



## Regular Meeting of the Board of Trustees

Wednesday, October 16, 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 September 18, 2024 Committee of the Whole Meeting
  - p. 4 .... b. Approve Minutes of the September 18, 2024 Budget & Appropriation Hearing
  - p. 5 ... c. Approve Minutes of the September 18, 2024 Regular Board Meeting
  - p. 10 .... d. Receive and file Financial Report for September 2024
8. Regular Agenda
  - p. 16.... a. Approve payments for the period of September 19 – October 16, 2024 **(ACTION)**
  - p. 18 ..... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

- p. 19 ..... a. Review Truth in Taxation (TITA) Public Notice and set Public Hearing for Wednesday, November 20, 2024 at 7 pm **(ACTION)**

10. New Business

- p. 20 ..... a. Approve closing of the Library on Friday, March 7, 2025 for Staff In-Service Day **(ACTION)**

- p. 21 ..... b. Policy #210 Library Cards – temporary library cards (information)

p. 22... 11. Director's Report

p. 25... 12. Department Head Reports

p. 37... 13. President's Report

- a. Next meetings or events

p. 38.... 14. Treasurer's Report

- a. DuPage Foundation donation
- b. Developer Donations
- c. Hotel Tax Grant reimbursement

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  
Committee of the Whole Meeting**  
Wednesday, September 18, 2024, 5:55 p.m.

1. Call to Order – Trustee DuRocher called the meeting to order at 5:56 p.m

2. Roll Call – Trustee DuRocher called roll call:

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

ALSO ATTENDING: Library Executive Director Jason Stuhlmann, Member Services Manager Laurie Rex, staff Gail Smith and Helen Knych

3. Public Comments - none

Trustee Lezon arrived at 5:57 p.m.

4. Attend Little Friends Autism Training via Zoom (no action) – The training began at 6:01 p.m. Trustees and staff watched the training.

Trustee Richardson arrived at 6:05 p.m.

5. Items for Information/Discussion (no action) – none

6. Adjournment

MOTION: Trustee Lezon moved adjourn the meeting at 7:00 p.m. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – none

Absent – none

Motion carried

Respectfully submitted,

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



Budget & Appropriation Public Hearing  
Minutes of the Meeting  
Wednesday, September 18, 2024, 7:00 p.m.

1. Call to order – Trustee DuRocher called the meeting to order at 7:05 p.m.
2. Roll Call - Trustee DuRocher called roll call:

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

ALSO ATTENDING: Library Executive Director Jason Stuhlmann, Assistant to the Director Jackie Davis, 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. Public comments on the Budget & Appropriation Ordinance - none
4. Trustee / Staff Comments on the Budget & Appropriation Ordinance - none
5. Adjournment

*MOTION: Trustee Stull moved to adjourn the meeting at 7:07 p.m. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – none*

*Motion carried*

Respectfully submitted,

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



**Minutes of the  
Regular Meeting of the Board of Trustees**  
Wednesday, September 18, 2024, 7:00 p.m.

1. Call to order – Trustee DuRocher called the meeting to order at 7:07 p.m.

2. Roll Call – Trustee DuRocher called roll call:

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

ALSO ATTENDING: Library Executive Director Jason Stuhlmann, Assistant to the Director Jackie Davis, 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

*MOTION: Trustee Picha moved to approve the agenda as presented. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – none*

*Motion carried*

4. Presentations - none

5. Public comments - none

6. Correspondence - none

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the August 21, 2024 Regular Board Meeting
- b. Receive and file Financial Report for August 2024
- c. Adopt Ordinance #24-25-02 Budget & Appropriation Ordinance for 2024-2025 Fiscal Year and Certificate of Authenticity
- d. Adopt Resolution #228 - Resolution to Determine Estimate of Funds Needed for 2024-2025 Fiscal Year
- e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2024-2025 Fiscal Year

*MOTION: Trustee Lezon moved to approve the consent agenda as read. Trustee Picha 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 August 22 – September 18, 2024

*MOTION: Trustee Stull moved to approve invoices in the amount of \$55,716.51 for the period of August 22, 2024 through September 18, 2024 including electronic payments and checks #10031 through 10178. Trustee Warren 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 \$200,000.00 from commercial checking account to operating checking account. Trustee Lezon seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – none*

*Motion carried*

## 9. Unfinished Business

- a. Approve & Adopt new Policy #330 Accessibility

Director Stuhlmann stated that the DEI Committee reviewed this policy and there were no corrections made.

*MOTION: Trustee Stull moved to approve and adopt new Policy #330 Accessibility as presented, effective immediately. Trustee Richardson seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – none*

*Motion carried*

10. New Business

a. Review first draft of Levy Ordinance and Truth in Taxation Notice

Director Stuhlmann explained that maximizing the levy increases each year allows us to continue to budget for competitive salaries and benefits and to keep up with other increased costs such as building maintenance and subscription fees.

He also explained that by law, the Property Tax Extension Limitation Law (PTELL) will mean our final tax extension will reflect an increase by the lower of either 5% or whatever the Consumer Price Index rate is, which is 3.4% this year.

Director Stuhlmann stated he calculated the proposed levy ordinance to be a total of \$2,578,421, an 11% increase over 2023. This does not mean a property owner's library taxes will increase by 11%, it is just a method used to capture new construction, growth and increased home value.

The Truth in Taxation Public Hearing will be held at 7 pm on Wednesday, November 20.

b. Approve Minor Bank Account Changes

Director Stuhlmann stated he and Assistant to the Director Jackie Davis visited Fifth Third Bank to inquire about a higher percentage rate on our accounts.

After review the banker suggested changing our Business Banking accounts to Public Funds accounts which are more appropriate for our organization. This change would also increase the APY on our saving account to 2.0% and would lower the monthly fee. This would nearly double our current interest rate.

These changes are entirely "back office" and do not change our account numbers, checks or anything else.

*MOTION: Trustee Stull moved to approve staff to have our current bank, Fifth Third, change our savings account to a Public Funds Maxsaver account and our checking account to a Business Advantage Public Fund account. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – none*

*Motion carried*

11. Director's Report

Strategic Plan Update

Director Stuhlmann distributed a timeline for the new Strategic Plan the committee drafted today. They will be working on surveys and focus groups for staff, board and the community. More information will forthcoming at the October board meeting.

A Committee of the Whole (COW) meeting will be planned for the board. Trustee Stull stated in the past these meetings were normally held on a Saturday. Trustee DuRocher feels a one hour COW meeting will be sufficient.

