



Regular Meeting of the Board of Trustees

Wednesday, January 15, 2025, 7:00 p.m.

Location: Library Meeting Room

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

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

AGENDA

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

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

4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

P. 3.... a. Approve Minutes of the December 11, 2024 Regular Board Meeting

P. 7.... b. Receive and file Financial Report for December 2024

8. Regular Agenda

p. 13 ... a. Approve payments for the period of December 12, 2024 – January 15, 2025 **(ACTION)**

P. 15 ... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

p. 16 ... a. 2025-2030 Strategic Plan update **(information)**

10. New Business

p. 17 ... a. Approve Transfer of funds to Certificate of Deposit (CD) at Fifth Third Bank
(ACTION)

p. 19 b. Illinois Funds **(information)**

p. 20 c. Approve Updated Policy #460 Libel or Slander **(ACTION)**

P. 23 d. Approve Updated Policy #470 Negligent Misrepresentation **(ACTION)**

P. 26 e. Updated Policy #480 Indemnification & Insurance **(information)**

p. 29 ... 11. Director's Report

p. 31 ... 12. Department Head Reports

P. 41 ... 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)**



**Minutes of the
Regular Board of Trustees Meeting
December 11, 2024**

1. Call to order – Trustee DuRocher called the meeting to order at 7:00 pm
2. Roll Call - Trustee DuRocher called roll call

ATTENDING: Trustees DuRocher, Lezon, (arrived at 7:05 pm), Picha, Richardson (arrived at 7:03 pm), Schmidt, Stull, Warren

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, Cataloging and Acquisitions Manager MaryKellie Marquez, HR Manager Ian Stevens

OTHER STAFF: Taylor Haring, Adult Services Librarian

3. Approval of the agenda

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Lezon and Richardson

Motion carried

4. Presentations

- a. Safety Supplies

Kathy Gaydos gave a presentation on some of the safety supplies and procedures for various circumstances. Included with the supplies is a list of all employees, which allows the person in charge to double check all staff are accounted for in case of building evacuation.

- b. 3D printing

Duncan Jones had the trustees gather by the 3D printer. He gave a brief explanation on how it functions, the supplies needed and the cost for printing.

5. Public comments - none
6. Correspondence - none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the November 20, 2024 Truth in Taxation Public Hearing
- b. Approve Minutes of the November 20, 2024 Regular Board Meeting
- c. Receive and file Financial Report for November 2024
- d. Certify 2025 Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- e. Adopt Ordinance #24-25-04 Ordinance Fixing Regular Meetings for 2025
- f. Authorize library staff to submit to the Illinois State Library the:
 - i. FY25 Public Library Per Capita Grant Application, and
 - ii. FY23 Public Library Per Capita Grant Expenditure Report, and
 - iii. Certification of Eligibility for Grants Pursuant to 75 ILCS 10/

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

Roll call vote:

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

Nays – None

Motion carried

8. Regular Agenda

- a. Approve payments for the period of November 21 – December 11, 2024

MOTION: Trustee Picha moved to approve payment of invoices in the amount of \$41,300.93 for the period of November 21, 2024 through December 11, 2024 including electronic payments and checks #10272 through 10306. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Warren moved to transfer \$175,000 from commercial checking account to operating checking account. Trustee Richardson seconded.

Roll call vote:

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

Nays – None

Motion carried

9. Unfinished Business – none

10. New Business- none

11. Director's Report

a. Trustee Year in Review – Trustee DuRocher thanked Director Stuhlmann for preparing the Trustee 2024 Year in Review.

b. 2025 Calendar of Responsibilities

Trustee Stull asked if anyone had expressed interest in running for the board. Director Stuhlmann stated no one had. He explained a person can file with the County to run as a write-in candidate. If no one has filed to run as a write-in candidate, the Board will have to appoint someone in the spring.

Trustee Picha asked if there will be a continuation of policy review during the next year. Director Stuhlmann replied there will be. Currently he and Ian Stevens are working through the Personnel Handbook and will have HR Source review in its entirety.

12. Department Head Reports

Paul Dobersztyn stated Adult Services Librarian Taylor Haring was recognized by the State of Illinois 103rd General Assembly for her outstanding and faithful community service. Library member Laverne Campbell-Hollis nominated Taylor through Representative La Shawn K. Ford's office for her consistent, patient approach in helping her and other library members.

13. President's Report – Trustee DuRocher reviewed the dates for the upcoming meetings and reminded trustees to complete their harassment training by the end of December.

- January 15, 2025 will be a Strategic Planning Trustee Focus Group at 6 pm before the regular board meeting.
- Regular board meeting on February 19.
- March 19, 2025 will be a Strategic Planning Trustee Brainstorming Session at 5:30 pm before the regular board meeting.

Trustee Picha stated she will not be available for the February, March or April board meeting.

14. Treasurer's Report – everything looks fine.

15. Secretary's Report – everything looks fine

16. Committee Reports – none

17. Trustee Comments

Trustee Picha stated the outdoor lights look wonderful.

Trustee Picha stated it is great Director Stuhlmann works at the public services desks when needed. It gives him the opportunity to meet the members.

Picha wished everyone a happy holiday.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the regular meeting at 7:50 pm. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

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

DECEMBER 31, 2024

WARRENVILLE LIBRARY INCOME LEVY	DECEMBER 2024		FUND BALANCES			UNAUDITED		OTHER INC	Y.T.D.	EXPENSES	Y.T.D.	UNAUDITED
	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	FUND BAL 6/30/2024	TRANSFERS	RECEIVED MONTH	OTHER INCOME	MONTH	EXPENSES	CURRENT
CORPORATE	2,325,758	100.0000%	18896	2,318,015	99.67%	868,157	0	5,050	139,941	151,470	1,244,352	2,081,761
TOTAL TAX (LEVIED)	2,325,758	100.00%	18896	2,318,015	99.67%	868,157	0	5,050	139,941	151,470	1,244,352	2,081,761
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%	18896	2,318,015	99.67%	1,454,285	0	5,050	139,941	151,940	1,244,822	2,667,419
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: December 2024
Corporate Fund

