



Regular Meeting of the Board of Trustees

Wednesday, March 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. 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
- p. 3.... 6. Correspondence
7. Consent Agenda **(ACTION)**
 - p. 4..... a. Approve Minutes of the February 19, 2025 Regular Board Meeting
 - p. 11..... b. Receive and file Financial Report for February 2025
8. Regular Agenda
 - p. 17 a. Approve payments for the period of February 20 – March 19, 2025 **(ACTION)**
 - p. 19 b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
 - P. 20 a. 5/3 Investing Update (information)
 - p. 21 b. Approve Resolution 229 Authorizing Investment of Monies in the Illinois Funds **(ACTION)**

- p. 21 c. Approve transfer for opening investment in Illinois Funds account **(ACTION)**
- p. 31 d. Radon Testing & Mitigation (information)
- p. 31 e. 2025-2030 Strategic Plan update (information)
- 10. New Business
- p. 32 a. Approve Non-resident Library Card Participation for FY26 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters **(ACTION)**
- p. 33 b. Review Policy #000 Immigration Authority Visits (information)
- p. 37 c. Appointment of Vacant Trustee Position (information)
- p. 38 d. LACONI Trustee Banquet (information)
- p. 39 .. 11. Director's Report
- p. 42.... 12. Department Head Reports
- 13. President's Report
- p. 57 a. Next meetings or events
- P. 58 .. 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
 - a. Personnel Committee – Director's Evaluation
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Adjournment **(ACTION)**

6. CORRESPONDENCE

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

Dear Library Staff,

Our 2024 tallies are in!

You & your collection bins contributed a whopping $1,940.2 \frac{\text{lbs.}}{1}$ of food for the Warrenville food pantry at Immanuel Presbyterian Church. We can't thank you enough!

Wow!

In gratitude,
Pantry Volunteers



**Minutes of the
Regular Meeting of the Board of Trustees**
Wednesday, February 19, 2025

1. Call to order – Trustee DuRocher called the meeting to order at 7:01 pm.
2. Roll Call – Trustee DuRocher call roll call

ATTENDING: Trustees DuRocher, Lezon, Schmidt, Stull, Warren
ABSENT: Trustee Picha and Richardson

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

OTHER STAFF: Mark Arellano and Maddy Cummins

3. Approval of the agenda

Trustee Stull removed closed session #19 and moved action item #20 to the regular agenda as item #8c.

MOTION: Trustee Stull moved to approve the agenda as amended. Trustee Schmidt seconded.

Voice vote:

Ayes – All

Nays –None

Absent – Trustee Picha and Richardson

Motion carried

4. Presentations
 - a. Introductions of new library staff

Member Services Manager Laurie Rex introduced the newest staff member Maddy Cummins who began work on February 3 as a Member Services Associate.

Public Services Manager Paul Dobersztyn introduced Mark Arellano who began work in December as a part-time Adult Services Associate.

Mark and Maddie both stated they were very happy to be here.

The Board welcomed both to the library.

Mark and Maddie left the meeting at this time.

- b. Director Stuhlmann stated staff members MaryKellie Marquez and Diana Abraham created sensory kits. There is one for adults and two for youth which are available at the public service desks for in-library use only. Some of the items in the kits include noise cancelling headphones, weighted lap pads, and sensory items to make them feel comfortable. The kits were made available to the public on February 4.

Ms. Marquez thanked Acquisitions and Cataloging Associate Gail Smith for her assistance in assembling the kits. Trustee DuRocher asked what a liquid timer is. Ms. Marquez stated It looks like a lava lamp but works like an hour glass.

5. Public comments - none
6. Correspondence - none
7. Consent Agenda – Trustee Stull read the consent agenda as follows:
 - a. Approve Minutes of the January 15, 2025 Committee of the Whole Meeting
 - b. Approve Minutes of the January 15, 2025 Regular Board Meeting
 - c. Receive and file Financial Report for January 2025

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

Voice vote:

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

Nays – None

Absent – Trustees Picha and Richardson

Motion carried

8. Regular Agenda
 - a. Approve payments for the period of January 16 – February 19, 2025

MOTION: Trustee Stull moved to approve payments in the amount of \$86,483.30 for the period of January 16, 2025 through February 19, 2025 including electronic payments and checks #10347 through #10399. Checks #10355, 10393, 10394 and 10396 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Picha and Richardson

Motion carried

b. Approve transfer of funds

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

Voice vote:

Ayes: All

Nays: none

Absent: Trustee Picha and Richardson

Motion carried

c. Determination of Closed Session Minutes

MOTION: Trustee Stull moved to maintain the current status of all closed session minutes, and to delete the verbatim recordings for June 21, 2023. Trustee Schmidt seconded.

Voice call vote:

Ayes - All

Nays – none

Absent – Trustee Picha and Richardson

Motion carried

9. Unfinished Business

a. Approve updated Policy #480 Indemnification & Insurance

Director Stuhlmann stated this policy was distributed in last month's packet. The library's attorney has reviewed and had no changes.

Trustee Stull questioned what the length of time is for former officers, trustees, employees and volunteers as stated in the Terms & Interpretation paragraph. Director Stuhlmann stated they would only be covered during their time at the library.

MOTION: Trustee Stull moved to approve updated Policy #480 – Indemnification & Insurance as presented in the board packet. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Picha and Richardson

Motion carried

b. Illinois Funds

Director Stuhlmann stated the rates at Illinois Funds continue to be stable and over 4%. He will continue to research Illinois Funds and get the pertinent information on opening a new account and present this information to the Board in March.

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

Director Stuhlmann stated as of this morning there is a 4.12% three-month certificate of deposit.

Fifth Third Bank requires at least one signer to open the Certificate of Deposit. Director Stuhlmann would like to have two signers. After discussion it was the consensus of the Board to have two signers - Trustee DuRocher and Director Stuhlmann will be the signers.

MOTION: Trustee Lezon moved to approve the transfer of \$1,000,000.00 from the library's commercial checking account to open two 3-month certificates of deposits (CD) for \$500,000 each at Fifth Third Bank, with Trustee DuRocher and Director Stuhlmann as signers. Trustee Schmidt seconded.

Roll call vote:

Ayes – DuRocher, Lezon, Schmidt, Stull, Warren

Nays – none

Absent – Trustees Picha and Richardson

Motion carried

d. 2025-2030 Strategic Plan update

Director Stuhlmann stated the survey is now closed and we received 709 completed surveys from the general public. Overwhelmingly, the feedback is positive. There were 24 completed surveys from stakeholders, plus a couple of personal connections Diana Abraham made to Spanish business owners.

Director Stuhlmann thanked Marketing Specialist Kathy Gaydos for her help and expertise in fine tuning the survey and getting it on SurveyMonkey and the Strategic Planning Committee in general. Committee members facilitated the community focus groups.

The Committee is currently putting all the information together. The Board will have a brain storming session on March 19 before the regular board meeting at 5:30 p.m. and the staff will have a brain storming session at the In-Service Day on March 7.

10. New Business

- a. Approve reimbursement to Trustee DuRocher for Award Luncheon

MOTION: Trustee Stull moved to approve reimbursement in the amount of \$62.18 to Trustee DuRocher for attending the Conservation Foundation award luncheon. Trustee Warren seconded.

Roll call:

Ayes – Trustees Lezon, Schmidt, Stull, Warren

Nays – none

Abstain – Trustee DuRocher

Absent – Trustees Picha and Richardson

Motion carried

11. Director's Report

- a. Staff will have a second round of autism training from Little Friends at the Staff In-Service Day on March 7.
- b. Sensory friendly before hours has been rescheduled to April 27, 2025
- c. DuPage Radon Testing placed 40 units around the building to test for radon on February 19. They will be removed on Sunday, February 23.
- d. The library's attorney shared a sample policy regarding immigration and other law enforcement visits. Director Stuhlmann plans to bring a new policy to the board in March to review.

