



## Regular Meeting of the Board of Trustees

Wednesday, September 18, 2024, 7:00 p.m.

Location: Library Meeting Room

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

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

### AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren)
  - a. Approve Remote Attendance and Participation, if needed **(ACTION)**
3. Approval of the agenda **(ACTION)**
  - a. *Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
  - p. 3....** a. Approve Minutes of the August 21, 2024 Regular Board Meeting
  - p. 9 ....** b. Receive and file Financial Report for August 2024
  - p. 15 ...** c. Adopt Ordinance #24-25-02 Budget & Appropriation Ordinance for 2024-2025 Fiscal Year and Certificate of Authenticity
  - p. 20 ....** d. Adopt Resolution #228 - Resolution to Determine Estimate of Funds Needed for 2024-2025 Fiscal Year
  - p. 22....** e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2024-2025 Fiscal Year

8. Regular Agenda

p. 23 ..... a. Approve payments for the period of August 22 – September 18, 2024 **(ACTION)**

p. 25 ..... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

p. 26 ..... a. Approve & Adopt new Policy #330 Accessibility **(ACTION)**

10. New Business

p. 30 ..... a. Review first draft of Levy Ordinance and Truth in Taxation Notice (*discussion*)

p. 36 ..... b. Approve Minor Bank Account Changes **(ACTION)**

p. 31... 11. Director's Report

p. 40... 12. Department Head Reports

13. President's Report

p. 55 ..... a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

19. Adjournment **(ACTION)**



Minutes of the Regular Meeting  
of the Board of Trustees  
Wednesday, August 21, 2024, 7:00 p.m.

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

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

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

3. Approval of the agenda

Trustee Stull removed Item #19 Closed Session and moved #20 Action Resulting from Closed Session to #8c. Determination of Closed Session Minutes.

*MOTION: Trustee Stull moved to remove item #19 Closed Session from the agenda and moved item #20 Action Resulting from Closed Session to the regular agenda as action item #8c. Determination of Closed Session Minutes. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent - none*

*Motion carried*

4. Presentations - none
5. Public comments - none
6. Correspondence

- a. Attorney Memo: B&A Ordinance Reminder - no questions or comments
- b. Attorney Memo: Consolidated Election on April 1, 2025 for Trustees

Director Stuhlmann stated Trustees Lezon and Richardson will be up for reelection on April 1, 2025. Circulation of petitions began on Tuesday, August 20, 2024.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the July 17, 2024 Regular Board Meeting
- b. Receive and file Financial Report for July 2024
- c. Approve Annual Statement of Income & Disbursements for FY2024
- d. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2025, as required by Illinois Public Act 97-0609

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

*Roll call vote:*

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

*Nays – none*

*Absent - none*

*Motion carried*

## 8. Regular Agenda

- a. Approve payments for the period of July 18 – August 21, 2024

*MOTION: Trustee Picha moved to approve payments in the amount of \$72,526.28 for the period of July 18 – August 21, 2024 including electronic payments and checks #10082 through 10130. Trustee Richardson seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent - none*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Picha moved to transfer funds in the amount of \$210,000.00 from commercial checking account to operating checking account. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent - none*

*Motion carried*

- c. Determination of Closed Session Minutes

*MOTION: Trustee Stull moved 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*

*Trustee Picha seconded*

*Roll call vote:*

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

*Nays – none*

*Absent - none*

*Motion carried*

## 9. Unfinished Business

- a. Review & Approve updated Personnel Handbook Section 5.5 Bereavement Policy

Director Stuhlmann stated this version includes changes made at the June board meeting.

*MOTION: Trustee Stull moved to approve the updated Personnel Handbook Section 5.5 Bereavement Policy as presented, to be effective immediately. Trustee Lezon seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent - none*

*Motion carried*

- b. Review & Approve updated Personnel Handbook Section 5.10 Family and Medical Leave of Absence Policy

Director Stuhlmann stated the largest change was the addition of 2 weeks paid FMLA to further support staff.

*MOTION: Trustee Picha moved to approve the updated Personnel Handbook Section 5.10 Family and Medical Leave of Absence Policy as presented, to be effective beginning September 2. Trustee Stull seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent - none*

*Motion carried*

## 10. New Business

- a. Review and Approve Illinois Public Library Annual Report for 2024

*MOTION: Trustee Stull moved to approve the Library's Illinois Public Library Annual Report for 2024. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent - none*

*Motion carried*

b. Review new Policy #000 Accessibility

This policy's general purpose is to state the library follows the Americans with Disabilities Act and outlines the guidelines to contact our ADA Coordinator.

Information is in the library's newsletter regarding contacting the Library's ADA coordinator for accommodations for a program, etc.

Trustee Warren asked if there is any provision for braille and if there are any braille materials in the library's collection. Director Stuhlmann stated there is not, but materials can be obtained from the library's consortium if requested.

Illinois Talking Books and Braille – residents can apply to get free equipment through this organization. This will also be listed on the website.

The service animal section was enhanced and included in this new version. Trustee Richardson asked if the animal has to be on a leash. Director Stuhlmann stated he will check into this.

The DEI Committee will review this policy and it be brought back for approval at the September board meeting with a regular policy number.

c. Authorize expenditure for up to two trustees to attend Trustee Day at the 2024 Illinois Library Association Annual Conference

*MOTION: Trustee Stull moved to authorize expenditure for up to two trustees to attend Trustee Day at the 2024 Illinois Library Association Annual Conference. Trustee Lezon seconded.*

DISCUSSION: Director Stuhlmann stated funds were not specifically budgeted for this event, but if anyone is interested he will make it work.

After discussion, Trustees Picha, Schmidt and/or Stull may attend. A final decision will be made by September 16 to receive early bird registration fees.

*Roll call vote:*

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

*Nays – none*

*Absent – none*

*Motion carried*

11. Director's Report

a. 2025 Consolidated Election – Director Stuhlmann stated Trustees Lezon and Richardson will be up for reelection in April 2025.

b. Autism Training – Director Stuhlmann stated the schedule for the training presented last month has been changed. Consensus of the board is to have the presentation on September 18 at 6 p.m. before the regularly schedule public hearing

and board meeting. Director Stuhlmann will post the notice for the Committee of the Whole at 6 p.m.

Director Stuhlmann stated the City of Warrenville informed the library they will be replacing the asphalt parking lot on the west side of the library along with sidewalk replacement and repairs to make the sidewalks ADA compliant.

Director Stuhlmann stated the City is proposing to put a gas station with a country store and drive through on the northwest corner of Batavia and Butterfield.

Trustee Lezon asked if there were any more complaints regarding the HVAC units noise. Director Stuhlmann stated there have not been any.

Trustee Stull asked about the sponsorship of the Dollywood Imagination. Director Stuhlmann stated they are looking for funding for the entire county, not an individual city.

## 12. Department Head Reports

Trustee Picha asked who presents the Homeless Training. Paul Dobersztyn stated it is put on by Ryan Dowd through the Niche Academy.

Trustee Stull asked Kathy Gaydos if she received any feedback from Orland Park regarding their safety items. Ms. Gaydos responded that our Safety Committee decided it was not appropriate for us.

Trustee Stull asked how complex Orland Park's safety manual is compared to ours. Ms. Gaydos replied it is rather robust but theirs is more than just a safety manual. Our current safety manual only addresses safety procedures.

## 13. President's Report

Trustee DuRocher announced the next three meetings.

September 18, 2024 meeting will begin at 6 pm with a Committee-of-the-Whole to watch the autism training. and to be in attendance at 6 pm on September 18 for the autism training.

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

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

16. Committee Reports - none

17. Trustee Comments

Trustee Stull congratulated Director Stuhlmann and staff for a job well done on the Annual Report and newest newsletter.