	Corporate Fund Month Ended Dec 31, 2024	Corporate Fund 12 Months Ended Jun 30, 2025	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 18,896.46	\$ 2,318,015.44	\$ 2,325,758.00	\$ 7,742.56	99.67 %
Copier	637.40	3,677.52	6,000.00	2,322.48	61.29 %
Extended Use Fees	0.00	46.00	0.00	(46.00)	
Fees	3.00	25.38	150.00	124.62	16.92 %
TIF Funds	0.00	65,584.00	50,000.00	(15,584.00)	131.17 %
Interest	3,893.52	24,580.05	10,000.00	(14,580.05)	245.80 %
Book Sales	0.00	309.65	500.00	190.35	61.93 %
Lost Books	438.00	1,982.07	2,500.00	517.93	79.28 %
Creator Cart	78.08	348.41	0.00	(348.41)	
Gifts / Memorials	0.00	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	0.00	10,514.10	10,000.00	(514.10)	105.14 %
	23,946.46	2,457,956.59	2,442,341.00	(15,615.59)	100.64 %
Expenses					
Sal. - Administration	19,766.01	129,260.02	260,000.00	130,739.98	49.72 %
Sal. - Member Services	16,631.12	119,343.45	273,000.00	153,656.55	43.72 %
Sal. - Maintenance	2,813.96	17,915.09	36,000.00	18,084.91	49.76 %
Sal. - Marketing	9,466.04	61,450.13	125,000.00	63,549.87	49.16 %
Sal. - Public Services	35,232.53	241,363.69	506,000.00	264,636.31	47.70 %
Sal. - IT	4,875.00	31,768.75	64,000.00	32,231.25	49.64 %
Sal. - Technical Services	7,458.00	48,474.57	98,000.00	49,525.43	49.46 %
I.M.R.F. - Expense	7,514.20	51,051.57	114,000.00	62,948.43	44.78 %
Fica - Expense	7,058.71	48,031.92	104,000.00	55,968.08	46.18 %
Unemp. Comp.	0.00	234.75	1,025.00	790.25	22.90 %
Op - Mat'l Processing/Tech	497.96	3,879.58	9,600.00	5,720.42	40.41 %
Op - Mat'l Processing/Circ	60.73	266.67	3,450.00	3,183.33	7.73 %
Op - Postage	1,361.24	3,270.88	5,070.00	1,799.12	64.51 %
Op - Office Supplies	347.30	1,341.52	3,215.00	1,873.48	41.73 %
Op - Bank Fee's	24.25	622.43	1,600.00	977.57	38.90 %
Op - Automation Supplies	0.00	1,592.32	4,250.00	2,657.68	37.47 %
Op - Publishing	333.50	1,024.08	1,250.00	225.92	81.93 %
Equip. - Purchases	691.65	5,154.09	10,470.00	5,315.91	49.23 %
Equip. - Maintenance	21.69	154.07	500.00	345.93	30.81 %
Auto. - Software	23.98	9,855.96	16,175.00	6,319.04	60.93 %
Auto. - Purchases	124.62	430.82	5,500.00	5,069.18	7.83 %
Auto. - Maintenance	639.24	21,406.24	49,550.00	28,143.76	43.20 %
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	9,475.78	61,350.35	147,000.00	85,649.65	41.73 %
Pd - Recruiting	0.00	0.00	1,000.00	1,000.00	0.00 %
Pd - Staff Appreciation	75.00	204.27	4,450.00	4,245.73	4.59 %
Pd - Staff / Tuition Reimburse	0.00	0.00	1,800.00	1,800.00	0.00 %
Pd - Staff / Dues	550.00	1,464.00	3,900.00	2,436.00	37.54 %
Pd - Staff / Meetings	(28.52)	2,021.91	14,260.00	12,238.09	14.18 %
Pd - Staff / Transportation	0.00	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.	0.00	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: December 2024

Corporate Fund

Cont. - Accounting	1,055.67	8,443.17	15,244.00	6,800.83	55.39 %
Cont. - Collection	29.55	265.95	300.00	34.05	88.65 %
Cont. - Audit	2,600.00	8,600.00	8,600.00	0.00	100.00 %
Cont. - Consultants	0.00	0.00	15,250.00	15,250.00	0.00 %
Lib. Mat. - Adult Books	1,944.68	19,257.11	52,500.00	33,242.89	36.68 %
Lib. Mat. - Youth Books	1,523.92	17,264.11	39,000.00	21,735.89	44.27 %
Lib. Mat. - Adult AV	1,170.06	4,778.29	13,000.00	8,221.71	36.76 %
Lib. Mat. - Youth AV	351.76	2,207.24	5,500.00	3,292.76	40.13 %
Lib. Mat. - EBooks	2,800.92	31,672.43	66,700.00	35,027.57	47.48 %
Lib. Mat. - Periodicals	0.00	10,066.98	9,535.00	(531.98)	105.58 %
Lib. Mat. - Internet Subscript	250.00	29,155.18	29,280.00	124.82	99.57 %
Ps - Programs Adult	575.07	3,272.02	12,500.00	9,227.98	26.18 %
Ps - Programs Youth	915.17	3,439.53	9,500.00	6,060.47	36.21 %
Ps - Hotel/Motel	400.00	8,557.15	14,542.00	5,984.85	58.84 %
Ps - Refunds / Fines / Fees	0.00	27.98	500.00	472.02	5.60 %
Ps - Printing	2,197.00	4,386.16	11,600.00	7,213.84	37.81 %
Ps - PR / Publicity	55.63	3,504.46	11,360.00	7,855.54	30.85 %
Ps - Misc.	97.62	97.62	500.00	402.38	19.52 %
Maintenance	3,351.00	18,501.93	55,520.00	37,018.07	33.32 %
Maintenance Supplies	0.00	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	296.57	1,355.76	7,500.00	6,144.24	18.08 %
Snow Removal	500.00	500.00	21,000.00	20,500.00	2.38 %
Hvac	0.00	549.00	12,600.00	12,051.00	4.36 %
B & M - Water / Sewer	164.05	834.55	1,800.00	965.45	46.36 %
Electricity	3,900.11	24,929.58	45,000.00	20,070.42	55.40 %
Telephone	1,284.09	9,239.62	18,500.00	9,260.38	49.94 %
Janitorial Supplies	328.45	1,303.62	3,300.00	1,996.38	39.50 %
B & M - Landscape Maint	664.33	5,116.31	14,255.00	9,138.69	35.89 %
Debt Repayment	0.00	150,000.00	150,000.00	0.00	100.00 %
Debt Certificate Interest	0.00	9,701.25	17,910.00	8,208.75	54.17 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	151,469.64	1,244,352.28	2,578,421.00	1,334,068.72	48.26 %

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
 Period Ending: December 2024
 Special Reserve Fund

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

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	168,189.79
Fifth Third 8004	<u>2,504,762.78</u>

