



Regular Meeting of the Board of Trustees

Wednesday, December 11, 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. Safety Supplies
 - b. 3D Printing
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - p. 3....** a. Approve Minutes of the November 20, 2024 Truth in Taxation Public Hearing
 - p. 4....** b. Approve Minutes of the November 20, 2024 Regular Board Meeting
 - p. 9 ...** c. Receive and file Financial Report for November 2024

- p. 15 ... d. Certify 2025 Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- p. 16 ... e. Adopt Ordinance #24-25-04 Ordinance Fixing Regular Meetings for 2025
 - f. Authorize library staff to submit to the Illinois State Library the:
 - p. 17 i. FY25 Public Library Per Capita Grant Application, and
 - p. 26 ii. FY23 Public Library Per Capita Grant Expenditure Report, and
 - p. 27 iii. Certification of Eligibility for Grants Pursuant to 75 ILCS 10/
- 8. Regular Agenda
- p. 29 ... a. Approve payments for the period of November 21 – December 11, 2024
(ACTION)
- p. 31 ... b. Approve transfer of funds **(ACTION)**
 - 9. Unfinished Business
 - 10. New Business
- p. 32 ... 11. Director's Report
 - a. Year in Review
 - b. 2025 Calendar of Responsibilities
- p. 37.... 12. Department Head Reports
- p. 50.... 13. President's Report
 - a. Next meetings or events
- 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Adjournment **(ACTION)**



**Truth in Taxation Public Hearing
Minutes of the Meeting**

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

1. Call to order – Trustee DuRocher called the meeting to order at 7:01 pm.
2. Roll Call – Trustee DuRocher called roll call
3. ATTENDING: Trustees DuRocher, Lezon, Richardson, Schmidt, Stull, Warren
ABSENT: Trustee Picha

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

4. Public comments on the Proposed Property Tax Increase - none
5. Trustee / Staff Comments on the Proposed Property Tax Increase - none
6. Adjournment

MOTION: Trustee Schmidt moved to adjourn the TITA Public Hearing at 7:04 pm. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – None

Absent – Trustee Picha

Motion carried

Respectfully submitted,

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



Minutes of the Regular Meeting of the Board of Trustees

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

Location: Library Meeting Room

1. Call to order- Trustee DuRocher called the meeting to order at 7:04 p.m.

2. Roll Call

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

ABSENT: Trustee Picha

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

3. Approval of the agenda

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Picha

Motion carried

4. Presentation of the FY2024 Audit - Martha Trotter, Sikich LLP

Ms. Trotter reviewed the timeline of the audit and the Annual Financial Report and the Auditor's Communication to the Board of Trustees. She thanked the Administration staff for their assistance.

She stated the Management's Discussion and Analysis is very important and acts as an executive summary to the financial statements.

Ms. Trotter left the meeting at this time.

5. Public comments - none

6. Correspondence

Director Stuhlmann stated the library received a thank you from Immanuel Presbyterian church for the food donations that have been collected at the library.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the October 16, 2024 Regular Board Meeting
- b. Receive and file Financial Report for October 2024
- c. Certify Compliance with Truth in Taxation Act
- 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

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

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Richardson, Schmidt, Stull, Warren

Nays – none

Absent – Trustee Picha

Motion carried

8. Regular Agenda

- a. Approve payments for the period of October 17 – November 20, 2024

MOTION: Trustee Stull moved to approve payment of invoices in the amount of \$215,420.17 for the period of October 17, 2024 through November 20, 2024 including electronic payments and checks #10227 through #10271. Checks #10260 and #10261 are voided. Trustee Richardson seconded.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Richardson, Schmidt, Stull, Warren

Nays – none

Absent – Trustee Picha

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Stull moved to transfer \$350,000 from commercial checking account to operating checking account. Trustee Warren seconded.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Richardson, Schmidt, Stull, Warren

Nays – none

Absent – Trustee Picha

Motion carried

9. Unfinished Business

a. 2025-2030 Strategic Planning review

Director Stuhlmann stated the committee has met several times since September to discuss the surveys for gathering input and which surveys will take place during December. Kathy Gaydos will create the official online and paper surveys. Staff will translate the general community survey into Spanish.

Focus groups will be conducted concurrently with the surveys in January. The plan is to have focus groups consisting of staff, Board, stakeholders and the community.

Once the input has been collected the committee will compile the data into a Learning Report which will be passed out to staff and Board. A brainstorming session with staff will be held during the Staff Day on March 7, 2025.

After discussion the Board agreed to have a Board focus meeting at 6 pm on January 15, 2025 before the regular board meeting. The Board's brainstorming session will be held at 5:30 pm on March 19, 2025 before the board meeting.

10. New Business

a. Approve ILA Trustee Day reimbursements for Trustees Schmidt and Stull

MOTION: Trustee Warren moved to approve the 2024 ILA Trustee Day reimbursements in the amount of \$471.18 for Trustee Schmidt and \$248.08 for Trustee Stull. Trustee Lezon seconded.

Ayes – Trustees DuRocher, Lezon, Richardson, Warren

Nays – none

Abstain – Trustees Schmidt and Stull

Absent – Trustee Picha

Motion carried

Trustee Schmidt explained her reimbursement is larger due to driving herself and Trustee Stull to the conference.

b. Approve updated Policy #225 Makerspace

Director Stuhlmann explained updates have been made to the Makerspace Policy allowing non-members to use the equipment and supplies. Additionally, trustees are now able to take advantage of the three free projects up to \$10 per project a month, just as staff are allowed.

MOTION: Trustee Richardson moved to approve the updated Policy #225 Makerspace as presented in the Board packet. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Picha

Motion carried

11. Director's Report

- a. Director Stuhlmann stated only one candidate has filed to run for trustee at the April 1, 2025 Consolidated Election. If only one candidate is on the ballot the board will need to interview candidates in April/May 2025 and appoint a trustee.
- b. An anonymous donor donated a Malvin Marr Albright painting to the library.
- c. Holly Days is on December 6 and once again the library is decorating a Christmas tree with the Winter Reading Theme of "Bundle Up with Books".

12. Department Head Reports

- Paul Dobersztyn complimented all the outreach Youth Services Librarian Diana Abraham has done recently, especially in the last month. He stated in the future he would like to add a new position for an Outreach Librarian for both adult and youth.
- Duncan Jones stated the Netflix Roku's were not circulating until they were shown in the eNewsletter, and now they are checked out with multiple holds.
- Kathy Gaydos showed off the resident library card packet including the latest newsletter, library services brochure, bookmark, magnet, measuring spoons, ear plugs and other goodies. Under 17 receive a different bag with assorted goodies. She asked trustees to come prepared to have photos taken at the December 11 board meeting.
- Jackie Davis mentioned the library will have holiday lights outside the front of the building.

