



Regular Meeting of the Board of Trustees

Wednesday, November 20, 2024, 7:00 p.m.

Location: Library Meeting Room

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

Public comments may be shared in person at the meeting or emailed to trustees@warrenville.com. 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
 - a. Presentation of the FY2024 Audit (Martha Trotter, Sikich LLP)
5. Public comments
- p. 3.... 6. Correspondence
7. Consent Agenda **(ACTION)**
 - p. 4.... a. Approve Minutes of the October 16, 2024 Regular Board Meeting
 - p. 8 b. Receive and file Financial Report for October 2024
 - p. 14 ... c. Certify Compliance with Truth in Taxation Act
 - p. 15 d. Adopt Ordinance #24-25-03 Levy Ordinance for Fiscal Year 2024-2025 & Certificate of Authenticity
 - e. Accept the FY2024 Financial Audit as presented by Sikich

8. Regular Agenda

p. 19 a. Approve payments for the period of October 17 – November 20, 2024
(ACTION)

p. 22 b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

p. 23 a. 2025-2030 Strategic Planning review (information)

10. New Business

p. 27 a. Approve ILA Trustee Day reimbursements for Trustees Schmidt and Stull
(ACTION)

p. 28 b. Approve updated Policy #225 Makerspace **(ACTION)**

p. 37...11. Director's Report

p. 40.. 12. Department Head Reports

13. President's Report

p. 53 a. Next meetings or events

14. Treasurer's Report

p. 54 a. TIF Monies

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

19. Adjournment **(ACTION)**

6. CORRESPONDENCE

We had a lovely thank you note from the Community Food Pantry:



Warrenville Library Staff,

Thank you so much for your ongoing support of the Community Food Pantry at Immanuel Presbyterian. Partnerships & support such as yours keeps the pantry feeding local families in need. We deeply appreciate your donations! In gratitude,
Pantry Staff



**Minutes of the
Regular Meeting of the Board of Trustees
Wednesday, October 16, 2024, 7:00 p.m.
Location: Library Meeting Room**

1. Call to order – Trustee DuRocher called the meeting to order at 7:02 p.m.

2. Roll Call: Trustee DuRocher called roll call:

ATTENDING: Trustees DuRocher, Lezon, Picha, Stull

ABSENT: Trustees Richardson, Schmidt and Warren

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

3. Approval of the agenda

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

Voice vote:

Ayes – all

Nays – None

Absent – Trustees Richardson, Schmidt, Warren

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 September 18, 2024 Committee of the Whole Meeting
- b. Approve Minutes of the September 18, 2024 Budget & Appropriation Hearing
- c. Approve Minutes of the September 18, 2024 Regular Board Meeting
- d. Receive and file Financial Report for September 2024

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

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Stull

Nays – none

Absent – Trustees Richardson, Schmidt, Warren

Motion carried

8. Regular Agenda

- a. Approve payments for the period of September 19 – October 16, 2024

MOTION: Trustee Lezon moved to pay invoices in the amount of \$54,712.53 for the period of September 19, 2024 through October 16, 2024 including electronic payments and checks #10179 through #10226. Check #10198 is voided. Trustee Picha seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Stull

Nays – none

Absent – Trustees Richardson, Schmidt, Warren

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Stull moved to transfer \$125,000 from commercial checking account to operating checking account. Trustee Lezon seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Stull

Nays – none

Absent – Trustees Richardson, Schmidt, Warren

Motion carried

9. Unfinished Business

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

MOTION: Trustee Stull moved to approve the Truth in Taxation Public Notice and set the Public Hearing for Wednesday, November 20, 2024 at 7 pm. Trustee Picha seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Stull

Nays – none

Absent – Trustees Richardson, Schmidt, Warren

Motion carried

10. New Business

- a. Approve closing of the Library on Friday, March 7, 2025 for Staff In-Service Day

Director Stuhlmann stated he would like permission to close the building on March 7, 2025 for a staff in-service day. The day will include some DEI training, emergency training, department meetings and some other activities.

MOTION: Trustee Stull moved to approve the closing of the library on March 7, 2025 for a staff in-service day. Trustee Lezon seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Stull

Nays – none

Absent – Trustees Richardson, Schmidt, Warren

Motion carried

b. Policy #210 Library Cards – temporary library cards

Director Stuhlmann stated last year it was suggested there was potential in partnering with the Northwestern Medicine Cancer Center to provide library services. A gentleman staying at a Warrenville hotel for a couple months inquired about obtaining a temporary library card and a woman experiencing homelessness asked about a card.

Director Stuhlmann stated it would be nice to be able to accommodate these people while in Warrenville. They would be able to access our public computers and borrow materials with limits.

Member Services Manager Laurie Rex explained the policy and which neighboring libraries offer this service.

The Board favors this idea and supports staff adding this item to the Library Card Policy.

11. Director's Report

- Director Stuhlmann stated last year the Board expressed interest in participating in the Day of the Dead and asked if they wanted a table. After discussion, it was decided they can participate in the Library staff table.
- The bank interest was raised to 1.89%.
- The staff is making strides on the Web Accessibility policy. IT Manager Duncan Jones is investigating an ergonomic mouse, keyboard with large keys, a shopping cart to use in the library and a few other items.

12. Department Head Reports

Public Service Manager Paul Dobersztyn stated the WPLD FanCon will be held on May 10, 2025. There will be 11 vendors and is planning on some food vendors.

13. President's Report

Trustee DuRocher reported the next meetings and events:

- Truth in Taxation Public Hearing and Regular Board meeting on November 20, 2024 at 7 p.m.
- December Board Meeting on December 11, 2024 at 7 pm.
- January Board Meeting on January 15, 2025 at 7 pm.

14. Treasurer's Report

Trustee Lezon reported the following:

- A DuPage Foundation donation in the amount of \$1,000 was received.
- City of Warrenville Developer Donations was received in the amount of \$10,514.10.
- In September reimbursement of \$11,096 for the Summer Concerts on the Commons was received

15. Secretary's Report – everything looks good.

16. Committee Reports - none

17. Trustee Comments

Trustee Stull thanked the Board for allowing her attend the Illinois Library Association Conference in Peoria, Illinois. She also reviewed some of the main topics discussed and key information she learned. She also showed some of the free items she brought back with her.

Trustee Picha stated she likes the idea of the temporary library cards, the topics Duncan Jones has assigned through KnowB4 and also the measuring device passed out by Chef Dave.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 7:46 pm. Trustee Picha seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Richardson, Schmidt, Warren

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

OCTOBER 31, 2024

WARRENVILLE LIBRARY INCOME LEVY	OCTOBER 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%	13098	2,284,162	98.21%	868,157	0	82,114	126,797	218,722	767,349	2,511,767
TOTAL TAX (LEVIED)	2,325,758	100.00%	13098	2,284,162	98.21%	868,157	0	82,114	126,797	218,722	767,349	2,511,767
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		360,281	0	-	-	470	470	359,811
ALBA LEMOS GIFT FUND	-		0	-		-	0	-	-	-	-	-
CAPITAL PROJECT	-		0	-		-	0	-	-	-	-	-
TOTAL	2,325,758	100.00%	13098	2,284,162	98.21%	1,454,285	0	82,114	126,797	219,192	767,819	3,097,425
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: October 2024
Corporate Fund