2,673,437.57

General Fixed Assets	<u>\$ 5,235,092.00</u>
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TOTAL ASSETS **\$ 7,908,529.57**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>6,015.48</u>
	6,015.48

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,270,000.00</u>
	1,276,015.48

EQUITY

Fund Balance	<u>\$ 6,632,514.09</u>
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TOTAL LIABILITIES & FUND BALANCE **\$ 7,908,529.57**

8a. REGULAR AGENDA

Approve payments for the period of December 12, 2024 – January 14, 2025 **(ACTION)**

A partial bill list (bills received as of January 10, 2025) is attached. An updated bill list which includes bills received through January 15 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY

Transaction Detail by Account

December 12, 2024 - January 15, 2025

Date	Num	Name	Amount
01/15/2025	10307	Ambius	-347.00
01/15/2025	10308	AT&T	-376.28
01/15/2025	10309	Baker & Taylor	-1,734.40
01/15/2025	10310	Baker & Taylor	-162.61
01/15/2025	10311	Baker & Taylor	-2,080.13
01/15/2025	10312	Baker & Taylor	-131.09
01/15/2025	10313	Chinese Intercultural, LLC	-330.00
01/15/2025	10314	Dame, Elaine	-900.00
01/15/2025	10315	Davis, Jackie	-17.55
01/15/2025	10316	Direct Energy Business	-2,936.32
01/15/2025	10317	Elite Chess	-75.00
01/15/2025	10318	Konica Minolta Business Solutions	-17.59
01/15/2025	10319	Libraries First	-220.00
01/15/2025	10320	Libraries of Illinois Risk Agency	-21,780.55
01/15/2025	10321	Midwest Tape	-2,899.89
01/15/2025	10322	Midwest Tape	-105.47
01/15/2025	10323	Midwest Tape	-402.00
01/15/2025	10324	Miriam Montano	-39.21
01/15/2025	10325	Risk Program Administrators	-2,604.00
01/15/2025	10326	Service Master Commercial Cleaning	-2,663.00
01/15/2025	10327	Technology Management Revolving Fund	-475.00
01/15/2025	10328	Wheaton Park District	-80.00
01/15/2025	10329	Wilson, Amanda	-97.95
01/15/2025	10330	NextEra Energy Services Midwest, LLC	-442.63
01/15/2025	10331	LACONI	-150.00
01/15/2025	10332	LIMRICC Purchase of Health Insurance Prog	-16,795.39
01/15/2025	10333	Naperville Area Humane Society	-25.00
01/15/2025	10334	Team One Repair, Inc.	-780.00
01/15/2025	10335	Unique	-39.40
01/15/2025	10336	Abbott Tree Care Professionals	-2,650.00
01/15/2025	10337	Bloomscapes Landscaping, Inc.	-3,220.00
01/15/2025	10338	Petty Cash Fund	-31.89
01/15/2025	10339	Reaching Across Illinois Library System	-385.00
12/12/2024	Electronic	Chase Ink	-2,886.40
12/12/2024	Electronic	Paylocity	-130.58
12/13/2024	Electronic	Konica Minolta Premier Finance	-407.00
12/13/2024	Electronic	Konica Minolta Premier Finance	-259.65
12/16/2024	Electronic	Comcast	-352.85
12/19/2024	Electronic	Northern Illinois Gas	-296.57
12/26/2024	Electronic	Paylocity	-313.09
01/02/2025	Electronic	Warrenville, City of	-152.99

-69,793.48

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 Strategic Planning Update (information)

Surveys

The Strategic Plan Committee, Kathy and I have been busy working on all of our surveys, developing and revising the questions, programming the surveys into SurveyMonkey, testing and proofing.

Our two surveys for the general public (1 in English, 1 in Spanish), as well as for our survey for community stakeholders (government, businesses and other organizations) will all be made available complete with marketing beginning Monday, January 13. The survey will run through February 7.

The survey for the board and staff will also be sent out during the week of January 13. Please make sure to take the survey when I send it to you!

Focus Groups

In addition to our surveys, we will be hosting various focus groups to gather more in-depth feedback from the community. The Committee has been working on developing our outline and questions for each of the different groups:

- The library board is kicking off our series of focus groups on Wednesday, January 15 at 6:00 pm.
- Staff focus groups will be January 22 & 29.
- The Stakeholder focus group will be February 5.
- We have 4 focus groups (in English) planned for the general public on January 17 & 22 and February 1 & 7.
- We have 2 focus groups planned (in Spanish) for the general public on January 30 and February 2.
- As a meeting for some of our Spanish speaking business owners wasn't easily done, Diana will also be visiting a couple of these stakeholders to get their input.

Learning Report & Brainstorming Sessions

In mid-February, once we have wrapped up the survey and focus groups, we'll compile all of our data into a report for the board and staff to review. Then in March we will use this report to have brainstorming sessions with the staff on March 7 and the board on March 19 to start developing goals.

10a. NEW BUSINESS

Approve Transfer of funds to Certificate of Deposit (CD) at Fifth Third Bank
(ACTION)

Suggested motion: Move to approve the transfer of \$_____ from the library’s commercial checking account to open a ___-month certificate of deposit (CD) at Fifth Third Bank.

Investment Income

A few months ago, we were able to have Fifth Third Bank raise our APY interest rate from 1.1% to 1.89%. This was great and we are earning more than we were. Despite this improvement I had hoped for a higher APY, and so I inquired at the bank about Fifth Third’s CD rates, hoping that we could make a little more interest with our money sitting in the bank. This is what they sent me:

PRODUCT	MINIMUM DEPOSIT TO OPEN	MIN BALANCE FOR ANNUAL PERCENTAGE YIELD	STATED INTEREST RATE	MIN ANNUAL PERCENTAGE YIELD	MAX ANNUAL PERCENTAGE YIELD
3 MONTH PROMO	5000	5000	4.26	4.35	4.35
7 MONTH PROMO	5000	5000	3.92	4.00	4.00
13 MONTH PROMO	5000	5000	3.68	3.75	3.75
24 MONTH PROMO	5000	5000	2.96	3.00	3.00
60 MO PROMO CD	5000	5000	2.23	2.25	2.25
3 MO BUS PROMO	5000	5000	4.26	4.35	4.35
7 MO BUS PROMO	5000	5000	3.92	4.00	4.00
13 MO BUS PROMO	5000	5000	3.68	3.75	3.75
24 MO BUS PROMO	5000	5000	2.96	3.00	3.00

To keep our money fairly liquid, we would want either the 3-month or 7-month CD. We would also want to make sure we leave sufficient funds in our commercial checking account for transferring to the operating checking to pay our monthly expenses.