13. President's Report

- a. Next meetings or events

Trustee DuRocher announced the next library meetings.

14. Treasurer's Report

- a. Trustee Lezon stated the library received this year's TIF funds and it was \$16,000 more than last year.

15. Secretary's Report

Trustee Stull stated everything looks good.

16. Trustee Comments

Trustee Stull stated she has the PowerPoint slides from the presentations she attended at ILA. Director Stuhlmann will send them to all trustees.

17. Adjournment

MOTION: Trustee Schmidt moved to adjourn at 8:23 pm. Trustee Lezon seconded. Motion carried.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Picha

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

NOVEMBER 30, 2024

WARRENVILLE LIBRARY INCOME LEVY	NOVEMBER 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	PAGE 1
	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED							UNAUDITED CURRENT
CORPORATE	2,325,758	100.0000%	14957	2,299,119	98.85%	868,157	0	8,088	134,891	325,533	1,092,883	2,209,284
TOTAL TAX (LEVIED)	2,325,758	100.00%	14957	2,299,119	98.85%	868,157	0	8,088	134,891	325,533	1,092,883	2,209,284
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%	14957	2,299,119	98.85%	1,454,285	0	8,088	134,891	326,003	1,093,353	2,794,942
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: November 2024
Corporate Fund

	Corporate Fund Month Ended Nov 30, 2024	Corporate Fund 12 Months Ended Jun 30, 2025	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 14,956.97	\$ 2,299,118.98	\$ 2,325,758.00	\$ 26,639.02	98.85 %
Copier	561.55	3,040.12	6,000.00	2,959.88	50.67 %
Extended Use Fees	0.00	46.00	0.00	(46.00)	
Fees	0.00	22.38	150.00	127.62	14.92 %
TIF Funds	65,584.00	65,584.00	50,000.00	(15,584.00)	131.17 %
Interest	7,070.22	20,686.53	10,000.00	(10,686.53)	206.87 %
Book Sales	175.00	309.65	500.00	190.35	61.93 %
Lost Books	112.52	1,544.07	2,500.00	955.93	61.76 %
Creator Cart	168.95	270.33	0.00	(270.33)	
Gifts / Memorials	6.00	6.00	1,600.00	1,594.00	0.38 %
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	(65,584.00)	10,514.10	10,000.00	(514.10)	105.14 %
	23,051.21	2,434,010.13	2,442,341.00	8,330.87	99.66 %
Expenses					
Sal. - Administration	19,795.12	109,494.01	260,000.00	150,505.99	42.11 %
Sal. - Member Services	17,316.29	102,712.33	273,000.00	170,287.67	37.62 %
Sal. - Maintenance	2,800.30	15,101.13	36,000.00	20,898.87	41.95 %
Sal. - Marketing	9,399.66	51,984.09	125,000.00	73,015.91	41.59 %
Sal. - Public Services	34,077.89	206,131.16	506,000.00	299,868.84	40.74 %
Sal. - IT	4,875.00	26,893.75	64,000.00	37,106.25	42.02 %
Sal. - Technical Services	7,458.00	41,016.57	98,000.00	56,983.43	41.85 %
I.M.R.F. - Expense	11,754.67	43,537.37	114,000.00	70,462.63	38.19 %
Fica - Expense	7,018.90	40,973.21	104,000.00	63,026.79	39.40 %
Unemp. Comp.	0.00	234.75	1,025.00	790.25	22.90 %
Op - Mat'l Processing/Tech	464.23	3,381.62	9,600.00	6,218.38	35.23 %
Op - Mat'l Processing/Circ	93.39	205.94	3,450.00	3,244.06	5.97 %
Op - Postage	330.84	1,909.64	5,070.00	3,160.36	37.67 %
Op - Office Supplies	249.70	994.22	3,215.00	2,220.78	30.92 %
Op - Bank Fee's	66.99	598.18	1,600.00	1,001.82	37.39 %
Op - Automation Supplies	369.56	1,592.32	4,250.00	2,657.68	37.47 %
Op - Publishing	0.00	690.58	1,250.00	559.42	55.25 %
Equip. - Purchases	691.65	4,462.44	10,470.00	6,007.56	42.62 %
Equip. - Maintenance	42.17	132.38	500.00	367.62	26.48 %
Auto. - Software	2,673.00	9,831.98	16,175.00	6,343.02	60.79 %
Auto. - Purchases	50.56	306.20	5,500.00	5,193.80	5.57 %
Auto. - Maintenance	7,393.73	20,767.00	49,550.00	28,783.00	41.91 %
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	10,409.50	51,874.57	147,000.00	95,125.43	35.29 %
Pd - Recruiting	0.00	0.00	1,000.00	1,000.00	0.00 %
Pd - Staff Appreciation	9.98	129.27	4,450.00	4,320.73	2.90 %
Pd - Staff / Tuition Reimburse	0.00	0.00	1,800.00	1,800.00	0.00 %
Pd - Staff / Dues	210.00	914.00	3,900.00	2,986.00	23.44 %
Pd - Staff / Meetings	28.52	2,050.43	14,260.00	12,209.57	14.38 %
Pd - Staff / Transportation	113.20	509.59	2,750.00	2,240.41	18.53 %
Pd - Trst / Mtgs	0.00	1,032.93	700.00	(332.93)	147.56 %
Pd - Trst / Transportation	0.00	236.33	250.00	13.67	94.53 %
Pd - Trustee Misc.	22.96	174.32	700.00	525.68	24.90 %
Cont. - Lawyer	0.00	450.00	3,500.00	3,050.00	12.86 %

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: November 2024

Corporate Fund					
Cont. - Accounting	1,059.61	7,387.50	15,244.00	7,856.50	48.46 %
Cont. - Collection	39.40	236.40	300.00	63.60	78.80 %
Cont. - Audit	0.00	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	3,371.79	17,312.43	52,500.00	35,187.57	32.98 %
Lib. Mat. - Youth Books	3,614.69	15,740.19	39,000.00	23,259.81	40.36 %
Lib. Mat. - Adult AV	1,281.18	3,608.23	13,000.00	9,391.77	27.76 %
Lib. Mat. - Youth AV	301.18	1,855.48	5,500.00	3,644.52	33.74 %
Lib. Mat. - EBooks	5,064.48	28,871.51	66,700.00	37,828.49	43.29 %
Lib. Mat. - Periodicals	0.00	10,066.98	9,535.00	(531.98)	105.58 %
Lib. Mat. - Internet Subscript	690.00	28,905.18	29,280.00	374.82	98.72 %
Ps - Programs Adult	220.43	2,696.95	12,500.00	9,803.05	21.58 %
Ps - Programs Youth	648.53	2,524.36	9,500.00	6,975.64	26.57 %
Ps - Hotel/Motel	150.00	8,157.15	14,542.00	6,384.85	56.09 %
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	570.07	3,448.83	11,360.00	7,911.17	30.36 %
Ps - Misc.	0.00	0.00	500.00	500.00	0.00 %
Maintenance	3,638.00	15,150.93	55,520.00	40,369.07	27.29 %
Maintenance Supplies	110.67	151.12	2,000.00	1,848.88	7.56 %
Security	0.00	1,837.86	12,360.00	10,522.14	14.87 %
Gas	214.66	1,059.19	7,500.00	6,440.81	14.12 %
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	0.00	670.50	1,800.00	1,129.50	37.25 %
Electricity	3,900.11	21,029.47	45,000.00	23,970.53	46.73 %
Telephone	2,251.50	7,955.53	18,500.00	10,544.47	43.00 %
Janitorial Supplies	67.95	975.17	3,300.00	2,324.83	29.55 %
B & M - Landscape Maint	921.98	4,451.98	14,255.00	9,803.02	31.23 %
Debt Repayment	150,000.00	150,000.00	150,000.00	0.00	100.00 %
Debt Certificate Interest	9,701.25	9,701.25	17,910.00	8,208.75	54.17 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	325,533.29	1,092,882.64	2,578,421.00	1,485,538.36	42.39 %