12. Department Head Reports

- Trustee Stull stated she appreciates how comprehensive Kathy Gaydos report is and thanked the others for their reports.
- Kathy Gaydos showed the employee handbook along with the first edition of the safety manual.
- Paul Dobersztyn stated they are looking for volunteers to help at the Library's Fandom event on May 10. Trustees DuRocher and Schmidt volunteered to help.
- Rick Warren stated he is amazed at the talents of the library's maintenance person Ly Tran.

13. President's Report

Trustee DuRocher announced the March 19 meeting starts at 5:30 for Strategic Planning Session with the regular meeting to follow at 7:00 p.m. Dinner will be served.

14. Treasurer's Report

Trustee Lezon stated the library received a donation of \$1,057.66 from the DuPage Foundation from a donor who has contributed to the library in the past.

In February we will be receiving our annual distribution payment from our DuPage Foundation Designated Fund in the amount of \$1,900.00.

The Library received \$100 from the Women's Department Club of Wheaton for a program Adult Services Librarian Tom Hill presented to their group on genealogy.

15. Secretary's Report – everything looks good

16. Committee Reports

a. Personnel Committee – Director's Evaluation Timeline

Director Stuhlmann stated he inserted the timeline from last year and will submit his evaluation in March. Trustees Warren and Richardson will need to have instructions available for the Board at the March board meeting.

17. Trustee Comments

Trustee Schmidt thanked the trustees who attended the Conservation Luncheon where she was presented with an award for accumulation of lifetime achievements in the Sierra Club and others. She also co-chaired the successful DuPage County Forest Preserve referendum committee.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 8:13 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – All

Nays – None

Absent – Trustee Picha and Richardson

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

FEBRUARY 28, 2025

WARRENVILLE LIBRARY INCOME LEVY	FEBRUARY 2025		FUND BALANCES			UNAUDITED FUND BAL 6/30/2024	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	PAGE 1 UNAUDITED CURRENT
	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED							
CORPORATE	2,325,758	100.0000%	0	2,318,015	99.67%	868,157	0	4,143	148,719	195,705	1,621,091	1,713,800
TOTAL TAX (LEVIED)	2,325,758	100.00%	0	2,318,015	99.67%	868,157	0	4,143	148,719	195,705	1,621,091	1,713,800
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		360,281	0	-	-	1,762	2,232	358,049
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	4,143	148,719	197,467	1,623,323	2,297,696
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: February 2025
Corporate Fund

	Corporate Fund Month Ended Feb 28, 2025	Corporate Fund 12 Months Ended Jun 30, 2025	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 0.00	\$ 2,318,015.44	\$ 2,325,758.00	\$ 7,742.56	99.67 %
Copier	650.30	5,051.87	6,000.00	948.13	84.20 %
Extended Use Fees	0.00	46.00	0.00	(46.00)	
Fees	0.00	28.38	150.00	121.62	18.92 %
TIF Funds	0.00	65,584.00	50,000.00	(15,584.00)	131.17 %
Interest	2,951.60	31,038.46	10,000.00	(21,038.46)	310.38 %
Book Sales	0.00	309.65	500.00	190.35	61.93 %
Lost Books	277.34	2,575.93	2,500.00	(75.93)	103.04 %
Creator Cart	10.58	367.11	0.00	(367.11)	
Gifts / Memorials	105.00	188.00	1,600.00	1,412.00	11.75 %
Miscellaneous	0.00	0.00	500.00	500.00	0.00 %
Hotel/Motel Tax	148.00	11,244.00	14,542.00	3,298.00	77.32 %
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 %
	4,142.82	2,466,734.91	2,442,341.00	(24,393.91)	101.00 %
Expenses					
Sal. - Administration	19,766.00	168,801.73	260,000.00	91,198.27	64.92 %
Sal. - Member Services	18,999.60	156,114.23	273,000.00	116,885.77	57.18 %
Sal. - Maintenance	2,841.28	23,488.37	36,000.00	12,511.63	65.25 %
Sal. - Marketing	9,466.05	80,373.68	125,000.00	44,626.32	64.30 %
Sal. - Public Services	36,344.82	314,216.01	506,000.00	191,783.99	62.10 %
Sal. - IT	4,883.14	41,526.90	64,000.00	22,473.10	64.89 %
Sal. - Technical Services	7,458.00	63,390.58	98,000.00	34,609.42	64.68 %
I.M.R.F. - Expense	8,852.18	67,458.75	114,000.00	46,541.25	59.17 %
Fica - Expense	7,330.02	62,601.53	104,000.00	41,398.47	60.19 %
Unemp. Comp.	0.00	258.90	1,025.00	766.10	25.26 %
Op - Mat'l Processing/Tech	673.07	5,044.68	9,600.00	4,555.32	52.55 %
Op - Mat'l Processing/Circ	19.32	1,065.99	3,450.00	3,384.01	30.90 %
Op - Postage	43.20	3,323.59	5,070.00	1,746.41	65.55 %
Op - Office Supplies	501.48	2,216.46	3,215.00	998.54	68.94 %
Op - Bank Fee's	13.76	650.24	1,600.00	949.76	40.64 %
Op - Automation Supplies	308.85	2,513.60	4,250.00	1,736.40	59.14 %
Op - Publishing	0.00	1,024.08	1,250.00	225.92	81.93 %
Equip. - Purchases	686.70	6,537.39	10,470.00	3,932.61	62.44 %
Equip. - Maintenance	25.49	197.15	500.00	302.85	39.43 %
Auto. - Software	23.98	9,903.92	16,175.00	6,271.08	61.23 %
Auto. - Purchases	318.39	923.17	5,500.00	4,576.83	16.78 %
Auto. - Maintenance	11,054.21	33,145.97	49,550.00	16,404.03	66.89 %
L. Ins. - Workmen's Comp	0.00	2,604.00	2,800.00	196.00	93.00 %
Ins. - Multi Peril Package	0.00	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	11,863.32	84,370.84	147,000.00	62,629.16	57.40 %
Pd - Recruiting	91.75	216.75	1,000.00	783.25	21.68 %
Pd - Staff Appreciation	8.14	248.35	4,450.00	4,201.65	5.58 %
Pd - Staff / Tuition Reimburse	0.00	0.00	1,800.00	1,800.00	0.00 %
Pd - Staff / Dues	0.00	1,824.00	3,900.00	2,076.00	46.77 %
Pd - Staff / Meetings	277.81	2,299.72	14,260.00	11,960.28	16.13 %
Pd - Staff / Transportation	112.84	643.73	2,750.00	2,106.27	23.41 %
Pd - Trst / Mtgs	74.18	1,107.11	700.00	(407.11)	158.16 %
Pd - Trst / Transportation	0.00	236.33	250.00	13.67	94.53 %
Pd - Trustee Misc.	100.00	349.84	700.00	350.16	49.98 %
Cont. - Lawyer	0.00	450.00	3,500.00	3,050.00	12.86 %