2025 Consolidated Elections

Trustee DuRocher asked if the two trustees up for reelection will be running. Trustee Lezon stated she will be and Trustee Richardson stated she will not be running again.

Trustee Schmidt knows a few people who may be interested in running for the position.

The trustees discussed trying to attract more diversity for the board.

12. Department Head Reports

Trustee Picha thanked the department heads for their reports.

Trustee Picha asked Jackie Davis why Oakbrook Mechanical was called out for the HVAC and how much was the bill. Ms. Davis explained the maintenance staff had called due to compressors not functioning. The bill was \$549.00

Trustee Picha asked Ms. Gaydos what items the Safety Committee is providing in the first aid kits. She stated that sometimes supplying certain items can have a legal impact. Ms. Gaydos stated there is a safety kit, first aid kit and Band-Aids are available at the public desks.

Trustee Stull asked if there are limitations on a staff person giving another person an aspirin, etc.

Trustee Lezon stated if 911 has been called and they are directing a staff person to give someone an aspirin the staff person should.

Director Stuhlmann stated that we do not have any drugs for public kits.

13. President's Report

Trustee DuRocher stated the upcoming meetings.

- Wednesday, October 16 @ 7 p.m.
- Wednesday, November 20 @ 7 p.m. – Truth in Taxation Public Hearing and Regular Board meeting
- Wednesday, December 11 at 7 p.m.

14. Treasurer's Report – everything looks good



15. Secretary's Report – everything looks good

16. Committee Reports – no report

17. Trustee Comments

Trustee Richardson stated she was at the Naperville Library and noticed that they have bike locks available to use.

Trustee Schmidt appreciated the autism training. She stated having fidgets and noise cancelling items are good to have on hand to distribute during a program. She also stated it is helpful to have visual instructions at the self-checkout machines.

Trustee Stull thanked the Board for their best wishes and flowers she received following her surgery.

18. Items for information and/or discussion - none

19. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the meeting at 8:10 p.m. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – none*

*Motion carried*

Respectfully submitted,

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

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**27 W 751 STAFFORD PL**

**WARRENVILLE, IL 60555**

**SEPTEMBER 30, 2024**

WARRENVILLE LIBRARY INCOME  LEVY	SEPTEMBER 2024		FUND BALANCES			UNAUDITED FUND BAL 6/30/2024	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED							
CORPORATE	2,325,758	100.0000%	1015875	2,271,064	97.65%	868,157	0	16,333	44,683	170,172	548,627	2,635,277
TOTAL TAX (LEVIED)	2,325,758	100.00%	1015875	2,271,064	97.65%	868,157	0	16,333	44,683	170,172	548,627	2,635,277
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%	1015875	2,271,064	97.65%	1,454,285	0	16,333	44,683	170,172	548,627	3,221,405
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: September 2024**  
**Corporate Fund**

	Corporate Fund Month Ended Sep 30, 2024	Corporate Fund 12 Months Ended Jun 30, 2025	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 1,015,875.49	\$ 2,271,063.76	\$ 2,325,758.00	\$ 54,694.24	97.65 %
Copier	429.17	1,763.02	6,000.00	4,236.98	29.38 %
Extended Use Fees	23.00	46.00	0.00	(46.00)	
Fees	10.00	10.00	150.00	140.00	6.67 %
TIF Funds	0.00	0.00	50,000.00	50,000.00	0.00 %
Interest	4,311.02	8,670.72	10,000.00	1,329.28	86.71 %
Book Sales	0.00	0.00	500.00	500.00	0.00 %
Lost Books	432.33	1,233.55	2,500.00	1,266.45	49.34 %
Creator Cart	31.41	91.42	0.00	(91.42)	
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	11,096.00	11,096.00	14,542.00	3,446.00	76.30 %
Grants - Per Capita	0.00	20,932.56	20,791.00	(141.56)	100.68 %
Developer Donations	0.00	0.00	10,000.00	10,000.00	0.00 %
	<b>1,032,208.42</b>	<b>2,315,746.44</b>	<b>2,442,341.00</b>	<b>126,594.56</b>	<b>94.82 %</b>
<b>Expenses</b>					
Sal. - Administration	19,766.01	60,049.89	260,000.00	199,950.11	23.10 %
Sal. - Member Services	19,748.13	58,310.51	273,000.00	214,689.49	21.36 %
Sal. - Maintenance	2,738.83	8,202.83	36,000.00	27,797.17	22.79 %
Sal. - Marketing	9,534.29	28,449.33	125,000.00	96,550.67	22.76 %
Sal. - Public Services	38,104.24	115,811.14	506,000.00	390,188.86	22.89 %
Sal. - IT	4,923.75	14,673.75	64,000.00	49,326.25	22.93 %
Sal. - Technical Services	7,466.18	22,371.57	98,000.00	75,628.43	22.83 %
I.M.R.F. - Expense	8,082.60	23,753.65	114,000.00	90,246.35	20.84 %
Fica - Expense	7,562.20	22,765.00	104,000.00	81,235.00	21.89 %
Unemp. Comp.	0.00	191.59	1,025.00	833.41	18.69 %
Op - Mat'l Processing/Tech	381.46	2,410.05	9,600.00	7,189.95	25.10 %
Op - Mat'l Processing/Circ	0.00	8.33	3,450.00	3,441.67	0.24 %
Op - Postage	17.60	1,570.00	5,070.00	3,500.00	30.97 %
Op - Office Supplies	69.96	692.58	3,215.00	2,522.42	21.54 %
Op - Bank Fee's	370.91	511.67	1,600.00	1,088.33	31.98 %
Op - Automation Supplies	116.15	1,018.60	4,250.00	3,231.40	23.97 %
Op - Publishing	0.00	50.60	1,250.00	1,199.40	4.05 %
Equip. - Purchases	691.65	2,144.94	10,470.00	8,325.06	20.49 %
Equip. - Maintenance	23.03	68.25	500.00	431.75	13.65 %
Auto. - Software	0.00	7,078.98	16,175.00	9,096.02	43.76 %
Auto. - Purchases	0.00	255.64	5,500.00	5,244.36	4.65 %
Auto. - Maintenance	710.30	12,380.47	49,550.00	37,169.53	24.99 %
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	10,169.51	31,399.46	147,000.00	115,600.54	21.36 %
Pd - Recruiting	0.00	0.00	1,000.00	1,000.00	0.00 %
Pd - Staff Appreciation	14.98	61.39	4,450.00	4,388.61	1.38 %
Pd - Staff / Tuition Reimburse	0.00	0.00	1,800.00	1,800.00	0.00 %
Pd - Staff / Dues	0.00	704.00	3,900.00	3,196.00	18.05 %
Pd - Staff / Meetings	406.99	1,415.99	14,260.00	12,844.01	9.93 %
Pd - Staff / Transportation	134.01	166.17	2,750.00	2,583.83	6.04 %
Pd - Trst / Mtgs	550.00	550.00	700.00	150.00	78.57 %
Pd - Trst / Transportation	0.00	0.00	250.00	250.00	0.00 %
Pd - Trustee Misc.	29.21	40.01	700.00	659.99	5.72 %
Cont. - Lawyer	0.00	0.00	3,500.00	3,500.00	0.00 %
Cont. - Accounting	1,078.24	5,115.33	15,244.00	10,128.67	33.56 %