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: November 2024

Special Reserve Fund

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

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
 Nov 30, 2024

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	143,468.69
Fifth Third 8004	<u>2,656,982.85</u>
	2,800,936.54

General Fixed Assets	<u>\$ 5,235,092.00</u>
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TOTAL ASSETS	<u><u>\$ 8,036,028.54</u></u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>5,991.27</u>
	5,991.27

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,270,000.00</u>
	1,275,991.27

EQUITY

Fund Balance	<u>\$ 6,760,037.27</u>
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TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 8,036,028.54</u></u>
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STATE OF ILLINOIS)
)
 COUNTY OF DUPAGE)

CERTIFICATION TO COUNTY CLERK

BY LIBRARY BOARD SECRETARY

(Ethics Act Certification)

I, Heather J. Stull, Secretary of the Board of Library Trustees of the Warrenville Public Library, and acting pursuant to the Illinois Governmental Ethics Act, 5 ILCS 402/4A-101 et seq., hereby certify to the County Clerk of DuPage County, Illinois that the names and mailing addresses of persons required to file a Statement of Economic Interest are the following:

TRUSTEES

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>COUNTY OF RESIDENCE</u>
Barbara DuRocher	3S560 West Avenue, Warrenville, IL 60555	DuPage
Sandy Lezon	27W554 Warrenville Road, Warrenville, IL 60555	DuPage
Jerri Picha	30W016 Juniper Court, Warrenville, IL 60555	DuPage
Jill Richardson	3S563 Glen Drive, Warrenville, IL 60555	DuPage
Connie Schmidt	3S501 Landon Avenue, Warrenville, IL 60555	DuPage
Heather J. Stull	30W018 Plum Court, Warrenville, IL 60555	DuPage
Richard W. Warren, Jr.	27W775 Parkview Avenue, Warrenville, IL 60555	DuPage

EMPLOYEES

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>COUNTY OF RESIDENCE</u>
Jacqueline A. Davis	41W268 Burlington Road, St. Charles, IL 60175	Kane
Paul Dobersztyn	996 W. Briarcliff Road, Bolingbrook, IL 60440	Will
Duncan Jones	2805 Creekside Court, Aurora, IL 60502	DuPage
MaryKellie Marquez	2822 Dorothy Drive, Aurora, IL 60504	DuPage
Kathy Quinn-Gaydos	3612 Quince Court, Downers Grove, IL 60515	DuPage
Laurene Rex	4221 South Street, McHenry, IL 60050	McHenry
Ian Stevens	821 Genesee Drive, Naperville, IL 60563	DuPage
Jason Stuhlmann	4142 Longmeadow Road, Downers Grove, IL 60515	DuPage

Signed _____
 Heather J. Stull, Secretary

 Date

(SEAL)



**ORDINANCE 24-25-04
FIXING REGULAR MEETINGS**

An Ordinance fixing the regular meetings of the Warrenville Public Library District Board of Trustees for the calendar year 2025.

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

WHEREAS, the Illinois Public Library District Act, provides that the Board shall call not less than five (5) regular meetings each fiscal year.

NOW THEREFORE BE IT ORDAINED that the Board of Trustees of the Warrenville Public Library District, County of DuPage, State of Illinois, will hold the following meetings during the calendar year 2025, said meetings to be held in the library at 7:00 P.M. located at 28W751 Stafford Place, Warrenville, Illinois or other locations as properly noticed:

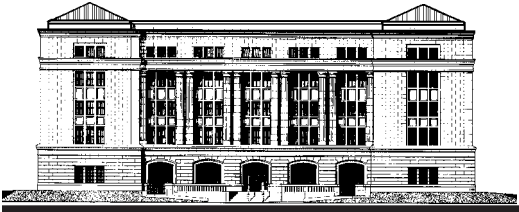
January 15, 2025
February 19, 2025
March 19, 2025
April 16, 2025
May 21, 2025
June 18, 2025

July 16, 2025
August 20, 2025
September 17, 2025
October 15, 2025
November 19, 2025
December 10, 2025

I, Heather J. Stull being the duly appointed Secretary of the Warrenville Public Library District Board of Trustees of the County of DuPage, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Library District Board of Trustees and that the foregoing is a true and correct copy of an Ordinance duly adopted by the Board of Trustees of the said Library District, at a regular meeting, duly convened and held on December 11, 2024.

Heather J. Stull, Secretary
Warrenville Public Library District

(SEAL)



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library’s Control Number: _____ **Branch Number:** _____ **Today’s Date:** _____

Contact information of the person completing this grant application:

Preparer’s Name: _____
(First Name) *(Last Name)*

Preparer’s Title: _____

Preparer’s Phone Number: _____

Preparer’s Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

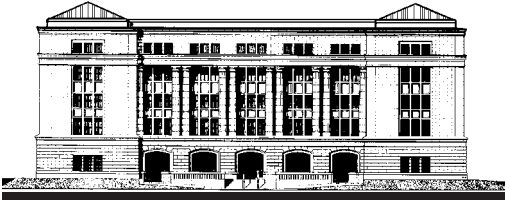
Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

[Empty response box for describing objectives and priorities for grant fund use.]



Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2023: _____

Based on the library's Planned Use of Grant Funds from the FY2023 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2023 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

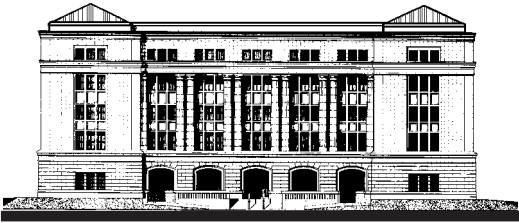
Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13



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Illinois State Library

**Certification of Eligibility for Grants
Pursuant to
75 ILCS 10/ Illinois Library System Act
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Warrenville Public Library District

Name of Library or Agency

Has adopted the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

Is providing a written policy or procedure, approved and in force at the applicant library, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Authorized Signature

12/11/2024

Date

Jason Stuhlmann

Signature Name (Typed or Printed)

Executive Director

Title

8a. REGULAR AGENDA

Approve payments for the period of November 21 – December 11, 2024
(ACTION)

A partial bill list (bills received as of December 6, 2024 is attached. An updated bill list which includes bills received through December 11 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
November 21 - December 11, 2024

Date	Num	Name	Amount
12/11/2024	10272	Demco	-401.96
12/11/2024	10273	Direct Energy Business	-3,900.11
12/11/2024	10274	Hagg Press, Inc.	-2,197.00
12/11/2024	10275	Kelly, Aaron	-400.00
12/11/2024	10276	Konica Minolta Business Solutions	-21.69
12/11/2024	10277	Kurtis, Julie	-30.67
12/11/2024	10278	Midwest Tape	-2,800.92
12/11/2024	10279	Naperville Area Humane Society	-25.00
12/11/2024	10280	Service Master Commercial Cleaning	-2,663.00
12/11/2024	10281	Sikich LLP	-2,600.00
12/11/2024	10282	Technology Management Revolving Fund	-475.00
12/11/2024	10283	Accounting Services, Inc.	-612.00
12/11/2024	10284	Ambius	-347.00
12/11/2024	10285	Violet Velvet Cooking Classes	-390.00
12/11/2024	10286	Warrenville Ace Hardware	-34.16
12/11/2024	10287	Western DuPage Chamber of Commerce	-340.00
12/11/2024	10288	Wheaton Park District	-80.00
12/11/2024	10289	Bloomscapes Landscaping, Inc.	-500.00
12/11/2024	10290	Educate Station LLC	-250.00
12/11/2024	10291	U.S. Postmaster	-1,350.00
12/11/2024	10292	LIMRICC Purchase of Health Insurance Prog	-14,382.57
11/25/2024	Electronic	AFLAC	-94.30
11/27/2024	Electronic	Paylocity	-316.16
12/02/2024	Electronic	Warrenville, City of	-164.05

-34,375.59

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.

11. DIRECTOR'S REPORT

for December 2024 Board Meeting

submitted by Jason Stuhlmann

2024 Year in Review

As volunteers and representatives of the community, I just wanted to point out how much work you do and everything that you accomplished this past year. You should be proud of all you've done.

- Personnel – showing continued support of staff is much appreciated!
 - Increased the cost sharing percentage of employee insurance
 - Supported updated wage scale and cost of living raises for staff
 - Updated Bereavement Policy to be more flexible and more inclusive
 - Updated our Attire Policy
 - Updated the Family and Medical Leave of Absence Policy and added a great new benefit of 2 weeks paid FMLA leave
 - Completed the Director's annual evaluation
 - Approved closure of the library for staff in-service day
- Policies – Reviewed and updated
 - Open Meetings Act Policy
 - Library Card Policy
 - Public Access Computers Policy
 - Makerspace Policy (new)
 - Library Use Policy
 - Accessibility Policy (new)
 - Security Camera Policy (new)
- Financial Responsibilities
 - Working Budget
 - Budget & Appropriation
 - Tax Levy
 - Approved various associated documents and certifications for the above
- Misc.
 - Finished up the Decennial Committee of Local Governmental Efficiency
 - Completed Autism Trainings from Little Friends
 - Meeting schedule ordinance
 - Approved IGAs with the City for Alebrije Art and Social Media Archiving
 - Approved Non-Resident Library Card Participation
 - Approved IPLAR and Per Capita Grant for the state
 - Attended conferences and dinners for networking and professional development
 - Supported and joined staff in the annual 3rd of July Parade

2025 Calendar of Responsibilities

And in continuation of all the work that you accomplished in 2024, following my report you will find the 2025 Calendar of Responsibilities (Trustee Edition), outlining all the items that we'll work on each month next year.

Website, Program Calendar & Room Reservations

I met with Kathy, David, Paul, Duncan and Jackie to discuss our Communico platform that runs our website, program calendar and registration, room reservations and slideshow at service desks and cafe area.

Our current contract with Communico will be up in July 2026. With the increase in population documented by the City's Special Census this year (14,096 to 15,195), we will rise into the next pricing tier, jumping from \$6,000 a year to \$7,500 a year. This, coupled with some difficulties in making our website accessible, prompted me to call this meeting so we can discuss our satisfaction with Communico's services. While we like the calendar, room and slideshow options, website accessibility is becoming a critical item that we need to address. Therefore, we will be exploring other website options (that may or may not include the other platforms) so that we can create an accessible website from the ground up.

Miscellaneous

- While Ian was on vacation, I completed payroll on November 25 and thankfully everyone got paid. Whew!
- Harassment Training – Just a reminder that Trustees should try to take this 1 hour training module before the end of 2023. Please let Jason know if you are having any trouble logging in to view it.

Meetings & Programs for November

- One-on-one meetings with Managers
- SWAN Fireside Chat (October 29, recording)
- Strategic Planning Committee (November 6 & 13)
- Holly Days Tree Decorating Meeting (November 7)
- Management Team Meeting (November 12)
- Application Review Meeting w/Paul & Ian (November 6 & 8)
- Payroll Training w/Ian (November 11)
- Interviews (November 12, 13, 15, 18 & 21)
- Met with Connie (November 19)
- Staff Communico Meeting (November 21)
- Visit from LIRA Insurance Assessor (November 25)
- Job review w/Paul (November 25)
- Personnel Meeting w/Ian (November 26)
- Programs
 - Alebrije Dedication (November 16)
 - Magic the Gathering Tournament (November 16)
- Desk Coverage
 - AS Desk (November 5)
 - YS Desk (November 14)
 - MS Desk (November 8, 25, 26 & 30)

Trainings & Webinars for November

- KnowBe4
 - Identifying Phishing Red Flags
 - Danger Zone Cyber Security Quiz

2025 CALENDAR OF RESPONSIBILITIES (Trustee edition)

This calendar represents “standard” actions and agenda items for each month. From time-to-time adjustments are necessary. The Library Director consults the attorney’s calendar to ensure that this calendar meets all legal deadlines where needed.

Please notify the Director or Board President as soon as possible if you wish to have an item added to the agenda. (The assembly process for board packets begins one week prior to the board meeting. If at all possible, agenda items should be communicated to the Director by Noon on the Wednesday one week prior to the meeting.)

