



Regular Meeting of the Board of Trustees

Wednesday, August 21, 2024, 7:00 p.m.

Location: Library Meeting Room

This meeting will be broadcast live online at: <https://us02web.zoom.us/j/87362469620>. The public may also listen to the meeting by calling 312-626-6799 and entering the Meeting ID number 873 6246 9620. (There is no participant ID or password.)

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

AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren)
 - a. Approve Remote Attendance and Participation, if needed (**ACTION**)
3. Approval of the agenda (**ACTION**)

a. Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.

4. Presentations
5. Public comments
6. Correspondence

p. 3..... a. Attorney Memo: B&A Ordinance Reminder

p. 4 b. Attorney Memo: Consolidated Election on April 1, 2025 for Trustees

7. Consent Agenda (**ACTION**)

p. 6 a. Approve Minutes of the July 17, 2024 Regular Board Meeting

p. 11 b. Receive and file Financial Report for July 2024

p. 17 c. Approve Annual Statement of Income & Disbursements for FY2024

- p. 18 d. Approve Public Disclosure of “Total Compensation” posting for Fiscal Year Ending June 30, 2025, as required by Illinois Public Act 97-0609
- 8. Regular Agenda
- p. 19 a. Approve payments for the period of July 18 – August 21, 2024 (**ACTION**)
- p. 22 b. Approve transfer of funds (**ACTION**)
- 9. Unfinished Business
- p. 23 a. Review & Approve updated Personnel Handbook Section 5.5 Bereavement Policy (**ACTION**)
- p. 26 b. Review & Approve updated Personnel Handbook Section 5.10 Family and Medical Leave of Absence Policy (**ACTION**)
- 10. New Business
- p. 37 a. Review and Approve Illinois Public Library Annual Report for 2024 (**ACTION**)
- p. 54 b. Review new Policy #000 Accessibility (**information**)
- p. 62 c. Authorize expenditure for up to two trustees to attend Trustee Day at the 2024 Illinois Library Association Annual Conference (**ACTION**)
- p. 66... 11. Director’s Report
 - a. 2025 Consolidated Election
 - b. Autism Training
- p. 69... 12. Department Head Reports
- p. 82 .. 13. President’s Report
 - a. Next meetings or events
- 14. Treasurer’s Report
- 15. Secretary’s Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- p. 83 .. 19. Closed Session as allowed by 5 ILCS 120/2(c)(3) for the purpose of “discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.”
- 20. Discussion/action resulting from the above closed session – Release closed session minutes and/or destroy closed session recordings (**ACTION**)
- 21. Adjournment (**ACTION**)

B & A ORDINANCE REMINDER

A. LIBRARY DISTRICTS

The deadline for passing your final Budget & Appropriation Ordinance is Tuesday, September 24, 2024 (the fourth Tuesday in September).

Your final B & A Ordinance should be:

- a. Published in the newspaper;
 - b. Filed with the County Clerk.
-

NOTE: Prior to passing the final B&A Ordinance, a public hearing on a tentative B&A Ordinance is required. Notice of the public hearing must be published in a newspaper 30 days or more before the public hearing.

B. CITY/VILLAGE LIBRARIES

City Libraries and Village Libraries should confirm with City officials/Village officials that all requested levy/financial information has been provided (or will be provided within the timeframe established by the City/Village).

- NOTES:
- a. Per the Local Library Act, the Library 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 . . . 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.” 75 ILCS 5/4-10
 - b. As stated above, communication with City/Village officials is essential to confirm the time frame for providing to the City/Village the Library’s “financial requirements.”

*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

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HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE (1928 – 2022)
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

ELECTION OF LIBRARY TRUSTEES

Consolidated Election April 1, 2025

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: August 1, 2024

This memorandum reminds you of dates relevant to election of Library Trustees at the Consolidated Election scheduled for April 1, 2025.

TRUSTEES - LIBRARY DISTRICTS

Tuesday, August 20, 2024:	First day to circulate nominating petitions ¹
Tuesday, November 12, 2024 to Monday, November 18, 2024:	Period within which to file nominating petitions with Library Board Secretary
Thursday, January 23, 2025:	Last day for certification of candidates (certified to the County Clerk) - certification is made by the Secretary of the Library Board serving as the "Local Election Official"
Tuesday, April 1, 2025:	Consolidated Election

¹ Nominations of candidates for election as Library Trustees shall be by petition, signed by a number of qualified voters equivalent to at least 2% of the votes cast at the last election for Library Trustee or 50, whichever is less, residing within the District, and filed with the Secretary of the District within the time provided by the Election Code. No party name or affiliation may appear on the petition. 75 ILCS 16/30-20.

TRUSTEES – VILLAGE LIBRARIES

Tuesday, August 20, 2024:	First day to circulate nominating petitions ²
Tuesday, November 12, 2024 to Monday, November 18, 2024:	Period within which to file nominating petitions with the Village Clerk.
Thursday, January 23, 2025:	Last day for certification of candidates (certified to the County Clerk) - certification is made by the Village Clerk as the “Local Election Official”
Tuesday, April 1, 2025:	Consolidated Election

NOTE: The foregoing dates/schedules differ from dates/schedules in prior years. The dates/schedules were amended via recent legislation, i.e., P.A. 103-0586 and P.A. 103-0600.

Roger A. Ritzman
PEREGRINE, STIME, NEWMAN,
RITZMAN & BRUCKNER, LTD.
221 E. Illinois Street, P.O. Box 564
Wheaton, Illinois 60187-0564
Phone (630) 665-1900
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https://psnrbc.com.sharepoint.com/sites/PS/Shared Documents/General/_1LIBRARYDIST/MEMO/ConsolidatedElection-LibraryTrustees2024.doc

² Nominations for the position of Library Trustee shall be by petition, signed by at least 25 legal voters residing in the Village (except a village under the commission form of government) and filed with the clerk of such Village, within the time prescribed by the Election Code. Such clerk shall certify the candidates for Library Trustees to the proper election authorities. All candidates must be residents of their Village. 75 ILCS 5/4-3-3.



Minutes of the Regular Board of Trustees Meeting
Wednesday, July 17, 2024

1. Call to order – Trustee Picha called the meeting to order at 7:01 p.m.
2. Roll Call

ATTENDING: Trustees Picha, Richardson (arrived at 7:08 pm), Schmidt, Stull, Warren
ABSENT: Trustees DuRocher and Lezon

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

MOTION: Trustee Stull moved to appoint Trustee Picha as President Pro Tempore in Trustee DuRocher's absence. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

3. Approval of the agenda

Trustee Picha removed Items #19 and #20 pertaining to a closed session

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

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

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 June 19, 2024 Regular Board Meeting
- b. Receive and file Financial Report for June 2024
- c. Budget & Appropriation

- i. Adopt Ordinance #24-25-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2024-2025
- ii. Adopt Certificate of Authenticity for Tentative Budget & Appropriation Ordinance for Fiscal Year 2024-2025
- iii. Approve Notice of Public Hearing on Budget & Appropriation Ordinance

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

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

Motion carried

8. Regular Agenda

- a. Approve payments for the period of June 20 – July 17, 2024

MOTION: Trustee Stull moved to approve payments in the amount of \$77,413.73 for the period of June 20, 2024 through July 17, 2024 including electronic payments and checks #10025 through 10081. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Stull moved to transfer funds in the amount of \$195,000 from commercial checking account to operating checking account. Trustee Schmidt seconded.

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

Motion carried

9. Unfinished Business

- Approve & Adopt Policy #390 Security Cameras

MOTION: Trustee Warren moved to approve and adopt Policy #390 Security Cameras as presented. Trustee Schmidt seconded.

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

Motion carried

10. New Business

Trustee Richardson arrived at this time (7:08 pm)

- a. Appoint Two Trustees to Review Secretary's Records for FY23
Trustees Schmidt and Warren volunteered to review the Secretary's Records for FY2024

MOTION: Trustee Stull moved to appoint Trustees Schmidt and Warren to audit Secretary's Records for FY24.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried

- b. FY24 Budget Summary

Director Stuhlmann gave a recap of the total budgeted and deficit for the year.

Trustee Picha thanked Director Stuhlmann and the Management Team for doing a great job with the budget this year.

- c. 2019-2024 Strategic Plan Review

Trustee Picha stated the 2019-2024 Strategic Review Plan by Director Stuhlmann was outstanding. She also thanked the Management Team and staff for all their hard work.

Trustee Schmidt asked how many attend the ESL conversation group that is hosted virtually. Paul Dobersztyn stated there are about 7 attendees per month.

Paul Dobersztyn stated today he received notice the library received a Peoples Resource Center Achievement Award consisting of a certificate and trophy.

Trustee Picha asked what the next step is for the new Strategic Plan. Director Stuhlmann stated he is currently composing the timeline and an outline of the steps to be taken. The Next step will be forming a committee and putting together a public survey.

11. Director's Report

Director Stuhlmann thanked all the trustees and staff that participated in the July 3 parade. There was very good participation this year.

Trustee Stull asked if the library can designate the Stafford Place parking to be for library users only. Director Stuhlmann stated the vertical spots on Stafford Place are the library's property. He will be adding additional material to the Library Use Policy about parking and updating the parking signage.

Director Stuhlmann stated he has received information regarding the autism training which will take place between August 19 – September 30 and Little Friends are very flexible. Discussion was held when to schedule the training – either close for a half a day or schedule two different meetings. Trustees are welcome to attend these training sessions. Consensus of the management team is to hold two sessions for staff and trustees together. Director Stuhlmann stated is someone cannot attend either date they would be able to watch the recorded version.

Director Stuhlmann stated he had a discussion with Trustee Schmidt and a resident regarding the library participating in Dolly Parton's Imagination Library for children age birth to 5 years. The resident has offered to provide the funding for this program. The library would be in charge of promotions and registering the children.

12. Department Head Reports

Trustee Picha stated the beach balls and the ice cream sandwiches at the concert were wonderful.

13. President's Report

Trustee Picha announced the next three meetings.

11. Treasurer's Report

a. Trustee Picha announced the Per Capita Grant Monies were received in the amount of \$20,932.56 in July.

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

13. Committee Reports - none

14. Trustee Comments

Trustee Schmidt stated she was in the library the other day and her friends asked about the Albrejje owl and asked if the library to post information about it. Director Stuhlmann stated the Tourism and Arts Council planned to give the library a plaque with information.

15. Items for information and/or discussion

Kathy Gaydos showed the trustees the Library's Style Guide. It is available to view while in the library as it is for in-library use only.

Kathy also told Trustee Stull she reached out to Orland Park regarding their safety supplies and it will be discussed at the next Safety Committee.

16. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 7:45 pm. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher and Lezon

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

JULY 31, 2024

WARRENVILLE
LIBRARY
INCOME

JULY
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 6/30/2024	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	2,325,758	100.0000%	0	1,230,813	52.92%	868,157	0	24,150	24,150	190,835	190,835	1,932,285
TOTAL TAX (LEVIED)	2,325,758	100.00%	0	1,230,813	52.92%	868,157	0	24,150	24,150	190,835	190,835	1,932,285
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		360,281	0	-	-	-	-	360,281
ALBA LEMOS GIFT FUND	-		0	-		-	0	-	-	-	-	-
CAPITAL PROJECT	-		0	-		-	0	-	-	-	-	-
TOTAL	2,325,758	100.00%	0	1,230,813	52.92%	1,454,285	0	24,150	24,150	190,835	190,835	2,518,413
FORMULA = A+B+C+D-E=F			A	B	C	D	E	F				