18. Items for information and/or discussion – none

19. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the meeting at 7:56 p.m. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent –*

*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**

**AUGUST 31, 2024**

WARRENVILLE LIBRARY INCOME LEVY	AUGUST 2024	FUND BALANCES										PAGE 1
	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 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%	24375	1,255,188	53.97%	868,157	0	4,199	28,350	187,620	378,455	1,773,240
TOTAL TAX (LEVIED)	2,325,758	100.00%	24375	1,255,188	53.97%	868,157	0	4,199	28,350	187,620	378,455	1,773,240
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%	24375	1,255,188	53.97%	1,454,285	0	4,199	28,350	187,620	378,455	2,359,368
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: August 31, 2024**  
**Corporate Fund**

	Corporate Fund Month Ended Aug 31, 2024	Corporate Fund 12 Months Ended Jun 30, 2025	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 24,375.30	\$ 1,255,188.27	\$ 2,325,758.00	\$ 1,070,569.73	53.97 %
Copier	759.95	1,333.85	6,000.00	4,666.15	22.23 %
Extended Use Fees	0.00	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	2,114.15	4,359.70	10,000.00	5,640.30	43.60 %
Book Sales	0.00	0.00	500.00	500.00	0.00 %
Lost Books	483.82	801.22	2,500.00	1,698.78	32.05 %
Creator Cart	2.00	60.01	0.00	(60.01)	
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	0.00	20,932.56	20,791.00	(141.56)	100.68 %
Grants, Miscellaneous	839.41	839.41	0.00	\$ (839.41)	
Developer Donations	0.00	0.00	10,000.00	10,000.00	0.00 %
	<b>28,574.63</b>	<b>1,283,538.02</b>	<b>2,442,341.00</b>	<b>1,158,802.98</b>	<b>52.55 %</b>
<b>Expenses</b>					
Sal. - Administration	19,766.00	40,283.88	260,000.00	219,716.12	15.49 %
Sal. - Member Services	19,747.42	38,562.38	273,000.00	234,437.62	14.13 %
Sal. - Maintenance	2,732.00	5,464.00	36,000.00	30,536.00	15.18 %
Sal. - Marketing	9,457.52	18,915.04	125,000.00	106,084.96	15.13 %
Sal. - Public Services	38,950.59	77,706.90	506,000.00	428,293.10	15.36 %
Sal. - IT	4,875.00	9,750.00	64,000.00	54,250.00	15.23 %
Sal. - Technical Services	7,458.01	14,905.39	98,000.00	83,094.61	15.21 %
I.M.R.F. - Expense	8,054.15	15,671.05	114,000.00	98,328.95	13.75 %
Fica - Expense	7,616.15	15,202.80	104,000.00	88,797.20	14.62 %
Unemp. Comp.	0.00	191.59	1,025.00	833.41	18.69 %
Op - Mat'l Processing/Tech	1,498.13	2,028.59	9,600.00	7,571.41	21.13 %
Op - Mat'l Processing/Circ	8.33	8.33	3,450.00	3,441.67	0.24 %
Op - Postage	9.94	1,552.40	5,070.00	3,517.60	30.62 %
Op - Office Supplies	432.62	622.62	3,215.00	2,592.38	19.37 %
Op - Bank Fee's	69.62	140.76	1,600.00	1,459.24	8.80 %
Op - Automation Supplies	499.45	902.45	4,250.00	3,347.55	21.23 %
Op - Publishing	50.60	50.60	1,250.00	1,199.40	4.05 %
Equip. - Purchases	761.64	1,453.29	10,470.00	9,016.71	13.88 %
Equip. - Maintenance	45.22	45.22	500.00	454.78	9.04 %
Auto. - Software	1,071.99	7,078.98	16,175.00	9,096.02	43.76 %
Auto. - Purchases	255.64	255.64	5,500.00	5,244.36	4.65 %
Auto. - Maintenance	10,748.42	11,670.17	49,550.00	37,879.83	23.55 %
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	11,056.07	21,229.95	147,000.00	125,770.05	14.44 %
Pd - Recruiting	0.00	0.00	1,000.00	1,000.00	0.00 %
Pd - Staff Appreciation	46.41	46.41	4,450.00	4,403.59	1.04 %
Pd - Staff / Tuition Reimburse	0.00	0.00	1,800.00	1,800.00	0.00 %
Pd - Staff / Dues	429.00	704.00	3,900.00	3,196.00	18.05 %
Pd - Staff / Meetings	1,009.00	1,009.00	14,260.00	13,251.00	7.08 %
Pd - Staff / Transportation	32.16	32.16	2,750.00	2,717.84	1.17 %
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.	10.80	10.80	700.00	689.20	1.54 %
Cont. - Lawyer	0.00	0.00	3,500.00	3,500.00	0.00 %

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

**Period Ending: August 31, 2024**

**Corporate Fund**

Cont. - Accounting	2,981.11	4,037.09	15,244.00	11,206.91	26.48 %
Cont. - Collection	39.40	88.65	300.00	211.35	29.55 %
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	3,450.93	6,949.52	52,500.00	45,550.48	13.24 %
Lib. Mat. - Youth Books	3,517.24	7,130.93	39,000.00	31,869.07	18.28 %
Lib. Mat. - Adult AV	723.21	1,248.49	13,000.00	11,751.51	9.60 %
Lib. Mat. - Youth AV	459.32	608.35	5,500.00	4,891.65	11.06 %
Lib. Mat. - EBooks	7,262.19	12,506.92	66,700.00	54,193.08	18.75 %
Lib. Mat. - Periodicals	0.00	10,066.98	9,535.00	(531.98)	105.58 %
Lib. Mat. - Internet Subscript	9,947.00	19,085.80	29,280.00	10,194.20	65.18 %
Ps - Programs Adult	156.97	1,691.62	12,500.00	10,808.38	13.53 %
Ps - Programs Youth	421.20	819.98	9,500.00	8,680.02	8.63 %
Ps - Hotel/Motel	800.00	7,050.00	14,542.00	7,492.00	48.48 %
Ps - Refunds / Fines / Fees	0.00	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	157.87	184.28	11,360.00	11,175.72	1.62 %
Ps - Misc.	0.00	0.00	500.00	500.00	0.00 %
Maintenance	3,102.07	6,109.93	55,520.00	49,410.07	11.00 %
Maintenance Supplies	0.00	0.00	2,000.00	2,000.00	0.00 %
Security	0.00	738.93	12,360.00	11,621.07	5.98 %
Gas	207.74	428.29	7,500.00	7,071.71	5.71 %
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	186.17	342.40	1,800.00	1,457.60	19.02 %
Electricity	4,505.13	8,516.41	45,000.00	36,483.59	18.93 %
Telephone	1,482.55	2,964.84	18,500.00	15,535.16	16.03 %
Janitorial Supplies	580.40	580.40	3,300.00	2,719.60	17.59 %
B & M - Landscape Maint	948.00	1,798.00	14,255.00	12,457.00	12.61 %
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 %
	<b>187,620.38</b>	<b>378,455.20</b>	<b>2,578,421.00</b>	<b>2,199,965.80</b>	<b>14.68 %</b>

See Accountants Compilation Letter

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

**Period Ending: August 31, 2024**

**Special Reserve Fund**

	Special Reserve Fund Month Ended Aug 31, 2024	Special Reserve Fund 12 Months Ended Jun 30, 2025	Special Reserve Fund Budget	Balance	% Received Expended
<b>Income</b>	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
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>

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

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	218,764.00
Fifth Third 8004	<u>2,146,800.82</u>

2,366,049.82

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

<b>TOTAL ASSETS</b>	<b><u><u>\$ 7,601,141.82</u></u></b>
---------------------	--------------------------------------

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>6,679.37</u>
----------	-----------------

6,679.37

**LONG - TERM LIABILITIES**

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

1,276,679.37

**EQUITY**

Fund Balance	<u>\$ 6,324,462.45</u>
--------------	------------------------

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>\$ 7,601,141.82</u></u></b>
---	--------------------------------------



**ORDINANCE #24-25-02**  
**BUDGET & APPROPRIATION ORDINANCE**  
**For Fiscal Year 2024-2025**

An ordinance adopting a combined annual budget and appropriation such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Warrenville Public Library District, DuPage County, Illinois, for the fiscal year beginning July 1, 2024, and ending June 30, 2025, and specifying the objects and purposes for which such appropriations are made and the amount appropriated for each object to purpose.

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

SECTION 1: The following is the Annual Budget and Appropriation for the Warrenville Public Library District for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

1.	General		
A.	Salaries		\$1,496,000
	Acquisitions & Cataloging	\$108,000	
	Administration	\$285,000	
	IT	\$70,000	
	Maintenance	\$40,000	
	Marketing	\$138,000	
	Member Services	\$300,000	
	Public Services	\$555,000	
B.	Illinois Municipal Retirement Fund		\$140,000
C.	Federal Insurance Contributions		\$115,000
D.	Unemployment Compensation		\$3,000
E.	Building Expenses		\$255,000
	Maintenance & Improvements	\$160,000	
	Utilities	\$95,000	
F.	Operating Expenses		\$36,000
	Postage	\$7,000	

	Office	\$7,000	
	Publishing	\$2,000	
	Materials Processing	\$20,000	
G.	Insurance		\$231,000
	Multi-Peril Package	\$30,000	
	Bonds	\$500	
	Health/Life	\$190,000	
	Umbrella	\$500	
	Officers/Directors	\$5,000	
	Worker's Compensation	\$5,000	
H.	Contractual		\$98,000
	Legal	\$20,000	
	Accounting	\$20,000	
	Collection	\$1,000	
	Consultants	\$45,000	
	Audit	\$12,000	
I.	Personnel Development		\$45,250
	Staff	\$41,000	
	Dues	\$5,000	
	Meetings & Education	\$22,000	
	Travel	\$5,000	
	Employee Appreciation	\$6,000	
	Recruitment	\$3,000	
	Trustees	\$4,250	
	Dues	\$500	
	Meetings & Education	\$3,000	
	Travel	\$750	
J.	Equipment		\$20,000
	Purchases	\$17,000	
	Maintenance	\$3,000	
K.	Library Materials		\$247,000
	Print	\$115,000	
	Non-Print	\$22,000	
	eResources	\$110,000	
L.	Public Service		\$88,000
	Programs	\$50,000	
	Printing	\$18,000	
	Refunds/fees	\$2,000	
	PR/Publicity	\$18,000	