JANUARY

January 15: Committee of the Whole Meeting for Strategic Planning focus group
January 15: Board Meeting

FEBRUARY

February 19: Board Meeting
Closed Session – Review Closed Session Minutes

MARCH

March 19: Committee of the Whole Meeting for Strategic Planning brainstorming session
March 19: Board Meeting
Non-resident library card participation
Personnel Committee distributes Director’s self-evaluation and trustee forms

APRIL

April 1: Director’s Evaluations Due from Board
April 1: Consolidated Election
April 14: Personnel Committee distributes copies of compiled Director’s Evaluation to Board
April 16: Committee of the Whole Meeting to review first draft of Working Budget
April 16: Board Meeting
Closed Session: Director’s Evaluation

MAY

May 1: Economic Interest Statements due at County Clerk’s Office
May 21: Board Meeting
Issue Oaths of Office to new/re-elected Trustees
Election of Officers
Adopt bank Corporate Authorization Resolutions if needed
Review second draft of Working Budget
Interest Payment for Debt Certificates (Due Jun 1)
Approve Director’s performance goals for next fiscal year
Review draft of 2025-2030 Strategic Plan

JUNE

June 18: Board Meeting
Adopt Working Budget for next fiscal year
Authorize preparation of Tentative Budget & Appropriation
Approve 2025-2030 Strategic Plan

JULY

July 1: New fiscal year begins

July 16: Board Meeting

- Appoint 2 trustees to audit Secretary's records for Annual Report
- Adopt tentative Budget & Appropriation (B&A) Ordinance
- Adopt Public Notice of B&A hearing

AUGUST

August 20: Board Meeting

- Approve Annual Report to State Library
- Approve Annual Statement of Receipts & Disbursements
- Closed Session: Review Closed Session Minutes

SEPTEMBER

September 17: Public Hearing: Budget & Appropriation (B&A) Ordinance

September 17: Board Meeting

- Adopt B&A Ordinance
- Approve Chief Fiscal Officer's Certificate of Estimated Revenue
- Adopt Resolution to Determine Estimate of Funds needed
- Distribute first draft of Levy Ordinance
- Approve Total Compensation Posting

OCTOBER

October 15: Board Meeting

- Set Truth in Taxation (TITA) Public Hearing Date for 11/19 and review public hearing notice (Black border notice)

NOVEMBER

November 19: Public Hearing: TITA

November 19: Board Meeting

- Certificate of Compliance with TITA
- Adopt Levy Ordinance
- Presentation of Audit
- Adopt Resolution to transfer surplus funds to special reserve fund (if needed)
- Principal & Interest Payment for Debt Certificates (Due Dec 1)

DECEMBER

December 10: Board Meeting

- Adopt ordinance setting board meeting dates for next calendar year
- Distribute Calendar of Responsibilities for 2026
- Certify list of trustees/employees required to file Statement of Economic Interest
- Approve Per Capita Grant

STATISTICAL SNAPSHOT	Nov 2024	Oct 2024	Sept 2024	Aug 2024	July 2024	June 2024	May 2024	April 2024	March 2024	Feb 2024	Jan 2024	Dec 2023	Nov 2023
TOTAL CIRCULATION (physical items)	12,966	13,538	12,643	14,492	15,367	14,939	13,057	13,667	14,991	13,327	13,845	13,091	13,353
WPLD items checked out at WPLD	7,247	7,320	6,966	7,835	8,805	9,429	7,197	7,183	8,547	7,289	7,917	7,115	7,468
Auto-renewals of WPLD Items	4,167	4,550	4,100	4,834	4,812	3,952	4,260	4,784	4,698	4,122	4,266	4,558	4,316
Other Library Items Checked out at WPLD	1,552	1,758	1,677	1,823	1,750	1,738	1,600	1,700	1,751	1,721	1,662	1,418	1,569
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
OverDrive/Libby	1,987	1,948	1,887	1,903	1,920	1,897	1,801	1,823	1,869	1,869	2,070	1,767	1,696
OverDrive (magazines) fka RB Digital	327	300	310	220	332	282	364	232	393	413	513	434	398
Hoopla	1,317	1,349	1,367	1,458	1,297	1,382	1,277	1,236	1,282	1,413	1,456	1,273	1,299
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,450	1,678	1,500	1,750	1,667	1,646	1,510	1,629	1,668	1,653	1,569	1,354	1,492
Received from Non-SWAN Libraries	15	19	35	12	16	15	25	22	23	12	12	7	10
Sent to SWAN Libraries	1,525	1,756	1,673	1,731	1,788	1,519	1,483	1,542	1,441	1,696	1,686	2,362	1,647
Sent to Non-SWAN Libraries	18	13	17	16	21	26	11	17	18	9	11	16	17
COLLECTION													
Physical Materials Added	415	623	408	533	457	650	455	514	498	525	530	455	643
Physical Materials Withdrawn	576	236	298	268	1,235	674	222	433	636	373	1,664	343	295
Total Collection Size	148,839	147,305	146,408	146,256	146,784	146,642	146,014	146,135	145,364	149,592	149,021	148,309	147,695
Physical materials	77651	75,857	75,405	75,470	76,147	76,091	75,578	75,712	75,884	76,548	76,634	76,386	76,226
OverDrive books	49,881	50,202	49,995	49,912	49,901	49,915	49,914	49,994	49,246	52,959	52,499	52,223	51,941
OverDrive audiobooks	21,307	21,246	21,008	20,874	20,736	20,636	20,522	20,429	20,234	20,085	19,888	19,700	19,528
PROGRAMS													
Number of Adult Programs	19	23	16	22	18	17	20	21	21	23	18	15	16
Adult Program Attendance	241	449	255	1776	558	340	126	353	190	250	137	154	210
Number of Teen Programs	7	7	7	8	8	9	6	6	10	10	7	11	8
Teen Program Attendance	35	30	40	45	33	49	32	23	56	60	21	52	37
Number of Youth Programs	29	36	30	16	23	28	16	24	24	30	24	21	25
Youth Program Attendance	550	676	538	205	460	773	255	442	478	577	362	338	471
Book-A-Librarian Sessions	11	14	14	13	14	14	14	14	14	14	14	14	14
Book-A-Librarian Attendance	4	5	2	4	2	6	4	6	7	5	3	3	3
OUTREACH													
Adult Outreach Events	0	0	1	2	0	1	1	2	1	1	0	0	0
Adult Outreach Attendance	0	0	15	130	0	92	65	102	9	12	0	0	0
Teen Outreach Events	0	0	1	1	0	0	0	0	0	0	0	0	0
Teen Outreach Attendance	0	0	30	40	0	0	0	0	0	0	0	0	0
Youth Outreach Events	1	5	3	2	1	2	8	5	0	3	1	0	1
Youth Outreach Attendance	11	424	284	320	72	425	798	267	0	199	42	0	262
LIBRARY CARDS													
Total Resident Cards Active	9,546	9,510	9,473	9,424	9,360	9,316	9,222	9,180	9,141	9,484	10,519	10,474	10,446
Resident Cards Issued In Person	57	40	54	74	55	103	45	42	56	51	52	28	24
Online Cards Issued	10	10	18	15	9	12	13	14	13	14	14	16	14
VISITOR COUNT	9,238	9,507	8,635	10,383	10,778	10,832	8,846	8,606	9,042	8,886	7,948	7,393	7816
STUDY ROOM USES	284	352	320	320	338	303	355	333	318	322	253	265	292
MEETING ROOM USES (public)	2	4	2	4	3	3	2	5	6	5	7	2	6
CURBSIDE PICKUPS	5	4	8	10	15	13	11	14	7	19	11	11	15
COMPUTERS & TECHNOLOGY													
Computer Sessions	552	617	505	563	605	478	452	561	564	540	428	526	458
Wifi Sessions	2252	2657	2432	2544	3431	2303	2498	2450	2444	2581	2297	2184	2415
Website Visits	12,804	13,279	10,833	14,797	12,815	17,814	13,086	12,443	12,949	13,523	12,835	11,023	11,003
MARKETING													
eNews Subscribers	6,648	6,614	6,625	6,644	6,565	6,555	6,505	6,467	6,474	6,479	6,316	6,295	6,375
eNews Open Rate	52%	52%	47%	48%	41%	48%	50%	51%	46%	46%	49%	53%	47%
Facebook Followers	1,917	1,909	1,898	1,892	1,884	1,878	1,861	1,856	1,828	1,798	1,790	1,783	1,770
Instagram Followers	552	546	543	542	536	532	529	528	522	516	513	509	507

