



## Regular Meeting of the Board of Trustees

Wednesday, February 19, 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](mailto:trustees@warrenville.com). Please use the subject line to indicate the email is a public comment for the Board Meeting. Emailed comments will be read during the meeting if they include the commenter's first and last name, are received at the above email address prior to the meeting's start time, are no more than 500 words in length and are free of any abusive or obscene language. While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

### AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren)
  - a. Approve Remote Attendance and Participation, if needed **(ACTION)**
3. Approval of the agenda **(ACTION)**
  - a. *Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
  - a. Introductions of new library staff
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
  - p. 3..... a. Approve Minutes of the January 15, 2025 Committee of the Whole Meeting
  - p. 4..... b. Approve Minutes of the January 15, 2025 Regular Board Meeting
  - p. 8 ..... c. Receive and file Financial Report for January 2025
8. Regular Agenda
  - p. 14 ..... a. Approve payments for the period of January 16 – February 19, 2025 **(ACTION)**
  - P. 16 ..... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

- p. 17 ..... a. Approve updated Policy #480 Indemnification & Insurance **(ACTION)**
- p. 20 ..... b. Illinois Funds **(information)**
- p. 21 ..... c. Approve Transfer of funds to Certificate of Deposit (CD) at Fifth Third Bank **(ACTION)**
- p. 22 ..... d. 2025-2030 Strategic Plan update **(information)**

10. New Business

- p. 23 ..... a. Approve reimbursement to Trustee DuRocher for Award Luncheon

11. Director's Report

- p. 24 ..... a. Radon testing

p. 27 .. 12. Department Head Reports

13. President's Report

- p. 41 ..... a. Next meetings or events

p. 42 .. 14. Treasurer's Report

- a. DuPage Foundation

- b. Women's Club

15. Secretary's Report

16. Committee Reports

- p. 43 ..... a. Personnel Committee – Director's Evaluation Timeline

17. Trustee Comments

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

- p. 45 ... 19. Closed Session as allowed by 5 ILCS 120/2(c)(21) for the purpose of “discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.”

20. Discussion/action resulting from the above closed session – Release closed session minutes and/or destroy closed session recordings (ACTION)

21. Adjournment **(ACTION)**



**Minutes of the  
Committee of the Whole Meeting  
January 15, 2025**

1. Call to Order – Trustee DuRocher called the meeting to order at 6:04 pm.
2. Roll Call – Trustee DuRocher called roll call.

ATTENDING: Trustees DuRocher, Lezon (arrived at 6:27 pm), Picha, Richardson (arrived at 6:05 pm), Schmidt, Stull, Warren

ALSO ATTENDING: Library Director Jason Stuhlmann, Public Services Manager Paul Dobersztyn, Adult Services Library Taylor Haring, Member Services Manager Laurie Rex, HR Manager Ian Stevens, 1 member of the public – Catherine Cox (arrived late)

3. Public Comments - none
4. Strategic Planning Focus Group Session - Director Stuhlmann led the trustees through the focus group session, asking questions about the library and the community. Then there was discussion as Director Stuhlmann reviewed trustee answers.
5. Items for Information/Discussion – none
6. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the meeting at 7:13 pm. Trustee Richardson seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,

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



**Minutes of the  
Regular Board of Trustees Meeting  
January 15, 2025**

1. Call to order – Trustee DuRocher called the meeting to order at 7:19 pm
2. Roll Call - Trustee DuRocher called roll call

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

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

PUBLIC ATTENDING: Warrenville Resident Catherine Cox

3. Approval of the agenda

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

4. Presentations - None
5. Public comments – Catherine Cox stated she has lived in Warrenville for over 30 years and this is the first time she has attended a board meeting.
6. Correspondence - none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the December 11, 2024 Regular Board meeting
- b. Receive and file Financial Report for December 2024

*MOTION: Trustee Lezon moved to approve the agenda as read. Trustee Warren 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 December 12, 2024 – January 15, 2025

*MOTION: Trustee Picha moved to approve payment of invoices in the amount of \$76,819.85 for the period of December 12, 2024 – January 15, 2025 including electronic payments and checks #10307 through 10346. 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 Richardson moved to transfer \$250,000 from commercial checking account to operating checking account. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – None*

*Motion carried*

9. Unfinished Business – none

10. New Business

- a. Approve Transfer of Funds to Certificate of Deposit (CD) at Fifth Third Bank

Director Stuhlmann explained he investigated 3 and 7 month Certificates of Deposit (CD) at Fifth Third Bank. He explained the different options available.

After discussion it was the consensus of the Board to open two 3-month Certificates of Deposit for \$500,000 each at Fifth Third Bank.

*MOTION: Trustee Lezon moved to approve the transfer of \$1,000,000 from the library's commercial checking account to open two 3-month certificates of deposit (CD) at Fifth Third Bank for \$500,000 each. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – None*

*Motion carried*

b. Illinois Funds

Director Stuhlmann stated he is investigating Illinois Funds which may be an avenue for the Library to obtain a better return on our funds. They currently do not charge any fees, funds can be withdrawn at any time and interest is earned on a daily basis. He will share more information at a later date with the Board.

c. Approve Updated Policy #460 – Libel or Slander

*MOTION: Trustee Picha moved to approve the updated Policy #460 Libel or Slander as presented in the meeting packet. Trustee Lezon Seconded.*

*Roll call vote:*

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

*Nays – None*

*Motion carried*

d. Approve Updated Policy #470 – Negligent Misrepresentation

*MOTION: Trustee Picha moved to approve the updated Policy #470 Negligent Misrepresentation as presented in the meeting packet. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – None*

*Motion carried*

e. Review Updated Policy #480 Indemnification and Insurance

Director Stuhlmann stated this policy needed updating and is presented this month for review only. The library's attorney reviewed and approved the new policy as written. It will be brought back to the board in February for approval.

11. Director's Report

a. Department Head Reports

Trustee Picha asked Acquisitions & Cataloging Manager MaryKellie Marquez what the "un-branding of puzzles" project was. Ms. Marquez replied they had to repackage all the youth puzzles to incorporate the new library logo including putting them together, photographing and relabeling.

12. President's Report – Trustee DuRocher reviewed the dates for the upcoming meetings and reminded trustees to complete their harassment training if they have not done so.
  - Regular board meeting on February 19, 2025 at 7:00 p.m.
  - March 19, 2025 will be a Strategic Planning Trustee Brainstorming Session at 5:30 pm before the regular board meeting.

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

13. Treasurer's Report – everything looks fine.
14. Secretary's Report – everything looks fine.
15. Committee Reports – none
16. Trustee Comments
17. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the regular board meeting at 8:17 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**

**JANUARY 31, 2025**



WARRENVILLE LIBRARY INCOME  LEVY	JANUARY 2025	FUND BALANCES							PAGE 1			
	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2024	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	2,325,758	100.0000%	0	2,318,015	99.67%	868,157	0	4,635	144,577	181,034	1,425,386	1,905,363
TOTAL TAX (LEVIED)	2,325,758	100.00%	0	2,318,015	99.67%	868,157	0	4,635	144,577	181,034	1,425,386	1,905,363
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%	0	2,318,015	99.67%	1,454,285	0	4,635	144,577	181,504	1,425,856	2,491,021
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: January 2025**  
**Corporate Fund**