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

**Period Ending: September 2024**

**Corporate Fund**

Cont. - Collection	68.95	157.60	300.00	142.40	52.53 %
Cont. - Audit	3,000.00	3,000.00	8,600.00	5,600.00	34.88 %
Cont. - Consultants	0.00	0.00	15,250.00	15,250.00	0.00 %
Lib. Mat. - Adult Books	3,771.90	10,721.42	52,500.00	41,778.58	20.42 %
Lib. Mat. - Youth Books	2,650.94	9,781.87	39,000.00	29,218.13	25.08 %
Lib. Mat. - Adult AV	725.49	1,973.98	13,000.00	11,026.02	15.18 %
Lib. Mat. - Youth AV	594.56	1,202.91	5,500.00	4,297.09	21.87 %
Lib. Mat. - EBooks	4,921.14	17,428.06	66,700.00	49,271.94	26.13 %
Lib. Mat. - Periodicals	0.00	10,066.98	9,535.00	(531.98)	105.58 %
Lib. Mat. - Internet Subscript	6,629.38	25,715.18	29,280.00	3,564.82	87.83 %
Ps - Programs Adult	623.62	2,315.24	12,500.00	10,184.76	18.52 %
Ps - Programs Youth	374.20	1,194.18	9,500.00	8,305.82	12.57 %
Ps - Hotel/Motel	346.00	7,396.00	14,542.00	7,146.00	50.86 %
Ps - Refunds / Fines / Fees	14.99	27.98	500.00	472.02	5.60 %
Ps - Printing	2,189.16	2,189.16	11,600.00	9,410.84	18.87 %
Ps - PR / Publicity	1,254.11	1,438.39	11,360.00	9,921.61	12.66 %
Ps - Misc.	0.00	0.00	500.00	500.00	0.00 %
Maintenance	2,740.00	8,849.93	55,520.00	46,670.07	15.94 %
Maintenance Supplies	40.45	40.45	2,000.00	1,959.55	2.02 %
Security	360.00	1,098.93	12,360.00	11,261.07	8.89 %
Gas	208.25	636.54	7,500.00	6,863.46	8.49 %
Snow Removal	0.00	0.00	21,000.00	21,000.00	0.00 %
Hvac	549.00	549.00	12,600.00	12,051.00	4.36 %
B & M - Water / Sewer	0.00	342.40	1,800.00	1,457.60	19.02 %
Electricity	4,260.38	12,776.79	45,000.00	32,223.21	28.39 %
Telephone	1,256.50	4,221.34	18,500.00	14,278.66	22.82 %
Janitorial Supplies	52.99	633.39	3,300.00	2,666.61	19.19 %
B & M - Landscape Maint	850.00	2,648.00	14,255.00	11,607.00	18.58 %
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>170,172.24</b>	<b>548,627.44</b>	<b>2,578,421.00</b>	<b>2,029,793.56</b>	<b>21.28 %</b>

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

Period Ending: September 2024

Special Reserve Fund

	Special Reserve Fund Month Ended Sep 30, 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**  
 Sep 30, 2024

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	260,641.17
Fifth Third 8004	<u>2,966,930.21</u>
	3,228,056.38

General Fixed Assets	<u>\$ 5,235,092.00</u>
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<b>TOTAL ASSETS</b>	<b><u><u>\$ 8,463,148.38</u></u></b>
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**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>6,649.75</u>
	6,649.75

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,270,000.00</u>
	1,276,649.75

**EQUITY**

Fund Balance	<u>\$ 7,186,498.63</u>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>\$ 8,463,148.38</u></u></b>
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## **8a. REGULAR AGENDA**

Approve payments for the period of September 19 – October 16, 2024  
**(ACTION)**

A partial bill list (bills received as of October 10, 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**  
**September 19 - October 16, 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
10/16/2024	10179	Accounting Services, Inc.	-612.00
10/16/2024	10180	Ambius	-347.00
10/16/2024	10181	AT&T	-366.47
10/16/2024	10182	Baker & Taylor	-1,965.09
10/16/2024	10183	Baker & Taylor	-264.70
10/16/2024	10184	Baker & Taylor	-2,924.42
10/16/2024	10185	Baker & Taylor	-238.94
10/16/2024	10186	Baker & Taylor	-35.81
10/16/2024	10187	Bloomscapes Landscaping, Inc.	-535.00
10/16/2024	10188	Davis, Jackie	-13.94
10/16/2024	10189	Direct Energy Business	-4,352.57
10/16/2024	10190	Kenny-Sumrak, Kyrie	-47.58
10/16/2024	10191	Konica Minolta Business Solutions	-21.96
10/16/2024	10192	LIMRICC Purchase of Health Insurance Prog	-14,382.57
10/16/2024	10193	Linkedin Corporation	-2,500.00
10/16/2024	10194	Midwest Tape	-2,918.26
10/16/2024	10195	Midwest Tape	-351.39
10/16/2024	10196	Midwest Tape	-317.38
10/16/2024	10197	Naperville Area Humane Society	-25.00
10/16/2024	10198	Ollis Book Corporation	-326.93
10/16/2024	10199	OverDrive	-1,500.00
10/16/2024	10200	OverDrive	-1,960.71
10/16/2024	10201	Demco	-162.88
10/16/2024	10202	Peregrine, Stime, Newman, Ritzman & Bruck	-450.00
10/16/2024	10203	S&S Worldwide	-178.78
10/16/2024	10204	Sams Club	-72.37
10/16/2024	10205	Service Master Commercial Cleaning	-2,663.00
10/16/2024	10206	van Nuis, Petra	-450.00
10/16/2024	10207	Wheaton Park District	-75.00
10/16/2024	10208	Wilson, Amanda	-44.37
09/19/2024	Electronic	Northern Illinois Gas	-208.25
09/19/2024	Electronic	Paylocity	-329.05
09/27/2024	Electronic	Konica Minolta Premier Finance	-407.00
09/27/2024	Electronic	Konica Minolta Premier Finance	-259.65
09/30/2024	Electronic	AFLAC	-141.45