12. ASSISTANT TO THE DIRECTOR REPORT

November 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 November board packet
- Attended the November 20 TITA Hearing and 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
- Filed the Levy and supporting document at the County
- Went to the post office to mail ILL's
- Ly and I went shopping for Christmas lights to put outside the building
- Gail Smith and I put together a "Holiday Potluck" including turkey and all the trimmings
- Sent a donation from the Library to St. Jude's Children's Hospital for a staff member's parent's death
- Completed and submitted the quarterly FOIA to SmartProcure
- Deactivated security system and fob
- Coordinated two pickups for the food drive.

Meetings and Continuing Education

- Management Team Meeting November 12

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 additional backpack hooks in Youth Services for the kits
- Changes elevator lights as needed.
- Put up Christmas lights on the trees/bushes in the front of the building

12. PUBLIC SERVICES REPORT

NOVEMBER 2024

Submitted by Paul Dobersztyn

Highlights

- Taylor Haring was recognized by the State of Illinois 103rd General Assembly, House of Representatives, for her outstanding and faithful community service. She was nominated by library member Laverne Campbell-Hollins through Representative La Shawn K. Ford's office for her consistent, patient approach in helping everyone use library resources. We are very proud of her accomplishment and proud to have her in our department.



- The library hosted **55** total events in November with **667** participants. We hosted several passive programs that included the Day of the Dead Ofrendas and Thanksgiving Around the World crafts which had **115** participants. We hosted one virtual program that had **44** views.
- We hosted our third Sunday Music Matinee on 11/3 featuring Petra Van Nuis. We hosted **17** 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.
- Tom Hill booked the Warrenville Environmental Advisory Commission to host a program discussing Native Trees, Plants and Pollinators. There were **37** in attendance. It was hosted by Paul Dobersztyn on 11/6.
- Toddler Time, Family Storytime and Starbucks Storytime continue to have very high attendance numbers in November. The Youth Services crew is doing a great job keeping up with the demand of a growing community.
- 1000 Books Before Kindergarten
 - Total participation:
 - 148 registrants
 - 14 completions
 - 32,568 total books read so far.
- The 100 Books Before High School
 - Total participation since the launch:
 - 50 registrants
 - 1,435 total books read
 - 8 completions so far

Personnel

- Interviews were held by Paul Dobersztyn and Jason Stuhlmann on 11/12, 11/13, 11/15, 11/18 and 11/21 for the Adult Services Associate position. 8 interviewees in total. A job offer was sent in late November. Once the background check was passed, the offer was accepted and the person will begin 11/9.

Professional Development

- **10** sessions of CE were completed by the Public Services Department in November.
- **6.25 total** hours of CE were completed.
- Topics covered include: Anti-harassment training, Cultivating the Relationship Drive Library, Advocacy in a Polarized World and more.
 - A full list can be provided by the Public Services Manager.

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 4 / Puzzles: 4 / Teen Volunteers: 3 (6.75 total hours)
Homebound Deliveries: 5 Deliveries/Pickups, 19 items checked out, 6 total participants

- Julie Kurtis created the Winter Reading Challenge in Beanstack for our upcoming challenge. Creating the drawings, logging badges and entering all of the grand prizes.
- All Public Services employees submitted content for the Spring 2025 Reading Matters newsletter including the FanCon in May.
- Taylor Haring has been working extensively with Kathy Gaydos assembling the final product for the WPLD safety manual. She distributed the last sections to committee members for final review. The next Safety Committee meeting is in December.
- Taylor Haring worked with Little Friends as an Adult Services representative helping create social stories for the library. Diana Abraham sent Little Friends a list of locations and photos to use for their social stories. This will serve in making Warrentville an autism friendly city.
- Julie Kurtis met with School District representative to remove older textbooks from our collection.
- Julie Kurtis reached out to club coordinators from Wheaton-Warrentville South and Hubble to promote our programs.
- Julie Kurtis reached out to the Bower and Johnson schools to promote Winter Reading coming up.
- Diana Abraham represented the library at the Johnson School Family Connection Dinner on 11/21. There were **219** people in attendance. She invited Metropolitan Family Services to share their resources with the Warrentville Families in attendance. Over **20** families were gifted a developmental book bag.
- Diana Abraham and Paul Dobersztyn met with LFI to tour the Discovery Room to get ideas to revamp and improve the Discovery Room space on 11/18.
- Diana Abraham attended a meeting at the DuPage Children's Museum on 11/19 to discuss their traveling exhibits for smaller libraries.
- Diana Abraham attended the City of Warrentville's IDEC meeting on 11/19. They discussed inclusion steps for City programs.

- Paul Dobersztyn, Julie Kurtis, Taylor Haring, Diana Abraham and Mandy Wilson attended Strategic Planning Committee meetings on 11/6 and 11/13.
- Paul Dobersztyn, Kyrie Kenny-Sumrak, Diana Abraham, Julie Kurtis and Mandy Wilson attended a Youth Services programming meeting on 11/6.
- Paul Dobersztyn co-hosted the SWAN Aspen Users Meeting on 11/12.
- Paul Dobersztyn met with Jason Stuhlmann, Jackie Davis, David Cassara, Duncan Jones and Kathy Gaydos on 11/21 to discuss Communico's features and the possibility of choosing another events calendar software.