See Accountants Compilation Letter

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: February 2025

Corporate Fund

Cont. - Accounting	1,382.93	10,891.55	15,244.00	4,352.45	71.45 %
Cont. - Collection	39.40	344.75	300.00	(44.75)	114.92 %
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	3,331.76	24,552.72	52,500.00	27,947.28	46.77 %
Lib. Mat. - Youth Books	4,433.67	23,738.12	39,000.00	15,261.88	60.87 %
Lib. Mat. - Adult AV	725.36	5,905.65	13,000.00	7,094.35	45.43 %
Lib. Mat. - Youth AV	412.33	2,772.03	5,500.00	2,727.97	50.40 %
Lib. Mat. - EBooks	6,766.24	41,338.56	66,700.00	25,361.44	61.98 %
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	750.00	4,785.37	12,500.00	7,714.63	38.28 %
Ps - Programs Youth	390.80	4,205.16	9,500.00	5,294.84	44.26 %
Ps - Hotel/Motel	400.00	9,857.15	14,542.00	4,684.85	67.78 %
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	588.96	4,333.78	11,360.00	7,026.22	38.15 %
Ps - Misc.	1,678.01	2,508.01	500.00	(2,008.01)	501.60 %
Maintenance	11,388.04	32,850.97	55,520.00	22,669.03	59.17 %
Maintenance Supplies	54.25	502.36	2,000.00	1,497.64	25.12 %
Security	2,910.97	5,487.76	12,360.00	6,872.24	44.40 %
Gas	1,413.42	3,583.84	7,500.00	3,916.16	47.78 %
Snow Removal	9,145.00	12,865.00	21,000.00	8,135.00	61.26 %
Hvac	2,214.00	2,763.00	12,600.00	9,837.00	21.93 %
B & M - Water / Sewer	0.00	1,140.53	1,800.00	659.47	63.36 %
Electricity	3,308.96	31,174.86	45,000.00	13,825.14	69.28 %
Telephone	1,691.62	12,441.71	18,500.00	6,058.29	67.25 %
Janitorial Supplies	57.01	1,536.91	3,300.00	1,763.09	46.57 %
B & M - Landscape Maint	347.00	8,527.72	14,255.00	5,727.28	59.82 %
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 %
Unrealized Gain/Loss	137.50	137.50	0.00	(137.50)	0.00 %
	195,704.81	1,621,090.70	2,578,421.00	957,330.30	62.87 %

See Accountants Compilation Letter

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: February 2025

Special Reserve Fund

	Special Reserve Fund Month Ended Feb 28, 2025	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	1,762.22	1,762.22	11,000.00	9,237.78	16.02 %
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>1,762.22</u>	<u>2,232.07</u>	<u>57,000.00</u>	<u>54,767.93</u>	<u>3.92 %</u>

See Accountants Compilation Letter

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis

Feb 28, 2025

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	217,100.08
Fifth Third 8004	1,336,113.44
Fifth Third CD 2-28-25	<u>749,949.59</u>

2,303,648.11

General Fixed Assets	<u>\$ 5,235,092.00</u>
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TOTAL ASSETS	<u><u>\$ 7,538,740.11</u></u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>5,948.34</u>
	5,948.34

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,270,000.00</u>
	1,275,948.34

EQUITY

Fund Balance	<u>\$ 6,262,791.77</u>
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TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 7,538,740.11</u></u>
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8a. REGULAR AGENDA

Approve payments for the period of February 20 – March 19, 2025
(ACTION)

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
February 20 - March 19, 2025

Date	Num	Name	Amount
03/19/2025	10400	4imprint	-321.45
03/19/2025	10401	Accounting Services, Inc.	-612.00
03/19/2025	10402	Amazon Capital Services, Inc.	-1,338.99
03/19/2025	10403	Ambius	-347.00
03/19/2025	10404	Aridan Books, Inc.	-150.00
03/19/2025	10405	Baker & Taylor	-130.52
03/19/2025	10406	Baker & Taylor	-1,903.70
03/19/2025	10407	Baker & Taylor	-174.01
03/19/2025	10408	Baker & Taylor	-1,889.93
03/19/2025	10409	Baker & Taylor	-145.19
03/19/2025	10410	Bayscan Technologies	-76.00
03/19/2025	10411	Bloomscapes Landscaping, Inc.	-3,825.00
03/19/2025	10412	Demco	-348.17
03/19/2025	10413	Direct Energy Business	-3,022.63
03/19/2025	10414	Elite Chess	-75.00
03/19/2025	10415	Esau, David	-375.00
03/19/2025	10416	Gabrielle, Jillann	-350.00
03/19/2025	10417	Granite Telecommunications	-220.69
03/19/2025	10418	Hagg Press, Inc.	-2,217.61
03/19/2025	10419	Konica Minolta Business Solutions	-33.65
03/19/2025	10420	Library Store	-75.69
03/19/2025	10421	Midwest Tape	-961.77
03/19/2025	10422	Midwest Tape	-2,942.07
03/19/2025	10423	Midwest Tape	-315.45
03/19/2025	10424	Naperville Area Humane Society	-25.00
03/19/2025	10425	NextEra Energy Services Midwest, LLC	-1,079.68
03/19/2025	10426	Oak Brook Mechanical Services, Inc.	-366.00
03/19/2025	10427	Service Master Commercial Cleaning	-2,663.00
03/19/2025	10428	Shamrock Garden Winfield	-79.95
03/19/2025	10429	U.S. Postmaster	-350.00
03/19/2025	10430	Unique	-39.40
03/19/2025	10431	Vanguard ID System	-211.78
03/19/2025	10432	Wheaton Park District	-80.00
03/19/2025	10433	LIMRICC Purchase of Health Insurance Prog	-16,795.39
03/19/2025	10434	Sam's Club/Synchrony Bank	-474.19
03/19/2025	10435	Warrenville Ace Hardware	-44.94
02/20/2025	Electronic	Paylocity	-636.31
02/24/2025	Electronic	Northern Illinois Gas	-488.31
03/06/2025	Electronic	Chase Ink	-3,758.24

-48,943.71

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

5/3 Investing Update/Recap (information)

Three CDs Ordered on 2/26

I sent you an update on 2/27 about opening a CD at 5/3, but in case you didn't see it I want to re-summarize where we stand:

After February's board meeting, we ran into a snafu again, The banker I was working with didn't really understand our government status, and was offering us retail CDs. I have since been passed on to different bankers who recommended that we open a brokerage account with 5/3 in order to purchase some CDs with better(ish) rates for government units.

I spoke with Barbara and Sandy, and they agreed that this seemed fine to do so that we could get the CDs now rather than delay once again until another board meeting. So, I went ahead and have completed all the necessary paperwork and opened a brokerage account for the library with 5/3, and it is tied to our regular 5/3 bank account.

As the brokerage side of things, they purchase their CDs from around the country. So, since the CDs are not from 5/3 where our money is collateralized, they recommended our CDs max out at \$250,000 to remain FDIC insured. **Therefore, we have now purchased three 3-month CDs, each worth \$250,000, with an interest rate of 4.35%**, which is slightly better than the 4.12% retail CDs we thought we were offered. Two opened on March 5, the other opened March 10. They will mature at the beginning of June. Also, I guess because of the paperwork I submitted for the account, everything was able to be done over email, and no physical signatures are required by me or any of you.

Wait! Only three CDs, you ask? Because of our malfunctioning hot water pumps and unknown costs associated with the radon mitigation we will need to do, I thought it safer to only transfer a total of \$750,000 instead of the whole million. This also leaves us some money for opening an Illinois Funds account.

Regardless, I'm happy with my estimated projections. For March/April/May, if we had just left everything as is, I project we would have made about \$7,400 in interest. But now, with our regular interest plus our new CD interest, I estimate that we'll make roughly \$12,000 in 3 months, which is roughly \$4600 more than we would have otherwise. We won't really see much information on how it's actually doing until we get our March statement. Hopefully I'll have an update to give you at April's meeting.

9b. UNFINISHED BUSINESS

Approve Resolution 229 Authorizing Investment of Monies in the Illinois Funds **(ACTION)**

Suggested motion: Move to approve Resolution 229 authorizing investment of monies in the Illinois Funds, with Executive Director Jason Stuhlmann as the authorized signer.

9c. UNFINISHED BUSINESS

Approve transfer for opening investment in Illinois Funds account **(ACTION)**

Suggested motion: Move to approve an opening investment wire transfer of \$250,000 from the library's commercial checking account to Illinois Funds.