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: July 2024
Corporate Fund

	Corporate Fund Month Ended Jul 31, 2024	Corporate Fund 12 Months Ended Jun 30, 2025	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 1,230,812.97	\$ 1,230,812.97	\$ 2,325,758.00	\$ 1,094,945.03	52.92 %
Copier	573.90	573.90	6,000.00	5,426.10	9.57 %
Extended Use Fees	23.00	23.00	0.00	(23.00)	
Fees	0.00	0.00	150.00	150.00	0.00 %
TIF Funds	0.00	0.00	50,000.00	50,000.00	0.00 %
Interest	2,245.55	2,245.55	10,000.00	7,754.45	22.46 %
Book Sales	0.00	0.00	500.00	500.00	0.00 %
Lost Books	317.40	317.40	2,500.00	2,182.60	12.70 %
Creator Cart	58.01	58.01	0.00	(58.01)	
Gifts / Memorials	0.00	0.00	1,600.00	1,600.00	0.00 %
Miscellaneous	0.00	0.00	500.00	500.00	0.00 %
Hotel/Motel Tax	0.00	0.00	14,542.00	14,542.00	0.00 %
Grants - Per Capita	20,932.56	20,932.56	20,791.00	(141.56)	100.68 %
Developer Donations	0.00	0.00	10,000.00	10,000.00	0.00 %
	1,254,963.39	1,254,963.39	2,442,341.00	1,187,377.61	51.38 %
Expenses					
Sal. - Administration	20,517.88	20,517.88	260,000.00	239,482.12	7.89 %
Sal. - Member Services	18,814.96	18,814.96	273,000.00	254,185.04	6.89 %
Sal. - Maintenance	2,732.00	2,732.00	36,000.00	33,268.00	7.59 %
Sal. - Marketing	9,457.52	9,457.52	125,000.00	115,542.48	7.57 %
Sal. - Public Services	38,756.31	38,756.31	506,000.00	467,243.69	7.66 %
Sal. - IT	4,875.00	4,875.00	64,000.00	59,125.00	7.62 %
Sal. - Technical Services	7,447.38	7,447.38	98,000.00	90,552.62	7.60 %
I.M.R.F. - Expense	7,616.90	7,616.90	114,000.00	106,383.10	6.68 %
Fica - Expense	7,586.65	7,586.65	104,000.00	96,413.35	7.29 %
Unemp. Comp.	191.59	191.59	1,025.00	833.41	18.69 %
Op - Mat'l Processing/Tech	530.46	530.46	9,600.00	9,069.54	5.53 %
Op - Mat'l Processing/Circ	0.00	0.00	3,450.00	3,450.00	0.00 %
Op - Postage	1,542.46	1,542.46	5,070.00	3,527.54	30.42 %
Op - Office Supplies	190.00	190.00	3,215.00	3,025.00	5.91 %
Op - Bank Fee's	71.14	71.14	1,600.00	1,528.86	4.45 %
Op - Automation Supplies	403.00	403.00	4,250.00	3,847.00	9.48 %
Op - Publishing	0.00	0.00	1,250.00	1,250.00	0.00 %
Equip. - Purchases	691.65	691.65	10,470.00	9,778.35	6.61 %
Equip. - Maintenance	0.00	0.00	500.00	500.00	0.00 %
Auto. - Software	6,006.99	6,006.99	16,175.00	10,168.01	37.14 %
Auto. - Purchases	0.00	0.00	5,500.00	5,500.00	0.00 %
Auto. - Maintenance	921.75	921.75	49,550.00	48,628.25	1.86 %
L. Ins. - Workmen's Comp	0.00	0.00	2,800.00	2,800.00	0.00 %
Ins. - Multi Peril Package	0.00	0.00	23,000.00	23,000.00	0.00 %
L. Ins. - Officer / Dir	0.00	0.00	2,500.00	2,500.00	0.00 %
Ins. - Health / Life	10,173.88	10,173.88	147,000.00	136,826.12	6.92 %
Pd - Recruiting	0.00	0.00	1,000.00	1,000.00	0.00 %
Pd - Staff Appreciation	0.00	0.00	4,450.00	4,450.00	0.00 %
Pd - Staff / Tuition Reimburse	0.00	0.00	1,800.00	1,800.00	0.00 %
Pd - Staff / Dues	275.00	275.00	3,900.00	3,625.00	7.05 %
Pd - Staff / Meetings	0.00	0.00	14,260.00	14,260.00	0.00 %
Pd - Staff / Transportation	0.00	0.00	2,750.00	2,750.00	0.00 %
Pd - Trst / Mtgs	0.00	0.00	700.00	700.00	0.00 %
Pd - Trst / Transportation	0.00	0.00	250.00	250.00	0.00 %
Pd - Trustee Misc.	0.00	0.00	700.00	700.00	0.00 %
Cont. - Lawyer	0.00	0.00	3,500.00	3,500.00	0.00 %
Cont. - Accounting	1,055.98	1,055.98	15,244.00	14,188.02	6.93 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: July 2024

Corporate Fund

Cont. - Collection	49.25	49.25	300.00	250.75	16.42 %
Cont. - Audit	0.00	0.00	8,600.00	8,600.00	0.00 %
Cont. - Consultants	0.00	0.00	15,250.00	15,250.00	0.00 %
Lib. Mat. - Adult Books	3,498.59	3,498.59	52,500.00	49,001.41	6.66 %
Lib. Mat. - Youth Books	3,613.69	3,613.69	39,000.00	35,386.31	9.27 %
Lib. Mat. - Adult AV	525.28	525.28	13,000.00	12,474.72	4.04 %
Lib. Mat. - Youth AV	149.03	149.03	5,500.00	5,350.97	2.71 %
Lib. Mat. - EBooks	5,244.73	5,244.73	66,700.00	61,455.27	7.86 %
Lib. Mat. - Periodicals	10,066.98	10,066.98	9,535.00	(531.98)	105.58 %
Lib. Mat. - Internet Subscript	9,138.80	9,138.80	29,280.00	20,141.20	31.21 %
Ps - Programs Adult	1,534.65	1,534.65	12,500.00	10,965.35	12.28 %
Ps - Programs Youth	398.78	398.78	9,500.00	9,101.22	4.20 %
Ps - Hotel/Motel	6,250.00	6,250.00	14,542.00	8,292.00	42.98 %
Ps - Refunds / Fines / Fees	12.99	12.99	500.00	487.01	2.60 %
Ps - Printing	0.00	0.00	11,600.00	11,600.00	0.00 %
Ps - PR / Publicity	26.41	26.41	11,360.00	11,333.59	0.23 %
Ps - Misc.	0.00	0.00	500.00	500.00	0.00 %
Maintenance	3,007.86	3,007.86	55,520.00	52,512.14	5.42 %
Maintenance Supplies	0.00	0.00	2,000.00	2,000.00	0.00 %
Security	738.93	738.93	12,360.00	11,621.07	5.98 %
Gas	220.55	220.55	7,500.00	7,279.45	2.94 %
Snow Removal	0.00	0.00	21,000.00	21,000.00	0.00 %
Hvac	0.00	0.00	12,600.00	12,600.00	0.00 %
B & M - Water / Sewer	156.23	156.23	1,800.00	1,643.77	8.68 %
Electricity	4,011.28	4,011.28	45,000.00	40,988.72	8.91 %
Telephone	1,482.29	1,482.29	18,500.00	17,017.71	8.01 %
Janitorial Supplies	0.00	0.00	3,300.00	3,300.00	0.00 %
B & M - Landscape Maint	850.00	850.00	14,255.00	13,405.00	5.96 %
Debt Repayment	0.00	0.00	150,000.00	150,000.00	0.00 %
Debt Certificate Interest	0.00	0.00	17,910.00	17,910.00	0.00 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	190,834.82	190,834.82	2,578,421.00	2,387,586.18	7.40 %

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: July 2024

Special Reserve Fund

	Special Reserve Fund Month Ended Jul 31, 2024	Special Reserve Fund 12 Months Ended Jun 30, 2025	Special Reserve Fund Budget	Balance	% Received Expended
Income	0.00	0.00	0.00	0.00	
Expenses					
Equip. - Purchases	\$ 0.00	\$ 0.00	\$ 25,000.00	\$ 25,000.00	0.00 %
Auto. - Purchases	0.00	0.00	11,000.00	11,000.00	0.00 %
Maintenance	0.00	0.00	15,000.00	15,000.00	0.00 %
Security	0.00	0.00	6,000.00	6,000.00	0.00 %
	<u>0.00</u>	<u>0.00</u>	<u>57,000.00</u>	<u>57,000.00</u>	<u>0.00 %</u>

See Accountants Compilation Letter

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

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	194,235.15
Fifth Third 8004	<u>2,330,367.93</u>

2,525,088.08

General Fixed Assets	<u>\$ 5,235,092.00</u>
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TOTAL ASSETS **\$ 7,760,180.08**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>6,671.88</u>
----------	-----------------

6,671.88

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,270,000.00</u>
--------------------------	---------------------

1,276,671.88

EQUITY

Fund Balance	<u>\$ 6,483,508.20</u>
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TOTAL LIABILITIES & FUND BALANCE **\$ 7,760,180.08**

PUBLIC NOTICE
WARRENVILLE PUBLIC LIBRARY DISTRICT
ANNUAL STATEMENT OF INCOME AND DISBURSEMENTS
FROM JULY 1, 2023 THROUGH JUNE 30, 2024

CASH RECEIPTS

1.	Property Taxes	\$2,168,296.36
2.	Photocopies	\$6,414.47
3.	Fines/Fees	\$855.18
4.	Interest	\$24,687.37
5.	TIF Funds	\$49,153.00
6.	Hotel/Motel Tax Grant	\$12,691.40
7.	Per Capital Grant	\$20,791.60
8.	Grants - Misc	0.00
9.	Miscellaneous	\$8,067.00
10.	Developer Donations	\$15,000.00
TOTAL INCOME		\$2,305,956.38

DISBURSEMENTS

4imprint \$3,991.39; Accounting Services \$6,987.00; Alarm Detection Systems, Inc. \$2,808.24; Amazon Capitol \$11,344.79; Ambius \$3,693.00; AT&T \$4,479.84; Baker & Taylor \$75,197.60; Bloomsclapes \$19,464.00; CDW Government, Inc. \$6,783.99; Chase \$170,787.21; Chase Ink \$33,750.17; Cintas Fire Protection \$4,572.37; Comcast \$3,603.61; Demco \$2,712.19; Direct Energy Business \$41,736.12; Engineering Resource Associates \$8,863.40; Hagg Press, Inc. \$8,816.76; Illinois Municipal Retirement Fund \$107,313.76; Internal Revenue Service \$94,245.90; KnowB4, Inc. \$2,583.10; Konica Minolta Premier Finance \$7,979.37; Libraries of Illinois Risk Agency \$19,982.76; LIMRICC Purchase of Health Insurance \$113,875.57; Linked In \$2,500.00; Mango Language \$2,916.68; Midwest Tape \$46,638.58; News Bank, Inc. \$4,621.00; Northern Illinois Gas \$3,958.47; Otis Elevator \$6,265.32; OverDrive \$22,220.32; Paylocity \$6,040.97; Personnel: Gross Salaries & Wages \$1,273,577.65; Under \$25,000 (Arias, Jorge; Joshi, Paridhi; Levine, Elizabeth; McCabe, Riley; Strickland, Kathy; Temesvary, Autumn) \$25,000 - \$49,999 (Andrew, Deborah; Cook, Cook, Stephanie; Hill, Joann; Knych, Helen; Montano, Miriam; Smith, Gail; Thomas, Mary; Tran, Ly; Wilson, Mandy); \$50,000 - \$74,999 (Abraham, Diana; Cassara, David; Davis, Jacqueline; Dobersztyn, Paul; Haring, Taylor; Hill, Tom; Jones, Duncan; Kenny-Sumrak, Kyrie; Kurtis, Julie; Marquez, MaryKellie; Quinn, Kathleen; Rex, Laurie; Stevens, Ian; Over \$100,000(Jason Stuhlmann); ProQuest LLC \$3,120.18; Provantage LLC \$6,488.00; Quill Corporation \$6,982.31; Reaching Across Illinois Library System \$6,385.00; Risk Program Administrators \$4,607.00; Rivistas, LLC \$8,616.67; Service Master Commercial Company \$32,616.00; Sikich, LLP \$8,200.00; SJ Computers LLC \$8,699.88; SWAN \$37,046.68; Technology Management Revolving Fund \$5,700.00; Tee Jay Service Company \$2,661.00; Today's Business Solutions \$4,238.46; Top Rail Fence Naperville \$6,287.00; U.S. Postmaster \$3,470.00; Value Line Publishing, Inc. \$3,100.00; Vanguard Energy Services, LLC \$3,098.41.