M.	Automation		\$135,000
	Software, hardware	\$40,000	
	Miscellaneous purchases	\$20,000	
	Maintenance	\$75,000	
N.	Contingency		\$5,000
O.	Gift Expenditures		\$100,000
P.	Debt Repayment		\$170,000
2.	Special Reserve Fund		\$225,000
	Building Maintenance/Construction	\$100,000	
	Automation Purchases	\$75,000	
	Furniture/Equipment Purchases	\$50,000	
3.	Working Cash Fund		\$250,000
4.	Developer Donations Fund		\$40,000
	<b>TOTAL BUDGET EXPENSES</b>		<b>\$3,699,250</b>

SECTION 2: As part of the Annual Budget, it is stated:

- a) The cash on hand at the beginning of the fiscal year is \$0.00.
- b) The estimated cash expected to be received during the fiscal year from all sources is \$3,699,250.
- c) The estimated expenditures for the fiscal year are \$3,699,250.
- d) The estimated cash expected to be on hand at the end of the fiscal year is \$0.00.
- e) The estimated amount of taxes to be received by the WARRENVILLE PUBLIC LIBRARY DISTRICT during the fiscal year is \$2,322,803.
- f) The estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$1,376,447.

SECTION 3: That the above sums of money in the total amount of \$3,699,250 or so much thereof may be authorized by law, be and the same are hereby appropriated for the purposes of the WARRENVILLE PUBLIC LIBRARY DISTRICT as specified for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

SECTION 4: Transfers of appropriations not affecting the total amount appropriated may be made at any meeting of the Board by Ordinance enacted by a 2/3 vote of all the Trustees. By a like vote the Board may by Ordinance make appropriations in excess of those authorized in order to meet any emergency.

SECTION 5: Unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund previously established in accordance with applicable statutes, said unexpended balances to be accumulated in the Special Reserve Fund for the purposes adopted by the Board.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 18<sup>th</sup> day of September 2024, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

---

Barbara J. DuRocher, President  
Board of Library Trustees  
Warrenville Public Library District

ATTEST:

---

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

(SEAL)

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF DU PAGE     )

**CERTIFICATE OF AUTHENTICITY  
(BUDGET AND APPROPRIATION ORDINANCE)**

I, HEATHER J. STULL, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Warrenville Public Library District of DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of the Budget and Appropriation Ordinance adopting an annual budget and appropriating such sums of money for said Library District for the fiscal year beginning July 1, 2024 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on September 18, 2024.

I further certify that the attached Budget and Appropriation Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 18<sup>th</sup> day of September 2024.

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

(SEAL)



**R-228**  
**RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR 2024-2025 FISCAL YEAR**

WHEREAS, the Warrenville Public Library District must file on or before December 31, 2024 its Levy Ordinance for the 2024-2025 fiscal year; and

WHEREAS, pursuant to the "Truth in Taxation Law" the Warrenville Public Library District must determine not less than twenty (20) days prior to adoption of its Levy Ordinance the amounts of money, exclusive of any portion of the levy attributable to election costs and debt retirement costs, estimated to be necessary to be raised by taxation for the 2024-2025 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Warrenville Public Library District that the estimated amounts of money, exclusive of election costs and debt retirement costs, to be raised by taxation for the 2024-2025 fiscal year is \$2,578,421.00.

FURTHER RESOLVED that a public hearing pursuant to the "Truth in Taxation Law" shall be held on the 20th day of November 2024, at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

FURTHER RESOLVED that notice of said public hearing in compliance with the Truth in Taxation Act shall be given in *THE DAILY HERALD* not more than 14 days nor less than 7 days prior to the date of the public hearing.

ADOPTED this 18th day of September 2024 pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

---

Barbara J. DuRocher, President  
Library Board of Trustees  
Warrenville Public Library District

ATTEST:

---

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

(SEAL)



**CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED  
REVENUE FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT  
DUPAGE COUNTY, ILLINOIS**

(July 1, 2024 - June 30, 2025 Fiscal Year)

I, Sandy Lezon, do hereby certify as follows:

1. I am the Chief Fiscal Officer of the Warrenville Public Library District, DuPage County, Illinois.
2. I estimate the revenue, by source of said District for the fiscal year beginning July 1, 2024 and ending June 30, 2025 to be as follows:

<b>SOURCE</b>	<b>AMOUNT</b>
General Taxes Levied	\$2,578,421.00
Special Taxes Levied	\$0.00
Interest Income	\$10,000.00
Grants	\$35,333.00
Fees and Copier Income	\$6,000.00
All Other Sources	<u>\$1,069,496.00</u>
<b>TOTAL</b>	<b>\$3,699,250.00</b>

---

Sandy Lezon, Treasurer  
Board of Library Trustees  
Warrenville Public Library District

Dated: \_\_\_\_\_

(S E A L)

## **8a. REGULAR AGENDA**

Approve payments for the period of August 22 – September 18, 2024  
**(ACTION)**

A partial bill list (bills received as of September 13, 2024 is attached. An updated bill list which includes bills received through September 18 and a suggested motion will be provided at the Board Meeting.

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**August 22 - September 18, 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
09/18/2024	10131	Accounting Services, Inc.	-612.00
09/18/2024	10132	Ambius	-315.00
09/18/2024	10133	Baker & Taylor	-2,514.21
09/18/2024	10134	Baker & Taylor	-3,065.46
09/18/2024	10135	Baker & Taylor	-207.04
09/18/2024	10136	Baker & Taylor	-285.38
09/18/2024	10137	Baker & Taylor	-273.69
09/18/2024	10138	Bloomscapes Landscaping, Inc.	-535.00
09/18/2024	10139	Cavendish Square	-186.03
09/18/2024	10140	Demco	-212.28
09/18/2024	10141	Direct Energy Business	-4,260.38
09/18/2024	10142	Elite Chess	-75.00
09/18/2024	10143	Hagg Press, Inc.	-2,189.16
09/18/2024	10144	Justman, Steve	-250.00
09/18/2024	10145	Imagine Video Productions	-50.00
09/18/2024	10146	Konica Minolta Business Solutions	-23.03
09/18/2024	10147	LIMRICC Purchase of Health Insurance Prog	-14,400.65
09/18/2024	10148	Midwest Tape	-483.81
09/18/2024	10149	Midwest Tape	-594.56
09/18/2024	10150	Midwest Tape	-3,006.48
09/18/2024	10151	Marquez, MaryKellie	-40.20
09/18/2024	10152	Naperville Area Humane Society	-25.00
09/18/2024	10153	Oak Brook Mechanical Services, Inc.	-549.00
09/18/2024	10154	ProQuest LLC	-3,229.38
09/18/2024	10155	Service Master Commercial Cleaning	-2,663.00
09/18/2024	10156	Sikich LLP	-3,000.00
09/18/2024	10157	Today's Business Solutions, Inc.	-141.28
09/18/2024	10158	Trusted Media Brands, Inc.	-38.23
09/18/2024	10159	Warrenville Ace Hardware	-40.45
09/18/2024	10160	Warrenville, City of	-77.00
09/18/2024	10161	Wheaton Park District	-75.00
09/18/2024	10162	Wolkowicz, Dennis	-225.00
09/18/2024	10163	Esau, David	-375.00
09/18/2024	10164	Technology Management Revolving Fund	-475.00
09/18/2024	10165	Davis, Jackie	-13.94
09/18/2024	10166	D.E. Mathieu Plumbing	-360.00
09/18/2024	10167	Sam's Club/Synchrony Bank	-55.90
08/26/2024	Electronic	Warrenville, City of	-186.17
09/11/2024	Electronic	Chase Ink	-2,863.47
			<b>-47,972.18</b>



## **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**

### **Approve & Adopt new Policy #330 Accessibility (ACTION)**

*Suggested motion: Approve and adopt new Policy #330 Accessibility as presented, effective immediately.*

#### **New Policy**

As stated last month, 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. 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.

After last month's meeting, I passed the policy to the Library's DEI Committee to review, and they had no suggestions. Therefore, aside from one typo correction, there have been no changes to the new proposed policy since August.

Unless the Board has any suggestions or changes, I recommend we approve and adopt this new policy.



## **ACCESSIBILITY POLICY**

Policy #330 – 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](mailto:ADA@warrenville.com)  
630/393-1171 x120

#### **Executive Director**

Warrenville Public Library District  
28W751 Stafford Place  
Warrenville IL 60555  
[director@warrenville.com](mailto: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 Complaint 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.

