Communications Manager			
	NE	IT Manager			
Pay Grade 11	E	Public Services Manager	\$ 54,466	\$ 68,082	\$ 81,698
	E	HR Manager	\$ 27.93	\$ 34.91	\$ 41.90
		For Board Approval on 4/17/24			

7d. CONSENT AGENDA

Approve and Adopt Policy #255 Makerspace

New Policy

Policy #255 Makerspace is a brand-new policy for our new 3D Printer and Vinyl Cutter equipment. There have been no changes since the board reviewed it in March.

As a reminder, 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.

We are on track to unveil this service for our members this summer.

If there any new change suggestions, this can be pulled out of the Consent Agenda and put into Unfinished Business for discussion. Otherwise, it is ready for approval and adoption.



MAKERSPACE POLICY

Policy #255 - Approved & Adopted 04/17/24)

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.

8a. REGULAR AGENDA

Approve payments for the period of March 21 – April 17, 2024 **(ACTION)**

A partial bill list (bills received as of April 12, 2024 is attached. An updated bill list which includes bills received through April 17 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY

Transaction Detail by Account

March 21 - April 17, 2024

Date	Num	Name	Amount
04/03/2024	9877	4imprint	-832.49
04/17/2024	9878	Accounting Services, Inc.	-584.00
04/17/2024	9879	Ambius	-315.00
04/17/2024	9880	AT&T	-373.32
04/17/2024	9881	Bloomscapes Landscaping, Inc.	-535.00
04/17/2024	9882	Demco	-234.54
04/17/2024	9883	Guo, Xinming	-150.00
04/17/2024	9884	Hill, Thomas	-30.00
04/17/2024	9885	Konica Minolta Business Solutions	-13.86
04/17/2024	9886	Midwest Tape	-2,676.89
04/17/2024	9887	Moser, Sandra	-50.00
04/17/2024	9888	Moser, Sandra	-50.00
04/17/2024	9889	Naperville Area Humane Society	-50.00
04/17/2024	9890	Service Master Commercial Cleaning	-2,489.00
04/17/2024	9891	Storm Science LLC	-395.00
04/17/2024	9892	Technology Management Revolving Fund	-475.00
04/17/2024	9893	Vanguard Energy Services, LLC	-548.20
04/17/2024	9894	Wheaton Park District	-75.00
04/17/2024	9895	Wisley, Timothy	-200.00
04/04/2024	9896	Peregrine, Stime, Newman, Ritzman & Bruck	-1,125.00
04/17/2024	9897	Baker & Taylor	-3,305.26
04/17/2024	9898	Baker & Taylor	-127.42
04/17/2024	9899	Baker & Taylor	-2,289.78
04/17/2024	9900	Baker & Taylor	-18.47
04/17/2024	9901	Baker & Taylor	-291.41
04/17/2024	9902	Granite Telecommunications	-200.05
04/17/2024	9903	Illinois Library Association	-320.00
04/17/2024	9904	Johnstone Supply	-296.88
04/17/2024	9905	LIMRICC Purchase of Health Insurance Prog	-14,400.65
04/17/2024	9906	Midwest Tape	-297.92
04/17/2024	9907	Midwest Tape	-866.71
04/17/2024	9909	Dobersztyn, Paul	-67.98
04/17/2024	9909	U.S. Postmaster	-850.00
04/17/2024	9910	Hill, Thomas	-29.47
04/17/2024	9911	Jason Stuhlmann	-957.10
04/17/2024	9912	Marquez, MaryKellie	-107.12
04/17/2024	9913	Collaborative Summer Library Program	-712.77
04/17/2024	9914	Chase	-9,593.46
04/17/2024	9915	Direct Energy Business	-4,228.74
03/21/2024	Electronic	Paylocity	-331.60
03/25/2024	Electronic	Northern Illinois Gas	-453.81
03/28/2024	Electronic	AFLAC	-94.30
04/09/2024	Electronic	Chase Ink	-3,376.95

-54,420.15

8b. REGULAR AGENDA

Approve transfer of funds (ACTION)

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

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

9a. UNFINISHED BUSINESS

Alebrijes Art (information)

I just wanted to update you that the alebrije art piece is on its way, per the original timeline. We anticipate it being on display in the library by the end of the month, possibly even before April's Board Meeting. We are working with TAC and the DuPage Mexican Cultural Center to coordinate the delivery and installation.

The artist, Maestro Edgar, has named the spirit animal "Buck" in honor of the book *The Call of the Wild* by Jack London, which was the first book he read as a child. I believe the book will be included when delivered and installed.

Below is a photograph of the piece.



10a. NEW BUSINESS

Approve Proposal from Sikich for Audit Services for Fiscal Years 2024 through 2026 **(ACTION)**

Suggested motion: Move to approve the Proposal from Sikich for Audit Services for Fiscal Years 2024 through 2026.

Sikich Proposal

Our three-year agreement with Sikich is up for renewal. They have sent us a proposal for the next three years, 2024-2026, with prices going up each year. Jackie and I have enjoyed and are comfortable working with them. They do good work and we have had no issues with them.

1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

SIKICH.COM

April 8, 2024

The Honorable President
Members of the Board of Trustees
Warrenville Public Library District
28W751 Stafford Place
Warrenville, Illinois 60555

Ladies and Gentlemen:

Sikich LLP is pleased to be considered for the re-appointment as independent auditors for the Warrenville Public Library District (the District). We believe that our qualifications, experience and expertise are clearly distinguishable as we have demonstrated to the District and are evident by:

- The quality of our professional staff, as noted by their advanced degrees and their active participation in numerous civic and professional organizations.
- The expertise that we possess in the state and local government industry, as demonstrated by:
 - Our clients' success in obtaining the coveted Certificate of Achievement for Excellence in Financial Reporting;
 - Our staff's presentations at conferences, seminars and training courses for various state and local government organizations;
 - Our leadership roles in the state CPA Society and the Illinois Government Finance Officers Association on implementing complex new pronouncements, and
 - The fact that we audit six of the eight AAA rated municipalities in the State of Illinois, six of the twelve AAA rated park and recreation districts, and one of only three AAA rated community colleges.
- The benefits our clients receive from the audit planning and significant preliminary work we perform so that audit issues may be identified early and resolved on a timely basis.
- The depth of our audit procedures, as depicted in our specific audit approach and as noted by our government clients.
- The quality and timeliness of the information that we have provided to the District.
- The experience we have providing professional services to more than 600 units of local government in Illinois annually; which assists us in identifying best practices in the industry that we share with our clients (more than thirty percent of our practice is devoted to serving governmental entities).