**-41,449.52**

## **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 Truth in Taxation (TITA) Public Notice and set Public Hearing for Wednesday, November 20, 2024 at 7 pm (ACTION)

*Suggested motion: Move to approve the Truth in Taxation Public Notice and set the Public Hearing for Wednesday, November 20, 2024 at 7 pm.*

**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.

## **10a. NEW BUSINESS**

Approve closing of the library on March 7, 2025 for a Staff In-Service Day  
(ACTION)

***Suggested motion: Move to approve the closing of the library on March 7, 2025 for a staff in-service day.***

### **Staff In-Service Day**

Staff in-service days are a great opportunity to have training and presentations for staff without worrying about being open to the public. The Library's last in-service day was March 2024.

The management team has discussed and would like to close on Friday, March 7, 2025 for our next in-service day. While still in the planning stages, we are hoping to have some safety/emergency drills, some DEI training, and other informational presentations. This also gives departments a chance to meet without needing to worry about staff coverage.

## **10b. NEW BUSINESS**

### **Policy #210 Library Cards addition of temporary cards (information)**

#### **Temporary Cards**

In ongoing attempts to review how we can make the library more accessible, we are considering adding temporary library cards.

Last year, it was suggested to me at a Chamber event that there was potential in partnering with the Northwestern Medicine Cancer Center in Warrenton to provide library services to those here temporarily receiving treatment. This summer, we had someone staying in a Warrenton hotel for a month or two for work who inquired about getting a temporary library card. This summer we also had a woman experiencing homelessness ask about getting a library card.

While there definitely need to be some limits and restrictions, we would like to craft a temporary library card for our Library Card Policy. Laurie has already done some research, and several libraries in SWAN have some form of this, which offers lots of ideas and considerations.

Before we worked much more on this, I just wanted to get the Board's feeling about this idea, and make sure it is something that you would support us adding.

## **Day of the Dead Ofrendas**

Each year the library successfully partners with Warrentville agencies and organizations to host multiple Day of the Dead ofrendas throughout the library. Last year the Board expressed interest in participating for the next time. Is the Board interested in putting together an ofrenda table for this year's Day of the Dead?



## **Banking**

We have now switched over to the proper bank accounts at 5/3 Bank, and our APY has increased to 1.89% from 1.1%, which was a little short of what we were expecting. But regardless, our interest jumped from \$2,114 in August to \$4,311 in September, which is still a great increase.

## **Web Accessibility update**

While there is more to do regarding the website, we have made solid strides in towards providing some of the recommended basics of accessibility:

- The Board approved a new Accessibility policy in September.
- In October we added a new Accessibility page to our website, which:
  - Posts our new policy
  - Has information about our ADA Coordinator and submitting a Request for Accommodation Form or Accessibility Complaint Form
  - Information about our web accessibility goals, including a suggestion form
  - Information about assistive and adaptive technologies at the library, which we plan on growing
  - Information about helpful collections and services
- David is now adding alternative text to all new images added to the website and is methodically going through the site to add alternative text to existing images.
- We will be adding the same request for accommodation statement from Reading Matters into the Comminco calendar listings moving forward.

A big thank you to Kathy and David for all their help.

## Miscellaneous

- The auditors were here on September 24 finishing up their fieldwork. Jackie and I assisted them with final items.
- Jackie purchased and Ly installed a new bulletin board at the Stafford entrance. The old one was water stained and looking worn.
- The City finished resurfacing our Stafford parking, sidewalk, and dumpster area, though they do still need to come back to add permanent striping to the parking spaces.
- Duncan has replaced the Teen Lounge security camera, moved our lower-level lobby camera to have a better view, and added new cameras to the lower-level staff entrance and Discovery Room.

## Meetings & Programs for September

- One-on-one meetings with Managers
- SWAN Quarterly Meeting
- Management Team Meetings (September 10 & 24)
- Fire District's 9/11 Ceremony (September 11)
- Strategic Planning Committee Meeting (September 18)
- Meetings with Ian to review Personnel Handbook policies (September 19 & 25)
- SWAN Fireside Chat (September 24)
- CUSD 200 Local Government Breakfast (September 27)

## Trainings & Webinars for September

- Little Friends Autism Friendly City Training (September 18)
- Niche Academy
  - Don't I Have a Right Not to be Offended?
- Ryan Dowd
  - How to Coach Your Staff on De-Escalation
- KnowBe4
  - Ransomware Ready
  - Insights From A Hacker: Social Engineering Red Flags
  - Inside Man – Season 1
- Bywater Conference – Unlocking the Future: AI Innovations in Libraries
  - AI Literacy Made Easy: A Practical Toolkit for Public Libraries
- ILEAD Portal
  - Policies for Public Libraries