	Corporate Fund Month Ended Oct 31, 2024	Corporate Fund 12 Months Ended Jun 30, 2025	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 13,098.25	\$ 2,284,162.01	\$ 2,325,758.00	\$ 41,595.99	98.21 %
Copier	715.55	2,478.57	6,000.00	3,521.43	41.31 %
Extended Use Fees	0.00	46.00	0.00	(46.00)	
Fees	12.38	22.38	150.00	127.62	14.92 %
TIF Funds	0.00	0.00	50,000.00	50,000.00	0.00 %
Interest	4,945.59	13,616.31	10,000.00	(3,616.31)	136.16 %
Book Sales	134.65	134.65	500.00	365.35	26.93 %
Lost Books	198.00	1,431.55	2,500.00	1,068.45	57.26 %
Creator Cart	9.96	101.38	0.00	(101.38)	
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	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 %
Grants, Miscellaneous	0.00	839.41	0.00	\$ (839.41)	
Developer Donations	76,098.10	76,098.10	10,000.00	(66,098.10)	760.98 %
	95,212.48	2,410,958.92	2,442,341.00	31,382.08	98.72 %
Expenses					
Sal. - Administration	29,649.00	89,698.89	260,000.00	170,301.11	34.50 %
Sal. - Member Services	27,085.53	85,396.04	273,000.00	187,603.96	31.28 %
Sal. - Maintenance	4,098.00	12,300.83	36,000.00	23,699.17	34.17 %
Sal. - Marketing	14,135.10	42,584.43	125,000.00	82,415.57	34.07 %
Sal. - Public Services	56,242.13	172,053.27	506,000.00	333,946.73	34.00 %
Sal. - IT	7,345.00	22,018.75	64,000.00	41,981.25	34.40 %
Sal. - Technical Services	11,187.00	33,558.57	98,000.00	64,441.43	34.24 %
I.M.R.F. - Expense	8,029.05	31,782.70	114,000.00	82,217.30	27.88 %
Fica - Expense	11,189.31	33,954.31	104,000.00	70,045.69	32.65 %
Unemp. Comp.	43.16	234.75	1,025.00	790.25	22.90 %
Op - Mat'l Processing/Tech	507.34	2,917.39	9,600.00	6,682.61	30.39 %
Op - Mat'l Processing/Circ	104.22	112.55	3,450.00	3,337.45	3.26 %
Op - Postage	8.80	1,578.80	5,070.00	3,491.20	31.14 %
Op - Office Supplies	51.94	744.52	3,215.00	2,470.48	23.16 %
Op - Bank Fee's	19.52	531.19	1,600.00	1,068.81	33.20 %
Op - Automation Supplies	204.16	1,222.76	4,250.00	3,027.24	28.77 %
Op - Publishing	639.98	690.58	1,250.00	559.42	55.25 %
Equip. - Purchases	1,625.85	3,770.79	10,470.00	6,699.21	36.02 %
Equip. - Maintenance	21.96	90.21	500.00	409.79	18.04 %
Auto. - Software	80.00	7,158.98	16,175.00	9,016.02	44.26 %
Auto. - Purchases	0.00	255.64	5,500.00	5,244.36	4.65 %
Auto. - Maintenance	992.80	13,373.27	49,550.00	36,176.73	26.99 %
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	10,065.61	41,465.07	147,000.00	105,534.93	28.21 %
Pd - Recruiting	0.00	0.00	1,000.00	1,000.00	0.00 %
Pd - Staff Appreciation	57.90	119.29	4,450.00	4,330.71	2.68 %
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	605.92	2,021.91	14,260.00	12,238.09	14.18 %
Pd - Staff / Transportation	230.22	396.39	2,750.00	2,353.61	14.41 %
Pd - Trst / Mtgs	482.93	1,032.93	700.00	(332.93)	147.56 %
Pd - Trst / Transportation	236.33	236.33	250.00	13.67	94.53 %
Pd - Trustee Misc.	111.35	151.36	700.00	548.64	21.62 %
Cont. - Lawyer	450.00	450.00	3,500.00	3,050.00	12.86 %

WARRENVILLE PUBLIC LIBRARY DISTRICT Statement of Revenues Expenses Cash Basis

Period Ending: October 2024

Corporate Fund

Cont. - Accounting	1,212.56	6,327.89	15,244.00	8,916.11	41.51 %
Cont. - Collection	39.40	197.00	300.00	103.00	65.67 %
Cont. - Audit	3,000.00	6,000.00	8,600.00	2,600.00	69.77 %
Cont. - Consultants	0.00	0.00	15,250.00	15,250.00	0.00 %
Lib. Mat. - Adult Books	3,219.22	13,940.64	52,500.00	38,559.36	26.55 %
Lib. Mat. - Youth Books	2,343.63	12,125.50	39,000.00	26,874.50	31.09 %
Lib. Mat. - Adult AV	353.07	2,327.05	13,000.00	10,672.95	17.90 %
Lib. Mat. - Youth AV	351.39	1,554.30	5,500.00	3,945.70	28.26 %
Lib. Mat. - EBooks	6,378.97	23,807.03	66,700.00	42,892.97	35.69 %
Lib. Mat. - Periodicals	0.00	10,066.98	9,535.00	(531.98)	105.58 %
Lib. Mat. - Internet Subscript	2,500.00	28,215.18	29,280.00	1,064.82	96.36 %
Ps - Programs Adult	161.28	2,476.52	12,500.00	10,023.48	19.81 %
Ps - Programs Youth	681.65	1,875.83	9,500.00	7,624.17	19.75 %
Ps - Hotel/Motel	611.15	8,007.15	14,542.00	6,534.85	55.06 %
Ps - Refunds / Fines / Fees	0.00	27.98	500.00	472.02	5.60 %
Ps - Printing	0.00	2,189.16	11,600.00	9,410.84	18.87 %
Ps - PR / Publicity	1,440.37	2,878.76	11,360.00	8,481.24	25.34 %
Ps - Misc.	0.00	0.00	500.00	500.00	0.00 %
Maintenance	2,663.00	11,512.93	55,520.00	44,007.07	20.74 %
Maintenance Supplies	0.00	40.45	2,000.00	1,959.55	2.02 %
Security	738.93	1,837.86	12,360.00	10,522.14	14.87 %
Gas	207.99	844.53	7,500.00	6,655.47	11.26 %
Snow Removal	0.00	0.00	21,000.00	21,000.00	0.00 %
Hvac	0.00	549.00	12,600.00	12,051.00	4.36 %
B & M - Water / Sewer	328.10	670.50	1,800.00	1,129.50	37.25 %
Electricity	4,352.57	17,129.36	45,000.00	27,870.64	38.07 %
Telephone	1,482.69	5,704.03	18,500.00	12,795.97	30.83 %
Janitorial Supplies	273.83	907.22	3,300.00	2,392.78	27.49 %
B & M - Landscape Maint	882.00	3,530.00	14,255.00	10,725.00	24.76 %
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 %
	218,721.91	767,349.35	2,578,421.00	1,811,071.65	29.76 %

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: October 2024

Special Reserve Fund

	Special Reserve Fund Month Ended Oct 31, 2024	Special Reserve Fund 12 Months Ended Jun 30, 2025	Special Reserve Fund Budget	Balance	% Received Expended
Income	0.00	0.00	0.00	0.00	
Expenses					
Equip. - Purchases	\$ 0.00	\$ 0.00	\$ 25,000.00	\$ 25,000.00	0.00 %
Auto. - Purchases	0.00	0.00	11,000.00	11,000.00	0.00 %
Maintenance	0.00	0.00	15,000.00	15,000.00	0.00 %
Security	<u>469.85</u>	<u>469.85</u>	<u>6,000.00</u>	<u>5,530.15</u>	<u>7.83 %</u>
	469.85	469.85	57,000.00	56,530.15	0.82 %

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

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	121,755.21
Fifth Third 8004	2,984,965.02
	<u>2,984,965.02</u>

3,107,205.23

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

TOTAL ASSETS **\$ 8,342,297.23**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	9,777.88
	<u>9,777.88</u>

9,777.88

LONG - TERM LIABILITIES

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

1,279,777.88

EQUITY

Fund Balance	\$ 7,062,519.35
	<u>\$ 7,062,519.35</u>

TOTAL LIABILITIES & FUND BALANCE **\$ 8,342,297.23**

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

**CERTIFICATION OF COMPLIANCE
WITH THE TRUTH IN TAXATION LAW**

I, BARBARA J. DuROCHER, the duly qualified and presiding officer of the WARRENVILLE PUBLIC LIBRARY DISTRICT, DuPage County, Illinois, hereby certifies that the attached Levy Ordinance of THE WARRENVILLE PUBLIC LIBRARY DISTRICT for the fiscal year beginning July 1, 2024, was adopted in full compliance with the provisions of Section 4 through 7 of the Truth in Taxation Law.

IN WITNESS WHEREOF, I have placed my official signature this 20th day of November 2024.

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

(SEAL)



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
TOTAL LEVY		\$2,578,421

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)

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

**CERTIFICATE OF AUTHENTICITY
(LEVY 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 Levy Ordinance levying and assessing taxes 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 November 20, 2024.