All other vendors less than \$2,500 - \$72,529.79

Approved August 21, 2024



**PUBLIC DISCLOSURE OF “TOTAL COMPENSATION” ILLINOIS PUBLIC ACT 97-0609
FOR FISCAL YEAR ENDING JUNE 30, 2025**

Approved 8/21/2024

TOTAL COMPENSATION PACKAGE OF \$75,000+

NAME	POSITION	SALARY	EMPLOYER PAID HEALTH INSURANCE*	ANNUAL LEAVE EARNED+	SICK LEAVE EARNED+	TOTAL COMPENSATION
Jason Stuhlmann	Executive Director	\$110,282	\$10,269	20 days	12 days	\$120,551
Paul Dobersztyn	Public Services Manager	\$74,143	\$21,268	25 days	12 days	\$95,411
Jackie Davis	Assistant to the Director	\$75,701	\$10,269	30 days	12 days	\$85,970
Ian Stevens	HR Manager	\$70,960	\$15,954	20 days	12 days	\$86,914

TOTAL COMPENSATION PACKAGE OF \$150,000+

NAME	POSITION	SALARY	EMPLOYER PAID HEALTH INSURANCE*	ANNUAL LEAVE EARNED+	SICK LEAVE EARNED+	TOTAL COMPENSATION
None						

*Represents Employer's 95% portion (July 1-December 31, 2024) and 100% portion (January 1-June 30, 2025 with premiums estimated as of August 21, 2024) of lowest cost individual insurance premium and 50% portion of lowest cost dependent insurance premium; Employee pays balance of individual and dependent premiums based on chosen plan.

+Pay for leave earned is included in salary

Public Act 97-609 amended the Open Meetings Act [5 ILCS 120], effective January 1, 2012, for employers that participate in the Illinois Municipal Retirement Fund (IMRF). The amendment requires employees to identify those employees with a "total compensation package" equal to or greater than (1) \$75,000 or (2) \$150,000. The term "total compensation package" is defined to mean "payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted."

8a. REGULAR AGENDA

Approve payments for the period of July 18 – August 21, 2024 **(ACTION)**

A partial bill list (bills received as of August 16, 2024 is attached. An updated bill list which includes bills received through August 21 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
July 18 - August 21, 2024

Date	Num	Name	Amount
08/21/2024	10082	Accounting Services, Inc.	-612.00
08/21/2024	10083	Ambius	-315.00
08/21/2024	10084	Arts Warrior	-800.00
08/21/2024	10085	American Library Association	-429.00
08/21/2024	10086	Baker & Taylor	-3,269.29
08/21/2024	10087	Baker & Taylor	-90.66
08/21/2024	10088	Baker & Taylor	-107.50
08/21/2024	10089	Baker & Taylor	-72.76
08/21/2024	10090	Baker & Taylor	-3,112.86
08/21/2024	10091	Bloomscapes Landscaping, Inc.	-535.00
08/21/2024	10092	CDW Government, Inc.	-25.03
08/21/2024	10093	Demco	-353.22
08/21/2024	10094	Direct Energy Business	-4,505.13
08/21/2024	10095	Hill, Thomas	-30.00
08/21/2024	10096	Granite Telecommunications	-205.47
08/21/2024	10097	Kapco	-199.01
08/21/2024	10098	Konica Minolta Business Solutions	-45.22
08/21/2024	10099	Kurtis, Julie	-49.30
08/21/2024	10100	LIMRICC Purchase of Health Insurance Prog	-14,400.65
08/21/2024	10101	Menard Consulting, Inc.	-1,900.00
08/21/2024	10102	Midwest Tape	-459.32
08/21/2024	10103	Midwest Tape	-683.23
08/21/2024	10104	Midwest Tape	-2,782.54
08/21/2024	10105	OverDrive	-3,000.00
08/21/2024	10106	Paddock Publications	-50.60
08/21/2024	10107	Petty Cash Fund	-11.88
08/21/2024	10108	Sam's Club/Synchrony Bank	-42.92
08/21/2024	10109	Service Master Commercial Cleaning	-2,663.00
08/21/2024	10110	SWAN	-12,303.25
08/21/2024	10111	Tamms, Chelsie	-100.00
08/21/2024	10112	Technology Management Revolving Fund	-475.00
08/21/2024	10113	Today's Business Solutions, Inc.	-3,410.30
08/21/2024	10114	Unique	-39.40
08/21/2024	10115	Western DuPage Chamber of Commerce	-35.00
08/21/2024	10116	Wheaton Park District	-75.00
08/21/2024	10117	WhoFi	-1,065.00
08/21/2024	10118	Wilson, Amanda	-74.80
08/21/2024	10119	AT&T	-373.32
08/21/2024	10120	Illinois Library Association	-325.00
08/21/2024	10121	Kenny-Sumrak, Kyrie	-130.39
08/21/2024	10122	4imprint	-157.87

07/22/2024	Electronic	Warrenville, City of	-156.23
07/22/2024	Electronic	Northern Illinois Gas	-220.55
07/25/2024	Electronic	Paylocity	-331.92
08/09/2024	Electronic	Chase Ink	-2,603.69
08/21/2024		Quill Corporation	-1,111.13

Thursday, Aug 15, 2024 07:09:13 AM GMT-7 - Cash Basis

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

Review & Approve updated Personnel Handbook Section 5.5 Bereavement Policy (**ACTION**)

Suggested motion: Approve the updated Personnel Handbook Section 5.5 Bereavement Policy as presented, to be effective immediately.

I put the Bereavement Policy on this month's agenda as an action item instead of information since we discussed the proposed major changes back in June. If you would rather review it this month and vote on them next month, that is fine.

Also, since we reworked most of the policy, it seemed easier to present the new version along with the current version rather than a confusing marked up copy.

Personnel Handbook Section 5.5 Bereavement Policy

The biggest changes, as discussed at June's meeting, were:

- To change 7 consecutive days to 5 intermittent days to be used within 3 months. This adds more flexibility for today's world where end-of-life business always doesn't happen quite as immediately and consecutively as it used to.
- To add in 1 day for friends and pets, as they are often our adopted family to whom we're closer than our "regular" family.

Additional changes include:

- We condensed the family definitions to streamline them and included more family of domestic partners.
- The Illinois Child Bereavement Act of 2016 was replaced by the Family Bereavement Leave Act of 2023. This is legally required of employers with 50+ employees. While we have less than that, the Board clearly chose to adopt the 2016 law, so I assume you would like to continue to support the 2023 updated law.
- The Compensation for Bereavement Leave just got worked into the opening paragraph.
- The Unpaid Leave of Absence policy referenced in the Bereavement Leave and Family Medical Leave Section was eliminated 2/16/2022 in favor of providing Family and Medical Leave to all employees regardless of length of service or hours worked.

If there are no further suggestions or changes to be made, I recommend we approve this updated policy.

BEREAVEMENT LEAVE

5.5

Paid bereavement leave will be provided to employees for the death of family or friends. Bereavement leave is separate from annual leave or sick leave, and is paid based on the employee's regularly scheduled hours.

Family

For each occurrence of the death of a family member, up to 5 calendar work days of bereavement leave will be provided. These 5 days may be used either consecutively or intermittently, and must be used within 3 months of the passing.

Intermittent bereavement leave will allow immediate grieving, time to plan and attend the final arrangements, and to take care of legal obligations.

For purposes of bereavement leave, family is defined as:

- Spouse or Domestic Partner
- Child (biological, adopted, foster, step, in-law, grand, partner, child of a person standing in loco parentis)
- Parent (biological, adoptive, in-law, step, partner, grand)
- Sibling (biological, adoptive, in-law, step, partner)
- Aunts, Uncles, Cousins, Nieces and Nephews

Friends

For the death of a friend, pet, or other close acquaintance, up to 1 calendar work day of bereavement leave will be allowed.

Family Bereavement Leave Act (FBLA) of 2023

The Family Bereavement Leave Act (FBLA) amended the existing Child Bereavement Leave Act by expanding both the reasons a qualified employee may use leave and the definition of "covered family member" under the Act. Under the new law, an employee is entitled to 2 weeks (10 workdays) of unpaid leave for the death of a covered family member, stillbirth, miscarriage, unsuccessful reproductive procedure, failed adoption, failed surrogacy agreement, or negative pregnancy/fertility diagnosis.

Bereavement Leave and Family Medical Leave / Unpaid Leave of Absence

If the death of family or friend occurs while on FMLA leave, paid bereavement leave or unpaid FBLA leave will run concurrently with Family Medical Leave and may not be used to exceed unpaid leave time allowed under FMLA.

Revised August 21, 2024 (effective immediately)

BEREAVEMENT LEAVE

5.5

Leave with pay shall be allowed in case of death in the immediate family of up to 7 consecutive calendar days per occurrence. These days will not be deducted from annual leave, sick leave or paid time off.

For purposes of bereavement leave, immediate family is defined as:

- Spouse
- Domestic Partner
- Child (biological, adopted, foster, stepchild or child of a person standing in loco parentis)
- Parent (includes Mother-in-Law, Father-in-Law and Stepparent)
- Sibling (includes Sister-in-Law and Brother-in-Law)
- Daughter-in-Law and Son-in-Law
- Grandchild
- Grandparent

Illinois Child Bereavement Act Of 2016

Upon the death of an employee's child, the paid leave will be extended up to a total of 14 consecutive calendar days. For the purpose of the Child Bereavement Act a child is an employee's son or daughter who is biological, adopted, a foster child, stepchild or a child of a person standing in loco parentis. This leave must be completed within 60 days after the employee receives notice of the death of the child.

Bereavement Leave and Family Medical Leave / Unpaid Leave of Absence

Bereavement leave will run concurrently with Family Medical Leave and may not be used to exceed unpaid leave time allowed under FMLA or the Library's Unpaid Leave of Absence Policy.

Compensation for Bereavement Leave

For each 7 consecutive calendar day period, regular full-time employees working 37.5 hours per week will be granted one weeks' pay; part time employees will be granted pay based on scheduled hours.

Revised December 21, 2016 (effective immediately)

9a. UNFINISHED BUSINESS

Review & Approve updated Personnel Handbook Section 5.10 Family and Medical Leave of Absence Policy **(ACTION)**

Suggested motion: Approve the updated Personnel Handbook Section 5.10 Family and Medical Leave of Absence Policy as presented, to be effective beginning September 2.

I put the Family and Medical Leave of Absence Policy on this month's agenda as an action item instead of information since we discussed the proposed major changes back in June. If you would rather review it this month and vote on them next month, that is fine.

Also, since we rearranged some sections, it seemed easier to present the new version along with the current version rather than a confusing marked up copy.

Personnel Handbook Section 5.10 Family and Medical Leave of Absence Policy

The biggest change, as discussed at June's meeting, was:

- Adding in 2 weeks paid FMLA to further support our staff.

Additional changes include:

- Changed the "Substitution of Paid Leave" section to be "Application of Paid & Unpaid Leave" and moved it to be the second section. We also reworked this section to be more readable.
- Swapped in an updated FLMA poster of rights.
- Some grammar and formatting tweaks.

If there are no further suggestions or changes to be made, I recommend we approve this updated policy.

FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY

5.10

This policy contains information consistent with and in addition to the information contained in the “Employee Rights Under the Family and Medical Leave Act” notice (found at the end of this policy and posted in the Staff Lounge) and is meant to provide additional information about the Library’s specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the “Employee Rights” notice and this policy, the “Employee Rights” notice will prevail.

Basic Leave Entitlement

Under the federal Family and Medical Leave Act (FMLA), employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return. The “12-month period” is a rolling 12-month period, measured forward.

The Library waives the length of employment and hourly standards outlined in the federal Family and Medical Leave Act, meaning all employees are eligible, regardless of length of employment or hours worked.

While standard federal FMLA leave is unpaid leave, the Library will provide two weeks’ worth of paid FLMA leave based on employee’s regularly scheduled hours.

Application of Paid & Unpaid Leave

While standard federal FMLA leave is unpaid leave, employees must use their available accrued paid leave for their FMLA leave before their remaining FMLA leave becomes unpaid. This paid leave runs concurrently with FMLA leave and does not extend the FMLA leave period. To supplement regularly accrued sick and annual leave, the Library offers two weeks of paid FMLA to all employees.

If an employee requests FMLA leave for any of the covered reasons listed below, leave will be applied in the following order:

1. Two weeks of library provided paid FMLA leave based on normal hours scheduled
2. Employee's available accrued paid sick leave
3. Employee's available accrued paid annual leave
4. The remaining balance of the FMLA leave will be unpaid

If an employee is eligible for any additional paid leave, such as short-term/long-term disability or workers’ compensation, that leave will also be applied before the FLMA leave becomes unpaid. Additional paid leave will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, an employee must comply with the requirements of the applicable paid leave policy.