STATISTICAL SNAPSHOT	Sept 2024	Aug 2024	July 2024	June 2024	May 2024	April 2024	March 2024	Feb 2024	Jan 2024	Dec 2023	Nov 2023	Oct 2023	Sept 2023
<b>TOTAL CIRCULATION (physical items)</b>	<b>12,643</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>
WPLD items checked out at WPLD	6,966	7,835	8,805	9,429	7,197	7,183	8,547	7,289	7,917	7,115	7,468	7,493	7,425
Auto-renewals of WPLD Items	4,100	4,834	4,812	3,952	4,260	4,784	4,698	4,122	4,266	4,558	4,316	5,197	4,560
Other Library Items Checked out at WPLD	1,677	1,823	1,750	1,738	1,600	1,700	1,751	1,721	1,662	1,418	1,569	1,761	1,712
<b>DOWNLOADABLE CIRCULATION</b>	<b>3,564</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>
OverDrive/Libby	1,887	1,903	1,920	1,897	1,801	1,823	1,869	1,869	2,070	1,767	1,696	1,804	1,767
OverDrive (magazines) fka RB Digital	310	220	332	282	364	232	393	413	513	434	398	405	158
Hoopla	1,367	1,458	1,297	1,382	1,277	1,236	1,282	1,413	1,456	1,273	1,299	1,360	1,346
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	1,500	1,750	1,667	1,646	1,510	1,629	1,668	1,653	1,569	1,354	1,492	1,674	1,614
Received from Non-SWAN Libraries	35	12	16	15	25	22	23	12	12	7	10	15	8
Sent to SWAN Libraries	1,673	1,731	1,788	1,519	1,483	1,542	1,441	1,696	1,686	2,362	1,647	1,726	1,617
Sent to Non-SWAN Libraries	17	16	21	26	11	17	18	9	11	16	17	19	24
<b>COLLECTION</b>													
Physical Materials Added	408	533	457	650	455	514	498	525	530	455	643	626	638
Physical Materials Withdrawn	298	268	1,235	674	222	433	636	373	1,664	343	295	167	1,795
Total Collection Size	146,408	146,256	146,784	146,642	146,014	146,135	145,364	149,592	149,021	148,309	147,695	145,815	146,872
Physical materials	75,405	75,470	76,147	76,091	75,578	75,712	75,884	76,548	76,634	76,386	76,226	75,863	77,410
OverDrive books	49,995	49,912	49,901	49,915	49,914	49,994	49,246	52,959	52,499	52,223	51,941	50,887	50,575
OverDrive audiobooks	21,008	20,874	20,736	20,636	20,522	20,429	20,234	20,085	19,888	19,700	19,528	19,065	18,887
<b>PROGRAMS</b>													
Number of Adult Programs	16	22	18	17	20	21	21	23	18	15	16	23	16
Adult Program Attendance	255	1,776	558	340	126	353	190	250	137	154	210	269	168
Number of Teen Programs	7	8	8	9	6	6	10	10	7	11	8	7	9
Teen Program Attendance	40	45	33	49	32	23	56	60	21	52	37	40	55
Number of Youth Programs	30	16	23	28	16	24	24	30	24	21	25	30	30
Youth Program Attendance	538	205	460	773	255	442	478	577	362	338	471	530	428
Book-A-Librarian Sessions	14	13	14	14	14	14	14	14	14	14	14	14	14
Book-A-Librarian Attendance	2	4	2	6	4	6	7	5	3	3	3	3	5
<b>OUTREACH</b>													
Adult Outreach Events	1	2	0	1	1	2	1	1	0	0	0	0	0
Adult Outreach Attendance	15	130	0	92	65	102	9	12	0	0	0	0	0
Teen Outreach Events	1	1	0	0	0	0	0	0	0	0	0	0	0
Teen Outreach Attendance	30	40	0	0	0	0	0	0	0	0	0	0	0
Youth Outreach Events	3	2	1	2	8	5	0	3	1	0	1	5	2
Youth Outreach Attendance	284	320	72	425	798	267	0	199	42	0	262	504	48
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	9,473	9,424	9,360	9,316	9,222	9,180	9,141	9,484	10,519	10,474	10,446	10,436	10,394
Resident Cards Issued In Person	54	74	55	103	45	42	56	51	52	28	24	54	64
Online Cards Issued	18	15	9	12	13	14	13	14	14	16	14	13	7
<b>VISITOR COUNT</b>	<b>8,635</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>STUDY ROOM USES</b>	<b>320</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>MEETING ROOM USES (public)</b>	<b>2</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>CURBSIDE PICKUPS</b>	<b>8</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>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	505	563	605	478	452	561	564	540	428	526	458	544	518
Wifi Sessions	2,432	2,544	3,431	2,303	2,498	2,450	2,444	2,581	2,297	2,184	2,415	2,663	2,591
Website Visits	10,833	14,797	12,815	17,814	13,086	12,443	12,949	13,523	12,835	11,023	11,003	10,676	10,164
<b>MARKETING</b>													
eNews Subscribers	6,625	6,644	6,565	6,555	6,505	6,467	6,474	6,479	6,316	6,295	6,375	6,346	6,341
eNews Open Rate	47%	48%	41%	48%	50%	51%	46%	46%	49%	53%	47%	52%	46%
Facebook Followers	1,898	1,892	1,884	1,878	1,861	1,856	1,828	1,798	1,790	1,783	1,770	1,763	1,753
Instagram Followers	543	542	536	532	529	528	522	516	513	509	507	505	492



## 12. ACQUISITIONS & CATALOGING REPORT

September 2024

Submitted by MaryKellie Marquez

### Collection Maintenance

- 408 items created
- 298 items discarded
- 80 items repaired
- 95 discs cleaned

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

### MaryKellie

- Achieve Engagement, "If It's Happening in the World, It's Happening at Work" 9/4/24.
- Achieve Engagement, "Leading the Way to Inclusion: Accountability and Action for DEI Success" 9/4/24.
- KnowBe4, "Insights from a Hacker: Social Engineering Red Flags and Ransomware Ready" 9/6/24.
- KnowBe4, "Ransomware Ready" 9/6/24.
- LACONI, "The Dark Side of Management: May the HR Force Be with You" 9/13/24.
- LACONI SAAM, "Documentation is Communication" 9/16/24.
- ByWater Solutions, "Unlocking the Future: AI Innovations in Libraries (Day 2)" 9/17/24.
- ByWater Solutions, "Unlocking the Future: AI Innovations in Libraries (Day 1) (recordings)" 9/19/24.
- Niche Academy, "LinkedIn for Librarians (recording)" 9/24/24.
- NoveList, "AI & Marketing for Libraries (recording)" 9/25/24.
- Ryan Dowd Training, "Effectively Managing Problematic Behavior with Compassion (recording)" 9/26/24.
- Ryan Dowd Training, "Homelessness is a Housing Problem: A Conversation with Gregg Colburn" 9/26/24.
- Ryan Dowd Training, "Migrants: A Talk with Sheri Laigle" 9/26/24.
- Achieve Engagement, "Harnessing AI for a More Sustainable Future" 9/26/24.
- Niche Academy, "ChatGPT: Engaging with Generative AI" 9/28/24.
- Ryan Dowd Training, "Drunk or High: How to De-Escalate Someone who is Under the Influence" 9/28/24.