I further certify that the attached Levy 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 20th day of November 2024.

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

(SEAL)

8a. REGULAR AGENDA

Approve payments for the period of October 17 – November 20, 2024
(ACTION)

A partial bill list (bills received as of November 15, 2024 is attached. An updated bill list which includes bills received through November 20 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
October 17 - November 20, 2024

Date	Num	Name	Amount
11/20/2024	10227	4imprint	-570.07
11/20/2024	10228	Accounting Services, Inc.	-612.00
11/20/2024	10229	Ambius	-347.00
11/20/2024	10230	AT&T	-373.32
11/20/2024	10231	Baker & Taylor	-2,198.01
11/20/2024	10232	Baker & Taylor	-265.67
11/20/2024	10233	Baker & Taylor	-3,330.17
11/20/2024	10234	Baker & Taylor	-2,889.06
11/20/2024	10235	Baker & Taylor	-274.48
11/20/2024	10236	Bloomscapes Landscaping, Inc.	-535.00
11/20/2024	10237	Braoudakis, Heather	-150.00
11/20/2024	10238	Chase	-159,701.25
11/20/2024	10239	Direct Energy Business	-3,900.11
11/20/2024	10240	Elite Chess	-75.00
11/20/2024	10241	Gaydos, Kathy	-300.00
11/20/2024	10242	Hill, Thomas	-24.79
11/20/2024	10243	Konica Minolta Business Solutions	-17.53
11/20/2024	10244	Kent Adhesive Products Co.	-305.25
11/20/2024	10245	Kurtis, Julie	-65.16
11/20/2024	10246	LIMRICC Purchase of Health Insurance Prog	-14,382.57
11/20/2024	10247	Midwest Tape	-301.18
11/20/2024	10248	Midwest Tape	-1,115.25
11/20/2024	10249	Midwest Tape	-2,939.98
11/20/2024	10250	Naperville Area Humane Society	-25.00
11/20/2024	10251	Ollis Book Corporation	-349.10
11/20/2024	10252	Olsson Roofing Co.	-975.00
11/20/2024	10253	Record Information Services, Inc.	-350.00
11/20/2024	10254	Service Master Commercial Cleaning	-2,663.00
11/20/2024	10255	Smith, Gail	-93.46
11/20/2024	10256	SWAN	-7,006.25
11/20/2024	10257	Technology Management Revolving Fund	-475.00
11/20/2024	10258	Unique	-39.40
11/20/2024	10259	Wheaton Park District	-75.00
11/20/2024	10260	Wheaton Park District - VOIDED	0.00
11/20/2024	10261	Wheaton Park District - VOIDED	0.00
11/20/2024	10262	Davis, Jackie	-40.71
11/20/2024	10263	Petty Cash Fund	-19.76
11/20/2024	10264	Survey Monkey	-468.00
11/20/2024	10265	World Trade Press	-340.00
10/17/2024	Electronic	Paylocity	-246.27
10/24/2024	Electronic	Konica Minolta Premier Finance	-407.00

10/24/2024	Electronic	Northern Illinois Gas	-207.99
10/24/2024	Electronic	Konica Minolta Premier Finance	-259.65
10/30/2024	Electronic	AFLAC	-94.30
10/31/2024	Electronic	Paylocity	-217.10
10/31/2024	Electronic	Warrenville, City of	-152.99
			-209,177.83

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

2025-2030 Strategic Planning review (information)

Strategic Planning

The Strategic Planning Committee has met several times. Our first meeting was to iron out a rough timeline of our planning process, which I gave you at September's meeting, but am including an updated version.

A simple month by month breakdown of the timeline:

- January – Data gathering with surveys and focus groups
- February – Compile the Learning Report
- March – Brainstorming sessions with staff and board
- April – Develop plan
- May – Present plan to board
- June – Approve plan
- July – Begin implementation

Surveys

During the next three committee meetings we discussed the surveys for gathering input. We plan on having:

- A general survey for the community, which we will also translate into Spanish.
- A survey for community stakeholders such as governmental units, organizations and businesses.
- Two surveys, or possibly one combined survey, for the staff and board.

The surveys will be open during the month of January. To that end, we aim to have them roughly completed by the first week of December so that Kathy has time to edit and create the official online (Survey Monkey) and paper versions, and to give time to staff to translate the general community survey into Spanish.

Focus Groups

Once we have finalized the surveys, the committee will begin preparing for the focus groups we plan to conduct concurrently with the surveys in January.

The focus groups will be a chance for us to take an environmental scan and conduct a SOAR analysis with the group and ask some more in-depth questions than we can through the surveys.

We are hoping to conduct focus groups with:

- Staff

- Board
- Stakeholders
- Community (we are especially interested in Spanish speakers)

Question for the board: Are you interested in participating in a focus group specifically for the board? If so, I was thinking that scheduling it for 5:00 or 5:30 on the night of our January 15 board meeting night might be easiest. We would provide dinner for you, if that was the case.

Learning Report & Brainstorming Sessions

In February, after we have collected input from surveys and focus groups, the committee will compile the data into a Learning Report. We will then distribute this report to staff and the board in anticipation of conducting brainstorming sessions in March. During the brainstorming sessions, we'll discuss the report, strategic directions, areas of focus, vision & mission, setting priorities, and next steps.

We plan on doing the staff brainstorming session on Friday, March 7, during our Staff In-Service Day. I was thinking that the board brainstorming session could be conducted at 5:00 or 5:30 on March 19 prior to the regular board meeting, if that works?

Development & Approval

Once we have brainstormed, then the committee and I will develop the plan and bring it to the board for review in May and approval in June.



2025-2030 Strategic Planning Process Timeline

<u>What</u>	<u>Who</u>	<u>When</u>
PHASE I: LEARN (Data Gathering & Report)		
Meeting: Committee Kick-Off <ul style="list-style-type: none"> • Finalize process plan/timeline • Begin discussing surveys 	Staff Committee	September 16, 2024
Meeting(s): Community Survey Planning <ul style="list-style-type: none"> • Community survey • Staff survey • Board survey 	Staff Committee	Various dates Sept-Dec 2024
Meeting(s): Focus Group Planning <ul style="list-style-type: none"> • Community/Stakeholder focus groups - could be individual interviews • Staff focus groups • Board focus group 	Staff Committee	Various dates Dec 2024
Surveys Open <ul style="list-style-type: none"> • Community survey • Staff survey • Board survey 		Community, Stakeholders, Staff/Board: January, 2025
Focus Groups Hosted <ul style="list-style-type: none"> • Community/Stakeholder focus groups • Staff focus groups • Board focus group 	Hosted by 1-2 select Committee members	January-February
Learning Report <ul style="list-style-type: none"> • Collect and organize data • Create presentable report 	Jason & Select Committee Members	February 2025

PHASE II: DREAM (Review of Data & Brainstorming)

Meeting: Learning Report Review and Brainstorming Session Planning <ul style="list-style-type: none"> Review of Learning Report Plan retreat session agendas & questions 	Staff Committee	Date TBD end of February, beginning March 2025
Staff Brainstorming Session <ul style="list-style-type: none"> 1-2 hours, in-person (multiple sessions if needed to involve all staff) Input into plan goals, activities, and evaluation metrics 	1-2 Committee Members Leading with Staff	Date TBD March 2025
Board Brainstorming Session <ul style="list-style-type: none"> 1-2 hours, in-person Input into vision, mission, strategic directions, and goals 	1-2 Committee Members Leading with Board	Date TBD March 2025

PHASE III: DO (Craft Plan Documents, Approval, Implementation)

Meeting: Plan Development <ul style="list-style-type: none"> Review Retreat Ideas/Info Develop Strategic Plan Outline 	Staff Committee	Date TBD early April 2025
Develop Plan Documents	Jason & Select Committee Members	Date TBD April 2025
Meeting: Review Final Plan	Staff Committee	Date TBD Start of May, 2025
Presentation of Draft Plan to Board	Jason and Select Committee Members	Date TBD May 16, 2025
Board Approves Plan Documents	Board	Date TBD June 21, 2025
Meeting: Implementation - Activity Plan and Evaluation Framework <ul style="list-style-type: none"> Create review activity plans Create evaluation framework 	Staff Committee	Date TBD End of June 2025
Strategic Plan Goes Live		July 1, 2025

10a. NEW BUSINESS

Approve ILA Trustee Day reimbursements for Trustees Schmidt and Stull
(ACTION)

Suggested motion: Move to approve the 2024 ILA Trustee Day reimbursements in the amount of \$471.18 for Trustee Schmidt and \$248.08 for Trustee Stull.