During our lowest points of the year, April & May, we have roughly \$1.6 million in our commercial checking after expenses. This helps inform us how much we might want to transfer into the CD.

- With a \$1M CD, during April we would have ~\$600k left in commercial checking
- With a \$750K CD, during April we would have ~\$850K in commercial checking
- With a \$500K CD, during April we would have ~\$1.1M in commercial checking

Below is a table showing CD options. It shows the monthly and total CD income based on the term and principal. Since we would be reducing our normal amount in the commercial checking, and therefore reducing the amount of interest we would normally earn, the final column below shows a projection of what our total actual income would be by investing in the CD.

Projected Actual Income = (CD Income + Reduced Interest Income) – Normal Income without the CD

Please keep in mind that this is a projected estimate.

CD Term / Principal	CD Monthly Income	CD Term Income	Projected Income over Interest Income w/no CD
3-month (Feb-Apr)			
3-month / \$500k	\$1,750	\$5,250	\$2,480
3-month / \$750k	\$2,625	\$7,875	\$3,980
3-month / \$1m	\$3,500	\$10,500	\$5,480
7-month (Feb-Aug)			
7-month / \$500k	\$1,600	\$11,200	\$4,572
7-month / \$750k	\$2,400	\$16,800	\$7,547
7-month / \$1m	\$3,200	\$22,400	\$10,522

This is just my suggestion to try to earn the library a little more money. If the Board likes these options, then I propose voting for the CD term and principal amount you would like me to invest in at Fifth Third Bank. You can also think about it and decide yes or no next month, though I don't know how long the rate offers will last.

10b. NEW BUSINESS

Illinois Funds (information)

Illinois Funds

I was vaguely aware of the existence of Illinois Funds, but recently I learned a little more about them in my casual quest to find the library some better return on our money that would be higher than our 1.89% interest at Fifth Third.

The Illinois Funds, created in 1975 by State statute (15 ILCS 505/17), is the State's Public Treasurers' Investment Pool, administered by the Illinois State Treasurer, offering another investment opportunity for custodians of "Public Funds" for "Public Agencies," such as libraries.

- There is no minimum balance requirement with Illinois Funds accounts. You may draw your account down to a zero balance without the account being closed.
- The Illinois Funds offers free deposits, transfers, and withdrawals (ACH or wire) online and by phone. Participants can also sign up for direct deposit, which allows state distributions to be deposited into their Illinois Funds account the same day they are paid by the state.
- Illinois Funds do not apply a fee for any transaction on your Illinois Funds account.
- Illinois Funds uses US Bank.
- Funds may be invested one day and withdrawn the next. The funds would earn interest for that one day.
- Interest accrues daily and is posted to each account on the last business day of the month.

The average daily yield for Illinois Funds for the last 3.25 months:

- January 2025 (so far) = 4.58%
- December 2024 = 4.688%
- November 2024 = 4.797%
- October 2024 = 4.957%

If you remember, we used to have an Illinois Funds account, but closed our account years ago because the interest rates at the time were lower than what the bank could offer us.

I am not in any rush, especially with strategic planning happening, but if it is okay with the Board, I would like to learn more about Illinois Funds to see whether this would be a viable option or alternative for the library's money. While the interest rates do seem to be coming down, I like the fact that their current rate is higher than our new APY and currently higher than the CD rates offered. I also like how liquid your money can be.

10c. NEW BUSINESS

Approve Updated Policy #460 Libel or Slander (**ACTION**)

Suggested motion: Move to approve the updated Policy #460 Libel or Slander as presented in the meeting packet.

Updated Policy

This policy just states the law from the Illinois Compiled Statutes. This policy was last reviewed in 2009. Since then, it appears they've updated the wording, which I have updated in our policy. There's not much to discuss, which is why I've made it an action item this month, but it's good to review so that everyone stays aware of this particular law.



LIBEL OR SLANDER POLICY
POLICY #460 – Revised & approved 1/15/2025

~~ILLINOIS STATUTES: 85: 2-107. Libel or Slander
A local public entity is not liable for injury caused by any action of its employees that is
libelous or slanderous.~~

Illinois Compiled Statutes 745 ILCS 10/2-107 (from Ch. 85, par. 2-107)
A local public entity is not liable for injury caused by any action of its employees that is
libelous or slanderous or for the provision of information either orally, in writing, by
computer or any other electronic transmission, or in a book or other form of library
material.

DRAFT



LIBEL OR SLANDER POLICY

Policy #460 – Revised & approved 1/15/2025

Illinois Compiled Statutes 745 ILCS 10/2-107 (from Ch. 85, par. 2-107)

A local public entity is not liable for injury caused by any action of its employees that is libelous or slanderous or for the provision of information either orally, in writing, by computer or any other electronic transmission, or in a book or other form of library material.

10d NEW BUSINESS

Approve Updated Policy #470 Negligent Misrepresentation (**ACTION**)

Suggested motion: Move to approve the updated Policy #470 Negligent Misrepresentation as presented in the meeting packet.

Updated Policy

This policy just states the law from the Illinois Compiled Statutes. This policy was last reviewed in 2009. Since then, it appears they've updated the wording, which I have updated in our policy.

There's not much to discuss, which is why I've made it an action item this month, but it's good to review so that everyone stays aware of this particular law.



NEGLIGENT MISREPRESENTATION POLICY
Policy #470 – Revised & approved 1/15/2025

~~ILLINOIS STATUTES 85: 2-210. Negligent misrepresentation
A public employee acting in the scope of his employment is not liable for an injury
caused by his negligent misrepresentation~~

Illinois Compiled Statutes 745 ILCS 10/2-210 (from Ch. 85, par. 2-210)

A public employee acting in the scope of his employment is not liable for an injury caused by his negligent misrepresentation or the provision of information either orally, in writing, by computer or any other electronic transmission, or in a book or other form of library material.



NEGLIGENT MISREPRESENTATION POLICY
Policy #470 – Revised & approved 1/15/2025

Illinois Compiled Statutes 745 ILCS 10/2-210 (from Ch. 85, par. 2-210)

A public employee acting in the scope of his employment is not liable for an injury caused by his negligent misrepresentation or the provision of information either orally, in writing, by computer or any other electronic transmission, or in a book or other form of library material.

10e. NEW BUSINESS

Review Updated Policy #480 Indemnification & Insurance (information)

Updated Policy

As I reviewed this policy, it felt a little slim to me. I also did not like the vagueness of the one line under the Insurance section, which to me implied we'll insure anyone at all.