	Corporate Fund Month Ended Jan 31, 2025	Corporate Fund 12 Months Ended Jun 30, 2025	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 0.00	\$ 2,318,015.44	\$ 2,325,758.00	\$ 7,742.56	99.67 %
Copier	724.05	4,401.57	6,000.00	1,598.43	73.36 %
Extended Use Fees	0.00	46.00	0.00	(46.00)	
Fees	3.00	28.38	150.00	121.62	18.92 %
TIF Funds	0.00	65,584.00	50,000.00	(15,584.00)	131.17 %
Interest	3,506.81	28,086.86	10,000.00	(18,086.86)	280.87 %
Book Sales	0.00	309.65	500.00	190.35	61.93 %
Lost Books	316.52	2,298.59	2,500.00	201.41	91.94 %
Creator Cart	8.12	356.53	0.00	(356.53)	
Gifts / Memorials	77.00	83.00	1,600.00	1,517.00	5.19 %
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 %
	<b>4,635.50</b>	<b>2,462,592.09</b>	<b>2,442,341.00</b>	<b>(20,251.09)</b>	<b>100.83 %</b>
<b>Expenses</b>					
Sal. - Administration	19,775.71	149,035.73	260,000.00	110,964.27	57.32 %
Sal. - Member Services	17,771.18	137,114.63	273,000.00	135,885.37	50.23 %
Sal. - Maintenance	2,732.00	20,647.09	36,000.00	15,352.91	57.35 %
Sal. - Marketing	9,457.50	70,907.63	125,000.00	54,092.37	56.73 %
Sal. - Public Services	36,507.50	277,871.19	506,000.00	228,128.81	54.92 %
Sal. - IT	4,875.01	36,643.76	64,000.00	27,356.24	57.26 %
Sal. - Technical Services	7,458.01	55,932.58	98,000.00	42,067.42	57.07 %
I.M.R.F. - Expense	7,555.00	58,606.57	114,000.00	55,393.43	51.41 %
Fica - Expense	7,239.59	55,271.51	104,000.00	48,728.49	53.15 %
Unemp. Comp.	24.15	258.90	1,025.00	766.10	25.26 %
Op - Mat'l Processing/Tech	492.03	4,371.61	9,600.00	5,228.39	45.54 %
Op - Mat'l Processing/Circ	780.00	1,046.67	3,450.00	2,403.33	30.34 %
Op - Postage	9.51	3,280.39	5,070.00	1,789.61	64.70 %
Op - Office Supplies	373.46	1,714.98	3,215.00	1,500.02	53.34 %
Op - Bank Fee's	14.05	636.48	1,600.00	963.52	39.78 %
Op - Automation Supplies	612.43	2,204.75	4,250.00	2,045.25	51.88 %
Op - Publishing	0.00	1,024.08	1,250.00	225.92	81.93 %
Equip. - Purchases	696.60	5,850.69	10,470.00	4,619.31	55.88 %
Equip. - Maintenance	17.59	171.66	500.00	328.34	34.33 %
Auto. - Software	23.98	9,879.94	16,175.00	6,295.06	61.08 %
Auto. - Purchases	173.96	604.78	5,500.00	4,895.22	11.00 %
Auto. - Maintenance	685.52	22,091.76	49,550.00	27,458.24	44.58 %
L. Ins. - Workmen's Comp	2,604.00	2,604.00	2,800.00	196.00	93.00 %
Ins. - Multi Peril Package	21,780.55	21,780.55	23,000.00	1,219.45	94.70 %
L. Ins. - Officer / Dir	0.00	0.00	2,500.00	2,500.00	0.00 %
Ins. - Health / Life	11,157.17	72,507.52	147,000.00	74,492.48	49.32 %
Pd - Recruiting	125.00	125.00	1,000.00	875.00	12.50 %
Pd - Staff Appreciation	35.94	240.21	4,450.00	4,209.79	5.40 %
Pd - Staff / Tuition Reimburse	0.00	0.00	1,800.00	1,800.00	0.00 %
Pd - Staff / Dues	360.00	1,824.00	3,900.00	2,076.00	46.77 %
Pd - Staff / Meetings	0.00	2,021.91	14,260.00	12,238.09	14.18 %
Pd - Staff / Transportation	21.30	530.89	2,750.00	2,219.11	19.31 %
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.	75.52	249.84	700.00	450.16	35.69 %
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: January 2025

**Corporate Fund**

Cont. - Accounting	1,065.45	9,508.62	15,244.00	5,735.38	62.38 %
Cont. - Collection	39.40	305.35	300.00	(5.35)	101.78 %
Cont. - Audit	0.00	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	1,963.85	21,220.96	52,500.00	31,279.04	40.42 %
Lib. Mat. - Youth Books	2,040.34	19,304.45	39,000.00	19,695.55	49.50 %
Lib. Mat. - Adult AV	402.00	5,180.29	13,000.00	7,819.71	39.85 %
Lib. Mat. - Youth AV	152.46	2,359.70	5,500.00	3,140.30	42.90 %
Lib. Mat. - EBooks	2,899.89	34,572.32	66,700.00	32,127.68	51.83 %
Lib. Mat. - Periodicals	0.00	10,066.98	9,535.00	(531.98)	105.58 %
Lib. Mat. - Internet Subscript	0.00	29,155.18	29,280.00	124.82	99.57 %
Ps - Programs Adult	763.35	4,035.37	12,500.00	8,464.63	32.28 %
Ps - Programs Youth	374.83	3,814.36	9,500.00	5,685.64	40.15 %
Ps - Hotel/Motel	900.00	9,457.15	14,542.00	5,084.85	65.03 %
Ps - Refunds / Fines / Fees	0.00	27.98	500.00	472.02	5.60 %
Ps - Printing	0.00	4,386.16	11,600.00	7,213.84	37.81 %
Ps - PR / Publicity	240.36	3,744.82	11,360.00	7,615.18	32.96 %
Ps - Misc.	732.38	830.00	500.00	(330.00)	166.00 %
Maintenance	2,961.00	21,462.93	55,520.00	34,057.07	38.66 %
Maintenance Supplies	296.99	448.11	2,000.00	1,551.89	22.41 %
Security	738.93	2,576.79	12,360.00	9,783.21	20.85 %
Gas	814.66	2,170.42	7,500.00	5,329.58	28.94 %
Snow Removal	3,220.00	3,720.00	21,000.00	17,280.00	17.71 %
Hvac	0.00	549.00	12,600.00	12,051.00	4.36 %
B & M - Water / Sewer	305.98	1,140.53	1,800.00	659.47	63.36 %
Electricity	2,936.32	27,865.90	45,000.00	17,134.10	61.92 %
Telephone	1,510.47	10,750.09	18,500.00	7,749.91	58.11 %
Janitorial Supplies	176.28	1,479.90	3,300.00	1,820.10	44.85 %
B & M - Landscape Maint	3,064.41	8,180.72	14,255.00	6,074.28	57.39 %
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 %
	<b>181,033.61</b>	<b>1,425,385.89</b>	<b>2,578,421.00</b>	<b>1,153,035.11</b>	<b>55.28 %</b>

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

Period Ending: January 2025

Special Reserve Fund

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

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
Jan 31, 2025

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	238,392.42
Fifth Third 8004	2,258,259.07

2,497,136.49

General Fixed Assets \$ 5,235,092.00

**TOTAL ASSETS** **\$ 7,732,228.49**

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>6,112.51</u>
	6,112.51

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,270,000.00</u>
	1,276,112.51

**EQUITY**

Fund Balance	<u>\$ 6,456,115.98</u>
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**TOTAL LIABILITIES & FUND BALANCE** **\$ 7,732,228.49**

## **8a. REGULAR AGENDA**

Approve payments for the period of January 15 – February 19, 2025  
**(ACTION)**

A partial bill list (bills received as of February 14, 2025) is attached. An updated bill list which includes bills received through February 19 and a suggested motion will be provided at the Board Meeting.