FOR APPROVAL

## **10a. NEW BUSINESS**

Review first draft of Levy Ordinance and Truth in Taxation Notice  
(discussion only)

### **The Levy Ordinance**

The Library's Levy Ordinance drives the amount of taxes to be collected by the District and is the primary source (~95%) of the Library's income.

Maximizing our levy increases each year allows us to continue to budget for competitive salaries and benefits and keep up with other increased costs, such as building maintenance and subscription fees. Any excess or unspent funds contribute to a healthy fund balance and can be transferred to the special reserve fund for projects such as a new roof, new parking lot, new HVAC, new computers, etc. without having to go to referendum to request voter approval to levy for additional funds.

### **Property Tax Extension Limitation Law (PTELL)**

By law, PTELL means our final tax extension will reflect an increase by the lower of either 5% or whatever the CPI (Consumer Price Index) rate is, which is 3.4% this year.

Last year's 2023 PTELL cap = 5%. This year's 2024 PTELL cap = 3.4%. This means for the 2024 Levy the Library can capture an increase of 3.4% above last year's 2023 levy extension.

That being said, we are allowed to submit our levy at a rate higher than the PTELL cap to make sure we keep up with the growth of the community and capture any "new construction" in the EAV (Equalized Assessed Value), which Warrenton has definitely had. Following this strategy, the library always submits a levy that exceeds the amount we expect to receive to ensure we receive all funds available. The County Clerk reviews and adjusts our request accordingly, so the funds collected from property owners are always within the limitations of the tax cap. Therefore, if we raise the levy by 20% to capture growth, this does not mean everyone's library tax goes up by 20%. It will only be raised at the allowable adjusted rate.

### **2024 Proposed Levy Ordinance**

I've calculated 2024's proposed levy ordinance to be a total of \$2,578,421, an 11% increase over 2023. As stated above, this does not generally mean a property owner's library taxes will increase by 11%. This is just a method used to capture new construction, growth and increased home value.

## **2024 Estimated ACTUAL Tax Extension**

An estimate for the actual 2024 extension to expect with the 3.4% PTELL increase is:

2023 Aggregate Property Tax Extension	\$2,322,803
CPI increase (3.4%)	\$78,975
Estimated Taxes from new growth	\$30,000
<b>Projected 2024 Property Tax Extension</b>	<b>\$2,431,778</b>
Net Gain	\$108,975

## **Truth in Taxation (TITA) Public Hearing**

A reminder that a Truth in Taxation Public Hearing is required when the proposed Levy Ordinance increase exceeds the PTELL limit, along with a black-bordered notice published in the newspaper.

Since our proposed levy increase is 11%, we will need a Truth in Taxation Public Hearing, which will be held at 7 pm on Wednesday, November 20. The Truth in Taxation Notice will be published in the Daily Herald on November 7.

## **Board Direction**

The Board may choose to accept the proposed levy increase or direct executive staff to lower the levy amount. In the future, the Board also has the option to “abate” taxes if it determines the district has accumulated excess funds. This is currently not a problem we will encounter for some time, if at all.



**ORDINANCE 24-25-03**

**AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025  
FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS**

WHEREAS, on the 18th day of September 2024, an Ordinance entitled, "BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2024-2025" was duly passed and approved and the same has been published according to the law, there having been appropriated for the fiscal year beginning July 1, 2024 and ending June 30, 2025, the sum of \$3,699,250 for library purposes of the Warrenville Public Library District in DuPage County, Illinois.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Warrenville Public Library District in DuPage County, Illinois:

**Section 1:** That the Board of Library Trustees of the Warrenville Public Library District, in accordance with the provisions of the statute in such case made and provided, have duly ascertained the amount of appropriations for all corporate purposes legally made to be in the amount of THREE MILLION SIX HUNDRED NINETY-NINE THOUSAND TWO HUNDRED FIFTY DOLLARS (\$3,699,250) and do hereby determine that of that amount there shall be collected from this tax levy for the said year beginning July 1, 2024 and ending June 30, 2025, the sum of TWO MILLION FIVE HUNDRED SEVENTY-EIGHT THOUSAND FOUR HUNDRED TWENTY-ONE DOLLARS (\$2,578,421).

**Section 2:** That the purpose for which said appropriations and tax levy are made, and the sum or amounts appropriated to be collected and used for each purpose and amounts to be raised by tax levy and hereby ascertained to be as follows:

1. CORPORATE FUND	<u>APPROPRIATED</u>	<u>LEVIED</u>
A. Salaries:		
Administration	\$285,000	\$260,000
Member Services	\$300,000	\$273,000
Maintenance	\$40,000	\$36,000
Marketing	\$138,000	\$125,000
Public Services	\$555,000	\$506,000
I.T.	\$70,000	\$64,000
Acquisitions & Cataloguing	\$108,000	\$98,000
B. Illinois Municipal Retirement Fund	\$140,000	\$114,000
C. Federal Insurance Contributions	\$115,000	\$104,000
D. Unemployment	\$3,000	\$1,025
E. Building Expenses:		
Maintenance	\$160,000	\$121,035
Utilities	\$95,000	\$72,800
F. Operating Expenses:		
Postage	\$7,000	\$5,070
Office	\$7,000	\$4,815
Publishing	\$2,000	\$1,250
Materials Processing	\$20,000	\$13,050



	<u>APPROPRIATED</u>	<u>LEVIED</u>
G. Insurance		
Multi-Peril	\$30,000	\$23,000
Bonds	\$500	\$0
Health/Life	\$190,000	\$147,000
Umbrella	\$500	\$0
Officers/Directors	\$5,000	\$2,500
Workers Compensation	\$5,000	\$2,800
H. Contractual:		
Legal	\$20,000	\$3,500
Accounting	\$20,000	\$15,244
Collection	\$1,000	\$300
Consultants	\$45,000	\$15,250
Audit	\$12,000	\$8,600
I. Personnel Development:		
Staff:		
Dues	\$5,000	\$3,900
Meetings & Education	\$22,000	\$16,060
Travel	\$5,000	\$2,750
Employee Appreciation	\$6,000	\$4,450
Recruitment	\$3,000	\$1,000
Trustees:		
Dues	\$500	\$0
Meetings & Education	\$3,000	\$1,400
Travel	\$750	\$250
J. Equipment:		
Purchases	\$17,000	\$10,470
Maintenance	\$3,000	\$500
K. Library Materials:		
Print	\$115,000	\$101,035
Non-Print	\$22,000	\$18,500
eResources	\$110,000	\$95,980
L. Public Service:		
Programs	\$50,000	\$37,042
Printing	\$18,000	\$11,600
Refunds/Fees	\$2,000	\$500
PR/Publicity	\$18,000	\$11,360
M. Automation:		
Software, hardware	\$40,000	\$16,175
Misc. purchases	\$20,000	\$9,750
Maintenance	\$75,000	\$49,550
N. Contingency	\$5,000	\$1,000
O. Gift Expenditures	\$100,000	\$0
P. Debt Repayment	\$170,000	\$167,910

By Ordinance No. 16-17-04 adopted September 21, 2017, the Library District authorized issuance of Debt Certificates to fund capital improvements. Debt Certificates in the total amount of \$1,950,000 were issued November 1, 2017. The Debt Certificates will be paid in full on or before December 1, 2029. The source of funds to pay off the Debt Certificates is the Library's General Fund/Corporate Fund."

The foregoing appropriations are appropriated from the General Public Library Tax for the Corporate Fund. Said appropriations, less estimated amounts receivable from other sources, are hereby levied from the tax for general corporate purposes.

	<u>APPROPRIATED</u>	<u>LEVIED</u>
2. SPECIAL RESERVE FUND		
Building Maintenance/Construction	\$100,000	\$0
Automation Purchases	\$75,000	\$0
Furniture/Equipment Purchases	\$50,000	\$0
3. WORKING CASH FUND	\$250,000	\$0
4. DEVELOPER DONATIONS	\$40,000	\$0

**SUMMARY**

Total Appropriations	\$3,699,250	
Appropriated from sources other than a current levy	\$1,120,829	
Levied as the General Public Library Tax		\$2,578,421
Levied from Special Taxes		\$0
<b>TOTAL LEVY</b>		<b>\$2,578,421</b>

**Section 3:** That a certified copy of this Ordinance is to be filed with the County Clerk of Dupage County within the time specified by law.

**Section 4:** That this Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 20th day of November 2024, pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
 Barbara J, DuRocher, President  
 Board of Library Trustees  
 Warrenville Public Library District

ATTEST:

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

(SEAL)

**DRAFT**

**LEGAL NOTICE  
NOTICE OF PROPOSED PROPERTY TAX  
INCREASE FOR THE WARRENVILLE PUBLIC  
LIBRARY DISTRICT**

- I. A public hearing to approve a proposed property tax levy increase for the Warrenville Public Library District for 2024 (2024-2025 fiscal year) will be held on November 20, 2024 at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Jason Stuhlmann, Executive Director, 28W751 Stafford Place, Warrenville, Illinois, (630) 393-1171.