Recommended

I spoke with a couple of other library directors that use Illinois Funds and they recommended opening an account. They noted the currently competitive interest rate (March average is around 4.4%), a nice online interface, strong risk controls, a good help desk for adding or removing names on the account, and it is super liquid for moving money quickly. They mentioned that statements are a little slow coming out (about a week after the month closes), but otherwise didn't have much to say against it.

Opening an Account

With that in mind, I recommend we complete the paperwork and transfer money from our checking to open an IL Funds account. I think it will be great to have another alternative to earn more interest on our money.

Initial Investment Amount

- Our initial investment must be made by check or by wire. For this amount of money, I recommend a wire transfer. It looks like paperwork takes a couple of weeks, so we can approve the opening of the account now and do a wire transfer as soon as the account is ready.
- IL Funds has no minimum balance requirement. We can also transfer money in and out at any time. With that fluidity in mind, I think that we could open our account with \$250,000. Based on my estimations, that would leave us with roughly \$500k in the savings account in April and May, the months where we typically have the lowest balances. If in April or May we feel that we need some money back in our bank account we can transfer some back from IL Funds.

Enrollment Form

- Per the recommended motion above, we can add Executive Director Jason Stuhlmann as the authorized signer and principal authority.
- It also asks for authorized traders and their authority level. In addition to myself, I recommend adding Jackie Davis with full authority, as Jackie manages our monthly bank transfers.

Moving Forward

On that note, assuming the Board approves, once we have opened our account and created our initial balance, how would the Board like to proceed moving forward in terms of authorizing transfers to and from the IL Funds account?

- Would you like to always approve transfers into and out of the IL Funds account at monthly meetings; or
- Let administration have discretion to transfer money in and out, providing notifications to the board about the activity?

Note: We can make payments into the IL Funds account with check, wire transfer, or ACH payment. We redeem money from the IL Funds account with wire transfer or ACH payment. Both in/out wire transfers and ACH payments can be initiated through the IL Funds' online account portal.



R-229
A RESOLUTION AUTHORIZING
INVESTMENT OF MONIES IN THE ILLINOIS FUNDS

WHEREAS, Sections 7 and 17 of the State Treasurer Act, 15 ILCS 505, (“Act”) allow the Office of the Illinois State Treasurer (“Treasurer”) to establish and administer a Public Treasurers’ Investment Pool called Illinois Funds (“Illinois Funds” or “IPTIP”) to supplement and enhance the investment opportunities otherwise available to other custodians of public funds for public agencies in this State;

WHEREAS, in administering the Illinois Funds, the Act permits the Treasurer to receive public funds paid into the Pool by any other custodian of such funds and to serve as the fiscal agent of that custodian of public funds for the purpose of holding and investing those funds;

WHEREAS, pursuant to the Act, and as set forth in 74 Ill. Admin. Code Part 740 (“Rules”), the Treasurer has established Illinois Funds, which provides units of State and local government a convenient investment pool option that utilizes the Treasurer’s resources to safely invest their funds while allowing participants to enjoy economies of scale;

WHEREAS, as set forth in the Rules, Illinois Funds allows participants to safely invest their monies, while providing a competitive rate of return and daily access to invested funds; and

WHEREAS, the Warrenville Public Library District is a public agency that is a custodian of public funds, as defined in the Public Funds Investment Act, 30 ILCS 235, and 74 Ill. Admin. Code Part 740 (“Rules”), and has determined that it is in its best interests to invest public funds in the Illinois Funds.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Warrenville Public Library District as follows:

The Warrenville Public Library District may enter into any agreements with the Treasurer, and take any other necessary or advisable actions to enroll in and participate in the Illinois Funds.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Warrenville Public Library District officer holding the title specified hereinbelow, or their successor(s) in office, is hereby authorized to order the deposit and withdrawal of monies in the Illinois Funds and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated thereby:

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
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Jason Stuhlmann, Executive Director: _____

Section 2. This resolution shall remain in full force and effect until rescinded by the Board of Trustees of the Warrenville Public Library District via resolution and a copy of the resolution rescinding this resolution is sent to the Treasurer.

ADOPTED this 19th day of March 2025 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

ATTEST:

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

(SEAL)



Illinois Funds Agreement

As a condition of participation in the Office of the Illinois State Treasurer's ("Treasurer") Public Treasurers' Investment Pool, also known as The Illinois Funds ("Illinois Funds"), the Participant, as defined below, agrees to the following terms and conditions:

1. Participation – The Participant acknowledges that in order to participate in Illinois Funds, the Participant must meet the following requirements: (a) be a public agency; (b) submit an enrollment form completed to the satisfaction of the Treasurer and; (c) agree to the terms and conditions of the custodian bank and these terms and conditions set forth herein.
2. Proper Usage – The Participant confirms the following: a) Participant is a public agency, as defined by 15 ILCS 505/17; b) Participant will only invest public funds, as defined by 15 ILCS 505/17, in the Illinois Funds;
3. Changes to the Terms and Conditions or Services – The Treasurer may modify these terms and conditions or the Illinois Funds services at any time by reasonable notice, including without limitation, by posting such modifications on the Treasurer's website at www.illinoisfunds.com. The amended terms and conditions shall be binding upon the Participant. The Participant's acceptance of service modifications shall be evidenced by Participant's continued participation in the Illinois Funds;
4. Current Information – The Participant shall keep the information on the Illinois Funds enrollment form current with the Treasurer, by providing the Treasurer any updates via the online portal or the change of information form. Participants must submit such changes to the Treasurer a maximum of five (5) business days after the change of information. The Treasurer is not liable for any errors or issues caused by outdated or incorrect information provided by the Participant;
5. Custodian Bank - The Participant gives the Treasurer permission to access the Participant's account information on the Custodian Bank reporting portal and work with the Custodian Bank to provide the Participant customer support;
6. Hold Harmless – The Participant shall hold the Treasurer harmless in connection with the Illinois Funds. The Treasurer assumes no liability for any acts or omissions of the Participant, the Illinois Funds vendors, or any third parties;
7. Investment Returns – The Participant hereby acknowledges and agrees to the following: a) investments fluctuate in value and the value of the investments when sold may be greater or lesser than the original cost; b) the Treasurer does not warrant or guarantee any level of performance by the Illinois Funds or that the Illinois Funds will be profitable over time; c) the Participant is ultimately assuming the market risk involved in the investment of assets; d) the prior performance of the Illinois Funds is not necessarily indicative of the Illinois Funds future results; and e) to the extent permitted by law, the Treasurer will not be liable for any investment losses of the Illinois Funds; and
8. Liquidity – The Participant acknowledges that the Treasurer does not warrant or guarantee immediate access to the Participant's funds in the event of unforeseen circumstances outside the control of the Treasurer.

9. Grounds for Freezing or Terminating – As stated in 74 Ill. Admin. Code 740.420, the Treasurer reserves the right to freeze and/or terminate the Participant’s Illinois Funds services for failure to comply with the terms and conditions of the custodian bank as set forth in the custodian bank agreement or the Treasurer as set forth in this Agreement. Prior to freezing or terminating any services, the Treasurer will provide a minimum of thirty (30) days’ notice of the intent to freeze or terminate. The notice will identify the grounds for freezing or terminating. If satisfactory remedial action is not taken by the Participant within the 30 day period, the Treasurer will freeze or terminate the service(s), depending upon the type of notice given. Notwithstanding anything to the contrary in this Section, the Treasurer may freeze the Participant’s Illinois Funds custodial account(s) without notice if there is illegal, or suspected illegal, use of the custodial account(s); if there is use of the custodial account(s) that is unauthorized by the Participant, or suspected to be so unauthorized; if there is a request from law enforcement; or for any reason that the custodial account(s) cannot be provided through no fault of the Treasurer’s (e.g., problems with the custodian bank). Failure by the Treasurer to freeze or terminate services in one instance does not waive the Treasurer’s right to freeze or terminate services in subsequent instances.