Reasons for Leave

An employee may take family/medical leave for any of the following reasons:

1. the birth of a child and in order to care for such child;
2. the placement of a child with the employee for adoption or foster care;
3. to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or

4. because of the employee's own serious health condition which renders the employee unable to perform one or more of the essential functions of the employee's position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Employer who request leave because of reasons one or two or to care for a parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include:

1. attending certain military events;
2. arranging for alternative childcare;
3. addressing certain financial and legal arrangements;
4. attending certain counseling sessions;
5. addressing issues related to short-notice deployment;
6. spending time with a covered family member who is resting and recuperating;
7. attending post-deployment briefings; and
8. for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember. This single 12-month period begins with the first day the employee takes the leave. A covered servicemember includes:

1. a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and:
 - a. was a member of the Armed Forces (including a member of the National Guard or Reserves); and
 - b. was terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Improper Use of Leave

An employee may not be granted FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

Notice of Leave

If the FMLA leave is foreseeable, the employee must give the Library at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence: submit written notice to the HR Manager. Failure to provide such notice may be grounds for delay of the leave.

Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon as practicable and, absent unusual circumstances and in accordance with the Library's normal leave procedures, notify their manager of an absence not later than one hour prior to the employee's scheduled start time.

When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations.

The Library will use the Eligibility Notice (form WH-381) and Designation Notice (form WH-382) to inform the employee of eligibility and designation (approval) of leave.

Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification the employee initially provides. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave, and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active-duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active-duty service). The Library may also request additional information pertaining to the leave.

Certification for Servicemember Family Leave

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Library may also request additional information pertaining to the leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Library may request additional information pertaining to the leave.

Benefits During Leave

During an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed, but the employee must continue to pay their share of the premium. Failure of the employee to pay their share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Library for payment of health insurance premiums during the FMLA leave.

During the unpaid portions of FMLA leave, the employee will not accrue employment benefits, such as annual leave and sick. Also, during the unpaid portions of FMLA leave, the employee will not receive pay for holidays. Employment benefits accrued by the employee up to the day on which the unpaid FMLA leave begins will not be lost.

Intermittent or Reduced Schedule Leave

In the case of leave taken for a serious health condition, to care for a servicemember with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations. Furthermore, if intermittent or reduced hours leave is required for planned medical treatment, the Library may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. For exempt, salaried employees using intermittent unpaid leave, the Library will reduce the employee's pay based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform their job duties.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to their job or an equivalent position without loss of benefits or pay.

An employee who took leave because of their own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness-for-duty release by a doctor prior to being restored to employment. An employee who fails to provide the certification will not be permitted to resume work until it is provided.

Revisions approved 8/21/2024

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer;
- You have worked for your employer at least 12 months;
- You have at least 1,250 hours of service for your employer during the 12 months before your leave; and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

Note: WPLD waives these eligibility criteria. All employees are eligible regardless of length of service or number of hours worked.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You do **not** have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must** also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your employer **may** request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot** interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must** confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must** notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY

5.10

This policy contains information consistent with and in addition to the information contained in the “Employee Rights Under the Family and Medical Leave Act” notice (found at the end of this policy and posted in the Staff Lounge) and is meant to provide additional information about the Library’s specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the “Employee Rights” notice and this policy, the “Employee Rights” notice will prevail.

Basic Leave Entitlement

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return. The Library waives the length of employment and hourly standards outlined in the federal Family and Medical Leave Act. All employees regardless of length of employment or hours worked are eligible. The “12-month period” is a rolling 12-month period, measured forward.

Reasons for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons:

- (1) the birth of a child and in order to care for such child;
- (2) the placement of a child with the employee for adoption or foster care;
- (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or
- (4) because of the employee’s own serious health condition which renders the employee unable to perform one or more of the essential functions of the employee’s position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Employer who request leave because of reasons one or two or to care for a parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include

- (1) attending certain military events;
- (2) arranging for alternative childcare;
- (3) addressing certain financial and legal arrangements;
- (4) attending certain counseling sessions;
- (5) addressing issues related to short-notice deployment;
- (6) spending time with a covered family member who is resting and recuperating;
- (7) attending post-deployment briefings; and
- (8) for certain activities relating to the care of the military member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember. *This single 12-month period begins with the first day the employee takes the leave.* A covered servicemember includes:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and:
 - (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and
 - (ii) was terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Improper Use of Leave

An employee may not be granted a FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

Notice of Leave

If the FMLA leave is foreseeable, the employee must give the Library at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence: submit written notice to the HR Manager. Failure to provide such notice may be grounds for delay of the leave.

Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures: notify manager of an absence not later than one hour prior to employee's scheduled start time. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations.

The Library will use the Eligibility Notice (form WH-381) and Designation Notice (form WH-382) to inform the employee of eligibility and designation (approval) of leave.

Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification the employee initially provides. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave, and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active-duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active-duty service). The Library may also request additional information pertaining to the leave.

Certification for Servicemember Family Leave

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Library may also request additional information pertaining to the leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Library may request additional information pertaining to the leave.

Substitution of Paid Leave

FMLA leave is unpaid leave. If employee requests leave for any FMLA-covered reason, the employee will be required to exhaust any remaining applicable paid time off. The exhaustion of this paid leave does not extend the leave period. In addition, if an employee is eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, an employee must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

During an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed, but the employee must continue to pay their share of the premium. Failure of the employee to pay their share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Library for payment of health insurance premiums during the FMLA leave.

During the unpaid portions of FMLA leave, the employee will not accrue employment benefits, such as annual leave and sick. Also during the unpaid portions of FMLA leave, the employee will not receive pay for holidays. Employment benefits accrued by the employee up to the day on which the unpaid FMLA leave begins will not be lost.

Intermittent or Reduced Schedule Leave

In the case of leave taken for a serious health condition, to care for a servicemember with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's

operations. Furthermore, if intermittent or reduced hours leave is required for planned medical treatment, the Library may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. If leave is unpaid, the Library will reduce the employee's pay based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform their job duties.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to their job or an equivalent position without loss of benefits or pay. An employee who took leave because of their own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness-for-duty release by a doctor prior to being restored to employment. An employee who fails to provide the certification will not be permitted to resume work until it is provided.

Revisions approved 2/16/2022

CURRENT VERSION

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

Note: WPLD waives these eligibility criteria. All employees are eligible regardless of length of service or number of hours worked.

~~An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:~~

- ~~• Have worked for the employer for at least 12 months;~~
- ~~• Have at least 1,260 hours of service in the 12 months before taking leave;¹ and~~
- ~~• Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.~~

¹Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

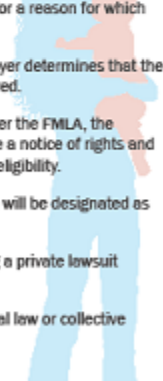
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



10a. NEW BUSINESS

Review and Approve Illinois Public Library Annual Report for 2024
(ACTION)

Suggested motion: Move to approve the Library's Illinois Public Library Annual Report for 2024.

Every year we are required by the state to complete the Illinois Public Library Annual Report (IPLAR). It is a report on the library's budget and income, items owned, programs and attendance, computers owned, etc. There were no major changes from last year's report.

Thank you to Rick and Connie for coming in to review the Secretary's Records (minutes) to determine that all minutes are present and accounted for, which is one of the requirements for library districts.

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30685
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0557
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Warrenville Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	28W751 Stafford Place
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Warrenville
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60555
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	28W751 Stafford Place
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Warrenville
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60555
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	6303931171
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6303931688
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.warrenville.com

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Jason Stuhlmann
1.15 Title	Director
1.16 Library Director's E-mail	director@warrenville.com

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	

Legal name of library you contract with:	
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Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	14,096
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
WARRENVILLE P.L.D.	WARRENVILLE PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
WARRENVILLE P.L.D.	30685	3068500

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?

WARRENVILLE P.L.D.	28W751 STAFFORD PLACE		
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Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
WARRENVILLE P.L.D.	WARRENVILLE		60555	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
WARRENVILLE P.L.D.	DuPage		6303931171	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
WARRENVILLE P.L.D.	28,500		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
WARRENVILLE P.L.D.	3,388	52	104,638

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jason Stuhlmann
3.5 Telephone Number of Person Preparing Report	630-393-1171
3.6 FAX Number	630-393-1688
3.7 E-Mail Address	director@warrenville.com

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

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Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Richard W. Warren Jr.
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	rwarren@warrenville.com
5.10 Home Address	27W775 Parkview Avenue
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Second member

5.5 Name	Barbara J. DuRocher
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	bdurocher@warrenville.com
5.10 Home Address	3S560 West Avenue
5.11 City	Warrenville
5.12 State	IL

5.13 Zip Code	60555
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Third member

5.5 Name	Jill Richardson
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	jrichardson@warrenville.com
5.10 Home Address	3S563 Glen Drive
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Fourth member

5.5 Name	Heather Stull
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	hstull@warrenville.com
5.10 Home Address	30W018 Plum Court
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Fifth member

5.5 Name	Jerri L. Picha
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	jpicha@warrenville.com
5.10 Home Address	30W016 Juniper Court
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Sixth member

5.5 Name	Connie Schmidt
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	cschmidt@warrenville.com
5.10 Home Address	3S501 Landon Avenue
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Seventh member

5.5 Name	Sandy Lezon
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	slezon@warrenville.com
5.10 Home Address	27W554 Warrenville Road

5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	No
6.1b If so, please describe	
6.2 Total Number of Meeting Rooms	1
6.2b Total number of times meeting room(s) used by the public during the fiscal year	43
6.3 Total Number of Study Rooms	6
6.3b Total number of times study room(s) used by the public during the fiscal year	3,600

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$8,762,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

Working Cash Fund - \$225,847 Special Reserve Fund - \$360,281 as of 6/30/24

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

Yes

7.11 IF YES, what is the total amount of the outstanding liabilities?

\$975,000

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

Bond - \$975,000

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) \$2,195,988

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?

Yes

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)

\$2,350,300

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant \$20,791

8.3 Equalization aid grant

\$0

8.4 Personal property replacement tax

\$0

8.5 Other State Government funds received

\$49,153

8.6 If Other, please specify

TIF District Funds

8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$69,944
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Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$1,797
8.14 Other receipts intended to be used for operating expenditures	\$38,227
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$40,024
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$2,305,956
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	2024-2025 Crime Coverage - Proof-of-Insurance.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$750,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$1,273,578
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$316,486
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$1,590,064

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$89,807
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$84,673
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$14,539
10.3b Please list the types of materials purchased in 10.3a	DVDs, Music CDs, Audiobooks, Puzzles, Kits, Devices
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$189,019

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$570,235
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$2,349,318

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	-1 Not Applicable

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0
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Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$0
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	7	7	\$238.27	255.00
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Executive Director	Library Director	\$54.38	37.50	
Acquisitions & Cataloging Manager	Cataloging	\$31.46	37.50	
Public Services Manager	Adult Services	\$36.56	37.50	
Adult Services Librarian	Adult Services	\$27.98	37.50	
Adult Services Librarian	Adult Services	\$27.83	37.50	
Adult Services Librarian	Adult Services	\$29.68	30.00	
Youth Services Librarian	Children's Services	\$30.38	37.50	

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	6.38
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	4	4	\$105.13	142.50
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
Youth Services Librarian	Children's Services	Bachelor's Degree: No library science	\$31.58	37.50
Youth Services Librarian	Children's Services	Bachelor's Degree: major or minor in library science	\$29.94	37.50
Youth Services Associate	Young Adult Services	Bachelor's Degree: No library science	\$22.26	30.00

Adult Services Associate	Adult Services	Bachelor's Degree: No library science	\$21.35	37.50
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Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	3.56
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	9.94

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	390.00
13.14 Minimum hourly rate actually paid	\$16.25
13.15 Maximum hourly rate actually paid	\$38.06
13.16 Total FTE Group C employees (13.13 / 40)	9.75

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	80.00
13.18 Minimum hourly rate actually paid	\$15.25
13.19 Maximum hourly rate actually paid	\$16.70
13.20 Total FTE Group D employees (13.17 / 40)	2.00

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	20.00
13.22 Minimum hourly rate actually paid	\$26.27
13.23 Maximum hourly rate actually paid	\$26.27
13.24 Total FTE Group E employees (13.21 / 40)	0.50
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	12.25
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	22.19

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

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Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
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LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	104,638
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	89	2,430	0	0
Children (6-11)	89	780	16	366
Young Adults (12-18)	88	430	6	34
Adults (19 and older)	201	1,579	19	285
General Interest	104	3,285	12	343
Total	571	8,504	53	1,028

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	482	7,723
Synchronous In-Person Offsite Program Sessions	39	526
Synchronous Virtual Program Sessions	50	255

Total	571	8,504
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Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	0
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	0

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	We've had the Able Academy visit our library on several occasions. We've offered library tours and assisted with navigating the library, checking out items and discovering our services. We also had library displays covering Autism Awareness Month in April 2024.