I found a similar policy from another library that says much of the same as our policy did, but had better wording, was more consistent, and was a little more robust without being too long. I took that and updated our policy. I also updated the name of the policy to be more concise.

I have already given the updated policy to our attorneys to review. They thought it looked good and had no changes.

Since this was more of an overhaul of the policy, it is an information item this month. If there are no changes, the Board can approve the updated policy in February.



**INDEMNIFICATION & INSURANCE OF TRUSTEES, OFFICERS,
EMPLOYEES AND AGENTS; INSURANCE POLICY**
Policy #480 – Revised & approved 1/15/2025

Deletions

Additions

Right to Indemnification

~~The Library will indemnify any present or former Trustee, officer, employee or agent to the fullest extent possible under applicable law against expenses, including attorney's fees, judgments, fines, settlements and reasonable expenses, actually incurred by such person relating to his or her conduct as a Trustee, officer employee, or agent of the Library, except that indemnification shall not apply:~~

Library District shall indemnify any Library official, employee, or volunteer who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, lawsuit, or proceeding, whether civil or administrative, when damages are sought for wrongful acts alleged to have been committed in the scope of their employment and/or their duties as an officer, employee, or volunteer of the Library. Under these circumstances, the officer, employee, or volunteer shall be indemnified against expenses including the cost of a judgment or settlement based on such a claim; reasonable attorneys' fees; and court costs. The cost of any settlement of a claim may only be indemnified or paid by the Library when such settlement amount is approved by the Library Board.

If any officer, employee, or volunteer of the Library is named as a defendant in any criminal action alleged to have arisen out of or been incidental to the performance of their duties, the Library shall not provide representation for the officer, employee, or volunteer in that criminal action. However, the Library may reimburse the officer, employee, or volunteer for reasonable defense costs only if the criminal action was instituted against that officer, employee, or volunteer arising out of and directly related to the lawful exercise or their official duties or under color of their authority and that action is dismissed or results in a final disposition of "not guilty."

Indemnification shall not apply in the following circumstances:

- to a breach of the duty of loyalty to the Library;
- ~~for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law;~~

- ~~• for a transaction from which such person derived an improper personal benefit;~~
- ~~or~~
- Against judgments, penalties, fines and settlements arising from any proceeding by or in the right of the Library, or against expenses in any such case, where such person shall be adjudged liable to the Library.
- For the costs associated with actions that the Board of Trustees, or a court of competent jurisdiction, finds are based on acts not committed in the scope of the officer's, employee's, or volunteer's duties or under the color of their authority.
- For the costs associated with actions that the Board of Library Trustees, or a court of competent jurisdiction, finds are based on malicious, willful, or criminal misconduct.
- For the costs associated with actions that the Board of Library Trustees determine derive an improper personal benefit.
- For the cost of independent legal representation where the officer, employee, or volunteer has sought independent legal representation apart from that offered or provided by the Library.
- For the portion of any judgment constituting an award of punitive or exemplary damages.
- For the cost of any settlement which is not approved by the Library Board.

Insurance

~~The Library shall purchase and maintain insurance on behalf of any person to the fullest extent permitted by applicable law.~~

The Library may purchase and maintain insurance on behalf of any officer, employee, or volunteer of the Library against any liability asserted against such person and incurred by such person arising out of their status as such and related to acts committed by the person within the scope of their duties or under the color of their authority. The Library may purchase such insurance whether or not the Library would have the power to indemnify such officer, employee, or volunteer against such liability under the provisions of this Policy.

Terms & Interpretation

For the purposes of this Policy, the term "officer" shall include both elected and appointed Library officers and trustees. The terms "officer", "employee", and "volunteer" shall include former officers, trustees, employees and volunteers.

2024 Anti-Harassment Training

Just a reminder, if you haven't already, to please take the 1-hour anti-harassment training through Paylocity. Please let me know if you need your password reset or if you have any other issues accessing the training.

Miscellaneous

- I submitted the approved IPLAR Report to the IL State Library.
- With Duncan's (& Management Team's) help, we revised our Incident Log procedures to use an online form for data entry.
- Took the Safety Quiz assigned by Kathy.

Meetings & Programs for December

- One-on-one meetings with Managers
- Strategic Planning Committee (December 2, 10 & 19)
- Management Team Meeting (December 3)
- Holly Days Tree Decorating with staff (December 3)
- Meetings with Ian to discuss Personnel Handbook (December 4, 12, 16 & 18)
- TIF #3 & 4 Joint Annual Review Board Meeting (December 4)
- Personnel Meeting with Ian & Laurie (December 4)
- SWAN Quarterly Meeting (December 5)
- Safety Committee Meeting (December 5)
- Strategic Plan Survey Meetings with Kathy (December 6 & 17)
- Holly Days (December 6)
- MS Desk Coverage (December 23 & 28)

Trainings & Webinars for December

- Paylocity – Anti-Harassment Training
- Ryan Dowd - Managing Your Own Emotions During Conflict

Community Feedback

I received a lovely comment while working at the Member Services Desk that we had a beautiful library.