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**January 16 - February 19, 2025**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
02/19/2025	10347	4imprint	-588.96
02/19/2025	10348	Abraham, Diana	-28.00
02/19/2025	10349	Automated Logic Contracting Services	-2,214.00
02/19/2025	10350	Baker & Taylor	-186.71
02/19/2025	10351	Baker & Taylor	-3,294.50
02/19/2025	10352	Baker & Taylor	-2,750.05
02/19/2025	10353	Baker & Taylor	-97.00
02/19/2025	10354	Baker & Taylor	-185.17
02/19/2025	10356	Cavendish Square	-186.03
02/19/2025	10357	CDW Government, Inc.	-1,762.22
02/19/2025	10358	Central Technology	-2,237.22
02/19/2025	10359	Children's Plus, Inc.	-822.04
02/19/2025	10360	Cintas Fire Protection	-1,081.97
02/19/2025	10361	Cintas Fire Protection	-1,829.00
02/19/2025	10363	Demco	-309.48
02/19/2025	10364	Direct Energy Business	-3,308.96
02/19/2025	10365	Gabrielle, Jillann	-350.00
02/19/2025	10366	Granite Telecommunications	-220.69
02/19/2025	10367	Konica Minolta Business Solutions	-25.49
02/19/2025	10368	Midwest Tape	-725.36
02/19/2025	10369	Midwest Tape	-3,131.78
02/19/2025	10370	Midwest Tape	-273.87
02/19/2025	10371	Naperville Area Humane Society	-37.50
02/19/2025	10372	NextEra Energy Services Midwest, LLC	-925.11
02/19/2025	10373	OverDrive	-3,634.46
02/19/2025	10374	Pickren, Richard	-400.00
02/19/2025	10375	Service Master Commercial Cleaning	-2,663.00
02/19/2025	10375	Accounting Services, Inc.	-612.00
02/19/2025	10376	SWAN	-7,031.25
02/19/2025	10377	Technology Management Revolving Fund	-475.00
02/19/2025	10378	Today's Business Solutions, Inc.	-180.96
02/19/2025	10379	Unique	-39.40
02/19/2025	10380	Wheaton Park District	-80.00
02/19/2025	10381	Davis, Jackie	-23.34
02/19/2025	10382	Kurtis, Julie	-44.22
02/19/2025	10383	LIMRICC Purchase of Health Insurance Prog	-16,795.39
02/19/2025	10384	Baker & Taylor	-43.20
02/19/2025	10385	Ambius	-347.00
02/19/2025	10386	AT&T	-374.45
02/19/2025	10387	Hogan Plumbing	-350.00
01/16/2025	Electronic	Comcast	-359.85
01/21/2025	Electronic	Northern Illinois Gas	-372.03
01/23/2025	Electronic	Paylocity	-322.00
01/24/2025	Electronic	AFLAC	-94.30
01/31/2025	Electronic	Warrenville, City of	-152.99
02/14/2025	Electronic	Chase Ink	-3,895.06

**-64,861.01**

## **8b. REGULAR AGENDA**

### **Approve transfer of funds (ACTION)**

Each month, a transfer to the Fifth Third Bank operating account may be necessary to cover this month's bill list and any additional anticipated expenditures, such as payroll, that may occur before the next regular Board Meeting.

A suggested motion and transfer sheet will be provided at the Board Meeting.



## **9a. UNFINISHED BUSINESS**

Approve Updated Policy #480 Indemnification & Insurance **(ACTION)**

*Suggested motion: Approve updated Policy #480 Indemnification & Insurance as presented in the board packet.*

### **Updated Policy**

This policy essentially states that the library will insure and protect officials, employees and volunteers for lawsuits brought against them during the course of their duties, with the exceptions outlined.

As stated last month, I bulked up and updated this policy and had our attorneys review. They thought it looked good and had no changes.

If the board has no changes, then I recommend approving the updated policy this month.



## **INDEMNIFICATION & INSURANCE POLICY**

### **POLICY #480 – Revised & approved 2/19/2025**

#### **Right to Indemnification**

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 of 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:

- 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 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.

## **9b. UNFINISHED BUSINESS**

### **Illinois Funds (information)**

#### **Illinois Funds**

As I reported in January, I am interested in exploring Illinois Funds. On February 13, the daily rate was 4.486%, with the average daily for February so far being 4.525%. This continues to be higher than I was expecting, and is higher than either our 1.89% APY rate for our 5/3 account, and higher than the CD rates currently offered by 5/3.

I still need to contact someone at Illinois Funds, but at the moment, it seems that moving a significant portion of funds to an Illinois Funds account might be a better option that would yield more return than either our savings or a current CD.

A few tidbits from the FAQ on the Illinois Funds' website:

- 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.

My goal is to find out more (meaning hopefully finding no downsides) about investing in Illinois Funds, and what we need to do to open an account, and hopefully bring a recommendation to the Board in March.

While the next item on the agenda is opening a CD (again), if you like the prospect of earning more interest with Illinois Funds, we can just hold off on opening a CD for now.

### **9c. UNFINISHED 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, with \_\_\_\_\_ being signers.***

#### **Certificate of Deposit**

Wait, didn't we do this last month?

In January, the board voted on a two 3-month CDs based on the information I had provided. I immediately emailed the request the next day. The bank responded the following week and informed me that the options you voted on were no longer available. Therefore, I was unable to get us the CDs that you had voted for.

I plan on asking the week of the board meeting to see what the most current offerings are, so that I can hopefully bring you the most up-to-date options. But, we can also decide to not do a CD at this time and think about using Illinois Funds instead.

## **9d. UNFINISHED BUSINESS**

### **2025 Strategic Plan Update (information)**

#### **Surveys**

We had 709 completed surveys from the general public, which I find amazing. Overwhelmingly, the feedback is positive, though we are still reading through the results. We also had 24 completed surveys from stakeholders, in addition to the couple of personal connections Diana made to Spanish business owners.

I want to once again thank the committee for putting together the survey, and a special shoutout to Kathy for her help and expertise in fine tuning the survey and getting it put onto SurveyMonkey.

#### **Focus Groups**

We completed four focus groups for the general public in English, and one in Spanish, as well as one for stakeholders. While we are still compiling our notes, there was a lot of great feedback, with both differing and overlapping themes among the groups.

I want to thank all the committee members that facilitated the focus groups as well as took notes. It was great to just sit in and watch staff take up these leadership roles.

#### **Learning Report & Brainstorming Sessions**

Now the Committee is in the process of going through the results from the surveys and focus groups, and will be putting together a readable report of the data. Once this report is complete, I'll distribute it to staff and trustees in time for everyone to review before their respective Brainstorming sessions.

Then in March we will have our brainstorming session with the staff on March 7 and the board on March 19 to start developing strategic initiatives and goals.

## **10a. NEW BUSINESS**

Approve reimbursement to Trustee DuRocher for attending the Conservation Foundation award luncheon. **(ACTION)**

*Suggested motion: Move to approve the reimbursement of \$60.00 to Trustee Barbara DuRocher for attending the Conservation Foundation award luncheon.*

### **Reimbursement**

Jason was able to purchase the tickets to the Conservation Foundation award luncheon for himself and Trustees Warren, Richardson and Stull to support Trustee Schmidt winning her award. Trustee DuRocher purchased her ticket independently and should be reimbursed.

## **Autism Friendly City Initiative**

A few updates:

- Staff will have their second round of autism training from Little Friends during our Staff In Service Day on March 7.
- Our sensory friendly before hours event has been rescheduled to Sunday, April 27, 2025, in order to give us a little more time to plan and promote. It will then also coincide with Autism Acceptance Month.
- A big shout out to Diana and MaryKellie for putting together sensory kits that are now available for our members to check out and use while in the library. The sensory kits are a valuable addition to the library, promoting a more inclusive atmosphere and supporting our community's diverse needs. By understanding and sharing information about these resources, we can ensure that every patron has the tools they need to enjoy their library experience.
  - We have two kits for youth (1 at Youth Service and 1 at Member Services)
    - These kits are tailored to support children with sensory processing needs, featuring tools like noise-canceling headphones, weighted lap pads, pop tubes, fidget spinners, pop-it fidgets, and liquid timers. These items can help children self-regulate and engage in quieter, more focused activities.
  - We have one kit for adults available at the Adult Services Desk - It includes similar tools, geared toward adults who may benefit from sensory input to manage stress or enhance focus in the library setting.