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	9,316
16.2a Total Number of Unexpired Non-resident Cards	9
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	9
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	9,325
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	59,896
17.2 Current Print Serial Subscriptions	95
17.3 Total Print Materials (17.1+17.2)	59,991
17.4 E-books Held at end of the fiscal year [PLS 451]	49,915
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	4,459
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	20,636
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	7,728
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455] ¹	638
17.6c Other Circulating Physical Items [PLS 462]	352
17.6d Total Physical Items in Collection [PLS 461]	72,435

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data,

abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	40
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	56

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	105,279
18.2 Number of young adult materials loaned	8,211
18.3 Number of children's materials loaned [PLS 551]	94,783
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	208,273

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	127,411
18.6 Videos/DVDs- Physical	27,621
18.7 Audios (include music)- Physical	7,518
18.8 Magazines/Periodicals- Physical	3,593
18.9 Other Items- Physical [PLS 561]	3,672
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	169,815
18.11 Use of Electronic Materials [PLS 552]	38,458
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	208,273
18.13 Successful Retrieval of Electronic Information [PLS 554]	25,754
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	64,212
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	234,027
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	19,331
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	19,424

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	8,450
19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	50
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	82
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	34
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$1,201
21.4 Number of Internet Computers Available for Public Use [PLS 650]	25
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	6,293
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	30,010
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	139,496 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	It is a complicated process with insufficient return on investment of time to complete application and reports. The Library also does not use filters and so is not CIPA compliant.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$8,956
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	692.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	-1Not Applicable
25.3 First board member completing the audit	Rick Warren
25.4 Second board member completing the audit	Connie Schmidt
25.5 Date the Secretary's Audit was completed	07/19/2024

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Jason Stuhlmann	08/21/2024
President	Barbara J. DuRocher	08/21/2024
Secretary	Heather J. Stull	08/21/2024

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 17.6b This year we added Roku sticks and added all the digital copies of movies we had available. (0-2024-07-30)

10b. NEW BUSINESS

Review new Policy #000 Accessibility (information)

New Policy

As part of our efforts to learn more about our website's accessibility, I (and Kathy & David) watched a webinar on making our website more accessible. In it, they recommended having a page on our website about accessibility (which we are working on), as well as having an official accessibility policy. Since we did not have one, I have created a new policy for us.

The general purpose of the policy is to state that we follow the Americans with Disabilities Act. It also outlines the guidelines for contacting our ADA Coordinator, requesting accommodation or making complaints. It also gives a little more information about service animals than we have (recently added) in our Library Use Policy.

While all these ideas were mostly on the books already, it is important to have this official policy where these ideas are stated officially, showing the Library's commitment to accessibility.

We are reviewing the new policy this month. I also hope to have the DEI Committee review it. Then, unless there are significant changes, the Board can vote to approve and adopt the policy in September.



ACCESSIBILITY POLICY

Policy #000 – Approved & Adopted 09/18/24

I. Americans with Disabilities Act

The Warrenville Public Library District (“the Library”) is committed to making its facilities accessible to and usable by all staff and visitors. This commitment is ongoing, proactive and intended to meet the needs of a diversity of individuals with disabilities in compliance with the Americans with Disabilities Act (“ADA”). In general, the ADA requires each program, service and activity offered by the Warrenville Public Library District be readily accessible to and usable by persons with disabilities, including those individuals who use service animals.

II. ADA Coordinator Contact Information

To request an ADA accommodation, contact the Library’s ADA Coordinator. A request for accommodation can also be submitted in writing. Request forms are available at each service desk and on the Library’s website. Staff will provide ADA assistance in filling out the forms, if needed. In lieu of the ADA Coordinator, the Executive Director may also be contacted.

ADA Coordinator

Warrenville Public Library District
28W751 Stafford Place
Warrenville IL 60555
ADA@warrenville.com
630/393-1171 x120

Executive Director

Warrenville Public Library District
28W751 Stafford Place
Warrenville IL 60555
director@warrenville.com
630/393-1171 x118

III. Accommodations

The Library is committed to promoting a positive and quality experience by providing reasonable accommodation for individuals with disabilities upon request. Any person needing reasonable accommodation for a disability to access the library’s services, programs, or activities under the ADA should contact the library’s ADA Coordinator, Executive Director or other available Library staff.

Staff will assist a patron with a disability in any reasonable way needed, including opening doors, carrying and retrieving Library materials, and completing Library forms. For accommodation to library programs, including ASL interpreters, closed captioning, transcripts, etc., staff should be contacted at least seven days prior to the event.

IV. Library Material

In order to assist persons with visual, hearing, mobility, intellectual or other disabilities, the Library provides materials in a variety of formats, including conventional print, large type, DVD, CD, Playaways, digital downloads, and streaming services. These materials are available within the Library’s own collection or through interlibrary loan services. When materials are not

available in all needed formats, the Library attempts to provide equivalent or similar items for use by persons with disabilities.

V. Meeting Room Users

Non-library groups using the Library's meeting room are required to follow the Americans with Disabilities Act and provide accommodations upon request to those attending that group's meeting.

VI. Service Animals

The Library welcomes service animals, and service animals are permitted in any area of the library where visitors are permitted. Trainers are also permitted to accompany service animals-in-training in the library.

Emotional support animals are not legally considered service animals. Service animals are legally defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. The work or task that the service animal has been trained to provide must be directly related to the person's disability.

In accordance with ADA, employees may not require identification or certification documents for the service animal and may not ask about the person's disability. Employees may only ask an individual who accesses the Library with a service animal the following two questions:

- (1) whether the animal is a service animal; and
- (2) what work or task the service animal has been trained to perform

Service animals must be harnessed, leashed or tethered, unless such devices interfere with the animal's work or the individual's disability prevents using such devices, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals or other effective means).

Staff will ask that a service animal be removed from the premises only if:

- (1) the animal is out of control and its handler does not take effective action to control it; or
- (2) the animal is not housebroken

When there is a legitimate reason to remove a service animal, staff will offer the person with the disability the opportunity to obtain Library materials or services without the animal's presence. Staff are not required to provide care, food or a special location for the animal.

VII. Grievances

Any person who believes they have been discriminated against by the Library because of their disability may file a written complaint with the Library's ADA Coordinator or Executive Director within 60 days of the alleged occurrence of discrimination. An ADA Complain Form is available at each service desk and on the Library's website. The complaint should provide a detailed account including the date, location, persons involved, and other particulars, as well as the name, address, and telephone number of the person filing the claim and their proposed resolution to the matter. Upon request, the library will provide alternate means for filing a complaint, such as a personal interview or digital recording, to a person with a disability.

Grievances will be reviewed and responded to in writing or other appropriate format within 15 business days by the ADA Compliance Officer, Executive Director, or other designated Library representative, stating the Library's response to and proposed resolution of the complaint. This

may include meeting with the person filing the complaint, with the purpose of receiving any additional information and seeking a mutually acceptable resolution of the complaint.

Within 15 business days after receipt of the Library's response, if the Library's proposed resolution is not acceptable to the person filing the complaint, that person may submit a written appeal of the matter to the Library Board. If necessary, the Board President may appoint a committee of no more than two Board members to meet with the person filing the appeal with the purpose of receiving any additional information and seeking a mutually acceptable resolution of the complaint. At the next regular Board meeting, the Board will take action regarding the complaint and will report its action to the person filing the appeal, in writing or other appropriate format. The decision of the Board of Library Trustees is final and will conclude the Library's grievance procedure.

DRAFT



Americans With Disabilities Act (ADA) Request for Reasonable Accommodation Form

To submit a request for reasonable accommodation to the Warrenville Public Library District with regards to a library program, service or activity, please complete and sign this form, then deliver to either:

Taylor Haring, ADA Coordinator
Warrenville Public Library District
28W751 Stafford Place
Warrenville IL 60555
ADA@warrenville.com
630/393-1171 x120

Jason Stuhlmann, Executive Director
Warrenville Public Library District
28W751 Stafford Place
Warrenville IL 60555
director@warrenville.com
630/393-1171 x118

If requesting for a library program, please submit at least 7 days prior to the event, if possible.

Section I
Requestor Name:
Address:
Telephone:
E-Mail Address:
Section II
Please describe the condition for which you are requesting a reasonable accommodation:

Please describe any limitations resulting from your condition that interfere with your ability to access or use Library facilities or resources:

Please describe the accommodation(s) you believe are needed to enable you to access or use Library facilities or resources:

Section III

Requestor's Signature:

Date:

Section IV (to be completed by ADA Coordinator)

Date request received by ADA Coordinator:

Date of response:

Describe the accommodation made for the requestor:



Americans With Disabilities Act (ADA) Complaint Form

To submit an accessibility complaint to the Warrenville Public Library District, please complete and sign this form, then deliver to either:

Taylor Haring, ADA Coordinator

Warrenville Public Library District
28W751 Stafford Place
Warrenville IL 60555
ADA@warrenville.com
630/393-1171 x120

Jason Stuhlmann, Executive Director

Warrenville Public Library District
28W751 Stafford Place
Warrenville IL 60555
director@warrenville.com
630/393-1171 x118

This Complaint Form should be submitted within 60 days of the alleged occurrence of discrimination. Upon request, the library will provide alternate means for filing a complaint, such as a personal interview or digital recording, to a person with a disability. Please see "Section VII - Grievances" of the Library's Accessibility Policy for an outline of the grievance process and response timeline.

Section I
Complainant Name:
Address:
Telephone:
E-Mail Address:
Section II
When did the discrimination incident occur?
Where did the discrimination incident occur?
Please identify the persons involved:

Please describe in detail the nature of the complaint. Please use additional page(s) if necessary and attach any documents you believe support your complaint.

Section III

Complainant's Signature:

Date:

Section IV (to be completed by ADA Coordinator)

Date complaint received by ADA Coordinator:

Date of response:

Response or proposed solution:

Any further follow up responses or actions:

10c. NEW BUSINESS

Authorize expenditure for up to two trustees to attend Trustee Day at the 2024 Illinois Library Association Annual Conference **(ACTION)**

Suggested motion: Move to authorize expenditure for up to two trustees to attend Trustee Day at the 2024 Illinois Library Association Annual Conference.

In the past, trustees have attended the Trustee Day at the Illinois Library Association Annual Conference. This year's Trustee Day is Thursday, October 10, 2024, in Peoria, IL.

While I did not specifically budget for trustees to go this year, we should still be able to make it work if anyone is interested. Breakfast is at 8:00 am and sessions begin at 9:00 am and run until 4:00 pm. I have attached the schedule of sessions for the day.

The two options are:

- Drive down the morning of October 10 (really early!) and return the same day after sessions finish, OR
- Drive down October 9, spend the night, and return October 10 after sessions finish

We can send 0, 1 or 2 trustees, depending on your interest and thoughts. The deadline for early bird registration is September 16.

Trustee Program Schedule

If you plan to attend the Trustee Day Breakfast and/or Luncheon, you **MUST** register for either of the Trustee Day options. See the [2024 Annual Conference Registration Instructions](#) page for full details.



The programs listed below are suggested for Trustees, but you are able to attend any program of your choice. [Click here to view the full schedule of conference programming.](#)

Thursday, October 10

8:00 – 9:00 a.m.

Trustee Day Breakfast

This [breakfast](#) is included in the registration price for trustees. This is the start to a day designed to support library trustee education by providing programming and networking opportunities. The Trustee Breakfast is hosted by the Library Trustee Forum and is made possible by the generous support of [Klein, Thorpe & Jenkins, LTD.](#)

9:00 – 10:00 a.m.

Fostering Compassionate and Empathetic Library Policies for a Better Work Culture

Please join us for an enlightening discussion on implementing compassion and empathy in the workplace. Our aim is to inspire trustees to cultivate a culture of empathy, understanding, and inclusivity in their decision-making processes while shaping library policies. We will share success stories and discuss how embracing compassion can enhance work culture, foster staff retention, and improve morale within the library profession. By prioritizing the needs of our staff and considering their perspectives, we can create a more positive work environment that promotes growth and success.

Speakers: Alvin Stockdale, Jacob Brown, Jennifer Hovanec, Katie Allan, Kim Scott, Rene Leyva, and Tom Stagg

9:00 – 10:00 a.m.