Non SWAN InterLibrary Loan

Item Requests Processed: 13; Materials Received: 15; Materials Lent: 18

12. MEMBER SERVICES REPORT

November 2024

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7230	55.76%
Aspen catalog/mobile app (Renewals)	143	1.10%
Autorenewals	4167	32.14%
Staff Assisted Checkout	1426	11.00%
TOTAL TRANSACTIONS	12966	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4215	58.3%
Selfcheck 2 (Near Vending Machine)	3015	41.7%
TOTAL TRANSACTIONS	7230	100.00%

Department Highlights

Curbside

We had 5 Curbside Pickups, all unique users, in November.

Continuing Education

Member Services staff participated in 6.75 hours of Continuing Education in November.

Meetings

Laurie participated in 1 Management meeting, 1-on-1 with Jason, and a meeting with the Holly Daze decorating committee.

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.
- Reached out to DuPage PADS regarding temporary library cards.

12. Marketing Department REPORT

November 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

- Completed final proofread, made a few additional changes and submitted file to Hagg Press.
- Reviewed and approved the printer's pdf file.
- Resolved two issues with the printer: fund availability in our post office account and when/how to ship newsletter extras to the library.
- Shared information with all staff about the key dates for the mailing and associated publicity.
- Created graphics needed for digital promotion of *Reading Matters*.
- Disbursed print newsletters to staff, the service desks and other locations in the library and to the City and Park District.

Event Publicity

- Completed digital slides for winter events and scheduled them for display.
- Completed winter event flyers for display on slat walls.
- Completed designs for upcoming "Blind Date with a Book" displays.
- Submitted November events to the City Communications Coordinator for posting on their calendar; also requested they add "The library is open on Sundays" to their electronic message sign.

Winter Reading Challenge

- Completed and produced all designs for required materials and signage.
- Completed Winter Reading Challenge webpage including the list of grand prizes.

3D Printer Promotion

- Developed a plan to promote 3D printer services that included selecting and submitting a print job for turkey name card holders and offering the turkeys in a drawing for anyone who submitted a 3D print request before November 25.
- Took photos of the completed turkeys with name card holders we created.
- Wrote a brief article for eNews which included a large image of the completed project; an order for 32 turkeys was received within a few hours of eNews edition!
- Used photos to create a video for social media. Video included captions explaining how to submit a 3D print request.
- Asked Paul to pull the names of 3D printer users in November and to pick the contest winner; contacted the winner, prepared the prize and provided MSD staff the details of the pickup transaction.
- To help us promote the use of the 3D printer and Cricut, asked for Paul's input on whether to establish a type of formal feedback system.

Content Development/Review

- Wrote website article about the latest edition of *Reading Matters*, highlighting holiday and other events.
- Wrote brief article for social and eNews to publicize Taylor's recognition by State of Illinois House of Representatives.
- Took photos of Kyrie's Holidays Around the World crafts to promote the pickup program.

Strategic Planning/Survey Execution

- Reviewed and compared the features of Survey Monkey plan options to determine which plan provided the most functionality at a reasonable price point; provided input to Jason on two specific features of interest to us.
- Developed a publicity campaign for survey and focus group awareness; plan includes but is not limited to multiple eNews sends, website article and banner, in-library and outreach signage, announcements at programs, staff holding signs with messages and staff name tag attachments.
- Created two designs for sign messages to be used when photographing and recording staff to promote the survey; took photos of both designs in various locations to determine which image was better.

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

- In Kathy's absence, handled last minute questions raised by a new contact at Hagg Press about post office funds and delivery of our extra newsletters.
- Prepared for meeting about Communico, particularly as it relates to accessibility options.
- Created "Bundle up with Books" graphic sign for Holly Days tree.
- Began designing core elements for WPLD FanCon event.
- Redesigned and installed signage at the iPad kiosk in Youth Services.
- Assembled new member welcome bags.
- Produced more "Library Services" brochures for Member Services.
- Assisted Ly with installation of holiday lights near the Stafford Place entrance.

Community Outreach

- Prepared a Go Box for Diana to take to the Johnson PTA Community Dinner Nov. 21.

Safety Committee

- Met with Taylor to go over all the first-round Safety Manual edits and develop plan for next steps with the Committee; subsequently talked about Table of Contents and best way to update it when revisions or additions are made.
- Edited Taylor's template section about how suggested updates to the safety procedures will be handled.
- Updated Committee spreadsheet with assigned topics for each committee member to review.
- Alerted Committee to expect the 2nd draft of their sections plus other sections they are being assigned to review.
- Added the Safety Manual Introduction page to the Committee Teams file and asked for comments.
- Started reviewing the 2nd draft edits made by individual committee members against a checklist of edits to make sure we're consistently capturing edits across all topics consistently.

Administrative/Miscellaneous

- Prepared a small presentation about safety supplies for Trustees at the November Board meeting.
- Prepared notes to discuss pros and cons of Communico/website at meeting Jason organized.
- To create a website article with details such as painting title, background and/or tie-in with Warrenville, I requested content from Jason about the new Albright painting that was donated to the library
- Arranged with Public Services staff to remove Thanksgiving closing signs on the Saturday after Thanksgiving, as Marketing Dept. will not be working that day.
- Created a publicity plan to promote the library during the holidays with staff wearing the new Grinch Love To Read t-shirts or holiday attire of their choosing. This could include Christmas, Hannukah, Lunar New Year or something else. Reviewed with Jason and shared the plan with all staff.

- Planned for my scheduled time off in November by creating a status list of all current tasks and what would need David's involvement in my absence. I subsequently reviewed the updates and additions David made to the list while I was gone.
- Reminded Paul that we had created Holiday DVD signs last year and we could re-use them for this year's temporary cart display.
- Assembled new member welcome bags for the first half of December.

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.

eNews analysis: For the first time, LibraryAware conducted a study to establish key metrics in examining the library industry's email effectiveness, as up until now the only measure for comparison were nonprofit industry statistics. WPLD consistently enjoys a 50% open rate, above the newly established LibraryAware library average of 44%. Our average click through rate of 3% (meaning number of links clicked on) is also above the library average of 2%. Our New Cardholder Welcome Email series is significantly above the library industry open rate, with ranges from 84% for the first email sent to 55% for the last of five emails sent.

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 **November**, posted photos Paul took of the Alebrije program in Facebook and Instagram. Alerted Paul that he might be contacted from a Facebook commenter who stated in a post that someone at the library said we didn't have cookbooks. Posted photos Julie took of the semi-annual 1,000 Books Before Kindergarten graduation ceremony.