STATISTICAL SNAPSHOT	Dec 2024	Nov 2024	Oct 2024	Sept 2024	Aug 2024	July 2024	June 2024	May 2024	April 2024	March 2024	Feb 2024	Jan 2024	Dec 2023
TOTAL CIRCULATION (physical items)	12,192	12,966	13,538	12,643	14,492	15,367	14,939	13,057	13,667	14,991	13,327	13,845	13,091
WPLD items checked out at WPLD	6,037	7,247	7,320	6,966	7,835	8,805	9,429	7,197	7,183	8,547	7,289	7,917	7,115
Auto-renewals of WPLD Items	4,723	4,167	4,550	4,100	4,834	4,812	3,952	4,260	4,784	4,698	4,122	4,266	4,558
Other Library Items Checked out at WPLD	1,432	1,552	1,758	1,677	1,823	1,750	1,738	1,600	1,700	1,751	1,721	1,662	1,418
DOWNLOADABLE CIRCULATION			3,597	3,564	3,581	3,549	3,561	3,442	3,291	3,544	3,695	4,039	3,474
OverDrive/Libby	1,948	1,987	1,948	1,887	1,903	1,920	1,897	1,801	1,823	1,869	1,869	2,070	1,767
OverDrive (magazines) fka RB Digital	295	327	300	310	220	332	282	364	232	393	413	513	434
Hoopla	1370	1317	1349	1,367	1458	1297	1,382	1,277	1,236	1,282	1,413	1,456	1,273
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,363	1,450	1,678	1,500	1,750	1,667	1,646	1,510	1,629	1,668	1,653	1,569	1,354
Received from Non-SWAN Libraries	14	15	19	35	12	16	15	25	22	23	12	12	7
Sent to SWAN Libraries	1,902	1,525	1,756	1,673	1,731	1,788	1,519	1,483	1,542	1,441	1,696	1,686	2,362
Sent to Non-SWAN Libraries	25	18	13	17	16	21	26	11	17	18	9	11	16
COLLECTION													
Physical Materials Added	394	371	623	408	533	457	650	455	514	498	525	530	455
Physical Materials Withdrawn	341	261	236	298	268	1,235	674	222	433	636	373	1,664	343
Total Collection Size	146,746	147,014	147,305	146,408	146,256	146,784	146,642	146,014	146,135	145,364	149,592	149,021	148,309
Physical materials	76,104	75,826	75,857	75,405	75,470	76,147	76,091	75,578	75,712	75,884	76,548	76,634	76,386
OverDrive books	49415	49,881	50,202	49,995	49,912	49,901	49,915	49,914	49,994	49,246	52,959	52,499	52,223
OverDrive audiobooks	21227	21,307	21,246	21,008	20,874	20,736	20,636	20,522	20,429	20,234	20,085	19,888	19,700
PROGRAMS													
Number of Adult Programs	14	19	23	16	22	18	17	20	21	21	23	18	15
Adult Program Attendance	150	241	449	255	1776	558	340	126	353	190	250	137	154
Number of Teen Programs	7	7	7	7	8	8	9	6	6	10	10	7	11
Teen Program Attendance	48	35	30	40	45	33	49	32	23	56	60	21	52
Number of Youth Programs	20	29	36	30	16	23	28	16	24	24	30	24	21
Youth Program Attendance	324	550	676	538	205	460	773	255	442	478	577	362	338
Book-A-Librarian Sessions	8	11	14	14	13	14	14	14	14	14	14	14	14
Book-A-Librarian Attendance	4	4	5	2	4	2	6	4	6	7	5	3	3
OUTREACH													
Adult Outreach Events	0	0	0	1	2	0	1	1	2	1	1	0	0
Adult Outreach Attendance	0	0	0	15	130	0	92	65	102	9	12	0	0
Teen Outreach Events	0	0	0	1	1	0	0	0	0	0	0	0	0
Teen Outreach Attendance	0	0	0	30	40	0	0	0	0	0	0	0	0
Youth Outreach Events	3	1	5	3	2	1	2	8	5	0	3	1	0
Youth Outreach Attendance	87	11	424	284	320	72	425	798	267	0	199	42	0
LIBRARY CARDS													
Total Resident Cards Active	9,590	9,546	9,510	9,473	9,424	9,360	9,316	9,222	9,180	9,141	9,484	10,519	10,474
Resident Cards Issued In Person	51	57	40	54	74	55	103	45	42	56	51	52	28
Online Cards Issued	10	10	10	18	15	9	12	13	14	13	14	14	16
VISITOR COUNT	7,549	9,238	9,507	8,635	10,383	10,778	10,832	8,846	8,606	9,042	8,886	7,948	7,393
STUDY ROOM USES	285	284	352	320	320	338	303	355	333	318	322	253	265
MEETING ROOM USES (public)	3	2	4	2	4	3	3	2	5	6	5	7	2
CURBSIDE PICKUPS	6	5	4	8	10	15	13	11	14	7	19	11	11
COMPUTERS & TECHNOLOGY													
Computer Sessions	509	552	617	505	563	605	478	452	561	564	540	428	526
Wifi Sessions	2707	2252	2657	2432	2544	3431	2303	2498	2450	2444	2581	2297	2184
Website Visits	11,051	12,804	13,279	10,833	14,797	12,815	17,814	13,086	12,443	12,949	13,523	12,835	11,023
MARKETING													
eNews Subscribers	6,640	6,648	6,614	6,625	6,644	6,565	6,555	6,505	6,467	6,474	6,479	6,316	6,295
eNews Open Rate	52%	52%	52%	47%	48%	41%	48%	50%	51%	46%	46%	49%	53%
Facebook Followers	1,935	1,917	1,909	1,898	1,892	1,884	1,878	1,861	1,856	1,828	1,798	1,790	1,783
Instagram Followers	557	552	546	543	542	536	532	529	528	522	516	513	509

12. ASSISTANT TO THE DIRECTOR REPORT

December 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 December board packet
- Transferred funds in accordance with the transfer approved at the board meeting
- Transferred funds from Propay to Fifth Third
- Went to the post office to mail ILL's
- Gail Smith and I put together a "Holiday Potluck" including turkey and all the trimmings
- Activated a fob and security code for new employee
- Coordinated a pickup for the food drive

Meetings and Continuing Education

- Completed the assigned Paylocity Harassment Training
- Took the assigned Safety Quiz

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
- Changes elevator lights as needed.
- Ordered new switch for the meeting room control panel
- Installed new faucet in the public women's bathroom
- Coordinated Automated Logic to come out and install a new VAV box by the Adult Services pod
- Painted two study rooms
- Cleaned carpet of stains
- Cleaned air vents
- Changed emergency light in public men's washroom
- Completed the assigned Paylocity Harassment Training
- Cleaned the disc machine for Tech Services

12. PUBLIC SERVICES REPORT

December 2024

Submitted by Paul Dobersztyn

Highlights

- The library hosted **37** total events in December with **445** participants. We hosted several passive programs that included the Winter Holiday Crafts to Go which had **77** participants.
- We hosted our fourth Sunday Music Matinee on 12/1 featuring Heather Braoudakis. We hosted **45** guests for the concert.
- Diana Abraham and Miriam Montano hosted the Posadas event with chef Violet on 12/10. It was a very successful program and was very well received by those in attendance.
- Taylor Haring hosted the Adult Board Game night on 12/10 as well, both programs were well attended.
- 1000 Books Before Kindergarten
 - Total participation:
 - 152 registrants
 - 14 completions
 - 33,993 total books read so far.
- The 100 Books Before High School
 - Total participation since the launch:
 - 55 registrants
 - 1,526 total books read
 - 8 completions so far

Personnel

- Mark Arellano accepted the offer for Adult Services Associate and started on 12/9/24.