Is that Obscene? Legal Fundamentals of Intellectual Freedom

With increased pressure from local, county, or state officials, and sometimes law enforcement, it is important for librarians to understand their First Amendment rights to collect, and provide, materials for their patrons. Directives given to library staff are often vague and include, or allude to, threats to their jobs, without giving guidance on how to

EVENTS

[Calendar](#)

[Events Registration Process](#)

[Statement of Appropriate Conduct](#)

Annual Conference

- [Annual Conference Registration Instructions](#)
- [Catering Menus](#)
- [Community Project](#)
- [Conference Advertising](#)
- [Conference Preview](#)
- [Conference Store](#)
- [Evening Activities](#)
- [Exhibitor Information](#)
- [Featured Speakers](#)
- [Hotel Information](#)
- [Internship Program](#)
- [Registration Rates & Deadlines](#)
- [Speaker Information and Resources](#)
- [Sponsorship Opportunities](#)
- [Submit a Poster Session](#)
- [Trustee Program Schedule](#)
- [Volunteer to Review Resumes](#)
- [Past ILA Annual Conferences](#)

implement changes in policies or state laws. Attendees will learn about the legal obligations of libraries as related to the First Amendment to better understand how they can provide library services while also functioning within state and local law.

Speaker: Deborah Caldwell-Stone, ALA Office for Intellectual Freedom

10:00 a.m. – 11:00 a.m.

Coffee Break in the Exhibits Hall

Visit our library partners with free coffee and a chance to win prizes by participating in Passport to Prizes. Each exhibitor that is participating has invested \$100 in the [ILA Diversity Scholarship Fund](#).

11:00 a.m. – 12:00 p.m.

Being Prepared Leads to Effective and Efficient (& Shorter!) Board Meetings

Board meetings don't have to be long and tedious! Well, not as long and tedious as yours tend to be. Jim Deiters and Alex Todd of Deiters & Todd Library Consulting will share best practices on how to make your meetings more interesting, more productive, more shorter, and more concerned with positive results than grammatical errors. You'll learn useful hacks to streamline the monthly administrative work that trustees must muddle through, the value of pre-meeting preparation, and how to effectively participate in group discussions (spoiler alert: it involves active listening as well as reflective speaking).

Presented by the Library Trustee Forum

Speakers: Jim Deiters, Deiters & Todd Library Consulting; Alex Todd, Deiters & Todd Library Consulting

11:00 a.m. – 12:00 p.m.

The Trustee's Important Role in Financial Oversight of the Library

One of the main responsibilities of a Library Trustee is the oversight of finances. You have an important role to play in ensuring that the Library has proper internal controls to achieve its objectives, but you may not know where to start. What fiscal policies and procedures should the library have to ensure financial integrity? What questions should you be asking to ensure the Library is meeting its responsibilities and protecting its assets? This discussion will probe the scope of Trustee responsibilities, focus attention on the most pressing financial matters for which Trustees have oversight, and provide you ways to constructively engage with the Library Director about the Library's operations.

Presented by the Library Trustee Forum

Speakers: Andy Mace, James Rachlin, Kathy Parker, kathyparker consulting

12:00 – 1:30 p.m.

Trustee Day Luncheon

This [luncheon](#) is included in the registration price for trustees. This is a great break to meet fellow trustees and share what you've learned. [Library Trustee Forum](#) President, Jennifer Lucas will provide an update on the activities of the forum.

The Trustee Luncheon is made possible by the generous support of [Illinois Heartland Library System \(IHLS\)](#) and the [iLEAD Trustee Learning Portal](#).

1:45 – 2:45 p.m.

DiversiTEA Closing Keynote

TBD

Speakers: Imani Barbarin

3:00 – 4:00 p.m.

Everything Old Is New Again: Real Talk About Public Library Building Renovations

One of the main responsibilities of a public library trustee in Illinois is to be a steward of their library's physical building, and that means making critical decisions about its upkeep over time. Not only do Library buildings need renovation due to wear and tear, but also, Boards need to respond to changes in how the Library is used over time. Regular assessment of the Library's spaces in relation to the current community's needs is crucial to ensuring that the Library functions efficiently and effectively. And, while it is always the

- [Future ILA Annual Conferences](#)

[Impartial and Effective Election Messaging for Libraries](#)

[ILA Noon Network](#)

[Directors University](#)

[Reaching Forward North Conference](#)

[Reaching Forward South Conference](#)

[Illinois Youth Services Institute](#)

[Webinar Archive](#)

Thank you for the wonderful support of our sponsors.

new building projects that steal the spotlight, in reality, it is more likely that a Trustee will be called upon to work on a building renovation project during their time serving. In fact, the most recent ILA Reporter's annual report on new building projects for 2023 spotlighted more renovations than new construction. Join a panel of Directors and their Trustees as they discuss their recent renovation projects, from a wide range of budgets and all utilizing different architects and construction firms, sharing the details of the entire process from the earliest days identifying that they need to renovate all the way through to the ribbon cutting. This will be an honest discussion about what they went through, with time left for questions from the audience.

Presented by the Library Trustee Forum

Speakers: Becky Spratford, Emily Porter; Jennifer Hovanec; Joanna Kluever; Michelle Krooswyk

3:00 – 4:00 p.m.

Standing Room Only: How to Effectively Approach Crowds at Public Meetings

This session will focus the proper way to address large crowds, or even smaller crowds, at public meetings of the Library Board. We will discuss effective public participation policies and how to implement them, how to manage persistent or abusive public comments, and how to properly regain control of a meeting that is interrupted by a lively crowd.

Presented by the Library Trustee Forum

Speakers: Carmen Forte, Jr., Klein Thorpe & Jenkins, LTD; Mallory Milluzzi, Klein Thorpe & Jenkins, LTD; Anne Skrodzki, Jr., Klein Thorpe & Jenkins, LTD; Kaylee Hartman, Jr., Klein Thorpe & Jenkins, LTD

3:00 – 4:00 p.m.

How to iLEAD

iLEAD – leadership, empowerment, accessibility, and development for public library trustees. With continued funding from the Illinois Secretary of State's office, the Illinois Heartland Library System (IHLS) has added new topics, features, and functionality. iLEAD provides IPL trustees with the knowledge, requirements, and resources they need to meet their community's needs effectively. During this session, the speaker will address the importance of this project, assist session attendees with registration, and walk through the portal to review the newly added learning content and demonstrate how to navigate the modules to maximize learning benefits and earn trustee badges.

Speaker: Leanne Furby, Illinois Heartland Library System (IHLS)

3:00 – 4:00 p.m.

Core - Culture - Strategy: A Holistic Approach to Strategic Planning

Having a strong strategic plan alone doesn't guarantee success! To evolve into a high-performing, strategically-focused library, you must also consider core operations and workplace culture. By using a holistic approach, you will ensure sustained transformation vs. checking things off your short-term TO DO list. This session will give an overview of a new way to design a strategic planning process that considers the three key elements to maximize community impact - core operations, strategic priorities, and workplace culture - and how to operationalize your plan to level up every aspect of your library.

Presented by the Library Trustee Forum

Speaker: Amanda Standerfer, Fast Forward Libraries



2025 Consolidated Elections

April 1, 2025 is the next Consolidated Election, and we have two trustees (Trustees Lezon & Richardson) whose terms are expiring. If you are interested in rerunning for the Library's Board of Trustees in the April 1, 2025 Consolidated Election, then you must get signatures and file paperwork. Usually this happens Sept-Dec, but they have moved the timeline up a month this year.

- Packets – On August 12 the County Clerk emailed out the packet information. I am putting together packets for distribution and should make them available by August 20.
- Petitions - The first day to circulate petitions for signatures is Tuesday, August 20, 2024.
- Filing
 - First Day to File - Tuesday, November 12, 2024 (Election Division office is closed Monday, November 11th in observance of Veteran's Day)
 - Last Day to File - Monday, November 18, 2024 (Election Division office is open until 5:00 p.m. for filings)

We will be posting public notice on the bulletin board, website and eNewsletter.

Autism Friendly City Initiative

As my email dated August 13 stated, the date the Library picked for its Autism training did not end up working for Little Friends, so we no longer have a date scheduled at the library. You can either attend one of the other training dates at other agencies, attend the Zoom training, or watch the recorded training once it becomes available.

As an additional consideration, I had forgotten that if we have a quorum's worth of trustees show up to any one in-person training session, we would have to post a public notice of meeting.

Alternatively, the Zoom training session happens to be the same night as our September 18 Board Meeting. We could potentially schedule a Committee of the Whole meeting for 6:00 pm and then the whole Board can attend the Zoom meeting from our meeting room. The training should be 1 hour + 0.5 hour for Q&A. We could either end the CoW meeting at 7 once the main training is complete or have the main Board Meeting start 30 minutes late.

Or, it may just be easier all around to watch the recorded training once it is provided. We can discuss it more at this month's meeting.

Audit

I have been working with Jackie, Ian, and Duncan to submit documents to the auditors for the preliminary fieldwork.

Update - Dollywood Imagination Library

Previously, I had talked about having an interested sponsor to help us create a Dollywood Imagination Library program for Warrentville. Unfortunately, it turns out that the Imagination Library is only looking for partnerships that will cover the entirety of DuPage County and are not considering individual city/community programs. This was very disappointing. Our interested community donor is still looking into the matter, so we'll see, but it seems unlikely to happen at this point.

Meetings & Programs for July

- One-on-one meetings with Managers
- One-on-one evaluations with Managers
- Management Team Meetings (July 9 & 23)
- Meeting with Bluewire to discuss paging system (July 8)
- Meeting with Diana & MaryKellie to discuss Autism Initiative (July 11)
- TAC Hotel Tax Grant Workshop (July 11)
- Little Friends Autism Friendly City Meeting (July 11)
- LIRA Membership Meeting (July 12)
- Meeting to discuss Dollywood Imagination Library (July 16)
- Meeting with Kathy to discuss website and accessibility (July 16)
- Hospitality Group Meeting (July 19)
- SWAN Fireside Chat (July 30)

Trainings & Webinars for July

- RAILS: Making Your Website More Accessible
- KnowBe4: Social Engineering Red Flags

Community Feedback

I received a lovely comment about Duncan from a Member who has had multiple Book a Librarian sessions with him. She found him friendly and helpful. She additionally commented that we have great staff overall.

At National Night Out, there was a member that came to our tent who said wonderful things about the library that boiled down to she loves the library and doesn't know what she would do without us.

Another Member who has been getting lots of help from Taylor wanted to speak with me to express how patient, empathetic, friendly, professional and helpful Taylor has been. It was a wonderful review.