### Gail

- Ryan Dowd refresh series
- KnowBe4 training
- SWAN Acq. Zoom
- Strategic Planning Committee meeting
- City Autism training
- Crafting for Tom's baby shower

## **MaryKellie's Meetings:**

- LLF Winter/Spring 2025 Titles to Highlight 9/9/24.
- One-on-One with Jason Stuhlman, 9/10/24 and 9/16/24.
- Management Meetings, 9/10/24 and 9/24/24.
- Co-chair SWAN ACUG meeting, 9/12/24.
- ICAMP Recruitment meeting, 9/13/24.
- LJ Fall Mystery Preview, 9/16/24.
- SWAN, "Getting Involved with User Groups" 9/18/24.
- Board meeting, 9/18.24.
- iCAMP Orientation meeting, 9/19/24.
- Phone meeting with iCAMP mentor, Gwen Bumpers, 9/19/24.
- Facilitator, ATLAS MMRT meeting, 9/20/24.

## **12. HUMAN RESOURCES**

**September 2024**

**Submitted by Ian Stevens**

### **Highlights**

- Completed comprehensive survey for HR Source relating to benefits which will be used for an aggregated data national industry report.
- Attended first meeting of the newly founded Strategic Planning Team committee.

### **Staff/Recruiting**

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

### **HR Procedures**

- Ran payrolls in Paylocity on 9/1 and 9/15.
- Sent IMRF payroll info to accountant 9/19. Submitted August IMRF Wage Report 9/4.
- The handbook is reviewed before going to HR Source. Jason and I have been meeting a few times a week to review and make updates. Next will be reviewed by HR Source attorneys for law compliance.
- Creating employee ADA accommodation request forms for staff to utilize along with manager input forms.
- LIMRiCC Smartsheet submitted for employee benefit rates in preparation for November's open enrollment for 2025 benefits.

### **Meetings**

- Management Team meetings on 9/10 and 9/24.
- Met with the Jason for our monthly meeting to discuss any HR matters 9/11.
- Attended Board meeting 9/18.
- Meet with various staff 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**

- KnowBe4 – Hacker and Ransomware security 9/5
- Niche Academy - LinkedIn for Librarians 9/20
- Paylocity – Time and Labor Tools 9/25
- UpStart HR/Lighthouse - How Employees Learn, Grow, and Stay 9/17
- HR Source – The Hotline 9/5
- AskJan.org - Motor Team and ADA 9/12

### **Future**

- Signed up for HR Source Law Conference taking place in November at Northern Illinois University Naperville Campus on 11/7/24

## 12. IT DEPARTMENT REPORT

September 2024

Submitted by Duncan Jones

### User Support

- I helped staff with unverified emails questions, accessing MRC files, Baker and Taylor file download issues, Zebra printers, Visible account dropping a device, phishing emails, the locations of saved documents, and lines on the public scanner.

### Troubleshooting

- I worked with TBS to resolve an issue with Print From Anywhere not receiving jobs from email or website link.
- I investigated an unusually large amount of print job overrides.
- I reached out to our firewall vendor for support with the crashes.
- I resolved an issue with Adobe products needing a GPU driver update.
- I followed up with Paul about an issue with Web printing via email. It seemed to be temporary or a single member issue.

### Project/Goal

- I renewed service for several hotspots and blocked and unblocked hotspots at Member Services request.
- I ordered additional cameras and began installing them.
- I continued testing Windows 11 and added Windows 11 settings to Group Policy.
- I updated various servers, public PCs, catalog PCs, WiFi controller, wireless access points, and the camera controller.
- I installed NVDA accessibility software on public PC AS1 for testing.
- I created a shared email for Fancon at Paul's request.
- Worked with Paul to create a form for incident logging for staff use.

### Planning

- I began preparing for a Makerspace meeting to review our decisions and adjust to its actual needs.

### Meetings

- I met with Kathy to go setup ADA form and result.
- I met with Strategic Planning group.
- I met with Management Team.
- I met with Mary to re-setup her MFA.

### Training

- Unlocking the Future: AI Innovations in Libraries; ByWater webinar
- Windows 11 Security; LinkedIn Learning course

### Tickets

- 6 opened, 6 closed, 3 pending

## 12. MEMBER SERVICES REPORT

September 2024

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	6837	54.08%
Aspen catalog/mobile app (Renewals)	131	1.03%
Autorenewals	4100	32.43%
Staff Assisted Checkout	1575	12.46%
TOTAL TRANSACTIONS	12643	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	3771	55.16%
Selfcheck 2 (Near Vending Machine)	3066	44.84%
TOTAL TRANSACTIONS	6837	100.00%

### Department Highlights

#### **Curbside**

We had 8 Curbside Pickups with 5 unique users in September.

#### **Continuing Education**

Member Services staff participated in 8.75 hours of Continuing Education in September.

#### **Meetings & Hiring**

Laurie participated in 2 Management meetings in September.

#### **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.

Researched and collated information to assist on deciding if we want to add temporary library cards.

## 12. PUBLIC SERVICES REPORT

September 2024

Submitted by Paul Dobersztyn

### Highlights

- The library hosted **54** total events in September with **803** participants. We hosted 1 passive program that included the Crafts to Go: Autumn Equinox that had **30** participants. We hosted one virtual program that had **69** views.
- We hosted our first Sunday Music Matinee on 9/15 featuring Guitarra Azul. We hosted **33** guests for the concert. Bookmarks were handed out for future shows.
- The 11/10/24 concert had to be rescheduled for 11/3. There was a scheduling conflict on the band's part. The Marketing department updated the in-house flyers, sent out updates on eNews and the bookmarks were edited to reflect the date change.
- The Chef Dave program was a big success as well. It was hosted by Paul Dobersztyn and was attended by 45 guests.
- The How to Make Fresh Hot Sauce program was rescheduled from August, but was cancelled by the presenter in September. We are looking to book the program for Spring.
- Our read to a dog program continues to show steady participation and is well loved by parents and the children reading. We had **14** readers this month.
- The Youth Services programs are continually well attended and high regarded. We introduced a new Chess program, being taught by Elite Chess, and we had **11** participants in our first effort and I can see that program gaining popularity as we continue to host it. Julie Kurtis hosted the Taylor Swift party that was extremely popular.
- The Fandom Convention Planning Committee met on 9/23. We have set the date for the event, May 10, 2025 and officially named it WPLD FanCon. We have been attending Fan Fests at other local libraries for research including White Oak's Comicopolis and Tinley Park's FanFest. We have already reached out to potential sponsors and received some giveaways already. We have 11 vendors fill out our interest survey. The deadline for entries is December. We've also talked to possible food vendors and entertainment for the day.
- 1000 Books Before Kindergarten
  - Total participation:
    - 142 registrants
    - 13 completions
    - 29,327 total books read so far.
- The 100 Books Before High School
  - Total participation since the launch:
    - 49 registrants
    - 1,335 total books read
    - 8 completions so far

### Personnel

- No changes.