Unfortunately, I got the timing wrong again and didn't get this item onto October's agenda for approval, even though we already wrote the reimbursement checks to Trustees Schmidt and Stull in October. These reimbursements are for the hotel stay, mileage and food for the trip to Peoria for the 2024 ILA Trustee Day.

10b. NEW BUSINESS

Approve updated Policy #225 Makerspace **(ACTION)**

Suggested motion: Move to approve the updated Policy #225 Makerspace as presented in the Board packet.

Updates to the Policy

The Makerspace Committee met recently and decided that since our launch this summer the demand for 3D print or Cricut projects has manageable, so it would be fine to make the Makerspace technology available to non-members, as well.

As a result, we've updated the policy to state: "All library visitors may request to use the Library's makerspace equipment and supplies, though preference may be given to WPLD members depending on demand and availability." This makes it more widely available but gives us the flexibility to serve WPLD members first. We also swapped out most instances of "member" with "user" to match that statement.

Additionally, one other change we made was adding trustees to be able to take advantage of the three free projects up to \$10 a month, just as staff are allowed.

I have included a marked up draft as well as a clean copy for approval. Since these were fairly minor changes, I am bringing the updated policy for approval this month, but if you'd like to review it and table voting until December, that is fine.

MAKERSPACE POLICY

Policy #255 – Updated 11/20/24 Approved & Adopted 04/17/24

PURPOSE

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

USE OF EQUIPMENT & SUPPLIES:

- Library & Staff
 - The Library's makerspace equipment may only be operated by designated, trained Library staff.
 - Library-related programs and projects will be given priority use of the makerspace equipment. When not being offered through a program, the makerspace equipment will only be available for in-house use, and may not be checked out.
 - While Library and ~~member~~ visitor use takes priority, staff and trustees may use makerspace equipment for personal use. Staff and trustees may produce up to three projects a month costing no more than \$10 per project. Staff and trustees must pay for any excess costs or additional projects.
- Library ~~Users~~ ~~Members~~
 - ~~Only WPLD members~~ All library visitors may request to use the Library's makerspace equipment and supplies, though preference may be given to WPLD members depending on demand and availability.
 - ~~Member~~ Public users may not directly operate the Library's makerspace equipment themselves, but may "use" the equipment with the supervision of designated, trained Library staff.
 - Users must be 12 years of age. Users under age 12 must be supervised by a parent/legal guardian to use makerspace equipment.
 - While walk-ins will be considered if staff and equipment availability allow, appointments should be made with Library staff to use the makerspace equipment.
 - Appointments will be for 60 minutes and will be taken on a first-come, first served basis.
 - Users will not be allowed to run over their reserved time and should build in appropriate time to clean the space before their appointment ends.
- General Use
 - All users are required to take all applicable safety precautions in connection with use of the equipment.
 - Users are responsible for returning and restoring all equipment, supplies and workspace to the condition and placement they were upon first use.

- No food or drink is allowed while using the equipment.
- Faulty equipment, supply or space concerns must be reported immediately.
- At staff discretion, a limit on the number of users that may operate makerspace equipment at one time may be imposed.
- Use of some makerspace equipment may have associated fees. Please see the Makerspace Chart of Materials & Fees on the Library's website for further details.

PROJECT CONTENT

1. The Library's equipment may only be used for lawful purposes, and will not be permitted to be used to create objects that:
 - a. Are prohibited by or violate any local, state, or federal law;
 - b. Are unsafe, harmful, dangerous, or which pose an immediate threat to the well-being of others, including weapons or weapons parts;
 - c. Contain obscene, violent, or sexually explicit content and/or language, or is otherwise inappropriate for the library environment;
 - d. Promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - e. Threaten any person or organization;
 - f. Are in violation of copyright, patent or trademark protection laws or intellectual property rights. Provisions for fair use of artwork and other creative works are extremely restrictive. Patrons are personally responsible for knowing the copyright status of any material they wish to use in projects created on Library equipment, and for obtaining written permission from the copyright holder before use;
 - g. Are in violation of the terms of use of the manufacturer of the equipment;
 - h. In violation of any other Library policy or procedure.
2. The Library reserves the right to:
 - a. Review and approve all project requests and materials before printing, cutting or otherwise producing;
 - b. Refuse any request;
 - c. Refuse future requests from individuals who have violated this policy;
 - d. Stop project production for any reason;
 - e. Set a limit as to the maximum amount of time a project may take;
 - f. Limit the number of requests; or
 - g. Photograph, film and share time-lapsed videos of the production of projects, providing that the photo or video does not contain personally identifying information.
3. The Library recognizes that an original design is the property of the designer and will not duplicate that design for someone else without permission of the content creator.

PROJECT SUBMISSION

- 3D Printer - Print requests must be submitted via the Library's online submission form. If assistance is required with project or its submission, **members requestors** should contact the library to schedule a one-on-one session with staff.
- Vinyl Cutter - Vinyl cutter project requests must be made by scheduling a one-on-one session with staff in order review and produce the project. Walk-in appointments may be considered depending on staff and equipment availability.

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

MATERIALS & PRODUCTION COSTS

- All projects cost a flat fee plus costs based on the material used. **Members Users** should refer to the Makerspace Chart of Materials & Fees on the Library's website.
- For a list of types and colors of filament, vinyl and other material the Library has available for projects, **members users** should refer to the Makerspace Chart of Materials & Fees on the Library's website.
 - Material availability may vary depending on supply and demand.
 - While material preferences may be submitted through the submission form, selected choices may need to be substituted for available materials. Staff will do their best to communicate the changes before production, but may still make changes at their discretion.
 - When submitting a project, if the desired material type or color is not available, **members users** may request that the Library purchase the desired material. Staff will consider the request and notify the **member user** of the decision.
 - 3D Printer – Upon approval, **members users** are welcome to donate the desired filament to the Library for the use of their project. If approved, the material cost of the current project would be waived and only the flat fee will be charged. Leftover material remains property of the Library.
 - Vinyl Cutter – Upon staff approval, **members users** may use their own material for their project. If approved, the material cost of the current project would be waived and only the flat fee will be charged.
- **Members Users** will be notified of a project's cost estimate once staff confirm receipt and approval of the project request.
- Projects can be paid for after production is completed.

PROJECT PRODUCTION

- If a project requires modifications, staff will do their best to communicate the changes before production, but may still modify submitted designs at their discretion. Examples of such modifications include, but are not limited to:
 - Scaling the object's dimensions larger or smaller
 - Changing its orientation
 - Adding flat surfaces to the object
 - Breaking a larger object into smaller components for production

- If no such modifications are desired, then **members users** may indicate so on the submission form. Without some of these modifications, it may not be possible to produce an object.
- 3D Printer - Only designated and trained Library staff will operate the 3D printer. **Members Users** are welcome to observe the 3D printer in operation and may make arrangements with staff if they wish to view their project being printed.
- Vinyl Cutter - While **members users** may work with staff to “use” the vinyl cutter for their project, only designated and trained Library staff will operate the vinyl cutter.
- Project results:
 - The Library cannot guarantee and is not liable for the final appearance of projects.
 - If a failed project is a result of staff mistake or malfunction of Library equipment, the Library will do its best to reproduce the request at no additional cost.
 - The Library is not otherwise responsible for failed projects or projects with unexpected results, although staff will do their best to assist in the completion of successful projects.
 - When not at fault for a failed project, the Library will not waive project costs/fees.

PICKUP & PAYMENT

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

LIABILITY

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

MAKERSPACE POLICY
Policy #255 – Updated 11/20/24

PURPOSE

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 - d. Promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - e. Threaten any person or organization;
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- If no such modifications are desired, then users may indicate so on the submission form. Without some of these modifications, it may not be possible to produce an object.
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- Project results:
 - The Library cannot guarantee and is not liable for the final appearance of projects.
 - If a failed project is a result of staff mistake or malfunction of Library equipment, the Library will do its best to reproduce the request at no additional cost.
 - The Library is not otherwise responsible for failed projects or projects with unexpected results, although staff will do their best to assist in the completion of successful projects.
 - When not at fault for a failed project, the Library will not waive project costs/fees.