Professional Development

- **13** sessions of CE were completed by the Public Services Department in December.
- **12.5 total** hours of CE were completed.
- Topics covered include: Anti-harassment training, Support an Inclusive Culture, Security Awareness, Managing your Own Emotions During Conflict 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: 0

Homebound Deliveries: 2 Deliveries/Pickups, 4 items checked out, 6 total participants

- Diana Abraham hosted students from the District 200 Transitions program on 12/4 & 12/11, hosting **27** students total.
- Julie Kurtis visited the 2nd grade classes at the Johnson School on 12/17 visiting **60** students.
- Diana Abraham attended the Wheaton-Warrenville Early Childhood Collaborative meeting on 12/13.
 - WWECC is looking to host Developmental Screenings for Warrenville families at the Library (they will provide the screeners).

- Working with WWECC to continue storytime at the Johnson Headstart classrooms.
- Diana Abraham hosted the Metea Valley Transitions program on 12/17.
- Paul Dobersztyn attended the Management Team meeting on 12/3.
- Paul Dobersztyn, Taylor Haring and Mandy Wilson attended the Safety Committee meeting on 12/5.
- Julie Kurtis, Taylor Haring, Mandy Wilson and Paul Dobersztyn attended the FanCon Planning Committee meeting on 12/10. Since that meeting, the committee has:
 - Contacted interested exhibitors
 - Planned next meeting to discuss programming-particularly paid presenters
 - Contacted cosplay groups
- Paul Dobersztyn, Diana Abraham, Taylor Haring, Mandy Wilson and Julie Kurtis attended the Strategic Planning meetings on 12/2 & 12/10.
- Paul Dobersztyn met with Kathy Gaydos and David Cassara on 12/10 to discuss the Spring 2025 Reading Matters newsletter.

Non SWAN InterLibrary Loan

Item Requests Processed: 14; Materials Received: 14; Materials Lent: 25

12. MEMBER SERVICES REPORT

December 2024

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	6098	50.01%
Aspen catalog/mobile app (Renewals)	135	1.11%
Autorenewals	4723	38.74%
Staff Assisted Checkout	1236	10.14%
TOTAL TRANSACTIONS	12192	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	3522	57.76%
Selfcheck 2 (Near Vending Machine)	2576	42.24%
TOTAL TRANSACTIONS	6098	100.00%

Department Highlights

Curbside

We had 6 Curbside Pickups, 3 unique users, in December.

Continuing Education

Member Services staff participated in 6.25 hours of Continuing Education in December.

Meetings

Laurie participated in 1 meeting with Jason and Ian regarding hiring, 1-on-1 with Jason, and 5 interviews for the open Member Services position

Personnel

- The part-time Member Services Associate position was posted on 11/5. We interviewed 5 applicants and offered one the position. They accepted and will begin on January 6.

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.
- Manned the Member Services desk a lot during the holidays, being short staffed and with folks on vacation.
- I would like to offer many, many thanks to Jason for helping to keep my department running smoothly, he also manned the MS desk a lot during the holidays. Also, many thanks to the rest of the MS team, for pitching in, working extra time and filling in when needed.

12. ACQUISITIONS & CATALOGING REPORT December 2024

Submitted by MaryKellie Marquez

Collection Maintenance

- 394 items created
- 341 items discarded
- 73 items repaired
- 66 discs cleaned

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

MaryKellie

- Ryan Dowd's, "Managing Your Own Emotions During Conflict," 12/4/2024.
- PRH BookFest presents: "Be Well (recorded 11/20/24)," 12/11/2024.
- Aunt Flow, "Turning the Page on Period Poverty (recorded on 12/10/24)," 12/11/2024.
- PRH Winter Book & Author Festival: Carl Hiaasen (recorded 11/20/2024), 12/11/2024.
- Ryan Dowd's, "Mental Illness Short Course: High risk and low risk situations," 12/12/2024.
- KnowBe4, "The Inside Man" S4 E3 & E4, 12/23/2024.
- Bibliographic Standards Committee of the ACRL's, "Cool Things We Catalog (recording)," 12/23/2024.

Gail

- Un-branding puzzle project with MaryKellie
- Took down the Holly Days tree with Kyrie and MaryKellie
- Strategic Planning Committee meetings x3
- Holiday potluck

MaryKellie's Meetings:

- Strategic Planning Committee meetings 12/2/2024, 12/20/2024, 12/19/2024
- 1-on-1 with Jason 12/10/2024.
- Mid-year check-in with Gail 12/12/2024.
- Board Meeting 12/22/2024.

12. HUMAN RESOURCES

December 2024

Submitted by Ian Stevens

Highlights

- Two open positions, Adult Services and Member Services, were successfully filled after posting job ads in various sites and interviewing select candidates. Please welcome Mark and Sophia who have been going through the onboarding process.
- All Staff successfully completed the assigned Anti-Harassment training to be compliant with State law.

Staff/Recruiting

- Open position in Adult Services for an Associate staff member was filled and Mark started on 12/09/24
- Open position in Member Services for an Associate staff member was filled with Sophia accepting the position and is starting on 1/6/25

HR Procedures

- Ran payrolls in Paylocity on 12/9 and 12/23.
- IMRF payroll info to accountant 12/27. Submitted November IMRF Wage Report 12/5.
- The handbook is being reviewed before going to HR Source. Jason and I have been meeting a few times a week to review and make updates. Next part is very close when it 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.
- All Anti-Harassment training assigned to all staff and managers was completed by the due date of year end making the library compliant with state law

Meetings

- Management Team meeting 12/3
- Met with Jason for handbook review 12/4, 12/12, 12/16 and 12/18
- Met with Jason and Laurie to review Member Services Applications 12/4
- Safety Committee Meeting 12/5
- Attended the December Board meeting 12/11.
- Strategic Planning meeting 12/2, 12/10 and 12/19
- Interviews for Member Services 12/12, 12/13, 12/16 and 12/17
- 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 – Inside Man Security series S4 Ep 1,2,3,4 12/18
- Paylocity – Year End webinar review 12/10
- NorthStar – Benefits and Employees 12/11
- HR Source – Wrap Up and Laws 12/3

12. IT DEPARTMENT REPORT

December 2024

Submitted by Duncan Jones

User Support

- I helped staff with Teams, printing, PDF form filling, TBS print pricing, and monitor menu settings.

Troubleshooting

- I resolved an issue with the Scan Station, the fax machine had become unplugged.
- I unjammed the AS coin tower's nickel dispenser.
- I replaced the YS desk scanner with a new one.