Our Firm's expertise will enable the District to correctly and cost effectively implement new statements and interpretations issued by the Governmental Accounting Standards Board (GASB). We believe this proposal demonstrates our capabilities to serve not only as independent auditors, but also as valued advisors and consultants to the District, the Board of Trustees, and management.

Our audit team is tailored to each client's specific needs drawing staff from our state and local government team. We emphasize:

- Consistency and quality of staffing in multi-year engagements, including assigning staff from our state and local government team who focus on providing services to the local government industry year-round and assigning staff who are familiar with the accounting software used by the District;
- A high degree of efficiency using the latest paperless audit technology available (including the use of IDEA data extraction and analysis software);
- The identification of opportunities for improved financial or procedural performance; and
- A focus on areas that present the greatest audit risk.

We are prepared to commit the resources necessary to provide services of the highest quality to the Warrenville Public Library District. We will not only perform the audit, but we will also provide governmental accounting and financial reporting expertise and technical assistance throughout the year. We will provide information and trainings as applicable to ensure the District accounting staff understand the impact of new GASB statements as applicable. We understand the scope of work to be performed and the timing requirements and are committed to performing the specified services within the stipulated timeframe.

The following are the fees under a three-year engagement. The District and the auditor have the right to terminate the relationship after any individual year with three months notice given before the subsequent year end.

	June 30, 2024	June 30, 2025	June 30, 2026
Audit, Preparation of AFR, Management Letter, and Comptroller Report	\$ 8,600	\$ 9,000	\$ 9,450

We appreciate the opportunity to present this proposal, which is a firm and irrevocable offer for sixty (60) days, and look forward to the possibility of continuing to serve the District.

Sincerely,
Sikich LLP



Martha Trotter, CPA
Partner

iLEAD Learning Portal

In March I went to a RAILS workshop that highlighted their new iLEAD Learning Portal for library trustees. This is a new trustee resource that is freely available to all Illinois libraries. It is a collaborative effort and was created by two advisory committees consisting of trustees, directors, and staff members from the Illinois Heartland Library System (IHLS), Reaching Across Illinois Library System (RAILS), and ILA (Illinois Library Association). Their goal was to create "an easily accessible, ever-available, interactive online portal for trustee development that will provide consistent information, instruction, and guidance."

The resource has several bite-sized modules with outlines, videos, quizzes and trivia, covering topics such as trustee roles, OMA, ethics, FOIA, policies, board operations and more. They plan on continually updating and adding to the resource. This fall they anticipate adding modules on finance, strategic planning, etc. that are more detailed and in-depth.

I have not had the chance to go through all the modules yet, but this seems like a good resource to provide some basic, solid information. If you are interested in learning more and signing up, the website is:

<https://www.ileadtrustee.org/ilead-trustee/>

It has instructions for registering for the iLEAD Learning Portal. In order to register, you will also need an L2 account, but the site has a video about creating an L2 account if you don't already have one.

If you are interested, iLEAD staff are happy to schedule a demo during a board meeting. Please let me know if you would like me to arrange that.

Miscellaneous

- Attended PLA Conference – details to come in May's report
- IGAs – Both IGAs with the City for the Alebrije art and Social media archival have been approved.

Meetings & Programs for March

- One-on-one meetings with Managers
- DEI Meeting (March 1)
- Warrenville Fire Protection District Community Stakeholders Meeting (March 4)
- City of Warrenville Strategic Planning Focus Group (March 6)
- SWAN Quarterly (March 7)
- Western DuPage Chamber of Commerce Spring Fling Meeting Dinner (March 7)
- Staff In Service Day (March 8)

- Management Team Meeting (March 12)
- Safety Committee Meeting (March 14)
- ILEAD Demo & Information Workshop @ RAILS (March 22)
- Hiring Review Meeting with Laurie & Ian (March 26)
- MessageBee List Notifications Demo & Information Session (March 28)
- SWAN Fireside Chat (March 26)

Trainings & Webinars for March

- Niche Academy
 - Five Critical Skills to Lead an Organization—and How to Master Them
- KnowBe4
 - USB Attacks: Small Devices, Big Threats
 - USB Drop Attack and Ransomware
 - QR Codes: Safe Scanning