- II. The corporate and special purpose property taxes extended or abated for 2023 were \$2,322,803.

The proposed corporate and special purpose property taxes to be levied for 2024 are \$2,578,421. This represents an 11.00% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2023 were \$0.00.

The estimated property taxes to be levied for debt service and public building commission leases for 2024 are \$0.00. This represents no change over the previous year.

- IV. The total property taxes extended or abated for 2023 were \$2,322,803. The estimated total property taxes to be levied for 2024 are \$2,578,421. This represents an 11.00% increase over the previous year.

## **10b. NEW BUSINESS**

### **Approve Minor Bank Account Changes (ACTION)**

*Suggested motion: Approve staff to have our current bank, 5/3 Bank, change our savings account to a Public Funds Maxsaver account and our checking account to a Business Advantage Public Fund account.*

#### **Account Changes**

While we have been earning decent returns on our savings account at 5/3 Bank with our current interest rate of 1.09%, Jackie and I sat down with a banker to ask if we could be earning a higher percentage rate.

After reviewing our accounts, the bank suggested that we change our Business Banking accounts to be Public Funds accounts, which are more appropriate for our organization. This change would also increase the APY on our savings account to 2.0%, and would lower the monthly service fee. While I had hoped for a slightly higher APY, this still nearly doubles our current interest rate, which would be great.

These changes are entirely “back office” and do not change our account numbers, checks, or anything else other than having a higher APY and lower monthly fee.

I recommend we allow the bank to make these changes so that we can earn a little more interest income for the library.

## **2025 Consolidated Elections**

This is just a reminder that we have our two open trustee positions for the April 1, 2025 election. If you are rerunning, the filing period is Nov. 12-18.

In case anyone decides to not re-run - if any trustees have suggestions for a good candidate or two, we may want to reach out and encourage them to pick up an election packet. While people may have gotten the packet elsewhere, no one has yet picked up any of the available packets from Member Services.

## **Strategic Plan – Brief Update**

I have a staff committee formed, and we are scheduling our first meeting so that we can begin working on a timeline and surveys/focus groups for staff, board and the community. I will have more at October's meeting.

## **Miscellaneous**

- I worked with Sharon Goodman, a former trustee, to give her the necessary information about setting up donations to our DuPage Foundation Fund.
- I updated our Incident Log & Report documents and procedures after discussing with Management Team.
- I submitted the approved IPLAR Report to the IL State Library.
- I completed and submitted the Illinet ILL & RB Survey to the IL State Library.
- I completed and submitted our LIRA Insurance Renewal questionnaires, with assistance from Duncan regarding cyber security.
- I attended National Night Out with Paul, Diana, Ian and Kathy. It was a fun event, and I enjoyed talking to residents and playing Bozo buckets with the kids.

## **Meetings & Programs for August**

- One-on-one meetings with Managers
- Management Team Meetings (August 13)
- Meetings with Ian to discuss Personnel Handbook policies (August 3 & 19)
- Warrenville Taxing District Leadership Meeting (August 5)
- National Night Out (August 6)
- Meeting with 5/3 Bank to discuss interest rates (August 9)
- Preliminary Audit Fieldwork (August 9)
- Safety Committee Meeting (August 15)
- Meeting with Globe Life insurance agents (August 20)
- LIMRiCC Membership Fall Meeting (August 20)
- SWAN Fireside Chat (August 27)

## Trainings & Webinars for August

- Little Friends Autism Friendly City Training (August 28)
- RAILS:
  - Creating Accessible PDFs

## Community Feedback

I received an online submission with a supportive message while I was on vacation. Thank you for being the type of Board (and staff) that generates this type of comment:

Dear Jason, In today's New York Times, there's an article entitled "School Librarian Has Her Say on Book Bans." I hope you get a chance to read it. That school librarian is a brave woman, despite death threats and harassment. Filing defamation lawsuits may help, I certainly hope so. Thanks to you and the board for keeping our library collection filled with items of interest to everyone in our community, not just the loudest.

My response:

Hi xxx,

Sorry for the delay, I was on vacation last week. Anyway, thanks for forwarding that article as I had not seen it. Truly appalling that censorship and attacks have so ramped up the last several years, and that librarians are facing so much hatred and so many challenges. When I was at the Public Library Association Conference earlier this year, the overwhelming feeling was that librarians were stressed and tiiiiiiired.

I feel very lucky to have such a supportive board and a wonderful staff interested in keeping our collection diverse and representative. While there have been a couple of small comments about titles or displays, I generally feel the community is supportive, as well. At our National Library Week Open House last year, a mother thanked us for having such diversity in our picture book collection, as her mixed race children were thrilled to see themselves represented in the books they find and read at the library. And THAT is why it is so important to protect libraries, our diverse collections, and our freedom to read.

Anyway, thank YOU for being so supportive and sending that nice note.

-Jason

STATISTICAL SNAPSHOT	Aug 2024	July 2024	June 2024	May 2024	April 2024	March 2024	Feb 2024	Jan 2024	Dec 2023	Nov 2023	Oct 2023	Sept 2023	Aug 2023
<b>TOTAL CIRCULATION (physical items)</b>	<b>14,492</b>	<b>15,367</b>	<b>14,939</b>	<b>13,057</b>	<b>13,667</b>	<b>14,991</b>	<b>13,327</b>	<b>13,845</b>	<b>13,091</b>	<b>13,353</b>	<b>14,451</b>	<b>13,697</b>	<b>15,401</b>
WPLD items checked out at WPLD	7,835	8,805	9,429	7,197	7,183	8,547	7,289	7,917	7,115	7,468	7,493	7,425	8,576
Auto-renewals of WPLD Items	4,834	4,812	3,952	4,260	4,784	4,698	4,122	4,266	4,558	4,316	5,197	4,560	4,906
Other Library Items Checked out at WPLD	1,823	1,750	1,738	1,600	1,700	1,751	1,721	1,662	1,418	1,569	1,761	1,712	1,919
<b>DOWNLOADABLE CIRCULATION</b>	<b>3,581</b>	<b>3,549</b>	<b>3,561</b>	<b>3,442</b>	<b>3,291</b>	<b>3,544</b>	<b>3,695</b>	<b>4,039</b>	<b>3,474</b>	<b>3,393</b>	<b>3,569</b>	<b>3,271</b>	<b>3,475</b>
OverDrive/Libby	1,903	1,920	1,897	1,801	1,823	1,869	1,869	2,070	1,767	1,696	1,804	1,767	1,985
OverDrive (magazines) fka RB Digital	220	332	282	364	232	393	413	513	434	398	405	158	84
Hoopla	1,458	1,297	1,382	1,277	1,236	1,282	1,413	1,456	1,273	1,299	1,360	1,346	1,406
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	1,750	1,667	1,646	1,510	1,629	1,668	1,653	1,569	1,354	1,492	1,674	1,614	1,830
Received from Non-SWAN Libraries	12	16	15	25	22	23	12	12	7	10	15	8	13
Sent to SWAN Libraries	1,731	1,788	1,519	1,483	1,542	1,441	1,696	1,686	2,362	1,647	1,726	1,617	1,693
Sent to Non-SWAN Libraries	16	21	26	11	17	18	9	11	16	17	19	24	12
<b>COLLECTION</b>													
Physical Materials Added	533	457	650	455	514	498	525	530	455	643	626	638	694
Physical Materials Withdrawn	268	1,235	674	222	433	636	373	1,664	343	295	167	1,795	997
Total Collection Size	146,256	146,784	146,642	146,014	146,135	145,364	149,592	149,021	148,309	147,695	145,815	146,872	146,714
Physical materials	75,470	76,147	76,091	75,578	75,712	75,884	76,548	76,634	76,386	76,226	75,863	77,410	77,748
OverDrive books	49,912	49,901	49,915	49,914	49,994	49,246	52,959	52,499	52,223	51,941	50,887	50,575	50,298
OverDrive audiobooks	20,874	20,736	20,636	20,522	20,429	20,234	20,085	19,888	19,700	19,528	19,065	18,887	18,668
<b>PROGRAMS</b>													
Number of Adult Programs	22	18	17	20	21	21	23	18	15	16	23	16	21
Adult Program Attendance	1,776	558	340	126	353	190	250	137	154	210	269	168	927
Number of Teen Programs	8	8	9	6	6	10	10	7	11	8	7	9	7
Teen Program Attendance	45	33	49	32	23	56	60	21	52	37	40	55	41
Number of Youth Programs	16	23	28	16	24	24	30	24	21	25	30	30	12
Youth Program Attendance	205	460	773	255	442	478	577	362	338	471	530	428	130
Book-A-Librarian Sessions	13	14	14	14	14	14	14	14	14	14	14	14	14
Book-A-Librarian Attendance	4	2	6	4	6	7	5	3	3	3	3	3	0
<b>OUTREACH</b>													
Adult Outreach Events	2	0	1	1	2	1	1	0	0	0	0	0	0
Adult Outreach Attendance	130	0	92	65	102	9	12	0	0	0	0	0	0
Teen Outreach Events	1	0	0	0	0	0	0	0	0	0	0	0	0
Teen Outreach Attendance	40	0	0	0	0	0	0	0	0	0	0	0	0
Youth Outreach Events	2	1	2	8	5	0	3	1	0	1	5	2	2
Youth Outreach Attendance	320	72	425	798	267	0	199	42	0	262	504	48	172
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	9,424	9,360	9,316	9,222	9,180	9,141	9,484	10,519	10,474	10,446	10,436	10,394	10,340
Resident Cards Issued In Person	74	55	103	45	42	56	51	52	28	24	54	64	56
Online Cards Issued	15	9	12	13	14	13	14	14	16	14	13	7	12
<b>VISITOR COUNT</b>	<b>10,383</b>	<b>10,778</b>	<b>10,832</b>	<b>8,846</b>	<b>8,606</b>	<b>9,042</b>	<b>8,886</b>	<b>7,948</b>	<b>7,393</b>	<b>7,816</b>	<b>8,534</b>	<b>8,238</b>	<b>9,334</b>
<b>STUDY ROOM USES</b>	<b>320</b>	<b>338</b>	<b>303</b>	<b>355</b>	<b>333</b>	<b>318</b>	<b>322</b>	<b>253</b>	<b>265</b>	<b>292</b>	<b>292</b>	<b>284</b>	<b>282</b>
<b>MEETING ROOM USES (public)</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>7</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>1</b>
<b>CURBSIDE PICKUPS</b>	<b>10</b>	<b>15</b>	<b>13</b>	<b>11</b>	<b>14</b>	<b>7</b>	<b>19</b>	<b>11</b>	<b>11</b>	<b>15</b>	<b>11</b>	<b>21</b>	<b>12</b>
<b>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	563	605	478	452	561	564	540	428	526	458	544	518	620
Wifi Sessions	2544	3431	2303	2498	2450	2444	2581	2297	2184	2415	2663	2591	2860
Website Visits	14,797	12,815	17,814	13,086	12,443	12,949	13,523	12,835	11,023	11,003	10,676	10,164	12,923
<b>MARKETING</b>													
eNews Subscribers	6,644	6,565	6,555	6,505	6,467	6,474	6,479	6,316	6,295	6,375	6,346	6,341	6,261
eNews Open Rate	48%	41%	48%	50%	51%	46%	46%	49%	53%	47%	52%	46%	53%
Facebook Followers	1,892	1,884	1,878	1,861	1,856	1,828	1,798	1,790	1,783	1,770	1,763	1,753	1,744
Instagram Followers	542	536	532	529	528	522	516	513	509	507	505	492	487