## **Radon Testing**

In January, staff were testing our radon detection device that we loan to the public. While we have since discovered the device is older and should be replaced, it did give us a high reading while it was sitting in the north staff wing for a week. To be on the safe side, we are getting a company to come in and test the building. Hopefully the results will prove low so that we don't have to do any remediation. I will keep you updated.

## **ICE & Other Agency Visits**

With ICE raids being in the news, staff and the community have been worried about a potential visit to the library. While we are an unlikely target, it is good to be prepared. I wrote up procedures and reviewed with Management Team. I then shared with the staff and board. Hopefully you've had a chance to review them.

In addition to procedures, I may bring a new policy to the board in March to review regarding immigration and other law enforcement visits. Our lawyers passed along a sample policy in case we were interested.



## **Miscellaneous**

- Submitted filers for 2025 Statement of Economic Interest 1/10/25
- Completed and submitted the Annual Library Certification 1/20/25
- Approved candidate ballot proof for April 1 consolidated election
- Updated annual renewal of the Library's SAM account
- The art donation from November is now hanging up in Adult Services along the south wall of windows.
- Per recommendation of our insurance company, Ian has begun tracking driver's license and auto insurance information of staff who drive for the library. Staff will also watch a safety video on an annual basis.

## **Meetings & Programs for January**

- One-on-one meetings with Managers
- Strategic Planning Committee Meeting (January 9)
- Personnel Handbook Review with Ian (January 13)
- Management Team Meetings (January 14 & 28)
- Monthly dinner at Johnson Elementary with Diana (January 16)
- Community Focus Groups (January 17 & 22, February 1)
- Member Services Desk Coverage (January 3, 6, 17, 20 & 22)

## **Trainings & Webinars for January**

- Leading Through Crisis: Supporting People and Organizations in Transformational Events
- Smith System Distracted Driving video

STATISTICAL SNAPSHOT	Jan 2025	Dec 2024	Nov 2024	Oct 2024	Sept 2024	Aug 2024	July 2024	June 2024	May 2024	April 2024	March 2024	Feb 2024	Jan 2024
<b>TOTAL CIRCULATION (physical items)</b>	<b>13,932</b>	<b>12,192</b>	<b>12,966</b>	<b>13,538</b>	<b>12,643</b>	<b>14,492</b>	<b>15,367</b>	<b>14,939</b>	<b>13,057</b>	<b>13,667</b>	<b>14,991</b>	<b>13,327</b>	<b>13,845</b>
WPLD items checked out at WPLD	7,972	6,037	7,247	7,320	6,966	7,835	8,805	9,429	7,197	7,183	8,547	7,289	7,917
Auto-renewals of WPLD Items	4,039	4,723	4,167	4,550	4,100	4,834	4,812	3,952	4,260	4,784	4,698	4,122	4,266
Other Library Items Checked out at WPLD	1,921	1,432	1,552	1,758	1,677	1,823	1,750	1,738	1,600	1,700	1,751	1,721	1,662
<b>DOWNLOADABLE CIRCULATION</b>				<b>3,597</b>	<b>3,564</b>	<b>3,581</b>	<b>3,549</b>	<b>3,561</b>	<b>3,442</b>	<b>3,291</b>	<b>3,544</b>	<b>3,695</b>	<b>4,039</b>
OverDrive/Libby	2139	1,948	1,987	1,948	1,887	1,903	1,920	1,897	1,801	1,823	1,869	1,869	2,070
OverDrive (magazines) fka RB Digital	396	295	327	300	310	220	332	282	364	232	393	413	513
Hoopla	1494	1370	1317	1349	1,367	1458	1297	1,382	1,277	1,236	1,282	1,413	1,456
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	1,856	1,363	1,450	1,678	1,500	1,750	1,667	1,646	1,510	1,629	1,668	1,653	1,569
Received from Non-SWAN Libraries	21	14	15	19	35	12	16	15	25	22	23	12	12
Sent to SWAN Libraries	1,834	1,902	1,525	1,756	1,673	1,731	1,788	1,519	1,483	1,542	1,441	1,696	1,686
Sent to Non-SWAN Libraries	20	25	18	13	17	16	21	26	11	17	18	9	11
<b>COLLECTION</b>													
Physical Materials Added	527	394	371	623	408	533	457	650	455	514	498	525	530
Physical Materials Withdrawn	391	341	261	236	298	268	1,235	674	222	433	636	373	1,664
Total Collection Size	146,118	146,746	147,014	147,305	146,408	146,256	146,784	146,642	146,014	146,135	145,364	149,592	149,021
Physical materials	76,137	76,104	75,826	75,857	75,405	75,470	76,147	76,091	75,578	75,712	75,884	76,548	76,634
OverDrive books	48751	49415	49,881	50,202	49,995	49,912	49,901	49,915	49,914	49,994	49,246	52,959	52,499
OverDrive audiobooks	21230	21227	21,307	21,246	21,008	20,874	20,736	20,636	20,522	20,429	20,234	20,085	19,888
<b>PROGRAMS</b>													
Number of Adult Programs	21	14	19	23	16	22	18	17	20	21	21	23	18
Adult Program Attendance	220	150	241	449	255	1776	558	340	126	353	190	250	137
Number of Teen Programs	6	7	7	7	7	8	8	9	6	6	10	10	7
Teen Program Attendance	26	48	35	30	40	45	33	49	32	23	56	60	21
Number of Youth Programs	31	20	29	36	30	16	23	28	16	24	24	30	24
Youth Program Attendance	547	324	550	676	538	205	460	773	255	442	478	577	362
Book-A-Librarian Sessions	14	8	11	14	14	13	14	14	14	14	14	14	14
Book-A-Librarian Attendance	4	4	4	5	2	4	2	6	4	6	7	5	3
<b>OUTREACH</b>													
Adult Outreach Events	0	0	0	0	1	2	0	1	1	2	1	1	0
Adult Outreach Attendance	0	0	0	0	15	130	0	92	65	102	9	12	0
Teen Outreach Events	0	0	0	0	1	1	0	0	0	0	0	0	0
Teen Outreach Attendance	0	0	0	0	30	40	0	0	0	0	0	0	0
Youth Outreach Events	6	3	1	5	3	2	1	2	8	5	0	3	1
Youth Outreach Attendance	180	87	11	424	284	320	72	425	798	267	0	199	42
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	9,613	9,590	9,546	9,510	9,473	9,424	9,360	9,316	9,222	9,180	9,141	9,484	10,519
Resident Cards Issued In Person	32	51	57	40	54	74	55	103	45	42	56	51	52
Online Cards Issued	9	10	10	10	18	15	9	12	13	14	13	14	14
<b>VISITOR COUNT</b>	<b>7,392</b>	<b>7,549</b>	<b>9,238</b>	<b>9,507</b>	<b>8,635</b>	<b>10,383</b>	<b>10,778</b>	<b>10,832</b>	<b>8,846</b>	<b>8,606</b>	<b>9,042</b>	<b>8,886</b>	<b>7,948</b>
<b>STUDY ROOM USES</b>	<b>274</b>	<b>285</b>	<b>284</b>	<b>352</b>	<b>320</b>	<b>320</b>	<b>338</b>	<b>303</b>	<b>355</b>	<b>333</b>	<b>318</b>	<b>322</b>	<b>253</b>
<b>MEETING ROOM USES (public)</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>7</b>
<b>CURBSIDE PICKUPS</b>	<b>14</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>8</b>	<b>10</b>	<b>15</b>	<b>13</b>	<b>11</b>	<b>14</b>	<b>7</b>	<b>19</b>	<b>11</b>
<b>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	527	509	552	617	505	563	605	478	452	561	564	540	428
Wifi Sessions	2473	2707	2252	2657	2432	2544	3431	2303	2498	2450	2444	2581	2297
Website Visits	15,056	11,051	12,804	13,279	10,833	14,797	12,815	17,814	13,086	12,443	12,949	13,523	12,835
<b>MARKETING</b>													
eNews Subscribers	6,674	6,640	6,648	6,614	6,625	6,644	6,565	6,555	6,505	6,467	6,474	6,479	6,316
eNews Open Rate	46%	52%	52%	52%	47%	48%	41%	48%	50%	51%	46%	46%	49%
Facebook Followers	1,956	1,935	1,917	1,909	1,898	1,892	1,884	1,878	1,861	1,856	1,828	1,798	1,790
Instagram Followers	556	557	552	546	543	542	536	532	529	528	522	516	513