STATISTICAL SNAPSHOT	March 2024	Feb 2024	Jan 2024	Dec 2023	Nov 2023	Oct 2023	Sept 2023	Aug 2023	Jul 2023	Jun 2023	May 2023	Apr 2023	Mar 2023
TOTAL CIRCULATION (physical items)	14,991	13,327	13,846	13,091	13,353	14,451	13,697	15,401	15,984	15,398	12,847	13,581	15,201
WPLD Items checked out at WPLD	8,547	7,289	7,917	7,115	7,468	7,493	7425	8576	8,807	9,563	6,887	7,119	8,594
Auto-renewals of WPLD Items	4,698	4,122	4,266	4,558	4,316	5,197	4560	4906	5,334	4,045	4,370	4,832	4,782
Other Library Items Checked out at WPLD	1,751	1,721	1,662	1,418	1,569	1,761	1712	1919	1,843	1,790	1,590	1,630	1,825
DOWNLOADABLE CIRCULATION	3,544	3,695	4,039	3,474	3,393	3,569	3,271	3,475	3,205	3,030	2,938	2,849	3,171
OverDrive/Libby	1,869	1,869	2,070	1,767	1,696	1,804	1,767	1,985	1,987	1,836	1,759	1,643	1,756
OverDrive (magazines) fka RB Digital	393	413	513	434	398	405	158	84	96	67	77	78	124
Hoopla	1,282	1,413	1,456	1,273	1,299	1,360	1,346	1,406	1,122	1,127	1,102	1,128	1,291
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,668	1,653	1,569	1,354	1,492	1,674	1,614	1,830	1,785	1,754	1,524	1,573	1,777
Received from Non-SWAN Libraries	23	12	12	7	10	15	8	13	21	10	15	9	
Sent to SWAN Libraries	1,441	1,696	1,686	2,362	1,847	1,726	1,617	1,693	1,704	1,582	1,716	1,715	1,984
Sent to Non-SWAN Libraries	18	9	11	16	17	19	24	12	18	22	9	7	
COLLECTION													
Physical Materials Added	498	525	530	455	643	626	638	694	546	403	514	578	666
Physical Materials Withdrawn	636	373	1,664	343	295	167	1795	997	810	435	462	639	473
Total Collection Size	145,364	149,592	149,021	148,309	147,695	145,815	146,872	146,714	145,928	145,099	144,690	143,393	142,807
Physical materials	75,884	76,548	76,634	76,386	76,226	75,863	77,410	77,748	77,523	77,125	77,428	77,425	77,258
OverDrive books	49,246	52,959	52,499	52,223	51,941	50,887	50,575	50,298	49,916	49,727	49,312	48,399	48,252
OverDrive audiobooks	20,234	20,085	19,888	19,700	19,528	19,065	18,887	18,668	18,489	18,247	17,950	17,569	17,297
PROGRAMS													
Number of Adult Programs	21	23	18	15	16	23	16	21	14	20	18	19	18
Adult Program Attendance	190	250	137	154	210	269	168	927	649	702	122	143	255
Number of Teen Programs	10	10	7	11	8	7	9	7	6	8	7	6	8
Teen Program Attendance	56	60	21	52	37	40	55	41	53	57	78	25	55
Number of Youth Programs	24	30	24	21	25	30	30	12	19	23	14	30	37
Youth Program Attendance	478	577	362	338	471	530	428	130	338	535	197	472	523
Book-A-Librarian Sessions	14	14	14	14	14	14	14	14	14	14	14	14	14
Book-A-Librarian Attendance	7	5	3	3	3	3	5	0	5	3	4	2	4
OUTREACH													
Adult Outreach Events	1	1	0	0	0	0	0	0	-	1	-	1	-
Adult Outreach Attendance	9	12	0	0	0	0	0	0	-	157	-	53	-
Teen Outreach Events	0	0	0	0	0	0	0	0	-	-	1	-	-
Teen Outreach Attendance	0	0	0	0	0	0	0	0	-	-	75	-	-
Youth Outreach Events	0	3	1	0	1	5	2	2	1	1	7	2	3
Youth Outreach Attendance	0	199	42	0	262	504	48	172	77	72	1,339	42	80
LIBRARY CARDS													
Total Resident Cards Active	9,141	9,484	10,519	10,474	10,446	10,436	10,394	10,340	10,292	10,249	10,181	10,148	10,106
Resident Cards Issued In Person	56	51	52	28	24	54	64	56	46	77	60	56	57
Online Cards Issued	13	14	14	16	14	13	7	12	14	9	8	9	11
VISITOR COUNT	9,042	8,886	7,948	7,393	7816	8,534	8,238	9,334	9,163	10,676	8,060	7,512	8,655
STUDY ROOM USES	318	322	253	265	292	292	284	282	301	317	265	251	262
MEETING ROOM USES (public)	8	5	7	2	6	4	1	1	1	3	9	1	6
CURBSIDE PICKUPS	7	19	11	11	15	11	21	12	18	20	20	15	14
COMPUTERS & TECHNOLOGY													
Computer Sessions	564	540	428	526	458	544	518	620	604	625	517	597	636
Wifi Sessions	2444	2581	2297	2184	2415	2663	2591	2860	2,724	2,642	2,397	2,582	3,441
Website Visits	12,949	13,523	12,835	11,023	11,003	10,676	10,164	12,923	11,733	12,147	11,580	10,828	11,401
MARKETING													
eNews Subscribers	6,474	6,479	6,316	6,295	6,375	6,346	6,341	6,261	6,283	6,280	5,926	5,885	5,888
eNews Open Rate	46%	46%	49%	53%	47%	52%	46%	53%	43%	46%	50%	46%	47%
Facebook Followers	1,828	1,798	1,790	1,783	1,770	1,763	1,753	1,744	1,735	1,696	1,683	1,668	1,652
Instagram Followers	522	516	513	509	507	505	492	487	479	471	468	456	453

12. ASSISTANT TO THE DIRECTOR REPORT

March 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 March board packet
- Attended the March 20 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
- Went to the post office to mail ILL's
- Shopped and organized the food/treats for the Staff In-Service Day
- Gail Smith and I (mostly Gail) organized the lunch orders for the Staff In-Service Day
- Along with Jason and Ly we set up the meeting room and food tables for the Staff In-Service Day
- Deactivated and activated key fobs for the security system
- Filed my Economic Interest Statement
- Scheduled the yearly fire extinguisher and fire alarm inspections

Continuing Ed

- Completed three short KnowBe4 training sessions assigned by Duncan

Meetings

- City of Warrenville Focus Group – March 6
- Staff In-Service Day – March 8
- Management Team Meeting – March 12, 26

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.
- Installed shelving in the Steam Room
- Installed a new American flag
- Rodding a plugged up staff toilet
- Attended the Staff In-Service Day