10. Administrative fees – In accordance with 74 Ill. Admin. Code 740.330, administrative fees are charged to the Participants. Administrative fees cover expenses related to Illinois Funds such as fund accounting, transfer agent services, customer service, marketing, and investment management. The fee breakdown may be found on the Treasurer’s Illinois Funds website: <https://illinoistreasurer.gov/Local Governments/The Illinois Funds>.

For more information regarding Illinois Funds, please review 15 ILCS 505/17, 15 ILCS 520, and 74 Ill. Admin. Code 740.

By the signature of Participant’s duly authorized representative below, the Participant hereby certifies that it has read and understands this Illinois Funds Agreement and related enrollment and participation forms, and hereby agrees to be bound by the terms set forth therein.

Principal’s Signature

Date

Principal’s Name

Participant



Enrollment Form

Mail to: The Illinois Funds
Illinois State Treasurer
Marine Bank Building
1 East Old State Capitol Plaza
Springfield, IL 62701-1320

Instructions:
Along with this form, please provide the following documentation: **One** of the following:
• The designation of the Authorized Signer on letterhead
• Corporate resolution that includes the designation of the Authorized Signer on letterhead

And **One** of the following:
• Enabling Statute
• Bylaws
• Meeting Minutes on letterhead
• Municipal Charter
• Articles of Incorporation

If this Public Agency requires additional accounts please complete a separate application.

» In compliance with the USA PATRIOT Act, all financial institutions are required to obtain, verify and record the following information for all registered owners or others who may be authorized to act on an account: **full name, Tax Identification number and permanent street address. Corporate, trust, and other entity accounts require additional documentation.** This information will be used to verify your true identity. We will return your application if any of this information is missing, and we may request additional information from you for verification purposes. In the rare event that we are unable to verify your identity, the Fund reserves the right to redeem your account at the current day's net asset value.

1 Investor/Participant Information

<input type="text"/>		<input type="text"/>		
PUBLIC AGENCY		TAX IDENTIFICATION NUMBER		
<input type="text"/>	<input type="text"/>			
PHONE NUMBER - AUTHORIZED SIGNER	E-MAIL ADDRESS - AUTHORIZED SIGNER			
<input type="text"/>				
AUTHORIZED SIGNER (INDIVIDUAL AUTHORIZED BY PUBLIC AGENCY TO MAKE CHANGES TO THE ACCOUNT), AND AUTHORIZED SIGNER'S TITLE				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STREET ADDRESS	APT / SUITE	CITY	STATE	ZIP CODE
<input type="text"/>				
INVESTMENT ACCOUNT NAME				

2 Authorized Trader(s) Check all that apply (if no authorization levels are selected, then only Inquiry access will be given)

- **Financial Authority:** Provides authority to initiate transactions on the account.
- **Maintenance Authority:** Provides authority to make changes to the account, including bank and address changes.
- **Inquiry:** Provides authority to obtain balance & transaction information by calling the Illinois Funds Toll Free Number (opt 1 then opt 2)
- **Online Access:** This box **MUST** be checked if Trader will need online access to the account(s)

Authorized Trader #1 Authorization Level: Financial Authority Maintenance Authority Inquiry Online Access

<input type="text"/>	<input type="text"/>
NAME	PHONE NUMBER
<input type="text"/>	<input type="text"/>
TITLE	E-MAIL ADDRESS
<input type="text"/>	<input type="text"/>
SIGNATURE	

Authorized Trader #2 Authorization Level: Financial Authority Maintenance Authority Inquiry Online Access

<input type="text"/>	<input type="text"/>
NAME	PHONE NUMBER
<input type="text"/>	<input type="text"/>
TITLE	E-MAIL ADDRESS
<input type="text"/>	<input type="text"/>
SIGNATURE	

3 Additional Mailing Information

Mailing Address* (if different from Section 1)

If completed, this address will be used as the Address of Record for all statements, checks and required mailings. Foreign addresses are not allowed.

<small>STREET</small>	<small>APT / SUITE</small>	<small>CITY</small>	<small>STATE</small>	<small>ZIP CODE</small>

* A P.O. Box may be used as the mailing address.

Duplicate Statement #1

Complete only if you wish someone other than the account owner(s) to receive duplicate statements.

<small>COMPANY NAME</small>	
<small>NAME</small>	
<small>STREET</small>	<small>APT / SUITE</small>
<small>CITY</small>	<small>STATE</small>
<small>ZIP CODE</small>	

Duplicate Statement #2

Complete only if you wish someone other than the account owner(s) to receive duplicate statements.

<small>COMPANY NAME</small>	
<small>NAME</small>	
<small>STREET</small>	<small>APT / SUITE</small>
<small>CITY</small>	<small>STATE</small>
<small>ZIP CODE</small>	

4 Investment Options

By check: Make check payable to the Illinois Funds.

Note: All checks must be in U.S. Dollars drawn on a domestic bank. The Fund will not accept payment in cash or money orders. The Fund does not accept post dated checks or any conditional order or payment. To prevent check fraud, the Fund will not accept third party checks, Treasury checks, credit card checks, traveler's checks or starter checks for the purchase of shares.

Mail check to:
The Illinois Funds
c/o U.S. Bancorp Fund Services, LLC
PO Box 701
Milwaukee, WI 53201-0701

By wire: Call 1-800-947-8479. **Note:** A completed application is required in advance of a wire.

ePay Program: This option indicates you will partially or fully fund your investment account via a daily sweep from ePAY's designated settlement bank.

Initial Investment Amount

\$

5 Automatic Investment Plan (AIP)

Your signed Application must be received at least 15 calendar days prior to initial transaction.

If you choose this option, funds will be automatically transferred from your bank account on file. We are unable to debit mutual fund or pass-through ("for further credit") accounts.

Note: The AIP will be purchased on the date requested or first business day after.

Draw money from bank

NAME ON ACCOUNT BANK ACCOUNT NUMBER

Draw money for my AIP (check one): Monthly Quarterly Semi-Annually Annually
If no option is selected, the frequency will default to monthly.

<small>AMOUNT PER DRAW</small>	<small>AIP START MONTH</small>	<small>AIP START DAY</small>

Please keep in mind that:

- There is a fee if the automatic purchase cannot be made (assessed by redeeming shares from your account).
- Participation in the plan will be terminated upon redemption of all shares.
- If the AIP cannot be made due to insufficient funds or stop payment, a \$25 fee will be assessed on your account. The AIP will be terminated after two such consecutive occurrences.

6 Systematic Withdrawal Plan (SWP)

Your signed Application must be received at least 15 calendar days prior to initial transaction. Systematic Withdrawal Plan (SWP) permits the automatic withdrawal of funds.

Payments will be mailed to address in Section 1

Payments will be deposited directly into your bank account

NAME ON ACCOUNT

BANK ACCOUNT NUMBER

Payments will be mailed to a Special Payee:

MAKE CHECK PAYABLE TO

STREET ADDRESS/CITY/STATE/ZIP

We are unable to credit mutual fund or pass-through ("for further credit") accounts. *Note: The SWP will be purchased on the date requested or first business day after.*

Make payments: ___ Monthly ___ Quarterly ___ Semi-Annually ___ Annually starting with the month given here:

AMOUNT PER DRAW

SWP START MONTH

SWP START DAY

If no option is selected, the frequency will default to monthly.

Requesting proceeds to a checking or savings account may require a medallion signature guarantee stamp. If we do not have bank information on record, please complete Section 7 of this form. Establishing a Special Payee may require a signature guarantee stamp.