PICKUP & PAYMENT

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

LIABILITY

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

11. DIRECTOR'S REPORT

for November 2024 Board Meeting

submitted by Jason Stuhlmann

2025 Consolidated Elections

As of the morning of Friday, November 15 we only had 1 library trustee candidate submit their nominating paperwork to be placed on the ballot for the April 1, 2025 Consolidated Election. If we end up having only 1 candidate on the ballot for the two open positions, the board will need to interview candidates in April/May 2025 and appoint a trustee.

Albright Donation

A generous donor is donating a Malvin Marr Albright (Zsissly) painting to the library. We look forward to finding a place to hang this beautiful piece.



Harassment Training

It is that time of year when we are getting close to the deadline of completing the annually required harassment training. Please keep an eye out for an email from me in the coming weeks with a link to the training through Paylocity. You will log in and complete the training in the same way you did last year. Your login should be the same, though your password should have expired, so you will need to reset that. Feel free to reach out if you have any questions or difficulties.

Autism Friendly City

MaryKellie, Diana and I met with Cassidy from Little Friends in October. We discussed:

- **Library-specific training** – We will receive our second set of training specific to the library during our March 7 Staff In-Service Day.

- **Before-hours event** – With some help from Little Friends we will be hosting a sensory-friendly before-hours event during the morning of Sunday, March 23. This will be a chance for individuals and families to visit without the stress of worrying how individuals will react around strangers in an unfamiliar environment or worrying about being disruptive. We may dim/turn off some lights and the meeting room will be a quiet, sensory room for those that need it.
- **Social stories** – Little Friends will be drafting a social story for us to give to folks and put on our website. This social story is like an outline with visuals about what happens when you come to the library. This helps those with autism learn what to expect when they visit.

Cassidy seems very pleased and excited with our ideas and is looking forward to helping us.

Miscellaneous

- I completed the Management Discussion & Analysis (MD&A) for the audit.
- I wrote (with manager contributions) and sent our weekly Staff Matters eNewsletter. Included in one mailing was a quiz I created regarding our Public Access Computer Policy to help keep staff refreshed and up to date.
- I wrote & sent a letter to an HOA suspending their Meeting Room privileges for a year. Their meeting in October was very disruptive.
- I put together the library trustee candidate nominating packets for the April 2025 election. I made the paper packets available at the Member Services Desk, as well as posting them on our website.
- I'm not sure what took so long, but I recently received a request to digitally sign the updated LIMRiCC agreement, which we approved in September of 2023. I completed the signature referencing our approved ordinance from last year.

Meetings & Programs for October

- One-on-one meetings with Managers
- SWAN Quarterly Meeting (recording)
- Meetings with Ian to discuss Personnel Handbook policies (October 1, 3, 8 & 17)
- Audit Exit Conference (October 1)
- Fire District Open House (October 2)
- Meeting with MaryKellie & reps from Knowledge Exchange (October 3)
- Meeting with MaryKellie & Diana re: Autism Friendly City Initiative (October 7)
- Management Team Meetings (October 8 & 22)
- Met with Paul and Ian to discuss AS job (October 10)
- Meeting with Ian to train me on payroll procedures (October 15)
- Meeting with Connie (October 15)
- Meeting with Barbara (October 18)
- Quarterly City Hospitality Group Meeting (October 18)
- Meeting with MaryKellie, Diana, and Cassidy from Little Friends (October 21)
- Strategic Plan Committee Meeting (October 23)
- Makerspace Committee Meeting (October 30)

Trainings & Webinars for October

- RAILS: Race, Human Development, and the Anatomy of an Apology, Parts 1 & 2
- Dimensions Autism Friendly: Library Training Video
- Ryan Dowd: Homelessness is a Housing Problem: A Conversation with Gregg Colburn

STATISTICAL SNAPSHOT	Oct 2024	Sept 2024	Aug 2024	July 2024	June 2024	May 2024	April 2024	March 2024	Feb 2024	Jan 2024	Dec 2023	Nov 2023	Oct 2023
TOTAL CIRCULATION (physical items)	13,538	12,643	14,492	15,367	14,939	13,057	13,667	14,991	13,327	13,845	13,091	13,353	14,451
WPLD items checked out at WPLD	7,320	6,966	7,835	8,805	9,429	7,197	7,183	8,547	7,289	7,917	7,115	7,468	7,493
Auto-renewals of WPLD Items	4,550	4,100	4,834	4,812	3,952	4,260	4,784	4,698	4,122	4,266	4,558	4,316	5,197
Other Library Items Checked out at WPLD	1,758	1,677	1,823	1,750	1,738	1,600	1,700	1,751	1,721	1,662	1,418	1,569	1,761
DOWNLOADABLE CIRCULATION	3,597	3,564	3,581	3,549	3,561	3,442	3,291	3,544	3,695	4,039	3,474	3,393	3,569
OverDrive/Libby	1948	1,887	1,903	1,920	1,897	1,801	1,823	1,869	1,869	2,070	1,767	1,696	1,804
OverDrive (magazines) fka RB Digital	300	310	220	332	282	364	232	393	413	513	434	398	405
Hoopla	1349	1,367	1,458	1,297	1,382	1,277	1,236	1,282	1,413	1,456	1,273	1,299	1,360
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,678	1,500	1,750	1,667	1,646	1,510	1,629	1,668	1,653	1,569	1,354	1,492	1,674
Received from Non-SWAN Libraries	19	35	12	16	15	25	22	23	12	12	7	10	15
Sent to SWAN Libraries	1,756	1,673	1,731	1,788	1,519	1,483	1,542	1,441	1,696	1,686	2,362	1,647	1,726
Sent to Non-SWAN Libraries	13	17	16	21	26	11	17	18	9	11	16	17	19
COLLECTION													
Physical Materials Added	623	408	533	457	650	455	514	498	525	530	455	643	626
Physical Materials Withdrawn	236	298	268	1,235	674	222	433	636	373	1,664	343	295	167
Total Collection Size	147,305	146,408	146,256	146,784	146,642	146,014	146,135	145,364	149,592	149,021	148,309	147,695	145,815
Physical materials	75,857	75,405	75,470	76,147	76,091	75,578	75,712	75,884	76,548	76,634	76,386	76,226	75,863
OverDrive books	50,202	49,995	49,912	49,901	49,915	49,914	49,994	49,246	52,959	52,499	52,223	51,941	50,887
OverDrive audiobooks	21,246	21,008	20,874	20,736	20,636	20,522	20,429	20,234	20,085	19,888	19,700	19,528	19,065
PROGRAMS													
Number of Adult Programs	23	16	22	18	17	20	21	21	23	18	15	16	23
Adult Program Attendance	449	255	1776	558	340	126	353	190	250	137	154	210	269
Number of Teen Programs	7	7	8	8	9	6	6	10	10	7	11	8	7
Teen Program Attendance	30	40	45	33	49	32	23	56	60	21	52	37	40
Number of Youth Programs	36	30	16	23	28	16	24	24	30	24	21	25	30
Youth Program Attendance	676	538	205	460	773	255	442	478	577	362	338	471	530
Book-A-Librarian Sessions	14	14	13	14	14	14	14	14	14	14	14	14	14
Book-A-Librarian Attendance	5	2	4	2	6	4	6	7	5	3	3	3	3
OUTREACH													
Adult Outreach Events	0	1	2	0	1	1	2	1	1	0	0	0	0
Adult Outreach Attendance	0	15	130	0	92	65	102	9	12	0	0	0	0
Teen Outreach Events	0	1	1	0	0	0	0	0	0	0	0	0	0
Teen Outreach Attendance	0	30	40	0	0	0	0	0	0	0	0	0	0
Youth Outreach Events	5	3	2	1	2	8	5	0	3	1	0	1	5
Youth Outreach Attendance	424	284	320	72	425	798	267	0	199	42	0	262	504
LIBRARY CARDS													
Total Resident Cards Active	9,510	9,473	9,424	9,360	9,316	9,222	9,180	9,141	9,484	10,519	10,474	10,446	10,436
Resident Cards Issued In Person	40	54	74	55	103	45	42	56	51	52	28	24	54
Online Cards Issued	10	18	15	9	12	13	14	13	14	14	16	14	13
VISITOR COUNT	9,507	8,635	10,383	10,778	10,832	8,846	8,606	9,042	8,886	7,948	7,393	7,816	8,534
STUDY ROOM USES	352	320	320	338	303	355	333	318	322	253	265	292	292
MEETING ROOM USES (public)	4	2	4	3	3	2	5	6	5	7	2	6	4
CURBSIDE PICKUPS	4	8	10	15	13	11	14	7	19	11	11	15	11
COMPUTERS & TECHNOLOGY													
Computer Sessions	617	505	563	605	478	452	561	564	540	428	526	458	544
Wifi Sessions	2657	2432	2544	3431	2303	2498	2450	2444	2581	2297	2184	2415	2663
Website Visits	13,279	10,833	14,797	12,815	17,814	13,086	12,443	12,949	13,523	12,835	11,023	11,003	10,676
MARKETING													
eNews Subscribers	6,614	6,625	6,644	6,565	6,555	6,505	6,467	6,474	6,479	6,316	6,295	6,375	6,346
eNews Open Rate	52%	47%	48%	41%	48%	50%	51%	46%	46%	49%	53%	47%	52%
Facebook Followers	1,909	1,898	1,892	1,884	1,878	1,861	1,856	1,828	1,798	1,790	1,783	1,770	1,763
Instagram Followers	546	543	542	536	532	529	528	522	516	513	509	507	505