12. ACQUISITIONS & CATALOGING REPORT

March 2024

Submitted by MaryKellie Marquez

Collection Maintenance

- 498 items created.
- 636 items discarded
- 59 items repaired
- 64 discs cleaned

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

MaryKellie

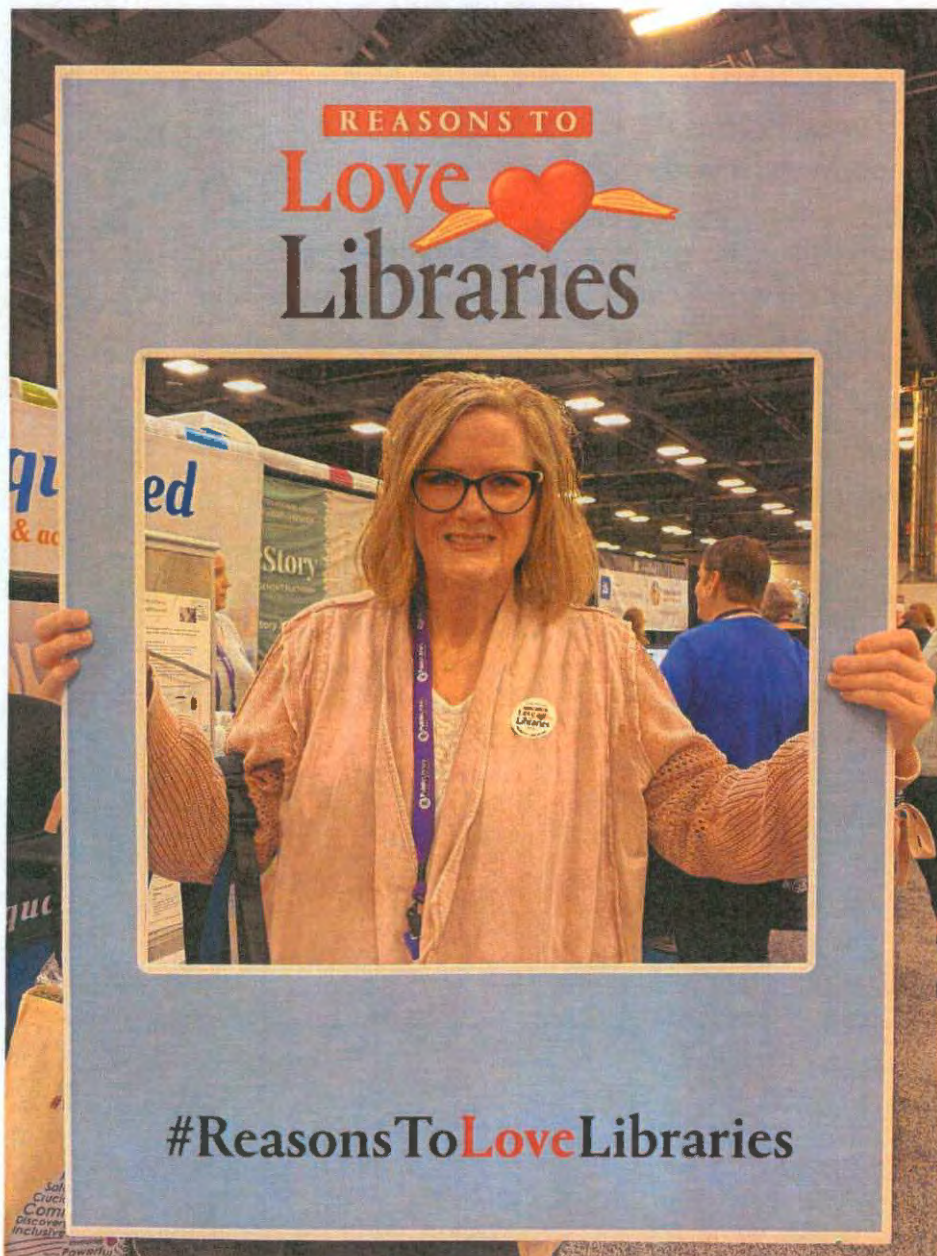
- Macmillan Spring/Summer 2024 Librarian Preview 3/1/2024.
- KnowBe4 trainings 3/4/2024.
- DeEtta Joes Culture Road podcast Ep. 4 The Great Resignation 3/5/2024.
- Booklist "Amazing Audiobooks" webinar 3/5/2024.
- Great Courses Clean-up project 3/6/2024.
- "Matchmaking with Macmillian" 3/7/2024.
- Staff In-Service Day 3/8/2024.
- Booklist "Spring Book Club Picks" 3/13/2024.
- San Jose State University "Making Vital Connections: Understanding & Serving the Hispanic/Latinx Community" 3/14/2024.
- Ryan Dowd training, "Supporting transgender individuals: A conversation with Ben Greene" 3/14/2024.
- HarperCollins LLF "Writers to Watch" 3/15/2024.
- Booklist, "Reader's Advisory: In Practice" 3/19/2024.
- Booklist, "Swoons and Screams" 3/19/2024.
- Social Responsibility Round Table, "The Abolitionist Symposium" 3/19/2024.
- "Bound By Books: Ideas for Book Clubs" 3/20/2024.
- Hoopla Digital Roadmap 3/21/2024.
- LACONI Recharge "Four Strategies for Smooth Task Management" 3/25/2024.
- Booklist "Summer Scares" 3/25/2024.
- "Strong Women & Girls" 3/26/2024.

Gail

- Staff In-Service Day 3/8/2024.
- "Fatness and Libraries: Amplifying the voices of fat librarians in DEIA work" 3/21/2024.
- Worked with Julie on the Award Books project.