## **Professional Development**

- **22** sessions of CE were completed by the Public Services Department in September.
- **15.5 total** hours of CE were completed.
- Topics covered include: Ransomware Ready, Amazing Picture Books, How to Coach your Staff on De-Escalation, 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: 4 / Teen Volunteers: 0

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

- Mandy Wilson represented the library at Outreach: Warrenville's open house on 9/7. She interacted with 30 participants.
- Paul Dobersztyn submitted the FY26 Concerts on the Commons and FY26 Sunday Music Matinee grant applications on 9/9.
- Paul Dobersztyn met with Kathy Gaydos and David Cassara on 9/12 to discuss the Winter 24/25 Reading Matters newsletter content.
- Debbie Andrew represented the library at the Western DuPage Chamber of Commerce meeting on 9/12, interacting with 15 guests.
- Diana Abraham attended the City of Warrenville's IDEC meeting on 9/17.
- Diana Abraham provided short library tours for 2 Transitions classrooms on 9/17 hosting 27 total students.
- Diana Abraham, Julie Kurtis, Taylor Haring, Mandy Wilson and Paul Dobersztyn attended the Strategic Planning Meeting on 9/18.
- Diana Abraham represented the library at the Johnson School Dinner on 9/19 interacting with 257 participants.
- Paul Dobersztyn attended Management Team meetings on 9/10 & 9/24.
- Julie Kurtis, Mandy Wilson, Taylor Haring, Paul Dobersztyn and David Cassara attended the Fandom Convention Planning Committee on 9/23.
- Paul Dobersztyn submitted the final report for the FY25 Concert on the Commons grant on 9/23, we received the check a few days later.
- Paul Dobersztyn met with Kyrie Kenny-Sumrak on 9/24 to train on ebook ordering on Overdrive. She will be taking over the digital Youth/YA collections.
- Kyrie Kenny-Sumrak co-hosted the Illinois Lapsit Leaders committee on 9/25. Diana Abraham was a guest speaker at the meeting.
- Diana Abraham and Julie Kurtis met with book vendor Jean Ollis on 9/30.

## **Non SWAN InterLibrary Loan**

Item Requests Processed: 44; Materials Received: 35; Materials Lent: 17

## 12. ASSISTANT TO THE DIRECTOR REPORT

September 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 September board packet
- Attended the September 18 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
- Assisted the auditors when they were in-house doing the final audit work.
- Filed the Budget and Appropriation at the County after approval by the board and posted on the library's outdoor bulletin board
- Arranged the meeting room for the DuPage County Forest Preserve meeting ]
- Replaced and activated a fob for a staff member
- Sent the B&A to the Daily Herald for publication on September 26.
- Arranged for a food bank pickup.

### Meetings and Continuing Education

- Management Team Meeting – September 10 and 24
- Attended the September 11 Ceremony at the Warrenville Fire Protection District
- Completed two sessions presented by KnowB4
  - Insights from a Hacker – Social Engineering Red Flags
  - Ransomware Ready

### 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.
- Ly is checking and replacing fire alarm batteries as needed monthly.
- Annual testing was completed on the backflow preventers.
- Defrosted the meeting room refrigerator.
- Cleaned cobwebs off the exterior on the building/windows
- Unplugged a public toilet by roto-rooter and washed the floor
- Backflow preventers were inspected and passed.
- Moved the dumpster and recycling bins out of the enclosure while pavement was being replaced.



## 12. Marketing Department REPORT

September 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:

### **Winter 2024-2025 Reading Matters (RM) newsletter**

- Received first draft of event content from Paul; met to review and suggest content revisions.
- Received updated draft from Paul, clarified some info, revised the event descriptions and passed along for design and entry into Communico.
- Wrote article on the new Switch controllers for use in the Teen Lounge.
- Wrote description for a Save the Date message for May's WPLD FanCon event.
- Edited Jason's article on strategic planning update.
- Began compiling and designing first draft for review.

### **Event Publicity**

- Designed, scheduled and produced Alebrije Art Dedication event slide and flyer; submitted Alebrije Art Dedication slide to Arts DuPage site and Western DuPage Chamber.
- Began conceptualizing and compiling design assets for the 2025 Winter Reading Challenge.

### **Sunday Music Matinee Publicity**

- Submitted Sunday Music Matinee information and images from September through March to the Arts DuPage site and Western DuPage Chamber.
- Wrote a press release about the Sunday Music Matinee 2024-2025 season and submitted it to the Daily Herald and submitted event info to City Spark.
- Tasks after the November matinee date was changed: revised digital screen, revised large poster, resubmitted event info and digital slide to Arts DuPage and Western DuPage Chamber, rewrote and resubmitted press release to Daily Herald and resubmitted event info to City Spark.

### **Content Development/Review**

- Finalized new content for all five new cardholder welcome emails; began sending to August and September new cardholders.
- Responded to Taylor's request to review rack card and Instagram images she created to promote Books on Tap and Winter Reading.
- Reviewed and created social media posts from newspaper images from the 1990s about library programs based on content Gail shared from the Warrenville Historical Society.
- Wrote an eNews article about Banned Books Week; asked Paul for and received a catalog link to a list of the ALA's Top 10 Most Challenged Books in 2023 for the article.
- Drafted eNews article about Indigenous Peoples Day; asked Paul for and received a catalog link to titles based on suggestions from NewsBank for the article.
- Drafted eNews article about new Netflix Roku device.

### **Accessibility webpage**

- Tested the new online Accommodation Request Form and asked Jason, Taylor and Paul for their input; received input from Jason and updated as requested.
- With help from Duncan, made changes to the Accessibility form and its file of responses, and posted new links in Teams for ADA Coordinator (Taylor, Paul) and Jason to access or change as needed.

- Created and tested the new online Accessibility Complaint Form and Website Suggestion form and asked Jason to review.
- Edited the Accessibility webpage content, embedded links and asked Jason to review before formatting it on our website.