## 12. ASSISTANT TO THE DIRECTOR REPORT

January 2025

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 January board packet
- Ordered food for the board meeting
- Picked up gift cards and food items for the various focus groups
- 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
- Activated a fob and security code for new employee

### Meetings and Continuing Education

- Watched the Distracted Driving video
- Attended the staff focus group on January 22
- Management Team meeting on January 28

### Maintenance - Ly Tran

- Continues to maintain the building daily Monday-Friday
- Washed the windowsills on the building
- Arranged the meeting room for programs every week, sometimes twice a day
- Ly is checking and replacing fire alarm batteries as needed monthly
- Changes elevator lights as needed.
- Lowered the flag for President Carter's passing.
- Installed the new switch for the meeting room control panel
- Changed HVAC filters and greased the motor.
- Took down the outside holiday lights.
- Greased motor and changed air filters on the HVAC
- Touched up paint in the Youth Services study rooms
- Adjusted lower level door closer
- Cleaned the disc cleaning machine for Tech Services

## 12. PUBLIC SERVICES REPORT

January 2025

Submitted by Paul Dobersztyn

### Highlights

- The library hosted **58** total events in January with **707** participants. We hosted several passive programs that included the Winter Reading Kickoff which had **86** participants.
- We hosted our fifth Sunday Music Matinee on 1/12 featuring Aaron Kelly. We hosted **47** guests for the concert.
- Miriam Montano hosted an Immigration Seminar by local lawyer Rocio Becerril on 1/23. There were **32** in attendance, the seminar was held in Spanish.
- The Winter Reading Challenge (Bundle up with Books) started on January 1, 2025. The challenge is to read a total of 8 hours before the end of February. It's similar to Summer Reading that participants receive a finishing prize and an entry for a grand prize of their choosing. The more they read, the more grand prize entries they can earn.
- Mandy Wilson hosted the Dupage County Animal Services program on 1/11 promoting making toys for shelter pets. **23** in attendance.
- The Strategic Planning committee executed several focus groups in January.
  - Jason Stuhlmann and Paul Dobersztyn hosted the library board on 1/15.
  - Paul Dobersztyn and Julie Kurtis hosted **13** participants on 1/17.
  - Miriam Montano and Diana Abraham host a few participants for the Spanish Stakeholders on 1/19.
  - Paul Dobersztyn and Gail Smith hosted staff on 1/22.
  - Taylor Haring and Gail Smith hosted **14** participants on 1/22.
  - Jason Stuhlmann and Julie Kurtis hosted staff on 1/29.
  - Miriam Montano and Diana Abraham hosted **5** participants on 1/30. This session was in Spanish.
- 1000 Books Before Kindergarten
  - Total participation:
    - 159 registrants
    - 17 completions
    - 37,255 total books read so far.
- The 100 Books Before High School
  - Total participation since the launch:
    - 56 registrants
    - 1,562 total books read
    - 8 completions so far

### Personnel

- No changes.

### Professional Development

- **10** sessions of CE were completed by the Public Services Department in January.
- **14 total** hours of CE were completed.
- Topics covered include: Anti-harassment training, How to Champion the Right to Read, Illinois Lapsit Leaders Quarterly Meeting, Your Guide to Family Search 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: 2 / Teen Volunteers: 2 (3 total hours)

Homebound Deliveries: 4 Deliveries/Pickups, 11 items checked out, 6 total participants

- Diana Abraham hosted the Metea Valley Transitions class on 1/7, total of **13** students.
- Diana Abraham hosted the District 200 Transitions program on 1/8, a total of **10** students.
- Diana Abraham, Mandy Wilson, Julie Kurtis, Paul Dobersztyn and Taylor Haring attended a Strategic Planning meeting on 1/9.
- Paul Dobersztyn attended the City of Warrenville Commission meeting on 1/9. Paul was asked questions about the Temporary Use Permit (T.U.P.) application for the Summer Concerts. The T.U.P. permit is set to be granted for the 2025 and 2026 concert series.
- Paul Dobersztyn attended SWAN Aspen Users Group meeting on 1/10.
- Paul Dobersztyn attended Management Team meetings on 1/14 and 1/28.
- Diana Abraham hosted the District 200 Transitions program on 1/14, a total of **11** students.
- Diana Abraham hosted a District 200 Transitions class on 1/15, a total of **14** students.
- Diana Abraham represented the library at the Johnson Dinner Outreach, accompanied by Jason Stuhlmann, on 1/16, interacting with **125** people.
- Diana Abraham attended the City of Warrenville IDEC meeting on 1/21.
- Paul Dobersztyn visited the SCARCE headquarters to pick up books to replenish the Literacy at the Laundromat free library on 1/24.
- Taylor Haring, Mandy Wilson, Julie Kurtis and Paul Dobersztyn attended a FanCon Committee meeting on 1/28.
- Diana Abraham hosted the Hubble Essentials class and provided a library tour on 1/30 for **7** students.

## **Non SWAN InterLibrary Loan**

Item Requests Processed: 29; Materials Received: 21; Materials Lent: 20

## **Comments from the Public:**

A grandmother would like our younger programs to be at least one hour (they love that we do not charge fees for our programs)

Below is a thank you card from the Hubble Essentials class.

to. Miss Diana

Thank you for giving us a tour  
at the library it was fun to go.  
Jaylen.

Alex  
Dear Miss Diana. Thank you  
for showing us around the library  
and Diffitee book and DVD.

dear miss ~~thank~~ thank you for the library for  
lets touch UP for the library  
Thuryx

dear Miss Diana  
Thank you for Leten us  
Visit the Library.  
Love Lydija

Dear Miss Diana,  
Thank you, for taking me on a  
tour, today I, really enjoyed, it. And  
also thanks, for tying my, bracelet  
2 times. Also, 18 years, might be  
challenging, keep on trying,  
working at the, Library. Also,  
I, hope it, will be good, to  
know, you. Anyways, have a, great  
day. Thank you, for helping,  
us today, stay positive.

By: Peter

## 12. MEMBER SERVICES REPORT

January 2025

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8003	57.44%
Aspen catalog/mobile app (Renewals)	108	0.78%
Autorenewals	4039	28.99%
Staff Assisted Checkout	1782	12.79%
TOTAL TRANSACTIONS	13932	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4967	62.06%
Selfcheck 2 (Near Vending Machine)	3036	37.94%
TOTAL TRANSACTIONS	8003	100.00%

### Department Highlights

#### Curbside

We had 14 Curbside Pickups, 9 unique users, in January.