MaryKellie's Meetings:

- Met with Paul, Laurie and Jason to go over adding DEI training for staff's FY25 goals 3/1/2024.
- Met with Kathy G. to go over the building "all clear" tour to prepare for emergency evacuations 3/4/2024.
- Took Gail on the "all clear" tour 3/5/2024.
- City of Warrenville Strategic Planning meeting at city hall 3/6/2024.
- DEI @ WPLD meeting 3/7/2024.
- One-on-one with Jason 3/12/2024.
- Management meeting 3/12/2024.
- Safety Committee meeting 3/14/2024.
- ATLAS Middle Managers meeting 3/15/2024.
- ALA's Governance Town Hall 3/19/2024.
- Board Meeting 3/20/2024.



12. HUMAN RESOURCES

March 2024

Submitted by Ian Stevens

Highlights

- Coordinated two successful presentations at the In-Service Staff Day with informative presentations by IMRF and AFLAC
- Listed an open Member Services position on RAILS, College of DuPage Careers and WorkNet DuPage receiving 16 applications

Staff/Recruiting

- Current open positions: Member Service Assistant. The deadline to apply was March 24th and 16 applications were received. Interviewing begins April 10th
- 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 3/4 and 3/18.
- IMRF payroll info to accountant 3/21. Submitting to IMRF in April under new policy.
- Safety document revised with committee input for review at the next meeting.
- Contacted HR Source for legal advice/feedback on handbook review.
- Updated IDES with new event 1099 presenters as per State rules
- Completed and submitted lengthy HR Source Library survey. Results for area library information will be published in a few months

Meetings

- Attended In-Service Staff Day 3/8
- Management Team meetings 3/12
- Meet with the Executive director 3/14 on a variety of HR and personnel matters.
- Attended Board meeting 3/20
- Safety committee meeting 3/14
- Reviewed Member Service position applications with Jason and Laurie 3/26
- Various staff meetings during the month to discuss various HR issues/topics/policies including benefits, coverage, training, safety.

Training/Continuing Education/Webinars

- HR Source 3/14
- Niche Academy 3/6
- HR Brew Mastering Management 2/14.
- LIMRiCC HIPAA legal Overview 2/15.
- HR Executive (Paycom) 3/20
- Paylocity Pathways to retention 3/27
- Pay Benchmarking 3/28
- JAN.org Sensory 3/27

12. IT DEPARTMENT REPORT

March 2024

Submitted by Duncan Jones

User Support

- I helped staff with email deletion, copying 2 sided to 1 sided pages, and printing alignment.

Troubleshooting

- I resolved a serious clog with the 3D printer.
- I resolved an issue with a hotspot and updated the configuration.
- I investigated a network assignment error on several staff PCs.
- I investigated a network outage issue. Determined to be a cranky firewall.
- I investigated workflows having issues connecting. Determined to be related to firewall issue.
- I investigated certain files not printing from Adobe Reader.

Project/Goal

- I created new accounts, and adjusted permissions for a promoted staff member.
- I removed accounts for a departing staff member.
- I changed our contact info for Krayon Kiosk support account.
- I removed the T88 receipt printer from the Member Services work room as it was so rarely used.
- Began setup and testing of 3D print submission workflow.
- I updated the OS on various servers, public PCs, and the WiFi and camera controller.
- I created a script for Kathy to convert HEIC files to JPEG.
- I deployed several new staff PCs.

Planning

- I worked with MaryKellie and Laurie to clarify creation procedure of Tech To Go kits.
- I started cleaning up the shared drive Tech To Go folder.
- Creator Cart
 - Printing various staff projects on the 3D printer.
 - Reviewed and adjusted machine usage steps for staff.
 - Created workflow for member submissions and project tracking.
 - Created project pickup form.
 - Worked with Kathy to create an article for Reading Matters.
 - Worked with Kathy and David to create the Creator Cart webpage.
- I drafted a budget for FY '25.

Meetings

- I met with Jason.
- I met with Kathy about Tech To Go staff presentations debrief.
- I met with Laurie to discuss Tech To Go item creation procedure, folder clean up.

Training

- Supporting transgender individuals: A conversation with Ben Greene; Ryan Dowd webinar.
- How-to Guide to Building a Strong Security Culture; KnowBe4 webinar.
- Five Critical Skills to Lead an Organization; Niche Academy webinar.

Tickets

- 5 opened, 5 closed, 0 pending

12. Marketing Department REPORT

March 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

- Wrote several branding statements to include in the new Brand Style Guide.
- Added style standards for common library words/phrases and WPLD lingo to the Brand Style Guide.
- Reminded staff not to access branding files until further notice and that the old logo should not be applied to any content created for dissemination April 8 or later.
- Ordered several new giveaway items: pens, magnets, chip clips, bookmarks, water bottles and a table cover for outreach; troubleshooted a problem with the bookmark order which resulted in getting credit from 4imprint.
- Placed and picked up an order with Fed Ex to print the new Disc Repair slip and submitted tax exempt form to their corporate office.
- Got quotes for staff/board t-shirts with new logo; discussed options with Jason. Asked for additional quote for child sized t-shirts but determined it was too expensive as a giveaway item.
- Created and shared an order form for staff/board t-shirts; tallied order and submitted for printing (extras were ordered to give out via a possible drawing or at events).
- Worked with Gail to determine the best method for swapping out repair slips on DVDs and audiobooks.
- Got input from Jason on logo images he would like to use on board agendas, library policies and other administrative documents.
- Got input from Jason on preferred business card design and standard email signatures.
- Created email signature options with new logo.
- Revised several permanent signs throughout the building (study rooms, desk not staffed, puzzle, etc.) to remove the old logo or old styling. New signs do not have any logo, which is the visible look to be utilized moving forward.
- Finished creating staff design templates with new branding.
- Completed website header and footer redesign options.
- Completed redesigned Constant Contact eNews template.
- Completed first draft of redesigned welcome brochure.
- Uploaded several updated/unbranded Communico slides for various library services.
- Created new outdoor return box signage.