## 12. ASSISTANT TO THE DIRECTOR REPORT

August 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 August board packet
- Attended the August 21 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
- Annual testing was completed on August 1 for the elevator.
- Assisted the auditor with any files she needed while in-house doing the preliminary work on August 9.
- Completed and filed the Annual Income and Disbursements at the County after the August board meeting.
- Talked to Jamie Clark from the City about replacing concrete in the dumpster area while they were working on the street/sidewalk. Jamie obtained a price and Jason approved the expenditure.
- Received a FOIA from Smart Procurement, completed and sent on August 27.
- Received a frantic call from CUSD 200 to use our meeting room for staff development – the room they were going to use was no longer available.

### Meetings and Continuing Education

- Management Team Meeting August 13
- Autism Awareness Training at City Hall on August 28

### Maintenance - Ly Tran

- Continues to maintain the building daily Monday-Friday.
- Washed the windowsills on the building
- Arranged the meeting room for programs every week, sometimes twice a day.
- Continues to water the outdoor flowers.
- Painted the mechanical room door with 2 coats of paint.
- Book drop keys were dropped in the elevator pit and Ly was able to fashion a long pole to retrieve them saving us hundreds of dollars to have Otis come out and retrieve them. (thank you Ly!)
- Ly is checking and replacing fire alarm batteries as needed monthly.
- Ly called Oakbrook Mechanical out on August 28 due to the HVAC not cooling the public area.
- Fixed a study room door lock.



## 12. ACQUISITIONS & CATALOGING REPORT

August 2024

Submitted by MaryKellie Marquez

### Collection Maintenance

- 533 items created
- 268 items discarded
- 64 items repaired
- 14 discs cleaned

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

### MaryKellie

- LACONI, “Managing Systems That Work” 8/9/24.
- LACONI Unconference 8/14/24.
- SWAN Expo 8/23/24.
- KnowBe4, The Inside Man S3 E11 & E12 8/26/24.
- SWAN July Fireside Chat 8/27/24.
- LJ, “Using Emotional Intelligence to Build Effective Relationships” 8/27/24.

### Gail

- Met with Duncan 8/6/24

### MaryKellie’s Meetings:

- iCAMP Recruitment meetings, 8/15/24.
- Safety Committee meetings 8/15/24.
- Board meeting 8/21/24.
- DEI Committee meetings 8/22/24.
- Little Friend for the Autism-Friendly Initiative-City Hall 8/28/24.
- SWAN ACUG Chair meeting 8/30/24.

## **12. HUMAN RESOURCES**

**August 2024**

**Submitted by Ian Stevens**

### **Highlights**

- Attended Warrenville's National Night Out event for the library at Cerny Park (8/6). A fun evening with many event attendees stopping by the library booth to play buckets, pick up library SWAG and ask questions.
- Attended City of Warrenville Autism Awareness training hosted by Little Friends 8/28

### **Staff/Recruiting**

- Currently, there are no open positions. The library is fully staffed.
- Latest hires both successfully reached their 90-days at the library.

### **HR Procedures**

- Ran payrolls in Paylocity on 8/5 and 8/19.
- Sent IMRF payroll info to accountant 8/26. Submitted July IMRF Wage Report 8/7
- Renewed Ryan Dowd's Homeless Training account for another year
- 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.
- Creating accommodation request and processing forms for staff
- Watched the LIMRiCC Fall webinar when they announced the medical benefits for 2025
- Wrote and sent communication for all staff regarding the two updated employee policies. The updates were well received 8/26. Added new FMLA payroll code on Paylocity 8/27
- Meet with reps from Global Life regarding voluntary life and medical supplement plans. Packages and offering were very similar to ALFAC and LIMRiCC plans 8/20
- Reviewed staff employment law poster for compliance, all was good for 2024 laws 8/7

### **Meetings**

- Management Team meetings on 8/9
- Met with the Jason for our monthly meeting to discuss any HR matters 8/14 Discussed with Jason the proposed final wording for new updated policies, now approved 8/6
- Safety Committee Meetings on 8/15.
- Attended Board meeting 8/21
- Various staff meetings during the month to discuss various HR issues/topics/policies including benefits, coverage, training, and safety. My door is always open to the staff.

### **Training/Continuing Education/Webinars**

- Non-Profit Ready – DEI Training webinar completed 8/16
- Know Be 4 – Inside Man (IT security) 8/7
- Niche Academy - Onboarding new hires 8/14, Communication 8/21
- HRCI (HR Certification Institute) - Salary & Rewards 8/1, Employment Law update 8/6
- HRCI – Accommodation for Neurodiversity 8/12
- UpStart HR/Lighthouse - Inclusion at Work 8/14

## 12. IT DEPARTMENT REPORT

August 2024

Submitted by Duncan Jones

### User Support

- I helped staff with label templates, downloading files, and accessing phone voicemail.
- I helped members with information about faxes being sent and a couple Cricut projects.

### Troubleshooting

- I resolved several issues with network outages.
- I removed an unwanted program, OneLaunch, from the Member Services Desk PC.
- I resolved an issue causing a phone outage.
- I fixed a receipt printer jam caused by an out-of-place blade.
- I worked with TBS when a SWAN outage prevented public PC logins.

### Project/Goal

- I continued Windows 11 testing, focusing on the installation process and began looking into group policy setup.
- I replaced an HDMI cable in youth study room 2.
- I continued working with Gail on Tech To Go packaging updates.
- I documented dates of purchase on server room hardware.
- I updated software and the OS on servers, various PCs, laptops, Wi-Fi controller, Wi-Fi access points, security software, and firewall.
- I redeemed a new movie to the Vudu account.
- I created a box display for the Netflix Roku and updated the Vudu Roku box to match.
- I updated vendors with new credit card information.
- I updated the Krayon Kiosk iPads and reset the app layouts.

### Planning

- I solicited and reviewed quotes for a PA system from two vendors, ultimately deciding both offers were beyond our budget.
- I began planning the deployment of new security cameras.

## Meetings

- I met with Gail for training use with O365 organization and calendar tools.
- I met with the Safety Committee.
- I Met with Jason.
- I met with the Management Team.
- I met with Chuck from Bluewire to discuss the PA system quote.