12. ASSISTANT TO THE DIRECTOR REPORT

October 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 October board packet
- Attended the October 16 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
- Sent the TITA Notice to the Daily Herald for publication on November 7.
- Went to the post office to mail ILL's
- Ly and I obtained two quotes for pruning of all the trees/bushes this fall. Signed a contract with Abbott Tree Care/Bloomscapes) to have the work completed during the dormant season (November 15 – April 15)
- Along with Gail Smith we gave Tom Hill a baby shower.
- Coordinated two pickups for the food drive.

Meetings and Continuing Education

- Management Team Meeting October 8 and 22
- Support an Inclusive Culture online training October 24

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.
- Ly is checking and replacing fire alarm batteries as needed monthly.
- Installed two coat hooks on the back of the Family Bathroom door.
- Ly and Jackie researched and purchased a new bulletin board for the Stafford Place entrance and Ly installed it.
- Changed the belt in the A/C unit.
- Changes elevator lights as needed.
- Built a PVC wall frame for Tom's baby shower (Gail hung decorations off it)
- Ly ordered an electric blower to clean the leaves off the sidewalks and is having fun almost everyday using it.

Note: Thank you so much for revising the Bereavement Policy – sadly I had to use a day for a very elderly fur baby (cat) - Jackie

12. HUMAN RESOURCES

October 2024

Submitted by Ian Stevens

Highlights

Open enrollment for 2025 benefits started November 4. Sent out information to all eligible staff, including benefit guides, rates, links to a video and important documentation from our broker.

Staff/Recruiting

- Open position in Adult Services for an Associate staff member. The position was posted 10/17 with a deadline of 11/8. We have received 35 applications, and eight candidates have been invited for interviews.
- Open position in Member Services for an Associate staff member. The position was posted 11/5 with a deadline of 11/30.
- Both positions were posted on RAILS, College of DuPage, Worknet DuPage, Library website, social media and with the RAILS BIPOC networking group.

HR Procedures

- Ran payrolls in Paylocity on 10/1, 10/15 and 10/29.
- IMRF payroll info to accountant 10/30. Submitted September IMRF Wage Report 10/4.
- 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 and status/monitoring forms.

Meetings

- Management Team meetings on 10/8 and 10/22.
- Met with Jason to discuss various HR matters 10/16, 10/30, and handbook review.
- Attended Board meeting 10/16.
- Strategic Planning meeting 10/23.
- Phone meeting with HR source to discuss ADA 10/23.
- 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

- Paylocity – Maintaining Workplace Culture 10/30
- AskJan.org - Accommodating Staff with Technology 10/7
- HR Executive/PWC - HR Benchmarking methods 10/2
- Eightfold AI/PWC - Bring your talent back 10/31

Future

- Attending HR Source Law Conference on 11/7/24 at Naperville's NIU campus

12. PUBLIC SERVICES REPORT

October 2024

Submitted by Paul Dobersztyn

Highlights

- The library hosted **66** total events in October with **788** participants. We hosted several passive programs that included the Day of the Dead Ofrendas that brought in at least 20 participants per day. We hosted one virtual program that had **287** views.
- We hosted our second Sunday Music Matinee on 10/13 featuring Steve Justman. We hosted **25** guests for the concert. Bookmarks were handed out for future shows.
- Mini Pumpkin Painting hosted by Kyrie Kenny-Sumrak was extremely popular, hosting **47** people on 10/13.
- Julie Kurtis, Mandy Wilson and Tom Hill did a stand-up job creating the Beeltejuice themed Escape Rooms. **57** people participated.
- Monster Mash presented by Julie Kurtis on 10/28 hosted **43** people and was also a great event.
- Miriam Montano did an amazing job coordinating the Day of the Dead Ofrendas this year. We had 11 participants, which was a new record for our library. The program continues to grow and I'm so glad the Board was able to participate this year.
- We hosted Trick-or-Treaters on Halloween. We had candy and non-candy options at all three public facing desks.
- 1000 Books Before Kindergarten
 - Total participation:
 - 146 registrants
 - 13 completions
 - 30,383 total books read so far.
- The 100 Books Before High School
 - Total participation since the launch:
 - 50 registrants
 - 1,395 total books read
 - 8 completions so far

Personnel

- Debbie Andrew submitted her resignation on 10/7, her last day was 10/18.
- The Part-Time Adult Services Associate position was posted on 10/17. We've received at least 30 applications and will start interviewing on 11/12.

Professional Development

- **11** sessions of CE were completed by the Public Services Department in October.
- **26.25 total** hours of CE were completed.
- Topics covered include: Supporting an Inclusive Culture, The Language of Inclusion, Strategic Planning and more.
 - A full list can be provided by the Public Services Manager.
- Diana Abraham attended the ILA Annual Conference in Peoria from 10/8-10/10.
- Below are some of the highlights from the conference:
 - *Creating Opportunities for Clients with Disabilities to Learn, Grow, and Enjoy Your Library:*

- list of tasks curated for individuals with special needs to volunteer at the library
- reach out to local service agencies, schools to build a network
- I'd like to visit Skokie PL to view their space and see in-person how their program works
- Membership Meeting & President's Program featuring Mychal Threets:
 - be kind to yourself
 - integrate with community and gain trust
- Exhibits....ahhhh, Summer Reading theme is awesome! I bought shirts!
 - LFI
 - Ingram
 - Secretary of State
 - Illinois Treasurer's Office
 - Libraria
- Poster Sessions:
 - Sensory Bags
 - Strategic Plan resources
 - Granny Square Community activity
 - Swap It! Programs
 - Too Old for This, Too Young for That: School-Aged Programming
- Building Bridges: Using your Community to Bridge the Multicultural Gap in your Programming:
 - ask parents if they would like to present a story in their language
 - look outside of the box for programming presenters
 - accept outside help from local agencies
- Making it Easy- Reducing Barriers and Eliminate Unnecessary Stupidity:
 - Make the building easy to use for members
 - Update signage, assess collection annually
 - Define service philosophy & integrate it across all programs & services
 - Maintain member-centered policies & procedures that reduce barriers
 - Make a list of all the times we said "NO" to our members and get to a yes, if possible
 - Identify technology-related obstacles or bottlenecks and make change where possible
- Fostering Compassionate & Empathetic Library Policies for a Better Work Culture:
 - Understanding compassionate and empathetic policies
 - Understanding benefits of a compassionate work culture
 - Compassionate staff policies can help with staff retention—are we retaining the right employees—need a culture of trust and integrity--make managers accountable for re-training or providing support for low performing staff

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 5 / Puzzles: 3 / Teen Volunteers: 2