Summer 2024 *Reading Matters* newsletter and event publicity

- Received and reviewed initial content from Paul; asked for clarification on a few programs and met with Paul and David to discuss.
- Received a publicity request from Kyrie about her Family Pride event. It was determined that the other organizations participating in this event needed to be included in the description.
- Edited Duncan's article about the 3D printer and Cricut; discussed with Jason.
- Reviewed and edited content about Fan Convention Interest.
- Reviewed and edited content on new catalog feature that allows users to view and register for library events; content will also be posted on website.
- Submitted revised program content to P.S. for use in Communico entries.
- David completed the first draft and passed it along to Kathy for first review; Kathy edited and returned it to David.

Summer Reading Challenge

- Reviewed images created by summer reading vendor and their restrictions for use; determined it was best to use only their basic rendering and add our own elements.
- Completed first drafts of all needed digital and print designs.
- Began updating web page.

Summer 2024 events

- Completed first drafts of all Concerts on the Commons digital and print designs.

Spring 2024 events

- Took images of Bunny House and Swinging Chick to promote programs on social media.
- Submitted sign request to the City for the Gilda's Cancer Club program.

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

- Requested and received final completion statistics and popular titles; shared in eNews
- Requested and received photos of grand prize drawing winners; posted to social.

Content Requests/Review

- Edited Mango Language/ASL article and posted it to the website.
- Reviewed bio from April/May artist and followed up with Paul; will need to edit and post in April.

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

- Created and produced business cards for Trustee Schmidt to take to PLA; made additional business cards for Jason and MaryKellie to take to PLA.

Community Outreach

- Discussed possible library card registration event with Everton Flats and explained we will need lead time to schedule; waiting to hear back from them.

Staff In-Service Preparation/Follow-up

- Tech To Go Demonstrations with Duncan
 - Prepared introductory remarks to thank the staff involved in the demonstrations of our TTG products and to give an overview to all staff about our objectives in putting on these demos.
 - Followed-up after the demos with all participants and reminded a few to turn in their evaluation forms.
 - Met with Duncan to debrief: Overall we were both pleased with the results even though the session ran twice as long as intended, so there were a few lessons learned on execution. We agreed all staff did a nice job presenting and everyone learned from the demonstrations. Next steps: Kathy needs to develop a publicity plan.
- Evacuation Drill
 - Met with Jason on the status of drill preparedness by a few key staff members and determined we could not conduct the drill as planned; plan to reconvene with staff, make changes if needed and reschedule the drill.

Safety Committee

- Prepared for and led one meeting: March 14.
- Released an updated Emergency Evacuations section to all staff to review ahead of the drill at Staff In-Service Day.
- Released an Evacuation quiz to staff to gauge their understanding of procedures; only 18 of 26 staff completed the quiz prior to In-Service.
- Requested staff who had not completed the quiz prior to In-Service to complete it: 2 more staff completed it after extending the deadline; 6 staff did not complete.
- Modified the Emergency Evacuation plan again and added it to the staff files.

- Sent out three new topics to all staff for their review—PIC, Liquid Spills and Restroom Closings—and asked staff to give input to their managers by April 25.
- Sent out two topics staff had previously reviewed and given input on—Unplanned Closings and Broken Glass—and reminded staff where the documents are located.
- Asked Jackie to order new Emergency Exit Only signs for a few of our emergency doors.

Discussion items at the March 14 meeting included:

- Kathy gave a status report on the topics and predicted we should have completed all our topics by the end of June; the next area of focus will be formatting the content and producing the Safety Manual binder for each staff member.
- Kathy reviewed the meeting schedule through June and proposed canceling and/rescheduling a few meetings; all agreed.
- Kathy said she would be releasing a few more topics (PIC, Liquid Spills, Restroom Closings) for all staff to review before the April 25 meeting.
- Kathy brought up the Emergency Evacuation plan again, as Jackie had noticed something others had not, that is, that admin staff or other staff working in the staff area would all have the responsibility to check the staff area and the mechanical room. All agreed it was not necessary if the PIC is supposed to complete a final check of the building.
- Ian presented the Infectious Diseases topic; most agreed this topic is not necessary for the safety manual.
- Bodily Fluids topic was not discussed again as clarifications to the topic were not completed.

Administrative

- At the request of Trustee Schmidt, prepared a statement about the library's support of the DuPage Monarch Project that could be used in their publicity to entice other libraries to become involved; gave to Jason for review and input.
- Asked Jackie to update the PIC list after the departure of one employee and the move to a new position for another employee.
- Updated the text on the Work With Us section of the website for the open position in Member Services.
- Requested a quote to replace one decal on the window at both public entrances. The sign needs to be updated with person-first terminology, from "disabled individuals" to "individuals with disabilities." Jason approved the quote, and I approved the job with the vendor and submitted an updated file.

Miscellaneous

- Responded to Paul's request to create Go boxes for four outreach events Public Services staff will be attending in March and April.
- Took photos with JJs List players at Staff In-Service and posted to social media.
- Took staff photo to commemorate the Staff In-Service day and posted to social media.
- Reviewed new option in our catalog to search for library programs.
- Experimented in Thingiverse and Bambu Studio to create a 3D object and submit a print request using the new form created by Duncan; made observations and shared some suggestions with Duncan for the form.
- Clarified eclipse glasses giveaway at service desks; asked staff to pose for pictures wearing their glasses to promote the giveaway on social media.
- Requested and immediately received a software update from Duncan to convert HEIC file types to jpegs; he demonstrated how to use it and wrote an explanation for me.

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

eNews activities related to producing biweekly newsletters and new cardholder welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing, monitoring and segmenting contact lists; monitoring responses. *In March*, responded to Taylor's request to give her Go boardgame program a publicity boost and included it in eNews along with other game events. Also, imported emails for February new cardholders for use in Welcome email series.