7 Bank Information

PLEASE NOTE:

We are unable to draft or credit your account via ACH if it is a mutual fund or pass through account.

Please contact your financial institution to determine if it participates in the Automated Clearing House system (ACH).

To make purchases via ACH or to redeem your account via ACH or wire, please provide full bank account information as shown below.

Linking and outside bank and banking instructions requires a signature guarantee, signature verification from a Signature Validation Program Member, or other acceptable form of signature authentication from a financial institution source.

For ePAY Participants only: The ePAY Settlement Account will be linked after it is established within the ePAY enrollment process.

Checking Savings

BANK NAME

TITLE OF BANK ACCOUNT

FURTHER CREDIT NAME (not available for ACH)

Checkng Savings

BANK NAME

TITLE OF BANK ACCOUNT

FURTHER CREDIT NAME (not available for ACH)

BANK ABA NUMBER

BANK ACCOUNT NUMBER

FURTHER CREDIT ACCOUNT NUMBER (not available for ACH)

BANK ABA NUMBER

BANK ACCOUNT NUMBER

FURTHER CREDIT ACCOUNT NUMBER (not available for ACH)

8 Signature and Certification Required by the Internal Revenue Service

✓ The Public Agency listed above, ("Participant"), seeks to participate in the Local Government Investment Pool within The Illinois Funds, established pursuant to Section 17 of the State Treasurer Act (15 ILCS 505/17), which authorizes the Treasurer to establish a Public Treasurers' Investment Pool. Participant accepts the terms and conditions of the administration of The Illinois Funds as outlined by the State Treasurer with the understanding that there will be no changes to this agreement and the information contained herein without prior written notice. The undersigned certifies that he/she has been authorized by Participant's governing body or by statutory authority to execute this Application and Agreement on behalf of the Participant.

✓ The Fund, its transfer agent, and any of their respective agents or affiliates will not be responsible for banking system delays beyond their control. By completing the banking sections of this application, I authorize my bank to honor all entries to my bank account initiated through U.S. Bank NA, on behalf of the applicable Fund. The Fund, its transfer agent, and any of their respective agents or affiliates will not be liable for acting upon instructions believed to be genuine and in accordance with the procedures described in the prospectus or the rules of the Automated Clearing House. When AIP or Telephone Purchase transactions are presented, sufficient funds must be in my account to pay them. I agree that my bank's treatment and rights to respect each entry shall be the same as if it were signed by me personally. I agree that if any such entries are not honored with good or sufficient cause, my bank shall be under no liability whatsoever. I further agree that any such authorization, unless previously terminated by my bank in writing, is to remain in effect until the Fund's transfer agent receives and has had reasonable amount of time to act upon a written notice of revocation.

✓ Under penalty of perjury, I certify that (1) the Social Security or taxpayer identification number shown on this form is my correct taxpayer identification number, and (2) I am not subject to backup withholding as a result of either being exempt from backup withholding, not being notified by the IRS of a failure to report all interest or dividends, or the IRS has notified me that I am no longer subject to backup withholding, (3) I am a U.S. person (including a U.S. resident alien), and (4) I am exempt from FATCA reporting. (Cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding due to a failure to report all interest and dividends.)

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

PRINTED NAME OF PRINCIPAL AUTHORITY

TITLE OF PRINCIPAL AUTHORITY

PRINCIPAL AUTHORITY SIGNATURE (individual who is authorized by the Public Agency or by statutory authority to execute contractual agreements on behalf of the Public Agency)

DATE (MM/DD/YYYY)

! Before you mail, have you:

- Completed all USA PATRIOT Act required information?
 - Tax ID Number in Section 1?
 - Full Public Agency name in Section 1?
 - Permanent street address in Section 1?
- Signed your application in Section 8?

**For additional information please call toll-free 1-800-947-8479 or
visit us on the web at
www.illinoisfunds.com.**

9d. UNFINISHED BUSINESS

Radon Testing & Mitigation (information)

As I mentioned in my email to the board, we got the test results back from our radon testing. Unfortunately, we have actionable levels of radon in the building. I have connected with DuPage Radon Contractors to come out and look at the building and give us an estimate on the cost of remediation. I will update you as I learn more.

9e. UNFINISHED BUSINESS

2025-2030 Strategic Plan Update (information)

Learning Report

The committee finished putting together the Learning Report, which compiles and summarizes the findings from the surveys and focus groups of the community, the Spanish-speaking community, stakeholders, staff and trustees. A big thanks to everyone who helped code and consolidate the open-ended responses in the surveys. It was a big task. The report ended up being over 200 pages and has a lot of insight and ideas for us to work with.

Draft of Plan

Once we are done with the Brainstorming sessions, the committee will begin putting together a draft of the strategic plan with strategic initiatives and goals. I will bring the draft to the board in May for review.

10a. NEW BUSINESS

Approve Non-resident Library Card Participation for FY26 (ACTION)

Suggested motion: Move to approve the Library's non-resident library card participation for FY26 utilizing the Tax Bill Method for calculation of the non-resident fee and 15% calculation for non-resident renters.

State law requires public library boards to “opt-in” or “opt-out” of the non-resident library card program annually.

By participating in the program, any non-resident cards issued by our library are required to be honored by other libraries that also participate in the non-resident program.

A non-resident card is issued by the library to a person who does not live within a library's service area, per the State's guidelines. Non-resident cards are valid for one year. A non-resident card carries the same benefits and access as a resident card, including reciprocal borrowing privileges.

The Director and Member Services Manager recommend the following:

- Continue the participation in the non-resident library card program.
- Continue to utilize the tax-bill method for calculation of the non-resident fee. This ensures that a non-resident is paying the fee that would be required if their property was located within the District's boundaries.
- Continue to utilize the 15% of monthly rent formula to calculate the non-resident fee for non-resident renters (individuals who reside in a rental property outside of the District's boundaries).

10b. NEW BUSINESS

Review Policy #000 Immigration Authority Visits (information)

Immigration Authority Visits Policy

In January, I emailed you information and procedures that I created for staff in case ICE agents show up at the library. Our lawyer also sent me an example of a policy on the same topic. While I still believe the library is an unlikely target, it is important to have policy and procedure in place.

I took the policy example and the procedures I had written up to create a policy for you to review. The draft more formally states the important parts of the procedures that outline the legal requirements and limitations for agents' requests. I also took bits from our Library Use Policy and Confidentiality of Library Records Policy for the introduction to reiterate that we will serve all library visitors without regard to immigration status, and that we believe in access without discrimination, intimidation, threat of harm or invasion of privacy.

The Board will review this draft in March, and if there are no significant changes, can approve the final policy in April.



IMMIGRATION AUTHORITY VISITS POLICY

Policy #000 – Approved & Adopted 04/16/25

The Warrenville Public Library District supports the rights of individuals to access information and use the Library without discrimination, intimidation, threat of harm or invasion of privacy. It is the policy of the Warrenville Public Library District (WPLD) to serve library visitors without regard to immigration status, and to respond to any inquiry or visit from Immigration & Customs Enforcement (“ICE”) as it would to any other visit from law enforcement.

Public Areas

In the event that ICE Agents enter the library and remain in the public areas, Library employees will not impede their access to public areas or interfere with the visit, unless such ICE Agents are disruptive as defined by applicable conduct rules of the library as outlined in WPLD Policy #320 Library Use, in which case the person in charge may request that disruptive behavior be discontinued.

Public areas of the library include: open, browsing, computer and play areas of Member Services, Youth Services, Adult Services, and the lower-level lobby; study rooms; meeting rooms; STEAM Room; Quiet Reading Room; Computer Lab; and restrooms.