Project/Goal

- Gail, MaryKellie and I completed the Tech To Go collection rebranding project.
- I completed the incident log automation testing and deployed the process, allowing staff members to easily submit incident logs and alert all staff to new incidents.
- I created accounts and completed technology orientation for an incoming employee.
- I reviewed Safety Committee IT Security Issues.
- I set the 2025 holiday schedule for phones and public PCs.
- I compiled the schedule of renewals for 2025.
- I renewed Meraki certificates and tokens for Krayon Kisok iPads.
- I edited and uploaded the board meeting video.
- I installed Cricut software on Computer Lab PCs.
- I deactivated a past due Roku.
- I updated various servers, public PCs and catalogs, camera and access point firmware.
- I replaced toner in various printers and ensured accuracy of listed inventory.
- I created new system images for emergency restoration of staff PCs.
- I updated the Public PC management software and printing software.

Planning

- I researched upgrading MS Office version to 2024 for the coming fiscal year.
- I did some Windows 11 Group Policy configuration.

Meetings

- I decorated the holiday tree.
- I met with the Safety Committee.
- I met with Jason.
- I met with the Strategic Planning Committee.

Training

- Anti-Harassment; Paylocity
- Mental Illness Short Course: High risk and low risk situations; Ryan Dowd webinar

Tickets

- 4 opened, 4 closed, 4 pending

12. Marketing Department REPORT

December 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:

Spring 2025 *Reading Matters* (RM) newsletter

- Developed spring 2025 timeline for RM tasks and related publicity; shared with Paul.
- Received first draft of program content from Paul; reviewed and met with Paul to ask questions and make suggestions.
- Received second content draft; reviewed, clarified additional points and proceeded to edit.
- Began design work to produce first draft of RM.

Event Publicity

- Removed winter College Planning Sessions event signage after first session was cancelled; added digital signage again to advertise later sessions.
- Sent winter event pdfs to District 200 for posting on their website.
- Sent winter event digital images to Western DuPage Chamber for use in their weekly electronic publication.

WPLD FanCon

- Created event logo.
- Began working with Mandy on event mascot designs.
- Began drafting a floor plan in InDesign software.
- Began drafting an event brochure.

Strategic Planning/Survey Execution

- Received the first draft of all the survey versions; reviewed and made several notes to discuss with Jason; also provided input to Jason via email about target audience, incentives and stakeholder list management.
- Met with Jason a few times to discuss/edit survey content and provided additional input about the implementation process; also discussed best method for creating the Spanish version.
- Suggested and wrote additional survey questions to help focus respondents on library usage.
- Programmed the main survey in Survey Monkey; worked with Jason and David to iron out some of the skip logic.
- Tested the survey; provided a framework for others to follow when testing the survey.
- Began programming the Stakeholder survey version.

Content Development/Review

- Created a persona for the library's Holly Days Tree Showcase tree—Doug Fir, Winter Reading Challenge ambassador. Wrote social media posts and suggested to the Holly Days committee that Doug be repurposed indoors to act as a mascot for WRC.
- Provided input to Kyrie on the Personalized Book Bag program form now that younger children are eligible; needed the revised form content to update the website.
- Took photos on several dates of staff wearing holiday apparel, posed in various settings with library materials, and posted on social media throughout December.

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

- Created an additional Curbside Pickup template for use by Member Services.
- Worked with other Holly Days Committee members to complete decorations for the library's holiday tree; worked with other staff to decorate the tree.
- Posted winter holiday closing signs.
- Removed Member Services Associate job posting from the website.

Community Outreach

- Called two outreach contacts to ask about the efficacy of including copies of *Reading Matters* in their outreach efforts. Rev. Dale at Emmanuel Baptist said it is still working well as they combine RM with other community info in their welcome packets. Anthony at Ace Hardware will no longer be needing copies of RM, as he has stopped his welcome program.
- Met with my contact at Preserve of Cantera who wants us to come for a library card registration event in February; I worked with Laurie to schedule a date for our MSD staff to attend with me.
- Dropped off copies of RM to Rev. Dale and Preserve.

Safety Committee

- Wrote and posted the Safety Manual Introduction for review by committee.
- Finalized the December 5 meeting agenda; led meeting.
- Reviewed Mandy's meeting notes and added the file to the Committee files in Teams. (See separate meeting notes submitted by Mandy.)
- Sent safety quiz to all staff to check their knowledge of topics reviewed in the fall.
- Figured out how Safety Manual would fit into existing Employee Handbook and how to use the 3-hole punch feature on the Konica.
- Reviewed 2nd draft of most safety topics after review and editing by the individual committee members; returned to Taylor for updating.
- Followed up with committee members on the review status of a few topics.
- Requested an updated staff list for use in Safety Emergency folders.

Administrative/Miscellaneous

- Decorated the library's Holly Days Tree Showcase tree and took several photos for social media.
- Attempted to resolve an issue with MSD staff on use of old logo for Curbside Pickup bags; emailed staff with file and instructions for use.
- Reminded all staff that none of our previous logos should be in use except for very limited situations.
- Gave Miriam measuring spoons to give away at her Las Posadas Cooking program.
- Gave Taylor highlighters and earplugs to give away at her Board Game Night program.

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.

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 **December...**

- Noticed a bike was locked to the bike rack adjacent to the parking lot for several days from November to early December; posted on Facebook about the bike in an attempt to get the owner to remove it. Bike was removed within a few days of the post.
- Tested Instagram desktop version capabilities against Buffering scheduling and Meta scheduling abilities.
- Used photo Kyrie took of winter Craft To Go options in social media.
- Used images Taylor created of Adult Services staffs' Top 5 book picks of 2024 in Instagram posts.
- Created posts to get more registrations for Read to a Therapy Dog.

Meetings/Webinars

Kathy

12/3/24: Management Team Meeting

12/5/24: Safety Committee Meeting

12/6/24: With Jason to discuss Strategic Planning survey content

12/11/24: Board Meeting

12/31/24: Anti-Harassment Training Webinar

David

12/5/2024: FanCon Committee Meeting

Kathy & David

12/10/24: Meeting with Paul to discuss spring *Reading Matters* and FanCon details.

Publicity Statistics

eNews (Constant Contact)

Subscribers: 6,640

Average open rate: 52%

New Cardholders campaign—average open for 6 sends: 68%

Social Media

Facebook Followers: 1,935

Instagram Followers: 557

Popular Facebook post in December:

45 interactions (likes, comments, shares); views = 2,105; reach= 1,299.



13. PRESIDENT'S REPORT

Next Library Meetings or Events as of January 10, 2025

- 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
- Wednesday, April 16, 2025 at 6:00 pm
Committee of the Whole Meeting (Budget) in Library Meeting Room
- Wednesday, April 16, 2025 at 7 pm
Regular Board Meeting in Library Meeting Room