Meetings/Webinars

Kathy

11/11/24: KnowBe4 Training on Phishing and Danger Zone
 11/12/24: Management Team Meeting
 11/21/24: Webinar: Ask the Website Accessibility Expert
 11/26/24: Super Library Marketing videos and emails on various topics

David

11/07/24: Holly Days Committee Meeting
 11/07/24: KnowBe4 Training on Phishing and Danger Zone
 11/19/24: Anti-Harassment Training
 11/21/24: Webinar: Ask the Website Accessibility Expert

Kathy & David

11/6/24: Semi-annual check-in meeting with each other
 11/21/24: Meeting with key staff to discuss Communico

Publicity Statistics

eNews (Constant Contact)

Subscribers: 6,648
 Average open rate: 52%
 New Cardholders campaign—average open for 8 sends: 66%

Social Media

Facebook Followers: 1,917

Instagram Followers: 552

Popular Facebook post in November:

47 interactions (likes, comments, shares); views = 1,009; reach= 552.

 Warrenville Public Library District
Published by Kathy Quinn
November 26 at 8:53 AM · 🌐

Congratulations to our Adult Services Librarian Taylor H. for being recognized for her outstanding and faithful community service! 🎉

This is an acknowledgment granted by the State of Illinois 103rd General Assembly, House of Representatives. Library member LaVerne Campbell-Hollins nominated Taylor for this recognition through Representative La Shawn K. Ford, describing Taylor's consistent, professional approach in assisting her with library resources during her frequent visi... See more



See insights and ads [Boost post](#)

👍❤️ 39 7 comments · 1 share

12. ACQUISITIONS & CATALOGING REPORT November 2024

Submitted by MaryKellie Marquez

Collection Maintenance

- 371 items created
- 261 items discarded
- 47 items repaired
- 36 discs cleaned

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

MaryKellie

- KnowBe4, "Identifying Phishing Red Flags & 2024 Danger Zone," 11/4/2024.
- The Inside Man S4: E0, E1, E2
- RAILS presents, "Cataloging Children's Material: Tips & Best Practices," 11/12/2024.
- RAILS presents, "Amanda Jones: That Librarian and a Journey to Protect Intellectual Freedom" (recorded 10/28/24), 11/14/2024.
- New Hampshire Library Association presents, "De-Biasing with James McKim, 11/14/2024.
- Ryan Dowd presents, "Schizophrenia: An Interview with Esme Weijun Wang," 11/14/2024.
- ALA presents, "Hot Takes: Safety and Security," (recorded 11/12/24), 11/15/2024.
- Achieve Engagement presents, "A Generative Dialogue Around the World of Inclusion & Belonging," 11/15/2024.
- Paylocity presents, "Harassment/Discrimination Training," 11/18/2024.

Gail

- RAILS presents, "Cataloging Children's Material: Tips & Best Practices".
- Continued Tech to Go Collection rebranding /packaging project.
- Holly Days Tree Committee meetings.
- Strategic Planning Committee meetings.
- Paylocity presents, "Harassment/Discrimination Training."
- Started the Youth puzzle rebranding project.

MaryKellie's Meetings:

- 1-on-1 with Jason 11/12/2024.
- Facilitated ATLAS MMRT meeting 11/15/2024.
- Board Meeting viewed recording of the 11/20/2024 meeting, 11/22/2024.
- SWAN Fireside Chat 11/26/2024.

MaryKellie's November 2024 Highlight:

MaryKellie is so very grateful to Gail for taking the lead with David, Duncan, Kyrie and Ly & for their hard work on the park district's Holly Days tree decorating. Please vote for #12, our tree!



12. IT DEPARTMENT REPORT

November 2024

Submitted by Duncan Jones

User Support

- I helped staff with password resets, SD card access, mouse issues, photos not opening for image file types and 3D printing.
- I helped members with copying documents and VHS to DVD conversion.

Troubleshooting

- I resolved an issue with image files not opening in Photos on some staff PCs. Windows updates caused the Photos application to stop working. I reassigned the default program to open images.
- I adjusted the time sync on phones after DST change. This should have been automatic, but the setting had become unset.
- I resolved the A/V system desynchronization. Rebooting the unit reconnected the control panel.
- I investigated a temporary phone outage caused by a provider outage.
- I resolved an issue with a Netflix Roku not logging in.
- I performed a reinstall of a staff PC after attempting to resolve a profile issue.
- I navigated an outage of AT&T, failing over services to our secondary network.
- I continued troubleshooting the firewall issue with the support vendor.

Project/Goal

- I updated SQL Management Studio on various servers.
- I worked with Kathy to make a staff quiz on safety topics.
- I installed the software and drivers for a drawing tablet for use with Fancon.
- I updated the OS and software on various servers and laptops.
- I fixed a few typos in templates for Tech To Go devices.

Planning

- I ordered additional filament for the 3D printer, refills of popular filament and new colors.
- I ordered new Roku devices for additional streaming services and began testing those services in anticipation of circulation.

Meetings

- I met with the Holly Days tree planning group.
- I met with the Management Team.
- I met with Jason for one-on-one meetings.
- I met with the Strategic Planning Committee.

Training

- Schizophrenia: An Interview with Esmé Weijun Wang; Ryan Dowd webinar

Tickets

- 8 opened, 7 closed, 4 pending

12. HUMAN RESOURCES

November 2024

Submitted by Ian Stevens

Highlights

- Attended HR Source Law Conference on 11/7/24 at Naperville's NIU campus. Over 300 HR peers attended with sessions on ADA, DEI, new laws and more.

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 received 36 applications, and eight candidates were invited for interviews. An offer was made and accepted on 11/27.
- Open position in Member Services for an Associate staff member. The position was posted on 11/5 with a deadline of 11/30. We received 13 applications.
- 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 11/11. 11/25 ran by Jason (Ian on vacation)
- IMRF payroll info to accountant 11/27. Submitted October IMRF Wage Report 11/4.
- 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.
- Update the staff's payroll and holidays calendar for 2025
- Assigned Anti-Harassment training to all staff and managers. Due at year end to make compliance with state law 11/16
- Open enrollment for 2025 benefits was held 11/6-11/15.

Meetings

- Management Team meeting on 11/12
- Met with Jason to discuss various HR matters 11/14, and handbook review
- Met with Jason and Laurie for Member Services hiring 11/5
- Met with Jason and Paul to review Adult Services Applications 11/8
- Did not attend the November Board meeting due to vacation.
- Strategic Planning meeting 11/6 and 11/13
- Phone meeting with HR Source legal to discuss ADA 11/17
- 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

- Know Be 4 - Phishing 11/4
- SHRM/Aetna - Mental Health 11/14

13. PRESIDENT'S REPORT

Next Library Meetings or Events as of December 6, 2024

- Wednesday, January 15, 2025 at 6:00 pm
2025 Strategic Planning Trustee Focus Group 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
- Wednesday, March 19, 2025 at 5:30 pm
2025 Strategic Planning Trustee Brainstorming Session in Library Meeting Room
- Wednesday, March 19, 2025 at 7 pm
Regular Board Meeting in Library Meeting Room