Non-Public Areas

In the event that ICE Agents ask for access to non-public areas of the library, the person in charge will:

- Ask the Agent for their name(s), badge number and contact information.
- Ask whether the agent(s) has a judicially signed warrant, subpoena or court order. This is required by law to search in non-public areas. Administrative warrants do not authorize ICE agents to enter non-public areas of a business without express consent.
- If agents do not have a judicial warrant or subpoena, staff will explain politely that agents do not have library consent to enter the nonpublic area of the facility without a confirmed, written authority.
- If agents produce a judicial warrant or subpoena:
 - Staff will request to see the order and to make a copy for incident report documentation.

- Staff will also request time to contact the library's legal counsel or Executive Director to review the order.
- Staff shall then allow agents into non-public areas to search only the locations listed in the court order.

Non-public areas of the library include: staff offices, workspaces restrooms and breakroom; staff area behind service desks; storage closets; and building maintenance areas.

Requests for Access to Library User Information

When the ICE Agent visits the library they may be seeking an individual, but they may also ask for documentation that includes library user information.

Per WPLD Policy #420 Confidentiality of Library Records, which is based on the Library Records Confidentiality Act (75 ILCS 70/1), "It is the policy of the Board of Trustees of the Warrenville Public Library District to insure the privacy of the users of its services and to consider any library records to be confidential in nature. It is the policy of the Board of Trustees that all records pertaining to the use of the Warrenville Public Library District including, but not limited to, patron registration, circulation, program signup, meeting room and computer records, shall remain confidential. Except as provided herein, no employee, volunteer or trustee shall make information regarding the use of the Library's materials, equipment or facilities available to any third party."

In the event that ICE Agents ask for access to library user information, the person in charge will:

- Ask the Agent for their name(s), badge number and contact information.
- Refer the agent(s) to the library's Policy #420 as detailed above.
- Ask whether the agent(s) have a judicial warrant, subpoena or court order. This is required by law in order to request confidential information.
- If agents do not have a judicial warrant or subpoena, staff will explain politely that without the proper judicial order, agents do not have the legal authority for that information and that we cannot help them at this time.
- If agents produce a judicial warrant or subpoena:
 - Staff will request to see the order and to make a copy for incident report documentation.
 - Staff will also request time to contact the library's legal counsel or Executive Director to review the order.
 - Staff shall then allow agents access only to the requested information detailed in the court order.

Requests for Access to I-9 Employment Information

When the ICE Agent visits the library, they may be seeking to verify lawful employment of staff.

WPLD complies with the federal law requiring employers to verify the identity and employment authorization of each person they hire, including the requirement that the employer retain a Form I-9, Employment Eligibility Verification, for each employee.

ICE agents may ask to inspect the library's I-9 forms without a subpoena, warrant or court order, typically giving organizations three business days to comply with the request. The Executive Director, HR Manager and the library's legal counsel shall review and prepare to meet the request, including giving staff notice of the inspection of I-9 documents.

Removal of Individuals

In the event that an ICE agent makes contact with an employee or library visitor and tries to detail and/or leave the library's facility with the individual(s) against their will or by force, staff will:

- Not interfere with the agents' actions.
- Not assist the individual(s) in escaping or hiding.
- Not make any false statements to the agents.
- Make a detailed incident report describing the events.

10c. NEW BUSINESS

Appointment of Vacant Trustee Position (information)

Trustee Vacancy

As previously discussed, once the April 1 election happens, the Board will have one vacant trustee position. I reached out to our lawyers for clarification about the appointment process.

Selection Process

- Once the April 1 election occurs, the Board can declare the vacancy. Once the vacancy has been declared, it should be filled within 90 days.
- While the Board should not appoint someone until a vacancy has been officially declared, the Board can begin the selection process as soon as possible.
- There are no requirements for the selection/application process. We are not required to publicly advertise the vacancy and should not do so prior to declaring the vacancy. We have discretion in choosing a process to find candidates to fill the vacancy.
- While it wouldn't be best practice, we are also not required or obligated to interview all candidates who apply. There are no requirements for the interview process.

Declaration of Vacancy & Appointment

- An ordinance will be used to declare the vacancy and to appoint the new trustee. This can be a 1-step or 2-step process:
 - 1-step - If the Board knows who they want to appoint, the ordinance can BOTH declare the vacancy and appoint the new trustee at the same time, or
 - 2-step – The Board declares the vacancy with the first ordinance in April. After the selection process the Board can approve a second ordinance within 90 days to appoint a trustee.

I will prepare the ordinance for April. How would you like to proceed for the selection process?

10d NEW BUSINESS

LACONI Trustee Banquet (information)

The annual LACONI Trustee Banquet is May 30. We budgeted for two trustees to attend, though we have room to be flexible. Who would like to go? We can sign you up.



LACONI
TRUSTEE BANQUET

Friday, May 30th
6:00-9:00 pm

The Nineteenth Century Club
178 Forest Avenue
Oak Park, IL 60301

The LACONI Trustee Banquet brings together community leaders, donors, and supporters to celebrate our organization's accomplishments and further our mission of providing continuing education for library professionals at all levels and networking opportunities for library trustees. This year, we are thrilled to host a conversation between RAILS Executive Director Monica Harris and acclaimed author Cristina Henríquez.

We recognize the vital role elected and appointed public library trustees play in shaping our communities. In Illinois, libraries are essential hubs for information, education, and resources, promoting lifelong learning and community connection. Our annual banquet is an opportunity to acknowledge advocates for these efforts and their commitment to enriching the lives of Illinois residents.

For additional information and to purchase tickets, visit laconi.org

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11. DIRECTOR'S REPORT

for March 2025 Board Meeting

submitted by Jason Stuhlmann

Shout Outs

I just wanted to give some shoutouts this month to staff:

- Kathy & Taylor for all their work on finalizing and publishing our updated Safety Manual. This was a LOT of work.
- Paul for once again applying for and receiving the TAC grant for our Concerts on the Commons and Sunday Matinees.
- Kathy, Taylor & Mandy for coordinating our fire safety drill for our Staff In Service Day. It was very well organized.
- Ly for coming in extra hours to attend to our broken hot water pumps.
- Duncan for working with AT&T, SWAN and our phone company to prepare for our internet change.

Statement of Economic Interests – Due May 1

You should have received an email from DuPage County with a link to complete your Statement of Economic Interests. If you have not already done so, you have until May 1 to complete. If you would like the FAQ sheet to help fill out the statement, please let me know and I will send it to you.

Staff Day

We had a successful staff on Friday, March 7. We ran two successful fire safety drills, with Fire Marshall Voda attending to observe and comment.

We conducted the staff strategic planning brainstorming session, thinking about what we learned and how the feedback and ideas fit into some potential strategic initiatives.

At lunch, staff enjoyed some karaoke, which was a lot of fun. We even had a guest appearance from Amy Winehouse!

Little Friends came and gave us follow up autism training. There was a lot of recaps from our first training, but Cassidy also talked about making the space flexible to accommodate needs, including creating sensory kits (which we've already done!).

The day finished with department meetings and some time to catch up on work.

Thank you for the support and allowing the library to close so that we can have this training day for staff. We like the March time slot and will probably continue to have our annual In Service Day around the same time moving forward.

Water pumps

At the end of February, we had a ground mounted hot water pump break, which caused another overhead hot water pump to be damaged as well. Ly has been great to come in on off times and address the issues. The ground pump had to be shut off. The overhead pump continued to run, with Ly turning it off periodically to keep it running longer. After much shopping around (not many had the parts or whole pumps in stock), Ly was finally able to find someone to come out and fix the ground mounted pump, which allowed Ly to turn off the overhead pump. Pumps have been ordered so that Ly can replace the overhead pump and have a replacement ready for when the ground pump's fix gives out.

Internet Update

We have two internet connections – one to be the main connection, and one to be a backup. This is fairly typical among libraries to ensure that we will always have internet to connect to SWAN for checkout service and so that visitors always are able to use our public internet stations.