#### Continuing Education

Member Services staff participated in 1 hour of Continuing Education in December.

#### Meetings

Due to scheduling conflicts, I only participated in a brief 1:1 with Jason and was absent for both Management Team meetings. I did attend the Board Strategic planning session as well as a Staff session

#### Personnel

- The new MS Associate, Sophia, started on January 6. We also offered another candidate from the interviews a different position and this was accepted. She will start 2/3/2025

#### 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.
- Once again, Jason helped out tremendously at the MS desk while I was ill and the rest of the staff helped get Sophia started. Many thanks!

## 12. ACQUISITIONS & CATALOGING REPORT

January 2025

Submitted by MaryKellie Marquez

### Collection Maintenance

- 527 items created
- 391 items discarded
- 75 items repaired
- 42 discs cleaned

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

### MaryKellie

- Ryan Dowd Training, "Personality Disorders with Dr. Gregory Lester, PhD" 1/9/25.
- ALA presents, "Minors, Libraries and the Law (recorded 1/8/25)" 1/10/25.
- ALA eLearning, "Hot Takes: Safety and Security" 1/10/25.
- IHLS presents, "Shining a Light on Managing Employees" 1/13/25.
- Niche Academy, "Building Community: Strategies for Coming Together" 1/15/25.
- Right To Be, "Threads of Hope: Weaving Resilience Through the Power of Legacy" 1/20/25.
- LACONI POP, "Culturally Responsive Exhibits" 1/23/25.
- Smith System, "Distracted Driving" 1/27/25.
- Achieve Engagement, "Leading Through Crisis: Supporting People and Organizations in Transformational Events" 1/31/25.

### Gail

- Strategic Planning Committee Meeting, 1/9/25
- Note taker for Strategic Plan Focus Groups x2 sessions.
- Worked with MaryKellie Marquez to picture and process Sensory Kits.
- Smith System, "Distracted Driving" 1/28/25.
- Picked up disc cleaning supplies from St. Charles Public Library.
- Staff Focus Group for Strategic Plan.
- Made arrangements for Ly to pick up a very expensive disc cleaning machine from SCPL.

### MaryKellie's Meetings:

- Strategic Planning Committee Meeting, 1/9/25
- One-on-One with Jason Stuhlmann, 1/14/25.
- Management Meetings, 1/14/25 & 1/28/25.
- Board Meeting 1/15/25.
- ATLAS MMRT 1/17/25.
- Staff Focus Group for Strategic Plan 1/22/25.
- Met with Diana Abraham to form the Sensory Kits 1/24/25.
- Worked with Gail Smith to picture and process Sensory Kits 1/24/25.
- SWAN Fireside Chat (recorded 1/28/25) 1/31/25.



## **12. HUMAN RESOURCES**

January 2025

Submitted by Ian Stevens

### **Highlights**

- Onboarded new Member Service Associate, Sophia, who started on 1/6.
- Member Services and the Library are fully staff with Maddy starting 2/3

### **Staff/Recruiting**

- Open position in Member Services for an Associate staff member was filled with Maddy accepting the position and started on 2/3

### **HR Procedures**

- Ran payrolls in Paylocity on 1/6 and 1/20.
- IMRF payroll info to accountant 1/6. Submitted December IMRF Wage Report 1/8.
- The handbook is headed to HR Source legal for review on law compliance. Timing is pending. Jason and I have been meeting a few times a week to review and make our updates. Once back from HR Source the next step will be a review by Trustees.
- Creating employee ADA accommodation request forms for staff to utilize along with manager input forms and status/monitoring forms.
- Performed I-9 documentation audit. All forms are complainant 1/21
- Completed annual Hartford Worker's Comp audit 1/15
- Invited to join HR Source committee to enhance HR knowledge for all HR Source members by providing advise, information through their HR Exchange chat portal

### **Meetings**

- Management Team meeting 1/14
- HR Source Ambassador kick off committee meeting 1/7
- Meeting call with Ben at HR Source legal advisor 1/13
- Met with Jason for handbook review 1/13
- Met with Jason and Laurie to review Member Services Applications 1/14
- Safety Committee Meeting no January meeting required
- Attended the January Board meeting 1/15
- Strategic Planning meeting 1/9 Staff Focus Group 1/29
- Completed HR Source Survey on Executive Compensation. Data is used for aggregate national reporting 1/9
- Meet with various staff during the month to discuss various HR issues/topics/policies including benefits, coverage, training, and safety. My door is always open to the staff.

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

- Paylocity – Future Trends in HR 1/15
- LIMRiCC - Webinar covering the change to BCBSIL insurance 1/29
- HR Source – Straight from the Source (OI School in a New World) 1/16

## 12. IT DEPARTMENT REPORT

January 2025

Submitted by Duncan Jones

### User Support

- I helped staff with keyboard replacement, stuck keys on keyboard, Chromebook wireless printing, logging in to Teams, password resets, printers, sound settings, LinkedIn Learning login, and Windows 11 guidance.
- I helped members with making copies and returning an e-book.

### Troubleshooting

- I resolved an issue with an iPad login.
- I monitored a large wireless print job after reports of it not appearing.
- I renewed access to Adobe InDesign Beta after it had expired.
- I cleaned Teen Lounge tv remote and checked the HDMI functionality.
- I resolved an issue with a Dymo printer smudging labels. Unit needed cleaning.
- I submitted a ticket to the vendor about an occasional issue with files not uploading for wireless printing.
- I resolved an issue with a printer not printing.
- I adjusted a rule in the ticketing system that assigned tickets incorrectly.
- I worked with Ly in an attempt to get the meeting room nLight switch back online. We are in the process of replacement.

### Project/Goal

- Hardware
  - I configured and deployed laptops for temporary survey stations.
  - I set up accessible keyboards and mice at two public computers.
  - I assessed our needs and ordered replacement monitors for staff computers.
- User accounts
  - I prepared accounts and planned training for two incoming employees.
  - I disabled an outgoing employee's accounts.
  - I added a new user profile to the Director's laptop for public use.
- Tech To Go
  - I replaced an aux cable in a Tech To Go CD player kit.
  - I added descriptions for Tech To Go items that were missing them.
  - I added noise cancelling headphones to the Tech To Go collection
  - I tested and reported high radon levels in staff areas with the Tech To Go radon kits and ordered replacement devices as advised.
  - I retired several old Roku devices and ordered replacements.
- I proofread the upcoming edition of Reading Matters as requested.
- I recycled some old electronic staff devices.
- I deployed and tested Windows 11 on several staff PCs.

## **Planning**

- I researched remote locating/data wipe for laptops at the suggestion of our insurance company. I concluded that due to the potential upcoming new laptop hardware, combined with the fact that no important data would be lost or compromised, we will not deploy at this time but will reassess when new hardware is acquired.

## **Meetings**

- I met with Jason for one-on-one meetings.
- I met with the Strategic Planning Committee.
- I met with the Management Team.
- I met for a staff Strategic Planning session.
- I met with our KnowBe4 agent for training planning.