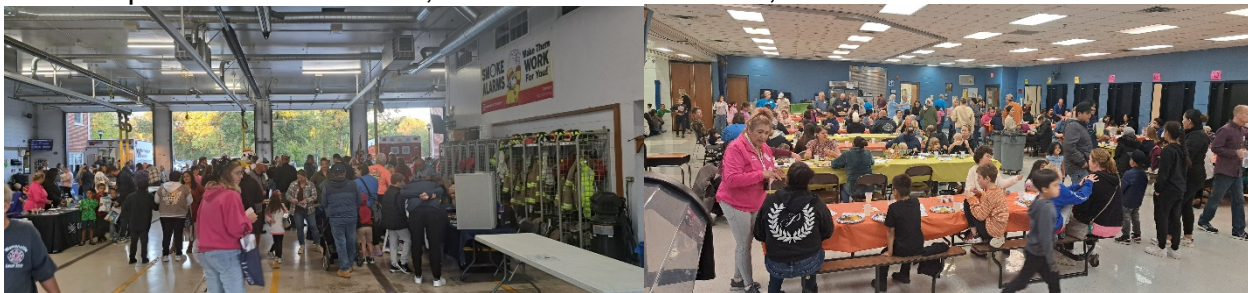
Homebound Deliveries: 3 Deliveries/Pickups, 9 items checked out, 3 total participants

- Diana Abraham represented the library at the Fire Department Open House on 10/2, there were over 200 in attendance. Pictures below.
- Diana Abraham hosted the CUSD 200 Transitions school classroom on 10/2. 8 students and 5 teachers/paraprofessionals visited and checked out material.

- Diana Abraham, along with MaryKellie Marquez and Jason Stuhlmann, met with Little Friends on 10/7 to discuss potential programs and upcoming services.
- Paul Dobersztyn attended the Management Team meetings on 10/8 & 10/22.
- Paul Dobersztyn met with Ian Stevens and Jason Stuhlmann to discuss the job descriptions for the Public Services department on 10/10.
- Diana Abraham attended the City of Warrenville's IDEC meeting on 10/15. Reviewed Autism Training and discussed potential programming.
- Diana Abraham hosted the Metea Valley Transitions program on 10/15. 7 Students and 5 teachers/paraprofessionals visited.
- Diana Abraham represented the library at the Johnson School Family Dinner on 10/17. There were 177 in attendance and Diana spoke to many Spanish-speaking families to give them library information. Pictures below.
- Diana Abraham visited the laundromat on 10/19 to restock the free library. This is the same laundromat we host the Lavandera Storytime.
- Diana Abraham presented for the Metropolitan Family Services Learn and Play event on 10/21. 22 people were in attendance.
- Paul Dobersztyn met with representatives of the Writer's Connection 10/22 to discuss the future of the group and the possibility of adding a staff presence to the meetings and expanding on their programming offerings.
- Julie Kurtis and Diana Abraham met with book vendor Rob Innes on 10/22.
- Paul Dobersztyn, Diana Abraham, Taylor Haring, Julie Kurtis and Mandy Wilson attended the Strategic Planning Committee meeting on 10/23.
- Paul Dobersztyn met with Rob Innes on 10/25 to discuss new ordering procedures through Libraria.
- Julie Kurtis, Paul Dobersztyn, Mandy Wilson and Taylor Haring met on 10/29 as part of the FanCon committee to assemble content for the Spring newsletter.
- Paul Dobersztyn and Julie Kurtis attended a Makerspace meeting on 10/30.

Non SWAN InterLibrary Loan

Item Requests Processed: 15; Materials Received: 19; Materials Lent: 13



12. MEMBER SERVICES REPORT

October 2024

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7350	54.29%
Aspen catalog/mobile app (Renewals)	115	.85%
Autorenewals	4550	33.61%
Staff Assisted Checkout	1523	11.25%
TOTAL TRANSACTIONS	13538	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4091	55.66%
Selfcheck 2 (Near Vending Machine)	3259	44.34%
TOTAL TRANSACTIONS	7350	100.00%

Department Highlights

Curbside

We had 4 Curbside Pickups with 3 unique users in October.

Continuing Education

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

Meetings

Laurie participated in 2 Management meetings, 1-on-1 with Jason, and a meeting with Jason and Ian about staffing issues.

Personnel

- Autumn Temesvary submitted her resignation on 10/30, her last day was 11/7.
- The part-time Member Services Associate position was posted on 11/5, and we plan to begin interviewing the first week of December.

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 in deciding if we want to add teacher/educator cards library cards.

12. Marketing Department REPORT

October 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

- Requested and approved a quote from Hagg Press to produce and deliver winter edition.
- First draft completed and reviewed by Kathy; made edits and issued to Paul and Jason.
- Made edits from Paul and Jason; issued updated draft to proofreaders.
- Made edits based on comments from proofreaders and a program day/date change.
- Checked content against Communico event entries; suggested some edits to Paul.

Event Publicity

- Created first draft of digital slide designs for winter events.
- Created display signage customized to each participating organization for the Day of the Dead Ofrendas.

Winter Reading Challenge

- Created first draft of designs for all Winter Reading Challenge materials and signage.
- Created first draft of new Winter Reading Challenge webpage.

Content Development/Review

- Finalized and added Netflix Roku device article to eNews.
- Wrote a brief article about Main Event's donations to the library for use on social media.
- Wrote a brief article about creating Halloween décor with our makerspace technology.

Accessibility webpage/forms

- Finalized the new online Accessibility Complaint form (and its reporting page) and provided links to the ADA team (Taylor, Paul, Jason).
- Developed and finalized the Accessibility page on our website and re-ordered the About Us section on the website footer and added the Accessibility page.
- Asked Paul to update the statement that appears in all Communico event descriptions to include accommodation request statement:
All library events are free and open to the public. You don't need to live in Warrenville to attend an event. Invite friends and family wherever they live to join you. Age ranges apply. If you need an accommodation to attend an event, submit a request to ADA@warrenville.com or [complete this form](#) at least 7 days prior to the program.

Strategic Planning/Survey Execution

- Met with Jason to discuss survey timing, modules and survey questions, and possible incentives/drawings for participants.
- Prepared tentative communication plan for survey execution.
- Briefly discussed the possibility of Outreach Warrenville's involvement in our upcoming survey process with Paul.
- Drafted a mock-up to attach to staff name tags saying "Take Our Survey...Ask Me How."

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

- Updated "Library Services" brochure and produced copies for MSD.
- Created a wall placard for our new alebrije sculpture.
- Created digital slide and display signage for Nintendo Switch.
- Helped MSD staff members update the email signatures.

- Created and produced generic business cards for promoting 2025 FanCon event.
- Took several photos of Jason in various library settings to include in *Reading Matters* and for use on social media.
- Helped test Escape Room: Beetlejuice Academy event.
- Helped format documents for and posted the Adult Services Associate job opening on the website.
- Updated website URL styling and a Quick Links widget.
- Updated website to reflect 3D printing cost adjustments.
- On the About Us webpage, to try to reduce the number of inquiries that are erroneously made through the FOIA form, added a Contact Us form at the top of the page.

New Library Card Registration Giveaway Plan

- With input from Member Services Desk staff, finalized a new method to welcome new cardholders with a “bag” of information and a few small gifts. Info includes the latest *Reading Matters*, Library Services brochure and a bookmark. Gifts will vary based on age groups and available giveaway items.
- Wrote a schematic for what items to include in the two versions of the bag: Adult and Youth/Teen.
- Provided all MSD staff with instructions for handing out the bags and how to replenish the supply of bags if Marketing isn’t available.
- Assembled 30 bags to get the new plan started on November 1.

Community Outreach

- Prepared a Go Box for Diana to take to the Johnson PTA Community Dinner Oct. 17.

Safety Committee

- Reviewed all safety topics edited/formatted by Taylor; met with Taylor to review edits and develop next steps in the production process.
- Added Safety topics for review by all staff in October and November editions of Staff Matters: Animals in the Building, Power Outage, Broken Glass and Unplanned Closings.
- Drafted a quiz of Safety topics for staff to gauge their understanding of procedures reviewed in the past three months; relayed the quiz to Duncan for his review. Quiz will be implemented in December.
- Wrote introduction page of the Safety Manual.
- Planned agenda for next Safety Committee meeting on December 5.