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 March*, at Paul's request, posted pictures again about The Beauties of Warrenville because its exhibit time was extended. Also, took pictures of activities related to Kyrie's pop-up program for Won't You Be My Neighbor Day and Very Hungry Caterpillar Day; took Trustee Schmidt's picture in the photo op setting and shared on Facebook and Instagram. Posted pictures Diana gave to me wearing her WPLD hat while posing in front of two libraries in Paris.

Meetings/Webinars

Kathy

3/4/24: Networking meeting with Communications people at City and District 200.
3/6/24: With Jason to discuss evacuation drill, makerspace language and brand assets
3/6/24: Webinar: Five Critical Management Skills
3/7/24: DEI Committee meeting
3/8/24: Staff In-Service Day
3/11/24: Met with Paul and David to discuss *Reading Matters* and other summer events
3/12/24: Management Team Meeting
3/14/24: Safety Committee meeting
3/20/24: Board meeting
3/25/24: KnowBe4 video quizzes

David

3/8/24: Staff In-Service Day
3/25/2024: QR Codes: Safe Scanning
3/25/2024: USB Drop Attack and Ransomware
3/25/2024: USB Attacks: Small Devices, Big Threats

Publicity Statistics

eNews (Constant Contact)

Subscribers: 6,474
Average open rate: 46%
New Cardholders campaign—average open for 4 sends: 68%

Social Media

Facebook Followers: 1,828
Instagram Followers: 522

Popular Facebook post in March
39 reactions (likes, comments, shares); reach =1279.



Warrenville Public Library District

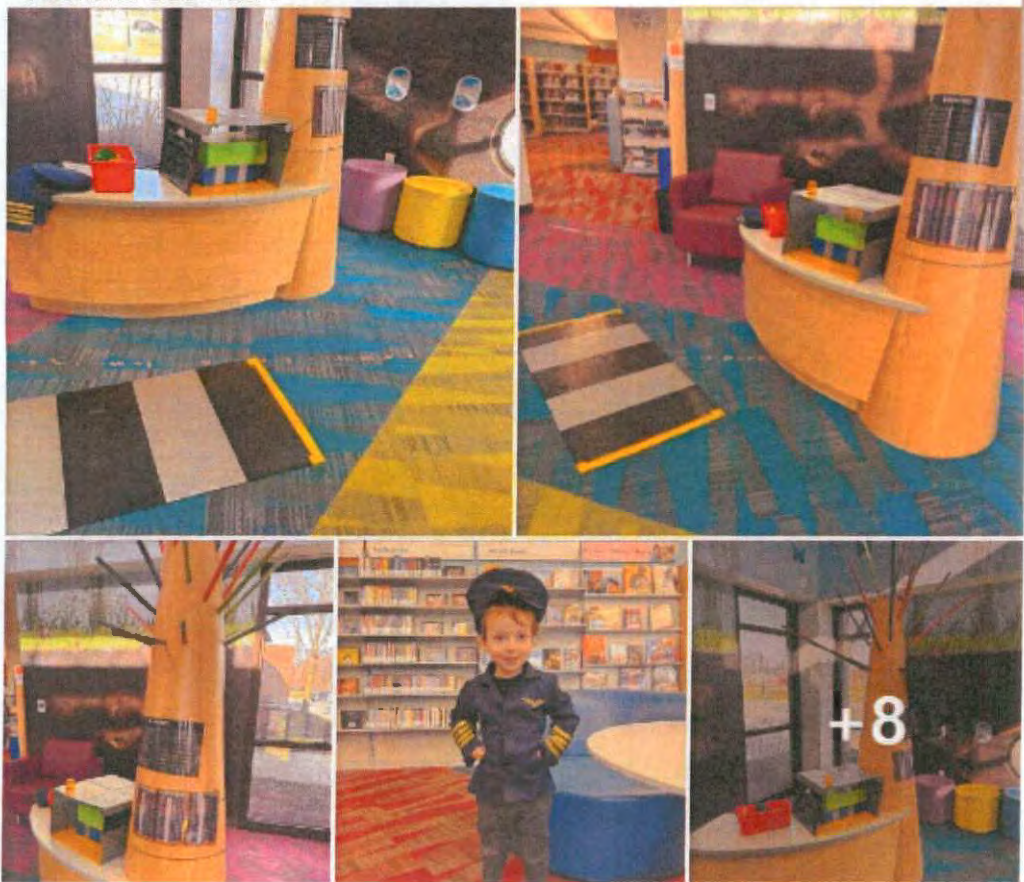
Published by **Kathy Quinn** · March 19 at 1:34 PM · 🌐



Announcing the arrival of WPLD Airlines! ✈️ 👮 🚗

Bring your little ones to the library's Discovery Room where kids can imagine themselves taking the people-mover walkway at an airport or putting their carryon items through the security scanner. They can even don a pilot's uniform and wonder what it must be like to fly a plane.

The Discovery Room also includes other items to help children count, manipulate pieces, find matching items and so much more, like books!... See more



12. MEMBER SERVICES REPORT

March 2024

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8628	57.55%
Aspen catalog/mobile app (Renewals)	144	0.96%
Autorenewals	4698	31.34%
Staff Assisted Checkout	1521	10.15%
TOTAL TRANSACTIONS	14,991	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4798	55.6%
Selfcheck 2 (Near Vending Machine)	3830	44.4%
TOTAL TRANSACTIONS	8628	100.00%

Department Highlights

Curbside

We had 7 Curbside Pickups with 5 unique users in March.

Continuing Education

Member Services staff participated in 9.75 hours of Continuing Education in March.

Laurie participated in 1 Management meeting, 1 Safety Committee meeting, a 1-on-1 with Jason, and a hiring meeting with Ian and Jason to go through 16 applicants for the open Member Services Assistant position. We chose our top picks and sent out interview offers. We have 4 interviews scheduled for April.