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

- Provided Diana with updated signage for the Scarce initiative at Laundry City Express.
- Quoted, ordered and prepared files for clear label and die-cut sticker samples from Sticker Mule.
- Quoted, ordered and prepared files for latest giveaway items: measuring spoons, colored pencil/sharpener kits, mood pencils and triangular highlighters from 4imprint.
- Quoted customized die-cut plastic bags with 4imprint.
- Designed and produced Youth display overhead banners.
- Designed and produced digital and print signage needed for a 2025 consolidated election marketing campaign for Library Trustee.
- Created in-house display signage for measuring spoon giveaway at the "Chef Dave: Dinner Party Desserts" event.
- Completed appropriate archiving and purging of assigned Marketing file folders.
- Designed "Day of the Dead Ofrendas" flyer for fire station open house event.
- Removed the old Item Request Form from the website.

**Community Outreach**

- Prepared a Go Box for Diana to take to the Johnson PTA Community Dinner on September 19.
- Prepared a Go Box for Diana to take to the Warrenville fire station for their open house on October 2.

**Safety Committee**

- Updated all staff on the progress of the Safety Committee and asked them to review two safety topics a month to try and keep procedures fresh in their minds. Specific topics will be provided in Staff Matters once a month.
- Met with Taylor briefly to answer questions she had in preparing the overall criteria and formatting for the Safety Manual Word document.
- Met with Taylor to review the general content of the first three topics she edited/formatted and the specific re-ordering/formatting of one topic.
- Reviewed Paul's inventory of all safety supplies and equipment.
- Labeled a new flashlight, Gas Leak Detector Pen and water bottles in the tornado shelter for safety use; added these items to the inventory list.
- Removed all aspirin and pain reliever packets from the first aid kits intended for use with the public. (I had mistakenly stated at the September Board meeting that the kits did not contain any of these products.)
- Cancelled the October Safety Committee Meeting and set the next meeting for December 5.

**Administrative**

- Analyzed and wrote a report titled "Analysis on Item Checkout and Program Registration" based on checkout and program attendance data collected in 2023, which included a suggestion to compare the data with the 2025 Strategic Plan objectives before determining if we should implement any changes to our customer service or marketing tasks; shared the report with the Management Team.
- Met with Jason to discuss an overarching approach to handling Spanish content, which should include collections, programming, hiring, staff training, outreach and Spanish translations in publicity materials and signage.
- Prepared a list of 2025 Library closed dates and asked Jason to confirm before updating the website and other marketing materials.

- Reached out to my Marketing/Communications cohorts and requested information about AI use in their library and to share their AI policy, if they have one. Received very few responses, leading me to assume that not many libraries have an AI policy.
- Prepared *Reading Matters* publicity schedules for 2025 and asked Paul to review; passed along to Hagg Printing to get on their schedule.
- Tested Constant Contact's survey module to determine if it's a good option for creating/hosting strategic plan surveys. Also, reviewed options/benefits of using Survey Monkey.
- Met with the Communications managers at the City, Park District and School District to talk about what's happening in our community.
- Received a call from Alarm Detection Services on Labor Day holiday about the alarm being offline and texted other Management Team members about the issue, also asking how to correct the situation; followed up a few hours later with everyone about the status.

### **Miscellaneous**

- With input from Gail, determined that we needed to order more Disc Problem slips for use by Circ Room, Cataloging and Tech Services; got a quote from Fed Ex for printing and cutting an additional 3200 slips, placed the order and distributed slips to various departments; wrote email to everyone letting them know how to alert me when stock is running low.
- Clarified a request from Taylor to remove the Item Request Form from our website, as the Suggest A Purchase Form that links to SWAN is the current form.
- Researched (with the help of the YS Staff) and ordered several new giveaway items for new cardholders and outreach events. Several staff agreed the quality of the imprint on one of the items was sub-par but thought that, because it's a free item, most people won't care. I requested and received a 30% credit on the order. This vendor, 4Imprint, has very good customer service.
- Ordered "Love to Read" holiday-themed t-shirts for staff to wear during winter months; collected t-shirt sizes, submitted artwork and submitted tax exempt certificate.
- Forwarded two Contact form submissions to Paul, one about youth programming, the other about hosting a table about Climate and Equitable Jobs Act.

**Website** activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. **In September**, we finished updating the Borrowing page of the website.

**eNews** activities related to producing biweekly newsletters and new cardholder welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing, monitoring and segmenting contact lists; monitoring responses.

**Social Media** activities related to managing three social media platforms: planning what events and resources are included; reviewing file photos or slides (take and create as needed); scheduling; monitoring local agencies and other libraries; responding to staff request for additional social media support; monitoring and responding to public comments; decide and implement any ad spending on events; sharing public comments posted on our platforms with staff; updating content tracking documents. **In September**, changed cover pages to promote National Library Card Sign-Up Month. Also, recorded several activities of Diana speaking or singing in Spanish during Toddler Time to share on social media in relation to Hispanic Heritage Month.

## Meetings/Webinars

### Kathy

9/10 & 9/24/24: Management Team Meetings

9/16/24: Advancing Accessibility in Your Library webinar

9/18/24: Board meeting

9/19/24: Discussion with Jason on objectives for Spanish translations

### David

9/23/24: FanCon Committee Meeting

### Kathy & David:

9/5/24: Know Before Social Engineering and Ransomware (2 assignments)

9/10/24: Generative AI Tools for Creating Multimedia

9/16/24–9/17/24: Unlocking the Future: AI Innovations in Libraries webinar

## Publicity Statistics

### eNews (Constant Contact)

Subscribers: 6,625

Average open rate: 47%

New Cardholders campaign—average open for 5 sends: 64%

## Social Media

Facebook Followers: 1,898

Instagram Followers: 543

Popular Facebook post in September:

80 reactions (likes, comments, shares); reach= 423.

Warrenville Public Library District  
Published by Kathy Quinn  
· 2 days ago · 🌐

We really enjoy getting out of the library to share information about our collections and services. Here's Youth Services Librarian Miss Diana at Johnson School community dinner last week.  
[#WPLD](#) [#Library](#) [#LibraryBooks](#) [#LibraryServices](#) [#WarrenvilleIllinois](#)

See insights and ads [Boost post](#)

39 [4 comments](#)

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

### **Next Library Meetings or Events as of October 10, 2024**

- 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
- Wednesday, January 15, 2025 at 7 pm  
Regular Board Meeting in Library Meeting Room

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

### **DuPage Foundation**

In August, we received the generous, aforementioned \$1,000 donation to our dedicated fund at the DuPage Foundation.

### **Developer Donations**

In October we requested and received our FY25 funds from the Library's Developer Donations in the amount of \$10,514.10.

### **Hotel Tax Grant**

In September we received our reimbursement of \$11,096 for the summer Concerts on the Commons.