## Training

- Outlook: Time Management with Calendar and Tasks; LinkedIn course.
- Q&A with Ryan; Ryan Dowd webinar.
- Autism Training; Little Friends presentation.
- Creating Accessible PDFs; RAILS webinar.
- Windows 11: Administration; LinkedIn Learning course.

## Tickets

- 6 opened, 8 closed, 3 pending

## 12. Marketing Department REPORT

August 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:

### **Fall 2024 Reading Matters (RM) newsletter**

- Completed final check of RM.
- Submitted RM to the printer; received and approved their proof.
- Requested, received and approved a quote from Hagg Press to print and mail the newsletter; reviewed Hagg's final mailing numbers and noted a slight downward trend in postal addresses in Warrenville.
- Alerted staff about key dates for newsletter and event publicity distribution.
- Distributed copies throughout the library, to City and Park District and to local apartments, Emmanuel Baptist church and Ace Hardware.
- Updated website, social media and Message Bee to reflect the current issue of RM.

### **Fall 2024 Event Publicity**

- Finalized slides/flyers, uploaded to Communico, copied slides for Kyrie to post on Facebook and made copies for in-library posting on slat walls.
- Emailed flyers to District 200 and digital slides to the Western DuPage Chamber for use in their platforms.
- Informed MSD staff of new item we are giving out to library card registrants as part of our National Library Card Sign-Up Month promotion.
- Finalized, scheduled and put Sunday Music Matinees promotional materials on display.

### **Summer 2024 events**

- Reviewed photos and video taken of the July 25 concert and posted on social.
- Prepped and distributed all messaging (special eNews, social) that the August 1 concert was cancelled due to bad weather.
- Asked for and received content from Paul on the Zoom recording of our "Charging Your Worth with Confidence" program; posted recording to Facebook and added to eNews.
- Took photos of the August 7 Become An Animal Advocate program; posted on social media and sent several photos to DuPage County Animal Services.
- Used photos and videos Paul took of the August 8 PriSSillas concert and posted to social media.
- Took photos and videos of the August 22 final concert with Heartache Tonight; posted on social media.

### **Content Development**

- Edited text of artist's statement for the latest artwork display in the Quiet Room.
- Based on Kyrie's email to staff about the August Discovery Room theme, wrote an article on the features for eNews and to update the website.
- Wrote content about the role of a Trustee for our Board page as part of updating the page to provide 2025 Consolidated Election information.
- Began editing and writing new content for our new cardholder welcome email series.

### **Logo Redesign Project**

- Got a status update from Duncan regarding the packaging conversion of the Tech To Go collection to the new logo and styling.
- Asked Mary in Member Services to coordinate with Kyrie in Youth to create another copy of the STEAM Kits binder to keep at the MSD. This came after the rebranding of Science

Kits to STEAM Kits and then discovering our old logo on the Science Kits inserts kept at the MSD.

- Asked Julie and Kyrie to square away the Science Kits/STEAM Kits lists that were previously created by librarian staff and that appear in the catalog.

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

- Took photos of several Summer Reading Challenge grand prize drawing winners.
- Worked with Debbie to create custom labels for outreach folders and produced accompanying business cards for a chamber event.
- Updated and simplified Youth Cube and Youth Puzzles signage.
- Created an updated and simplified Youth Display sign template.
- Created an updated apartment outreach sign template.
- Located and provided Julie with a PDF of the 1,000 Books and More Before Kindergarten reading log.
- Continued updates on new cardholder email templates.
- Used various tools to recover a previous version of Library Trustee Election website.
- Created design file for and ordered branded tablecloth from 4imprint.
- Printed more Library Services brochures for MSD.
- Created branded sticker and miniature library cards for Mandy's Under the Sea display.
- Created 8.5x11 versions of the "Get a Library Card" English/Spanish signage.
- Explored better ways of representing the library district map on our website.
- Removed old header, footer and theme templates from the Communico site builder.

### **Community Outreach**

- Prepared Go Box and provided several beach balls and water bottles for National Night Out on August 6; attended NNO, took pictures and posted pictures on social media.
- Prepared a Go Box for Diana to take to the Johnson PTA Community Dinner on August 23. This included new photos and flyers of our Youth area.
- Prepared a Go Box for Mandy to take to outreach at Outreach Warrenville's open house celebration on September 7. This included new photos and flyers of our Teen Lounge.
- Updated a letter included with *Reading Matters* deliveries to apartment complexes requesting a Meet & Greet event to register residents for library cards.

### **Safety Committee**

- Prepared agenda and led August 15 committee meeting, including next steps for the Committee such as training outline and safety drills; agreed to create an article each month in Staff Matters highlighting a different safety topic as a refresher for staff.
- Agreed to create a quiz with Duncan's help for staff to complete every 12 months to make sure they are current with all the safety procedures.
- Prepared and updated electronic files for staff use until paper manual is available.
- Ordered flashlight to keep with other safety supplies.
- Meeting notes taken by Laurie are in the Committee Report section of this packet.

### **Administrative**

- Accessibility policy, forms and webpage: reviewed and gave input on all content; requested that other managers review current accessibility content in the library or on the website to determine if any info needs to be updated and to also submit new content to conform to our style standards.
- Started editing the accessibility content provided by others and asked for another round of review/edits before going any further in creating webpage.
- Starting creating online forms to be used for accessibility request, accessibility complaint and website input.
- Briefly discussed the Marketing Department's role in strategic planning with Jason and sent a follow-up email to him with suggested dates and deadlines for preparing survey and other related publicity.

- Worked with Jason to update the Board of Trustees webpage in advance of the 2025 consolidated election; posted information in eNews.
- Worked with David to produce a summary of data for analysis on checkouts and program attendance during the second half of 2023.
- During August 24 phone outage, contacted Duncan and then rebooted the system per his instructions; let staff know and added (then removed) a website message.
- Met with Paul briefly to review the new branded templates available for use by Public Services staff.

### **Miscellaneous**

- Responded to a request by College of DuPage for the library to act as a collection site for their food pantry needs. This would have been in addition to our current food drive recipient, Immanuel Presbyterian Church Food Pantry. Management Team decided to continue to pass along all the items collected at the library to the Warrenville church.
- Made a sign alerting delivery drivers to deliver to the MSD while library parking area to the west of the building is being reconstructed.
- Ordered the same laminator rolls we have used in the past after determining the most recent type we ordered, with less glare, was harder to work with.
- Put out more pollinator seeds received from the Forest Preserve's community engagement coordinator who conducted outreach at a recent concert; informed MSD staff about the display.
- Asked for and received several suggestions from the Youth Services staff for giveaway items that would be fun for kids ages 5–12 and teens.
- Scheduled posts/slides and put Labor Day Holiday Closings signs on the doors.

**Website** activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In August, asked Laurie to review the Borrowing page of the website and to provide me with updated content and indicate content that needs to be deleted. Also updated the For Kids webpage to include STEAM Kits instead of the former name, Science Kits.

**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 August, paid 12-month Constant Contact subscription fee for \$1116.50. Also, thanked all summer reading challenge participants and posted names of grand prize drawing winners.

**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 August, created several posts of Summer Reading Challenge grand prize winners.

### **Meetings/Webinars**

#### **Kathy**

8/13/24: Management Team Meeting  
 8/15/24: Safety Committee Meeting  
 8/21/24: Board meeting  
 8/24/24: RAILS webinar on Crisis Communication  
 8/27/24: Little Friends Autism Training

#### **David**

8/28/24: Creating Accessible PDFs

### **Publicity Statistics**

**eNews (Constant Contact)**

Subscribers: 6,644

Average open rate: 48%

New Cardholders campaign—average open for 5 sends: 55%

**Social Media**

Facebook Followers: 1,892

Instagram Followers: 542

Popular Instagram post in August:

343 plays, reach = 212.





## 12. MEMBER SERVICES REPORT

August 2024

Submitted by Laurie Rex

<b>Circulation Transaction Location</b>	<b># of transactions</b>	<b>% of transactions</b>
Self Checkout*	7571	52.24%
Aspen catalog/mobile app (Renewals)	138	0.95%
Autorenewals	4834	33.36%
Staff Assisted Checkout	1949	13.45%
<b>TOTAL TRANSACTIONS</b>	<b>14492</b>	<b>100.00%</b>

<b>*Selfcheck Usage Details</b>	<b># of transactions</b>	<b>% of transactions</b>
Selfcheck 1 (Near Member Services Desk)	4350	57.46%
Selfcheck 2 (Near Vending Machine)	3221	42.54%
<b>TOTAL TRANSACTIONS</b>	<b>7571</b>	<b>100.00%</b>

### **Department Highlights**

#### **Curbside**

We had 10 Curbside Pickups with 7 unique users in August

#### **Continuing Education**

Member Services staff participated in 12 hours of Continuing Education in August with 6 of 9 staff members attending the Autism Training seminar.