## **Training**

- Personality Disorders: An Interview with Dr. Gregory Lester, Ph.D.:Ryan Dowd webinar

## **Tickets**

- 6 opened, 5 closed, 3 pending

## 12. Marketing Department REPORT

January 2025

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:

### **Strategic Planning/Survey Execution**

**In January, the vast majority of the Marketing Department's efforts were spent on survey execution and communication, publicity activities (both content creation and production) and follow-up tasks.**

### **Survey Execution**

- Met with Jason to troubleshoot an odd response to two questions while still in test mode; needed to nail this down before creating other survey versions.
- Finalized the main (English version) survey and added response collection parameters.
- Finalized the Stakeholder version and added response collection parameters.
- Tested the Spanish version; showed Jason how to add collection parameters; updated parameters with Spanish translations for how to answer "other comments" and "response required" questions.
- Launched the Stakeholder version of the survey on January 10 via a special eNews to a staff-developed contact list; wanted to separate Stakeholder launch from the main survey launch.
- Launched main survey to the community on January 13 via a special eNews, which included a section written in Spanish about the survey and the link to the Spanish survey.
- Downloaded, formatted and printed paper copies of both the English and Spanish versions of the survey and placed at service desks; monitored and replenished.
- Performed additional troubleshooting to responses on live survey; determined problem was due to some respondents bailing on the survey and was not a skip pattern issue.
- Modified main survey to remove the request for Focus Group attendance after overwhelming positive interest from early responders.

### **Survey Follow-Up**

- After reviewing the early responses and seeing a large amount of interest in attending a focus group, we created a special eNews for those responders, asking them to register for the groups directly on Comunico. (January 14)
- After seeing that the four focus groups had filled up so quickly and there were over 100 responders who didn't get to participate, we sent another special eNews with our thanks for their interest. (January 28)
- After reviewing the low number of responses from the Stakeholders and focus group registration, we created another special eNews just for this group, reminding them to complete the survey given their unique perspective in Warrenton and to ask for focus group participation. (January 27)
- Used regular Wednesday eNews to heavily promote the Spanish version of the survey and to ask for participation at the focus groups to be conducted in Spanish; asked for and received Spanish text from Diana.

### **Communication (Internal and External)**

- Developed list of next steps by Marketing Department and a communication plan for the entire staff.
- Met with Jason to go over some final survey notes, focus group and gift card details, the revised timeline and all the publicity materials we created.

- Added several of the Marketing Department’s community connections to the Stakeholder Contact spreadsheet developed for use in sending the Stakeholder survey.
- After noticing several organizations and individual contacts were missing from the Stakeholder spreadsheet and with the deadline approaching to send the survey, I requested that staff members add their contacts’ information to the spreadsheet.
- Reformatted the Stakeholder contact spreadsheet to be able to import the list into a Constant Contact file.
- Followed up with my Communications cohorts at City, Park District and District 200 and my outreach contacts to ask them to take the Stakeholder survey and participate in the focus group; included survey and focus group registration links.
- Worked with Paula, the City’s Communication Specialist, to arrange for the Mayor to record a video promoting the survey; prepared talking points for the Mayor. Also coordinated with Paula about adding the survey to the electronic sign and to February’s City print newsletter, *Hometown Happenings*; sent her survey QR codes.
- Recorded the video at the library January 27. The Mayor did not need any prompts from us. He shared about how much the library has grown and changed over the years to meet the needs of the community and asked for help to make sure we’re heading in the right direction. He even brought a prop with him, or artifact as he called it—a construction hat he wore for the ground breaking ceremony for the big library addition in 2002.
- Uploaded and promoted the Mayor’s video on YouTube, Facebook, Instagram and in eNews; also shared links for staff to view the video.
- Prepared giveaway items for seven focus groups; shared details of who gets what with the focus group facilitators.
- Created and sent a plan to our shelvers and MSD staff about using the rack cards to promote the survey.

**Publicity Deliverables** (See image below)

- Staff name tag add-ons
- Flyers (English and Spanish)
- Large (11x17) flyers
- Digital signs (English and Spanish), sized for different platforms
- Tabletop signs
- Special Target gift card “cutout” signs to adhere to other pieces of publicity.
- Double-sided rack card (Winter Reading Challenge on reverse side)
- Signs for photo ops (various signs with different phrases)
- Laptop lid signs (for taking the survey on a library laptop)
- Paper survey box label
- Various eNews images (English, Spanish, Stakeholder, Focus Groups)
- Graphics for all social media platforms
- Sandwich boards (ended up using inside because of bad weather)



### **Spring 2025 Reading Matters (RM) newsletter**

- Provided Paul and David with edited content to add to RM and to enter into Communico event descriptions.
- Wrote a description for the FanCon event for use in RM.
- Wrote content for back cover of RM about non-book options at the library.
- Produced preliminary draft of RM for Marketing's review.
- Produced first draft for review by Paul and Jason; received their edits/comments.
- Produced Proofreader copy and distributed to proofreading team with instructions.
- Followed up on a few proofreading notes with PS staff.
- Checked content against Communico event entries; noted a few things for Paul.
- Checked USPS report on Warrenville postal addresses to determine approximate number of copies to request; checked account to ensure adequate funds for the mailing.
- Requested and received a quote from Hagg Press to print and mail the newsletters; approved quote for a slightly higher number of copies in anticipation of needing more to help promote FanCon.
- Made file edits and prepped the file for Hagg Press.

### **Event Publicity**

- Shared a digital slide and flyer with Little Friends about our Sensory Friendly movie events.
- Created rack card and 11x17 poster for the Winter Reading Challenge.
- Created and tiled pieces to form a large poster of WRC for use on sandwich boards.
- Drafted Communico slides and flyers for spring programming.

### **WPLD FanCon**

- Discussed publicity timeline with Paul, how to incorporate vendors/sponsors into event publicity and the need for image file specs from vendors/sponsors.
- Developed a marketing plan and timeline for use by Public Services for submitting their requests to us for additional support such as event day in-house signage; shared at the FanCon meeting.
- Developed list of questions for the committee about how certain promotion and communication tasks would be handled on their end and included suggestions for how the committee could promote the event with their contacts.
- Created draft of limited-edition library card designs (main card and key ring versions).
- Began working on creating the webpage.
- Created slides and flyers for upcoming lead-up events and activities.
- Gave Paul info on previous giveaway bag purchases for possible use at FanCon.

### **Content Development/Review**

- Took photos of Mandy with her January teen craft creations (Omamori charms for Lunar New Year) to post on social media to boost registration.
- Staged and photographed Kyrie's Lunar New Year Craft to Go kits to post on social media to boost pickups.
- Revised the article Gail wrote about Disney+ streaming content for use promoting our new Roku device in eNews and on Facebook.
- Took photos of a few children in various stages of completing their 1,000 Books reading goals.
- Requested and received information from new PS librarian Mark to create an article about him for website, eNews and social media.
- Wrote an article about and took photos of the new Malvin Marr Albright painting for the website; edited for use in eNews and on social media.

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

- Created and added placard for new library artwork.

- Creating library closing signs (digital and flyers) for all 2025 closed dates.

### **Community Outreach**

- Created a flyer to send to Preserve at Cantera for their use in promoting our library card registration event on February 8; prepped Marketing content for the event.
- Put together a Go Box for Diana's needs at the Johnson School Community dinner on January 16; included publicity in Spanish about how to take the survey.
- Coordinated with Paul on the City's Bike Rodeo invitation from Cassandra Hernandez-Galvan for us to participate again this year on May 17.

### **Safety Committee**

- Safety Manual prep:
  - Met with Taylor to review the latest rounds of edits for the Safety Manual and the "all clear" route used by the PIC in emergency evacuations.
  - Reviewed last major edits to the Safety Manual.
  - Requested David modify a map of our grounds and assembly points at City Hall.
  - Requested David create individual labels and cover labels to attach to the Employee Handbook.
  - Wrote and sent an email to all staff about when they would receive the printed Safety Manual, how to insert it into the Employee Handbook, how to use it, where questions should be directed and the next steps for the Safety Committee.
- Reminded Management Team we need to make sure all staff are trained in the "all clear" process at least once a year, and that includes Management Team members.
- Did an "all clear" walkthrough with Paul.
- With the addition of a new staff member, added the updated staff list to all Emergency folders at desks and supplies.
- Reviewed the results of December's safety quiz and shared the overall results with staff. Some staff self-selected to take it twice. Reminded a few staff members they needed to take the quiz.
- Rescheduled the February meeting to a later date in February to accommodate a committee member who is reporting on a new topic at the meeting.
- Evacuation Drill for March In-Service
  - Arranged meeting with Taylor and Mandy to design an evacuation drill for our March In-Service.
  - Arranged with Fire Marshal Voda to observe drill; worked out other details of the FD visit.