12. PUBLIC SERVICES REPORT

March 2024

Submitted by Paul Dobersztyn

Highlights

- The library hosted **52** total events in March with **655** participants.
- We had **3** passive events this month that included Crafts to go: Easter, Crafts to Go: Ramadan and Won't you Be my Neighbor Day with **69** interactions.
- The seventh and final Sunday Music Matinee on 3/10 featured Jazz artists Geof Bradfield Trio hosting **28** guests.
- Paul Dobersztyn submitted the final report for the Sunday Music Matinees on 4/1.
- Taylor speaks on the Success of *Let's Play GO!*
 - The fact that we had such a fantastic turnout for the Go program was a big confirmation in our public's curiosity towards games and play, as well as non-residents looking out for places and spaces to meet and socialize with niche hobbies they love. We had members from ages 25 to 70+ with all skill and experience levels. These programs are exciting patrons and guests from all over and I'm curious about posting them in other venues (game/hobby stores, online groups like Meet Up, etc) to see if there's more we want to reach!
- 1000 Books Before Kindergarten
 - Total participation as of March 6, 2024
 - 109 registrants
 - 11 completions
 - 22,671 total books read so far.
- The 100 Books Before High School
 - Total participation since the launch:
 - 20 registrants
 - 540 total books read
 - 3 completions so far

Personnel

- No changes.

Professional Development

- **24** sessions of CE were completed by the Public Services Department in March.
- **15.5** total hours of CE were completed.
- Topics covered include: An Introduction to the Science of Reading for Librarians, Five Critical Skills to Lead an Organization, Serving Patrons with Dementia, and more.
 - A full list can be provided by the Public Services Manager.
- Staff In-Service day was held on Friday, March 8. Everyone from Public Services attended and it was seen as a great success. We received lots of great feedback from JJ's List Disability training which several members of our department participated in.
- Diana, Kyrie, Julie, Mandy, Debbie, Tom and Miriam all presented Tech-to-Go items in our collection, highlighting features and showing the rest of the staff why someone may want to check out those items. Taylor has done a great job working with Duncan to curate a great collection for our members to check out.

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 7 / Puzzles: 2 / Teen Volunteers: 5

Homebound Deliveries: 7 members, items delivered

- Diana Abraham attended the City of Warrenville's strategic goal planning meeting on 3/5.
- March had the largest number of Book a Librarian appointments with 7 total registrants. The topics vary from Windows help to iPhone tutorials. The conversion cart was used twice. Taylor, Tom, Miriam and Duncan make up the BAL team. They are doing a great job serving our public.
- Taylor delivered an offsite Homebound event at Warrenville Horizons on 3/19. Below is feedback from Taylor:
 - *"Last month I was asked to visit Warrenville Horizons and give a formal presentation on our Homebound Delivery Service. This was a very successful visit that landed 4 new Homebound Members, 3 of which being new library card registrations as well."*
 - Taylor has also revised the homebound application to make it easier for members to curate their selections.
- Betty Edwards, President of the DuPage Women's Club sent some correspondence after our Banned Books presentation in February. Below are her kind words:
 - *Hello Paul, bet you thought we had forgot about you, Taylor and Julie! Well, we could not because of the wonderful presentation on Banned Books you three gave us on your visit. All of you had exceptional knowledge of your subject and presented in an interesting manner. We really do appreciate the hard work and willingness to help us understand this serious subject. I understand that in our Presidents' State of the Union last night, he indicated that Banned Books should just stop being Banned. That should make all library personnel as well as parents, grandparents and educators happy. Thanks again. If we can help you in future, just call. Respectfully, Betty Edwards President, DPWC.*

Non SWAN InterLibrary Loan

Item Requests Processed: 16; Materials Received: 23; Materials Lent: 18

13. PRESIDENT'S REPORT

Next Library Meetings or Events as of April 12, 2024

- 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
- Wednesday, June 19, 2024 at 7 pm
Regular Board Meeting in Library Meeting Room

Dinners, Workshops, & Conferences

- Friday, May 3 from 6-9 pm
LACONI Trustee Banquet
Trustee Warren is signed up.
Please let Jason or Jackie know if a second trustee is interested and they can sign you up.
- Saturday, May 18 from 10 am – 12 pm
ATLAS Trustee Day Workshop
Please let Jason or Jackie know if anyone is interested 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.



ATLAS
AREA TRAINING FOR
 LIBRARIES & STAFF

TRUSTEE DAY WORKSHOP

SATURDAY, MAY 18, 2024

10 A.M. - 12 P.M.

TRUSTEE / DIRECTOR RELATIONS?

Orland Park Public Library

14921 Ravinia Avenue Orland Park, IL 60462

I learned what Library Board of Trustees do. Now what?
 How can I better connect my role as Trustee to advocate for the public.
 We've made our goals and plans but how can my Library provide better
 access to the community we serve? Trustee and Director relationships are
 important to grow and maintain for a successful community collaboration.

Join Kate Buckson, Director of St. Charles Public Library as she shares her
 experiences, learned lessons and tips to make your library thrive and
 succeed.

The cost is \$15 for ATLAS Members. \$20 for Non-Members.

Eventbrite Registration fees not included.

To Register by mail, complete the form below
 or use the QR Code for Eventbrite.

By Mail:

ATLAS c/o Jennifer Cutshall
 Steger Public Library
 54 E. 31st St. Steger, IL 60475

Scan or
Click Here
to Register:



Library Name: _____

Library Address: _____

Attendees: _____

Email: _____

Phone Number: _____

19. CLOSED SESSION

Director's Evaluation (ACTION)

Suggested motion: Move to enter Closed Session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body..."

This closed session is to discuss, without the Director present, 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. 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.

20. DISCUSSION/ACTION RESULTING FROM CLOSED SESSION

Recommendations for Director's Compensation (ACTION)

Suggested motion: Move that the Executive Director receives _____ %/\$ increase in salary for FY25.

In open session, the Board votes to approve any changes in the Director's compensation. This vote must be specific, identifying any percentage or dollar increase in salary and/or any change in benefits.