Administrative/Miscellaneous

- With Paul’s input, provided suggestions and links to resources for an eNews subscriber who would like a program about social security disability.
- With Paul’s help, resolved an issue relating to an old logo appearing on a database.
- Requested input from Jason on potential additional support for the Alebrije dedication program in November.
- Took photos of all the Day of the Dead ofrenda tables. Interacted with a few of the participants while they were setting up their tables to learn more about their organizations. Wrote and scheduled social media posts throughout the entire week of October 28 to educate about the ofrendas, acknowledge the participation of each of the organizations and point out the various features of each display.
- Took photos of the latest food pickup by the Neighborhood Food Pantries for distribution at Immanuel Presbyterian Church; updated website with NFP affiliation.
- Responded to Diana’s request for input on tasks for her proposed volunteer program.
- Resolved a billing issue with 4imprint.

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

eNews activities related to producing biweekly newsletters and new cardholder welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing, monitoring and segmenting contact lists; monitoring responses. **In October**, asked Kyrie for information about Family Reading Night in November to include in an eNews promotion for her program. Also, sent an extra eNews for the month due to the 5th Wednesday.

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 **October**, posted photos Paul took at Chef Dave's Dessert program. Shared photos Miriam took at her Marigold Picture Frame program on social to promote our Day of the Dead ofrendas. Shared Mandy's short video to promote registration for her Glowing Ghost Take & Make Craft program. Took photos of the following programs to post on social media, either as follow-up to the event or to promote registration: Escape Room, STEAM Spooky Science and Arts & Crafts: Zombie Barbie and Ken.

Meetings/Webinars

Kathy

10/8 & 10/22/24: Management Team Meetings

10/22/24: Discussion with Jason about strategic plan survey execution

10/30/24: Safety Manual update with Taylor

David

9/23/24: FanCon Committee Meeting

10/16/24: Support an Inclusive Culture

10/21/24: Autism Awareness Training

10/29/24: FanCon Committee Meeting

10/30/24: Makerspace Committee Meeting

Publicity Statistics

eNews (Constant Contact)

Subscribers: 6,614

Average open rate: 52%

New Cardholders campaign—average open for 5 sends: 69%

Social Media

Facebook Followers: 1,909

Instagram Followers: 546

Popular Facebook post in October:
99 reactions (likes, comments, shares); reach= 1,233.



Warrenville Public Library District
Published by Kathy Quinn



October 29 at 7:00 PM · 🌐

Trick or Treating started a little early this year!

We kicked off some Halloween fun at the library during Family Storytime this morning. Some of the kids and adults chose to wear costumes. Everyone got a treat bag with a little goodie. All other library visitors enjoyed the show. 😊

The real trick or treating will take place here Thursday at all three service desks. We'll be giving out candy and non-edible treats. We'd love to see you in costume but it's not a requirement. ... See more



12. ACQUISITIONS & CATALOGING REPORT October 2024

Submitted by MaryKellie Marquez

Collection Maintenance

- 623 items created
- 236 items discarded
- 52 items repaired
- 43 discs cleaned

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

MaryKellie

- Adaptive Umbrella Conference about accessibility topics led by disability advocates 10/1/2024.
- RAILS presents, "Copyright, Text Mining and AI," 10/2/2024.
- Fast Forward Libraries presents, "Temperature Check: Leveraging Feedback in Your Strategic Planning Process," 10/1/2024.
- Niche Academy presents, "Perfect is the Enemy of Good: Thinking Critically About in an Imperfect World," 10/2/2024.
- HiBob presents, "Winning Over Gen Z: L&D Strategies That Resonate Across Generations," 10/8/2024.
- RAILS presents, "Deepfakes: How Computers See and Mimic Us," 10/15/2024.
- LACONI POP presents, "AI: Ethics & Uses," 10/24/2024.
- Achievers presents, "The State of Employee Recognition in 2024," 10/24/2024.
- Field trip to Baker & Taylor Fulfillment Center in Momence, Illinois with Gail 10/29/2024.
- ALA presents, "Building Bridges: Democracy, Peace and Conflict Resolution in a Modern World," 10/30/2024.
- Booklist recording, "Thriller, Mysteries and True Crime," 10/31/2024.

Gail

- Baby shower for Tom with Jackie.
- B & T field trip.
- LACONI TSS "Cataloging A/V Materials" recording.
- SWAN "Circulation Basics."
- SWAN "How to Improve Community Forums."
- Strategic Planning Committee meeting.
- Makerspace Committee meeting.

MaryKellie's Meetings:

- Met with Spencer Testa (Knowledge Exchange) and Jason to go over their book collection service 10/3/2024.
- Met with iCAMP mentor Gwen Bumpers 10/3/2024.
- Met with Diana Abraham and Jason for the Autism Friendly City Initiative 10/7/2024.
- 1-on-1 with Jason 10/8/2024.
- Management Team meetings 10/8/2024 & 10/22/2024.
- Met with Diana, Jason, and Cassidy-Little Friends for the Autism Friendly City Initiative 10/21/2024.

- Board Meeting 10/16/2024.
- Strategic Planning Committee meeting 10/23/2024.

MaryKellie's October 2024 Highlight:

On Tuesday, 10/29/24, MaryKellie and Gail traveled to Momence, Illinois to spend the day at the Baker & Taylor Fulfillment Center. It was fascinating to see how quickly and efficiently the employees worked. We had to stop by the public library, wow! It was a tiny thing but cute. There, we met the Director, Keri Perkins. The library was built in 1912 with funds donated from Edward Chipman, hence the name. The only time it wasn't a library was during the Spanish Flu when they converted it into a hospital. Despite serving a small, rural community of about 3,000 residents, they offered Spanish programming. While this is a quaint town, it reeked of a pungent onion smell. Turns out that most chives in stores across the nation are grown and harvested in the field right next to the warehouse!



12. IT DEPARTMENT REPORT

October 2024

Submitted by Duncan Jones

User Support

- I helped staff with various Teams issues, receipt printer fading, Baker and Taylor PDFs, 365 login authentication issue, locating documents on the network drive, troubleshooting slideshow display on secondary monitor, Square reader connection, mouse replacement, MFA troubleshooting, and creating a template in Teams.
- I helped members with VHS to DVD converter training and copying documents.

Troubleshooting

- I resolved an issue with Netflix's home location.
- I repaired a dent Flip Video Camera causing the battery case to be stuck.
- I resolved an issue with time not reporting correctly on a staff laptop.
- I worked with our Firewall support vendor on troubleshooting the ongoing freezing issue. Short, after-hours downtime for firewall firmware updates.

Project/Goal

- I continued working with Gail on the Tech To Go rebranding. We are in the last stretch, where only devices currently checked out are left to change over.
- I continued camera deployment, printing mounts and ensuring optimal viewing angles.
- I created a general "contact us" email address for the library.
- I updated staff PCs, servers, WiFi controller, wireless access points and camera firmware.
- I replaced Tech To Go Kit #035 with new components.
- I blocked and unblocked hotspots at Member Service's request.
- I performed staff offboarding of accounts and password changes.
- I proofread Reading Matters for Marketing.
- I created a Windows 11 image for easier upgrade deployment.
- I installed drawing software on staff PCs for FanCon.
- I contacted ACG for loose HDMI repair.

Planning

- I worked with Jason and Paul on accessibility hardware for the public PCs.

Meetings

- I met with Paul to discuss employee departure preparations.
- I met with Jason to setup MFA on his new phone.
- I met with Taylor about IT safety procedure documentation.
- I met with the Makerspace planning group and the Management Team.

Training

- Generative AI Tools for Creating Multimedia; RAILS webinar
- Support an Inclusive Culture; Nonprofitready.org webinar
- Traumatic Brain Injury; Ryan Dowd webinar

Tickets

- 10 opened, 7 closed, 4 pending

13. PRESIDENT'S REPORT

Next Library Meetings or Events as of November 15, 2024

- 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
- Wednesday, February 19, 2025 at 7 pm
Regular Board Meeting in Library Meeting Room

14. TREASURER'S REPORT

TIF District Reimbursements

In October we received our 2023 TIF District Reimbursements:

- TIF #3 provided \$5,911
- TIF #4 provided \$59,673

This is \$16,000 more than last year. The properties in TIF #4 still have more growth in development, so we can expect this amount to continue to increase over the next year or two.