### **Administrative/ Miscellaneous**

- Read and gave input on Jason's Info & Procedures for ICE visits: first to provide initial input at Management Team meeting and again before distribution to all staff.
- Responded to Duncan about updating my computer; declined additional monitor.
- Requested, received and approved a quote from 4imprint for more pens for use in new cardholder welcome bags and other giveaway events; modified and approved the design on the pen.
- Asked questions and made requests of other managers regarding our onboarding process for email signature standards and eNews signup.
- Checked with Paul on a contact form submission from Brett Kuras Communications Specialist with DuPage County Community Services wanting to attend outreach with us or have a program about their services.
- Brought a possible radon issue in the Tech Services area to Jason's attention.
- Completed the Staff survey.

**Website** activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In January, made a minor addition on the Accessibility page about the availability of large keyboards and mice.

**eNews** activities related to producing biweekly newsletters and new cardholder welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing, monitoring and segmenting contact lists; monitoring responses. In January, responded to Library Marketing forum's request for newsletter open and click rates; compared our rates with others—we are on par or over what other libraries receive.

**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.

### **Meetings/Webinars**

#### **Kathy**

1/3/25: With Jason to discuss survey execution  
1/14 & 28/25: Management Team Meetings  
1/15/25: Board Meeting  
1/29/25: RAILS webinar on social media  
1/29/25: Staff Strategic Planning Focus Group

#### **David**

1/22/25: Staff Strategic Planning Focus Group

#### **Kathy & David**

1/24/25: Smith System Distracted Driving  
1/28/25: FanCon meeting

### **Publicity Statistics**

#### **eNews (Constant Contact)**

Subscribers: 6,674  
Average open rate: 46%  
New Cardholders campaign—average open for 13 sends: 66%  
Various survey emails—open rate: 64%

#### **Social Media**

Facebook Followers: 1,956  
Instagram Followers: 556

I want to commend David for all his efforts in creating and producing the survey publicity pieces (many shown above), plus many digital creations. He also pitched in with some survey troubleshooting and reformatted early survey data to use in follow-up email sends for focus group participation. He did all this work while keeping our spring Reading Matters edition on track.



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

### **Next Library Meetings or Events as of February 14, 2025**

- Wednesday, March 19, 2025 at 5:30 pm  
Committee of the Whole Meeting (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 (Draft Budget) in Library Meeting Room
- Wednesday, April 16, 2025 at 7 pm  
Regular Board Meeting in Library Meeting Room
- Wednesday, May 21, 2025 at 7 pm  
Regular Board Meeting in Library Meeting Room
- Friday, May 30, 2025 at 6 pm  
LACONI Trustee Banquet – invitation & registration coming in March

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

### **DuPage Foundation Donation**

In February we received a donation of \$1,057.66 to our Designated Fund at the DuPage Foundation from a donor who also contributed to us last year.

### **DuPage Foundation Distribution**

In February we will also be receiving our annual distribution payment from our Designated Fund. This year the amount will be \$1,900, which is \$300 more than last year.

### **Woman's Department Club of Wheaton**

On February 4, Tom gave the members a program presentation on genealogy for members of the Woman's Department Club of Wheaton. They loved the program and sent us a letter of thanks with a \$100.00 donation in appreciation.

## 16. COMMITTEE REPORTS

### Personnel Committee – Director's Evaluation

Trustees Warren and Richardson are on the Personnel Committee.

I will be sending out a separate email before March's meeting to the board with my FY25 goals and self-evaluation, and an email to the Personnel Committee with information about the online evaluation form for them to pass along to the rest of the board.

Below is an overview and timeline of the director evaluation process from previous years.

#### Evaluation Process Goals

- Communicate the Board's expectations of the Director in a constructive manner
- Review and evaluate the Director's performance during a set period of time
- Help the Board determine whether or not the Director will receive increased compensation as a result of their performance, as well as the nature and scope of any increase
- Help the Board and Director establish performance goals for the next evaluation period
- Support continual improvement of library services for the community

#### Evaluation Process Timeline

- March Board Meeting
  - Director distributes completed self-evaluation using the trustee evaluation form.
  - Personnel Committee distributes the Evaluation Form Overview, Evaluation Form and any necessary instructions.
- April 1
  - Completed individual trustee evaluation forms/responses are due to the Personnel Committee. To simplify the compilation process, the Personnel Committee may require trustees to complete an electronic form or online survey. Trustee names will be included on the submission to the Personnel Committee, but not on the final, compiled evaluation.
- No later than 1 week prior to April Board Meeting
  - Personnel Committee prepares a compiled evaluation and distributes copies to the trustees. The compiled evaluation includes all individual ratings and comments plus a list of potential performance goals.
- April Board Meeting
  - In closed session without the Director present, the Board discusses the compiled evaluation results and changes to the Director's compensation.
    - Following the Board's discussion, the Director is invited into the closed session and is given a copy of the compiled evaluation. The Personnel Committee shares highlights from the evaluation and informs the Director about any changes in compensation. The Director has the opportunity to ask questions and discuss any concerns with the Board.
    - The Director distributes a list of 2-3 potential performance goals for the next evaluation period. The Personnel Committee distributes a form for trustees to submit suggested performance goals.
  - In open session, the Board votes to approve any changes in compensation. This vote must be specific, identifying any percentage or dollar increase in salary

and/or any change in benefits. The evaluation cover sheet is signed by those present for the evaluation discussion, attached to a copy of the compiled evaluation form and filed in the Director's personnel file.

- May 1
  - Trustees return suggested performance goals to Personnel Committee. To simplify the compilation process, the Personnel Committee may require trustees to submit the goals electronically. Trustee names will be included on the submission to the Personnel Committee, but not on the compiled document.
- No later than 1 week prior to May Board Meeting
  - Personnel Committee prepares a compiled list of performance goals for the next evaluation period and distributes copies to the trustees.
- May Board Meeting
  - In open session, the Board and Director discuss and select no more than three performance goals for the next evaluation period. The Board approves the selected goals.
  - Trustees provide feedback on the evaluation process for the Committee to consider for the next evaluation cycle.
- June-January
  - If needed, the Personnel Committee meets to revise the Evaluation Process, Timeline and Forms.

## **19. CLOSED SESSION**

### **Semi-annual Review of Closed Session Minutes**

## **20. DISCUSSION/ACTION RESULTING FROM CLOSED SESSION**

### **Release Closed Session Minutes and/or Destroy Closed Session Recordings (ACTION)**

A closed session for the six-month review of closed session minutes has been placed on the agenda. Director Stuhlmann reviewed the minutes:

- There are no minutes to be released at this time.
- Verbatim recordings of closed session minutes must be retained for at least 18 months. At this time, the following verbatim recording(s) may be destroyed:
  - June 21, 2023 – Employee termination

If the Board wishes to discuss this matter further, then the closed session can be held.

**If no discussion is needed, then for item #3 Approve Meeting Agenda, the agenda should be amended as follows: remove the closed session (#19) and move the action item (#20) to the regular agenda as item #8c.** The status of the six-month review can then be recorded in the minutes.

***Suggested motion: Move to maintain the current status of all closed session minutes, and to delete the verbatim recordings for:***

- June 21, 2023