#### **Meetings & Hiring**

Laurie participated in 1 Management meeting and 1 Safety Committee meeting.

#### **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

August 2024

Submitted by Paul Dobersztyn

### Highlights

- The library hosted **46** total events in August with **865** participants. We hosted 1 passive program that included the Dog Days of Summer Crafts to Go that had **34** participants. We hosted one virtual program that had **127** views.
- The fourth concert was held on 8/8 which featured The Prissillas, hosting around 185 guests. The final concert was held on 8/22 which featured Heartache Tonight, hosting around 280 guests, which was our best attended concert of the summer.
- We tried to reschedule the Valius concert for 8/1, that again was cancelled by the band due to possible inclement weather.
- The final report is being drafted by Paul Dobersztyn and will be submitted in early September.
- Cookies and Cream Cruiser was available to sell food to concert goers at both concerts. Mama Coco's Mobile Cuisine was at the final concert on 8/22.
- Medicare with Dave Wyllly, hosted by Debbie Andrew, boasted a high number of guests with 51 in attendance.
- The Herbal Mocktail program was a big success as well. It was hosted by Miriam Montano hosting 25 guests.
- Our read to a dog program shows steady participation and is well loved by parents and the children reading.
- This was the second month in a row we had to cancel our Cuentos en lavanderia program because of the laundromat being closed.
- 1000 Books Before Kindergarten
  - Total participation:
    - 142 registrants
    - 13 completions
    - 27,746 total books read so far.
- The 100 Books Before High School
  - Total participation since the launch:
    - 46 registrants
    - 1,309 total books read
    - 7 completions so far

### Personnel

- No changes.

### Professional Development

- **20** sessions of CE were completed by the Public Services Department in August.
- **20.5 total** hours of CE were completed.
- Topics covered include: How Libraries are Using AI for Marketing, Understanding the Reader, Genealogy Research Tools and more.
  - A full list can be provided by the Public Services Manager.
- All Public Services staff attended the Little Friends Autism training in August. There will be more training available soon that will be focused on how library's can be better equipped to assist.

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

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

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

- Diana Abraham, Jason Stuhlmann, Ian Stevens, and Paul Dobersztyn represented the library at National Night Out on 8/6 interacting with over 240 people in the community. It was a great turn out and we had a great amount of engagement.
- Debbie Andrew represented the library at the Western DuPage Chamber of Commerce Women in Business Progressive Luncheon on 8/13. She discussed library services and material with several of the participants.
- Paul Dobersztyn attended SWAN Aspen User's chair meeting on 8/6.
- Paul Dobersztyn met with Sheri Porter at the Warrenville Park District to discuss an upcoming grant application regarding a Storywalk project at the Summer Lakes park. The application was submitted by Sheri Porter on 9/5.
- Paul Dobersztyn attended a Management Team meeting on 8/13.
- Taylor Haring and Paul Dobersztyn attended a Safety Committee meeting on 8/15.
- Diana Abraham represented the library at the Gardener School on 7/18 interacting with 72 students.
- Diana Abraham attended the Johnson School Outreach Dinner on 8/22 interacting with over 220 participants.
- Diana Abraham attended the City of Warrenville IDEC meeting on 8/20.
- Tom Hill, Diana Abraham, Taylor Haring, Julie Kurtis, and Mandy Wilson attended a DEI committee meeting on 8/22.
- Tom Hill, Miriam Montano, Taylor Haring, Debbie Andrew and Paul Dobersztyn attended an Adult Services programming meeting on 8/13 for Winter 2024/2025 programming.
- Paul Dobersztyn had a virtual meeting with Mike Reideman of Midwest Tape to discuss new features coming to Hoopla.

## **Non SWAN InterLibrary Loan**

Item Requests Processed: 16; Materials Received: 12; Materials Lent: 16

## 12. Committee Reports

### August 2024

#### DEI Committee

Thursday 8/22/2024

1. Welcome our new DEI Committee members Mandy, Taylor and Diana!
2. Expectations of the DEI Committee
  - a. This is an environment of respect through spirited discussion by making sure our attention is to the speaker, we are participating in a professional manner and conducting ourselves appropriately. What does this mean:
    - i. Listen to what everyone has to say
    - ii. Pay attention to nonverbal communication
    - iii. Maintain good eye contact
    - iv. Minimize distractions aka put your cell phone away
    - v. Practice patience
    - vi. Use verbal and non-verbal cues to encourage each other to share our thoughts.
3. Sign-up for monthly DEI Tidbits
4. Anyone complete the all-staff DEI training from [nonprofitready.org](https://nonprofitready.org)?
5. Autism-friendly city/library: Target date for completion 4/1/2025. The library should have 4-5 obtainable goals to achieve like noise canceling headphones, a quiet, low-lit room for those with sensory overload to regroup, quieter hand drying machines, having fidget toys, etc.
6. New Ideas & open discussion:
  - a. Mandy suggested compiling a separate log for CE training for recommended training to live for easier access for all staff.
  - b. Taylor is the ADA coordinator for WPLD and is willing to share some of her research on new accommodations for members like large keyboards, card holders for games, magnifiers, etc.
  - c. Diana will reach out to contact at IDEC to get links of “digestible chunks” of information for trainings/CE.
  - d. Diana also mentioned the Latinx focus of the new strategic plan and creating goals to meet the community’s needs.
  - e. Find the computer guest pass policy and who has permission to give a computer pass. Mandy has had to do workarounds to help young members print who can’t log into the library’s website with their Chromebook. Julie would like to see stats since the policy was changed to the “OPT OUT” option began. Whatever happened to having an Express computer station to print materials only within a 15-minute time limit and the computer wipe clean when times out.

## Safety Committee

August 24, 2024 Safety Committee Meeting 2:00-2:40 pm

Attendees: Kathy, Paul, Jason, Duncan, Laurie {note taker}, Ian, MaryKellie, Taylor

Absent: Mandy

### Safety Manual Status

- Taylor and Kathy will be working on a physical iteration of manual. Kathy is writing an intro.
- Taylor estimates the end of 2024, or the end of January 2025 for full manual paper copy.
- When finished, printed copies will be given to staff to go in the same binder as the Employee Handbook. There will be extra copies for dedicated safety manuals at services desks, under staff mailboxes and staff lounge.
- Flipbook version of the manual – could have been fun and “David-ized,” but is probably not happening at this point.

### General Updates/Discussion

- Incident Log/Reports
  - Currently in the safety manual, almost everything says “report needed,” but it should really be Incident LOG is always needed and then you should make a REPORT if incident meets the criteria. Each safety document will be updated to add “log always, report Y/N?” If asking a member/visitor to leave the building, yes report. Dead mouse, bird? No report. Kathy to go through docs to adjust.
- Supply checklist
  - Where do we put it? To live in Safety Committee Teams with instructions on how to use.
  - Every 3 months a designated person will go through supplies, checking for missing items, expired items that need replacing.
  - Questions on how to format checklist; by kit, by supply, by location etc. Focus on first aid supplies, checking all first aid kits-under mailboxes, outreach kit, Steam room kit, staff lounge, service desks?
  - We now have a handheld gas detection device that will be kept under the staff mailboxes, which will be added to the water/gas issue document.

### Developing Training Protocols

- Issuing updated procedures to staff - need to verify all updates are put in Teams
- How to make sure all staff know and how to handle updates, ongoing reminders:

- Updates in Teams
- Put reminders/updates in Staff Matters Newsletters - Add 1 topic to Staff Matters Newsletters i.e. Do you know what to do if there is a gas leak?
- Kathy or Duncan to create a form quiz-Kathy to write question{s}/Duncan to format quiz. A question or topic with true/false and/or multiple choice.
- Onboarding
  - Safety Manual added to Employee Handbook binder for onboarding.
  - Go through things with new hires as part of onboarding procedure within the first 2 weeks
  - Safety training done by both HR and manager. Touched on by HR, finalized by manager. Have sign off that new hire has gone through both the Handbook and Manual.
- Safety Drills
  - Discussion - Drills would be good, but how often? Paul suggests fire drill at least once or twice a year, Kathy agrees. Need to finalize an all-staff meeting; and all-day In-Service, quarterly, or maybe monthly, morning meetings
  - Possible types of drills - Fire drill, tornado drill, bomb threat, medical emergency, gas/water issue, active shooter? We are waiting to give drills shape until we scheduled timing to do it. Maybe try to do all staff morning meeting in November for a drill?

### **Original Goals of the Committee**

The Committee reviewed the original goals, and we have met the following:

- Identify safety concern
- Determine procedures
- Write procedures in easily digestible form
- Determine budget
- Determine best method for presentation to staff

**Next meetings:** Committee decided to skip September 19, 2024 meeting. Next meeting is October 17, 2024

## 13. PRESIDENT'S REPORT

### Next Library Meetings or Events as of September 13, 2024

- 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
- Wednesday, December 11, 2024 at 7 pm  
Regular Board Meeting in Library Meeting Room