STATISTICAL SNAPSHOT	July 2024	June 2024	May 2024	April 2024	March 2024	Feb 2024	Jan 2024	Dec 2023	Nov 2023	Oct 2023	Sept 2023	Aug 2023	Jul 2023
TOTAL CIRCULATION (physical items)	15,367	14,939	13,057	13,667	14,991	13,327	13,845	13,091	13,353	14,451	13,697	15,401	15,984
WPLD items checked out at WPLD	8,805	9,429	7,197	7,183	8,547	7,289	7,917	7,115	7,468	7,493	7,425	8,576	8,807
Auto-renewals of WPLD Items	4,812	3,952	4,260	4,784	4,698	4,122	4,266	4,558	4,316	5,197	4,560	4,906	5,334
Other Library Items Checked out at WPLD	1,750	1,738	1,600	1,700	1,751	1,721	1,662	1,418	1,569	1,761	1,712	1,919	1,843
DOWNLOADABLE CIRCULATION	3,549	3,561	3,442	3,291	3,544	3,695	4,039	3,474	3,393	3,569	3,271	3,475	3,205
OverDrive/Libby	1920	1,897	1,801	1,823	1,869	1,869	2,070	1,767	1,696	1,804	1,767	1,985	1,987
OverDrive (magazines) fka RB Digital	332	282	364	232	393	413	513	434	398	405	158	84	96
Hoopla	1297	1,382	1,277	1,236	1,282	1,413	1,456	1,273	1,299	1,360	1,346	1,406	1,122
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,667	1,646	1,510	1,629	1,668	1,653	1,569	1,354	1,492	1,674	1,614	1,830	1,785
Received from Non-SWAN Libraries	16	15	25	22	23	12	12	7	10	15	8	13	21
Sent to SWAN Libraries	1,788	1,519	1,483	1,542	1,441	1,696	1,686	2,362	1,647	1,726	1,617	1,693	1,704
Sent to Non-SWAN Libraries	21	26	11	17	18	9	11	16	17	19	24	12	18
COLLECTION													
Physical Materials Added	457	650	455	514	498	525	530	455	643	626	638	694	546
Physical Materials Withdrawn	1,235	674	222	433	636	373	1,664	343	295	167	1,795	997	810
Total Collection Size	146,784	146,642	146,014	146,135	145,364	149,592	149,021	148,309	147,695	145,815	146,872	146,714	145,928
Physical materials	76,147	76,091	75,578	75,712	75,884	76,548	76,634	76,386	76,226	75,863	77,410	77,748	77,523
OverDrive books	49,901	49,915	49,914	49,994	49,246	52,959	52,499	52,223	51,941	50,887	50,575	50,298	49,916
OverDrive audiobooks	20,736	20,636	20,522	20,429	20,234	20,085	19,888	19,700	19,528	19,065	18,887	18,668	18,489
PROGRAMS													
Number of Adult Programs	18	17	20	21	21	23	18	15	16	23	16	21	14
Adult Program Attendance	558	340	126	353	190	250	137	154	210	269	168	927	649
Number of Teen Programs	8	9	6	6	10	10	7	11	8	7	9	7	6
Teen Program Attendance	33	49	32	23	56	60	21	52	37	40	55	41	53
Number of Youth Programs	23	28	16	24	24	30	24	21	25	30	30	12	19
Youth Program Attendance	460	773	255	442	478	577	362	338	471	530	428	130	338
Book-A-Librarian Sessions	14	14	14	14	14	14	14	14	14	14	14	14	14
Book-A-Librarian Attendance	2	6	4	6	7	5	3	3	3	3	5	0	5
OUTREACH													
Adult Outreach Events	0	1	1	2	1	1	0	0	0	0	0	0	-
Adult Outreach Attendance	0	92	65	102	9	12	0	0	0	0	0	0	-
Teen Outreach Events	0	0	0	0	0	0	0	0	0	0	0	0	-
Teen Outreach Attendance	0	0	0	0	0	0	0	0	0	0	0	0	-
Youth Outreach Events	1	2	8	5	0	3	1	0	1	5	2	2	1
Youth Outreach Attendance	72	425	798	267	0	199	42	0	262	504	48	172	77
LIBRARY CARDS													
Total Resident Cards Active	9,360	9,316	9,222	9,180	9,141	9,484	10,519	10,474	10,446	10,436	10,394	10,340	10,292
Resident Cards Issued In Person	55	103	45	42	56	51	52	28	24	54	64	56	46
Online Cards Issued	9	12	13	14	13	14	14	16	14	13	7	12	14
VISITOR COUNT	10,778	10,832	8,846	8,606	9,042	8,886	7,948	7,393	7,816	8,534	8,238	9,334	9,163
STUDY ROOM USES	338	303	355	333	318	322	253	265	292	292	284	282	301
MEETING ROOM USES (public)	3	3	2	5	6	5	7	2	6	4	1	1	1
CURBSIDE PICKUPS	15	13	11	14	7	19	11	11	15	11	21	12	18
COMPUTERS & TECHNOLOGY													
Computer Sessions	605	478	452	561	564	540	428	526	458	544	518	620	604
Wifi Sessions	3431	2303	2498	2450	2444	2581	2297	2184	2415	2663	2591	2860	2,724
Website Visits	12,815	17,814	13,086	12,443	12,949	13,523	12,835	11,023	11,003	10,676	10,164	12,923	11,733
MARKETING													
eNews Subscribers	6,565	6,555	6,505	6,467	6,474	6,479	6,316	6,295	6,375	6,346	6,341	6,261	6,283
eNews Open Rate	41%	48%	50%	51%	46%	46%	49%	53%	47%	52%	46%	53%	43%
Facebook Followers	1,884	1,878	1,861	1,856	1,828	1,798	1,790	1,783	1,770	1,763	1,753	1,744	1,735
Instagram Followers	536	532	529	528	522	516	513	509	507	505	492	487	479

12. ASSISTANT TO THE DIRECTOR REPORT

July 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 July board packet
- Attended the July 17 Regular Board Meeting and took minutes
- Transferred funds in accordance with the transfer approved at the board meeting.
- Transferred funds from Propay to Fifth Third
- Went to the post office to mail ILL's
- Uploaded files for the auditors

Meetings and Continuing Education

- Management Team Meeting July 9 and 23
- KnowB4 – Social Engineering Red Flags

Maintenance - Ly Tran

- Continues to maintain the building daily Monday-Friday.
- Washed the windowsills on the building
- Fashioned a long pole and removed cobwebs in the upper corners and high areas.
- Arranged the meeting room for programs every week.
- Cleaned the Teen Room carpeting.
- Continues to water the outdoor flowers.
- Painted the mechanical room door with 2 coats of paint.

Staff Recognition Committee

- Gail and I held a hot dog luncheon on July 15. Everyone brought a dish to share, and the library provided hot dogs and buns.

12. ACQUISITIONS & CATALOGING REPORT

July 2024

Submitted by MaryKellie Marquez

Collection Maintenance

- 457 items created
- 1,235 items discarded
- 88 items repaired
- 30 discs cleaned

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

MaryKellie

- KnowBe4 trainings 7/1/24
- LLF Writers to Watch June 2024 (recorded 6/29/24) 7/2/24.
- Participated in the Warrentville July 3rd Parade 7/3/24.
- SWAN Aspen User Group's quarterly meeting 7/9/24.
- SWAN Cataloging Advisory 7/11/24.
- RAILS "How to Hug a Porcupine: Dealing with Difficult People" 7/16/24.
- LLF Fall 2024/Winter 2025 Book Buzz 7/17/24.
- Viewed SWAN June Fireside Chat 7/17/24.
- ATLAS MMRT chat moderator 7/19/24.
- ILA "What's Your Plan?" An Interactive Discussion About Personal Safety at Work & In Life 7/29/24'
- SWAN July Fireside Chat 7/30/24.
- Booklist New Sci-Fi, Fantasy & Horror Titles (recorded 7/23/24) 7/31/24.

Gail

- Participated in the Warrentville July 3rd Parade 7/3/24.
- Viewed "Support an Inclusive Culture" for FY25 DEI goal.
- Met with Kathy to speak about camera usage and pictures for future kits 7/10/24.
- Updated procedural manual for Puzzles and Discovery Pack 7/9/24.
- Continued working on Tech to Go re-branding project.
- Viewed Ryan Dowd trainings on autism and social workers.

MaryKellie's Meetings:

- iCAMP Recruitment meetings, 7/8/24.
- 1-on-1 with Jason, 7/9/2024.
- Met with Jason and Diana to brainstorm for Little Friends meeting 7/11/24.
- Met with Jen and Cassidy from Little Friend for the Autism-Friendly Initiative 7/15/24.
- Board meeting 7/17/24.
- Safety Committee meetings 7/18/24.
- Management meetings, 7/9/24 & 7/23/24.

12. HUMAN RESOURCES

July 2024

Submitted by Ian Stevens

Highlights

- Updated the library new pay rates on Paylocity system for the new fiscal year for all staff. Created official letters for the managers to hand out to all staff during their review meetings including copies for the manager and personnel files.

Staff/Recruiting

- Currently, there are no open positions. The library is fully staffed.

HR Procedures

- Ran payrolls in Paylocity on 7/9 and 7/22.
- Sent IMRF payroll info to accountant 7/1. Submitted June IMRF Wage Report 7/13.
- Updated payroll system with staff's new pay rates and created official letters for staff, managers, and HR files 7/5 and 7/8
- The handbook is closer to going to HR Source legal. Jason did his review, and we will be meeting a few times to go over updates and ideas before the next step.
- Updated and finalized a safety topic for Safety committee review.
- Requested invoice reports from IMRF for library auditors.
- Pulled various HR and payroll reports from various sources for the library auditors. 7/19 to 7/30 and supplied to Jackie.

Meetings

- Management Team meetings on 7/9 and 7/23.
- Met with the Executive Director on a variety of HR and personnel matters on 6/12.
- Attended Safety Committee Meetings on 7/18.
- Updated FMLA (Family Medical Leave Act) staff leave tracking chart
- Various staff meetings during the month to discuss various HR issues/topics/policies including benefits, coverage, training, and safety.

Training/Continuing Education/Webinars

- Know Be 4 – Insider Man S3 EP 9&10 Tech security 7/2
- HR Executive (Paycom) - Five HR Trends this year 7/31
- RAILS (Reaching Across Illinois Library System) - How to Hug a Porcupine 7/16
- Niche Academy - Build a Needs Assessment Strategy 7/17
- CALM – Mental and Physical Health 7/24
- AskJAN.org - Navigating a PWFA (Pregnant Workers Fairness Act) Accommodation Request 7/11
- HRCI (HR Certification Institute)- Help Leaders Learn to Talk about Compensation 7/5
- HRCI – Multi General Team Culture 7/22, Thriving as a Small HR 7/26

12. IT DEPARTMENT REPORT

July 2024

Submitted by Duncan Jones

User Support

- I helped staff with Teams login issues, password resets, PC login issues, waste toner box replacement, Cricut projects, replacing a keyboard and browser update issues.
- I helped a member in a Book-a-Librarian appointment about PC booting troubles.

Troubleshooting

- I resolved an issue with the Acq/Cat Office and Work printers fading.
- I cleared stuck PLA in the 3D printer.
- I investigated a power issue with Admin printer, the surge protector needs replacing.
- I worked with Faronics to resolve an issue with our Anti-Virus not updating.
- I resolved an issue with the phones not making or receiving outside calls.
- I resolved an issue with a staff laptop not booting.

Project/Goal

- I updated the wireless access points and controller firmware.
- I spoke to CDW and met with Bluewire about a PA system.
- I redeemed movies for the library Vudu account.
- I worked with Gail and MaryKellie to prepare additional Tech To Go items for presentation updates.
- I updated DeepFreeze and tested for issues.
- I updated SWAN Workflows on ACQ/CAT PCs after the server was updated.
- I edited and uploaded the July board meeting recording.
- I tested and deployed the new VHS to DVD player.
- I updated the server room power map with new UPS units and battery times.
- I worked with TBS to set up wireless printing for the Youth printer.
- I began working with E-Tech Trading to organize an electronic recycling bin and public event.
- I proofread the fall edition of Reading Matters.
- I tested and prepared Netflix Rokus for circulation.
- I continued Windows 11 testing on staff PCs.
- I continued planning for a potential internet service provider change.

Meetings

- I met with Chris and Chuck from Bluewire for PA system planning.
- I met with Management Team.
- I met with Safety Committee.
- I met with Jason.
- I met with the IT Roundable.

Training

- Homelessness is a Housing Problem: A conversation with Gregg Colburn; Ryan Dowd webinar

Tickets

- 6 opened, 4 closed, 5 pending

12. Marketing Department REPORT

July 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

- Worked with Laurie/MSD staff to make sure their documents/messaging to cardholders is correctly branded (where needed) and styled.

Fall 2024 *Reading Matters* newsletter

- Completed first draft; reviewed and revised before passing along to Jason and Paul.
- Created two new versions of the newsletter with styling variations; discussed key points of each with Jason.
- Reviewed all program events in *Communico* to check that they match what's in *Reading Matters*; let Paul know about discrepancies.
- Incorporated feedback from Jason and Paul before passing along to proofreaders for review.
- Incorporated feedback from proofreaders before passing along to Kathy for review.

Fall 2024 Event Publicity

- Designed new logo/branding for Sunday Music Matinees.
- Designed deliverables (bookmarks, flyers) for Sunday Music Matinees.
- Completed first draft of slides/flyer designs.

Summer 2024 events

- Designed and produced logomark stickers for the Baby Olympics event trophies.
- Helped Miriam create sticker labels for the "How to Make Fresh Hot Sauce" event.
- Took photos at the Baby Olympics events.
- Took photos of the kids *Bienvenue de France* program and posted on social.
- Requested and received metrics from Paul on the Summer Reading Challenge to share on eNews and social.

Community Outreach

- Helped prepare for, attended and photographed Friends of the 4th parade (David).
- Worked with Debbie to help conceptualize and produce a giveaway folder for business-related outreach events.

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

- Created business cards with WPLD's Fan Convention Interest QR code printed on them for Julie to pass out at another convention she is attending.
- Created additional business cards for several other staff members.
- Updated STEAM Kit catalog entry photos with MaryKellie.
- Prepared website updates to reflect the switch from Science Kits to STEAM Kits.
- Created a Computer Lab closure sign template for staff use.
- Updated and prepared back-to-school library card promotional pieces.
- Created first draft designs for new youth cube signage.
- Worked with Paul to update Databases webpage.
- Began updating new cardholder email templates.

Safety Committee

- Prepared agenda and led July 18 committee meeting.
- Prepared and updated committee files.
- Followed up with committee members who missed June meeting for their input.
- After hearing Trustee Stall's comments about her visit to the Orland Park library for a conference, I contacted my counterpart there to get information about their safety procedures; received pictures of their first aid supplies and a copy of their full safety manual, which was shared with the committee.
- Met with Taylor to review the steps involved in formatting and producing a hard copy of the Safety Manual for each employee; expect to be completed by the end of the year.
- Meeting notes taken by Duncan are in the Committee Report section of this packet.

Administrative

- Conducted David's evaluation and discussed his goals and objectives for the coming fiscal year.
- Met with Jason for my evaluation and discussion of goals and objectives.
- Met with Jason about potential steps involved in updating our website and best approach to adding accessibility elements to the website. This involves creating an accessibility policy, content development by staff for the accessibility page and use of alt text in images.

Miscellaneous

- T-shirt drawing: Received 145 entry forms (thank you, MSD staff for adding to a spreadsheet) and randomly selected 12 winners; contacted winners about how to claim their prize. Also, set up procedures for MSD staff to give out the t-shirts to the winners.
- Showed Gail how to take photos of Discovery Packs using the Marketing iPhone, upload to her desktop and move to the appropriate file. (She didn't require much help.)
- Showed Gail how to take photos of new STEAM Kits, upload to her desktop and move photos to the appropriate file. Then, showed her how to update the kit insert in Publisher with the new photo. (She didn't require much help.)
- Responded to a request by Mandy to change overhead signage for Young Adult special displays.
- Asked Taylor to take pictures of her History of Coffee program so I could post pictures.

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 July, sent a 5th Wednesday of the month eNews.

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 July...tried for engagement on Facebook by showing a list of foods Julie used for her Bienvenue in France program and asked for comments as to whether or not the foods originated from France.

Meetings/Webinars

Kathy

7/9/24 & 7/23/24: Management Team Meetings

7/16/24: Accessibility and website meeting with Jason

7/17/24: Board meeting

7/18/24: Safety Committee Meeting

7/22/24: Safety Manual formatting with Taylor
7/22/24: KnowBe4 Training: 2024 Social Engineering Red Flags
7/23/24: Meeting with Taylor on Safety Manual production

David

7/3/24: 2024 Social Engineering Red Flags
7/24/24: Making Your Website More Accessible

Publicity Statistics
eNews (Constant Contact)

Subscribers: 6,565
Average open rate: 41%
New Cardholders campaign—average open for 5 sends: 53%

Social Media

Facebook Followers: 1,884
Instagram Followers: 532

Popular Facebook post in July:
82 reactions (likes, comments, shares); reach = 568.

Warrenville Public Library District
Published by Kathy Quinn
- July 12 at 9:02 AM · 🌐

What do you call a group of Warrentillians out on the Commons for a summer concert?
HAPPY!

Everyone had a great time last night singing along, dancing (on their feet and in their lawn chairs) and running around the field all while [Feel Good Music Chicago](#) played some of the biggest hits from the 60s on up!

Thanks for the entertainment Feel Good guys!

[#WPLD](#) [#FeelGoodMusicChicago](#) [#ConcertsOnTheCommons](#) [#SummerConcerts](#) [#FreeConcerts](#) [#WarrenvilleIllinois](#)

12. MEMBER SERVICES REPORT

July 2024

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8820	57.40%
Aspen catalog/mobile app (Renewals)	132	0.86%
Autorenewals	4812	31.31%
Staff Assisted Checkout	1603	10.43%
TOTAL TRANSACTIONS	15367	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4947	56.09%
Selfcheck 2 (Near Vending Machine)	3873	43.91%
TOTAL TRANSACTIONS	8820	100.00%

Department Highlights

Curbside

We had 15 Curbside Pickups with 5 unique users in July.

Continuing Education

Member Services staff participated in 6.25 hours of Continuing Education in July

Meetings & Hiring

Laurie participated in 2 Management meetings and 1 Safety Committee meeting and a 1-on-1 with Jason.

Projects

Searched for items checked out to Cataloging, Missing, items that are long overdue, etc. Found quite a few and got them checked in properly.

12. PUBLIC SERVICES REPORT

July 2024

Submitted by Paul Dobersztyn

Highlights

- The library hosted **48** total events in July with **1,051** participants. We hosted 1 passive program that included the 4th of July Crafts to Go that had **33** participants.
- The third concert was held on July 11 which featured Feel Good Party Band, hosting around 240 guests. The fourth concert was held on July 25 which featured Wild Daisy, hosting around 195 guests.
- Cookies and Cream Cruiser was available to sell food to concert goers at both concerts.
- The Summer Reading 2024 Challenge was a great success. The staff did a great job keeping up with reading logs, promotion, prize redemptions and questions about the challenge. We had better numbers than last year as you'll see below. Grand Prize entries were pulled on 8/1 by Julie Kurtis and Paul Dobersztyn.
 - Summer Reading 2024 totals
 - Active readers – 528 (502 in 2023)
 - Challenges completed – 463 (414 in 2023)
 - Minutes read – 964,488 (862,415 in 2023)
 - We are very thankful to all of the sponsors of the challenge:
 - Main Event
 - Ace Hardware
 - Funway
 - Warrenville Park District
 - Starbucks
 - Rock Bottom
 - Courtyard Banquets
 - Top Golf
 - Markito's Bar & Grill
 - Kane County Cougars
 - Kuiper's Family Farm
 - Barnes & Noble
 - Nothing Bundt Cakes
- 1000 Books Before Kindergarten
 - Total participation:
 - 137 registrants
 - 13 completions
 - 26,184 total books read so far.
- The 100 Books Before High School
 - Total participation since the launch:
 - 46 registrants
 - 1,214 total books read
 - 7 completions so far

Personnel

- Kyrie Kenny-Sumrak received her annual evaluation on 7/1.
- Taylor Haring received her annual evaluation on 7/2.
- Miriam Montano received her annual evaluation on 7/2.
- Julie Kurtis received her annual evaluation on 7/3.

- Tom Hill received his annual evaluation on 7/8.
- Debbie Andrew received her annual evaluation on 7/9.
- Mandy Wilson received her annual evaluation on 7/10.
- Diana Abraham received her annual evaluation on 7/10.

Professional Development

- 14 sessions of CE were completed by the Public Services Department in July.
- 11.75 total hours of CE were completed.
- Topics covered include: Social Engineering Red Flags, How to Hug a Porcupine, IDEC meeting of the whole, The Power of Stories in Family History and more.
 - A full list can be provided by the Public Services Manager.

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 2 / Puzzles: 3 / Teen Volunteers: 4

Homebound Deliveries: 3 Deliveries/Pickups, 9 items checked out, 3 total participants

- Paul Dobersztyn provided a library tour for a Boy Scout Troop on 7/8.
- Paul Dobersztyn co-hosted the SWAN Aspen User's group meeting on 7/9.
- Paul Dobersztyn attended a Management Team meeting on 7/9.
- Diana Abraham represented the library at the Gardener School on 7/18 interacting with 72 students.
- Diana Abraham attended the City of Warrenville IDEC meeting on 7/16.
- Julie Kurtis worked with MaryKellie on switching J Nonfiction labels. Altering call numbers on some books while shortening or changing position to make for better browsing
- Julie Kurtis worked with MaryKellie on J Fiction series that are difficult to decipher order of- adding series name and volume number to certain series.
- Diana Abraham met with Jen and Cassidy from Little Friends to outline preparation for our upcoming Autism Friendly initiatives on 7/15.
- Tom Hill attended an ILA Committee Orientation in July as he joins a new committee.
- Tom Hill submitted DEI articles for the staff matters newsletter.
- Paul Dobersztyn and Jason Stuhlmann attended the City of Warrenville TAC Hotel Tax Grant meeting on 7/11.

Non SWAN InterLibrary Loan

Item Requests Processed: 23; Materials Received: 21; Materials Lent: 21

We received a certificate of achievement from the People's Resource Center.





MEETING OUR COMMUNITY'S NEEDS
NEIGHBOR TO NEIGHBOR

June 17, 2024

Dear Warrenville Public Library,

On behalf of People's Resource Center (PRC), we are so grateful for your partnership to deliver impactful services to the DuPage County neighbors we serve.

Since 1975, PRC has lived our mission of responding to basic human needs, promoting dignity and justice, and creating a future of hope and opportunity. With your support and dedication, PRC continues this mission.

Last year, PRC provided **over 73,000 grocery carts of food** and necessities to neighbors, and reached **over 6,000 families** with food and social services. PRC has also engaged our neighbors in over **10,000 classes and programs** in the areas of job searches, computer skills, art, and literacy. As more people visit PRC for support, your partnership allows us to not only keep up with the current demand, but also fulfill our plans for the future for all PRC services.

Enclosed is a certificate to display that demonstrates your commitment by collaborating with PRC in making an incredible difference for neighbors across DuPage County. With partners like you, PRC envisions a future where everyone has the tools and resources needed to enrich their lives.

We look forward to many more years of impactful collaboration as we serve our neighbors. Thank you for the difference you make, all year round, in service to the community.

Warmly,

Jenifer Fabian
Chief Executive Officer

12. Committee Reports

July 2024

Safety Committee

July 18 Meeting - notes taken by Duncan

Opening remarks - Thank you from Kathy and Board for the hard work of the Safety Committee. The board likes to have the minutes of the meetings.

Discussion of Topics

- We are looking into distributing more flashlights.
- Medical Issues topic - Gail asked about first aid training. It is TBD.
- Bodily Fluids topic
 - There was feedback from staff about not feeling comfortable cleaning up certain bodily fluid messes.
 - While the concerns are valid, PPE and instructions for safe cleanup are provided by the library. It is ok to ask for help, but ultimately these responsibilities are part of the job.
- Calling Emergency Services topic
 - There were minor comments and clarifications. The panic buttons alert ADS who call the police. Do we need to make this distinction in the document?
 - We changed the wording slightly but decided the distinction is not necessary.
- Water and Gas topic
 - We have a line about checking for gas with a detector which we are still investigating.
 - We added a clockwise/counter-clockwise note to the toilet water shutoff instructions.
 - Added a general "What you should know/do" section, sorted events by severity and changed a few words.
- IT Security topic - formatting changes of the beginning of the document.
- Bomb Threats topic
 - Updated an expired URL
 - Considered attaching the CISA checklist in print.
- First Aid Kit
 - Adding first aid kit to Steam Space.
 - Paul volunteered to make a checklist documenting what supplies needs to be checked each quarter.
 - The photo of the supplies at Orland Park Library is a good suggestion but best left for a library much bigger than us. Apparently, they have 23 of these kits around the building. We keep supplies in a central location.
- Safety Manual Binder
 - We want to be mindful of MSD staff who don't have their own desks to keep manuals.
 - Decided staff do not need two binders and can combine the safety procedures with the employee handbook.

13. PRESIDENT'S REPORT

Next Library Meetings or Events as of August 16, 2024

- Wednesday, September 18, 2024 at 7 pm
Budget & Appropriation Public Hearing
& Regular Board Meeting in Library Meeting Room
- Wednesday, October 16, 2024 at 7 pm
Regular Board Meeting in Library Meeting Room
- Wednesday, November 20, 2024 at 7 pm
Truth in Taxation Public Hearing
& Regular Board Meeting in Library Meeting Room

19. CLOSED SESSION

Semi-annual Review of Closed Session Minutes

20. DISCUSSION/ACTION RESULTING FROM CLOSED SESSION

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

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

- There are no minutes to be released at this time.
- Verbatim recordings of closed session minutes must be retained for at least 18 months. At this time, the following verbatim recording(s) may be destroyed:
 - September 15, 2021 – Director's Sabbatical
 - April 20, 2022 – Director's Evaluation
 - June 15, 2022 – Director's Compensation
 - November 29, 2022 – Executive Director Search
 - December 5, 2022 #1 – Executive Director Search
 - December 5, 2022 #2 – Executive Director Search
 - December 6, 2022 – Executive Director Search
 - December 12, 2022 – Executive Director Search

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

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

Suggested motion: Move to maintain the current status of all closed session minutes, and to delete the verbatim recordings for:

- September 15, 2021
- April 20, 2022
- June 15, 2022
- November 29, 2022
- December 5, 2022 #1
- December 5, 2022 #2
- December 6, 2022
- December 12, 2022