The connection we had with AT&T was coupled with ICN (IL Century Network). ICN provided the initial internet, with AT&T providing the last mile of service into the building (which ICN does not provide). While I'm not sure of the initial reasons for this setup, it no longer seemed necessary. As our contracts were near their end, Duncan and I worked out with AT&T to have them be both the provider and connector for this internet line, so that we are only paying one company rather than two. I estimate this will save us about \$4000 for the year.

Meetings & Programs for February

- One-on-one meetings with Managers
- Management Team Meetings (February 11 & 25)
- Safety walkthrough with Kathy (February 12)
- Strategic Planning Committee (February 12 & 20)
- Meeting with AT&T and Duncan (February 12 & 18)
- Conservation Awards Luncheon (February 13)
- Met with technician fixing HDMI port issues (February 14)
- Meeting with CINTAS to discuss AED (February 19)
- Radon test installation (February 19)
- Safety Committee Meeting (February 20)
- SWAN Fireside Chat (February 25)

Trainings & Webinars for February

- KnowBe4
 - Social Engineering Red Flags

STATISTICAL SNAPSHOT	Feb 2025	Jan 2025	Dec 2024	Nov 2024	Oct 2024	Sept 2024	Aug 2024	July 2024	June 2024	May 2024	April 2024	March 2024	Feb 2024
TOTAL CIRCULATION (physical items)	13,092	13,932	12,192	12,966	13,538	12,643	14,492	15,367	14,939	13,057	13,667	14,991	13,327
WPLD items checked out at WPLD	7,282	7,972	6,037	7,247	7,320	6,966	7,835	8,805	9,429	7,197	7,183	8,547	7,289
Auto-renewals of WPLD Items	4,136	4,039	4,723	4,167	4,550	4,100	4,834	4,812	3,952	4,260	4,784	4,698	4,122
Other Library Items Checked out at WPLD	1,674	1,921	1,432	1,552	1,758	1,677	1,823	1,750	1,738	1,600	1,700	1,751	1,721
DOWNLOADABLE CIRCULATION	3,559	4,029	3,613	3,631	3,597	3,564	3,581	3,549	3,561	3,442	3,291	3,544	3,695
OverDrive/Libby	1877	2139	1,948	1,987	1948	1,887	1,903	1920	1,897	1,801	1,823	1,869	1,869
OverDrive (magazines) fka RB Digital	298	396	295	327	300	310	220	332	282	364	232	393	413
Hoopla	1384	1494	1370	1317	1349	1,367	1458	1297	1,382	1,277	1,236	1,282	1,413
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,587	1,856	1,363	1,450	1,678	1,500	1,750	1,667	1,646	1,510	1,629	1,668	1,653
Received from Non-SWAN Libraries	16	21	14	15	19	35	12	16	15	25	22	23	12
Sent to SWAN Libraries	1,419	1,834	1,902	1,525	1,756	1,673	1,731	1,788	1,519	1,483	1,542	1,441	1,696
Sent to Non-SWAN Libraries	25	20	25	18	13	17	16	21	26	11	17	18	9
COLLECTION													
Physical Materials Added	425	527	394	371	623	408	533	457	650	455	514	498	525
Physical Materials Withdrawn	910	391	341	261	236	298	268	1,235	674	222	433	636	373
Total Collection Size	145,931	146,118	146,746	147,014	147,305	146,408	146,256	146,784	146,642	146,014	146,135	145,364	149,592
Physical materials	76,332	76,137	76,104	75,826	75,857	75,405	75,470	76,147	76,091	75,578	75,712	75,884	76,548
OverDrive books	48355	48751	49415	49,881	50,202	49,995	49,912	49,901	49,915	49,914	49,994	49,246	52,959
OverDrive audiobooks	21244	21230	21227	21,307	21,246	21,008	20,874	20,736	20,636	20,522	20,429	20,234	20,085
PROGRAMS													
Number of Adult Programs	17	21	14	19	23	16	22	18	17	20	21	21	23
Adult Program Attendance	207	220	150	241	449	255	1776	558	340	126	353	190	250
Number of Teen Programs	8	6	7	7	7	7	8	8	9	6	6	10	10
Teen Program Attendance	32	26	48	35	30	40	45	33	49	32	23	56	60
Number of Youth Programs	30	31	20	29	36	30	16	23	28	16	24	24	30
Youth Program Attendance	484	547	324	550	676	538	205	460	773	255	442	478	577
Book-A-Librarian Sessions	14	14	8	11	14	14	13	14	14	14	14	14	14
Book-A-Librarian Attendance	3	4	4	4	5	2	4	2	6	4	6	7	5
OUTREACH													
Adult Outreach Events	1	0	0	0	0	1	2	0	1	1	2	1	1
Adult Outreach Attendance	12	0	0	0	0	15	130	0	92	65	102	9	12
Teen Outreach Events	0	0	0	0	0	1	1	0	0	0	0	0	0
Teen Outreach Attendance	0	0	0	0	0	30	40	0	0	0	0	0	0
Youth Outreach Events	2	6	3	1	5	3	2	1	2	8	5	0	3
Youth Outreach Attendance	195	180	87	11	424	284	320	72	425	798	267	0	199
LIBRARY CARDS													
Total Resident Cards Active	9,550	9,613	9,590	9,546	9,510	9,473	9,424	9,360	9,316	9,222	9,180	9,141	9,484
Resident Cards Issued In Person	42	32	51	57	40	54	74	55	103	45	42	56	51
Online Cards Issued	9	9	10	10	10	18	15	9	12	13	14	13	14
VISITOR COUNT	8,363	7,392	7,549	9,238	9,507	8,635	10,383	10,778	10,832	8,846	8,606	9,042	8,886
STUDY ROOM USES	282	274	285	284	352	320	320	338	303	355	333	318	322
MEETING ROOM USES (public)	6	4	3	2	4	2	4	3	3	2	5	6	5
CURBSIDE PICKUPS	6	14	6	5	4	8	10	15	13	11	14	7	19
COMPUTERS & TECHNOLOGY													
Computer Sessions	557	527	509	552	617	505	563	605	478	452	561	564	540
Wifi Sessions	2151	2473	2707	2252	2657	2432	2544	3431	2303	2498	2450	2444	2581
Website Visits	19,380	15,056	11,051	12,804	13,279	10,833	14,797	12,815	17,814	13,086	12,443	12,949	13,523
MARKETING													
eNews Subscribers	6,720	6,674	6,640	6,648	6,614	6,625	6,644	6,565	6,555	6,505	6,467	6,474	6,479
eNews Open Rate	54%	46%	52%	52%	52%	47%	48%	41%	48%	50%	51%	46%	46%
Facebook Followers	1,978	1,956	1,935	1,917	1,909	1,898	1,892	1,884	1,878	1,861	1,856	1,828	1,798
Instagram Followers	564	556	557	552	546	543	542	536	532	529	528	522	516

12. ASSISTANT TO THE DIRECTOR REPORT

February 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 February board packet
- Picked up a treat for the board meeting
- 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
- Contacted Otis Elevator to come out and check the elevator door. It was making a funny noise. They came out the same day and fixed the problem – the right-hand side of the door was lower than it should be.
- Called and emailed Ambius about the condition of the railing plants and atrium. They came out the next day to give them the attention they required.
- I emailed the company regarding the part for the meeting room light switch panel for Ly and Duncan.
- Completed and submitted the quarterly FOIA request from SmartProcurement.
- Coordinated a pickup for the Warrenville food pantry.
- Ordered drinks and food for the Staff In-Service Day on March 7.

Meetings and Continuing Education

- Management Team meeting on February 11 and 25
- Took the KnowB4 course assigned by Duncan on 2/3
- Watched the ICE webinar presented by the Illinois Library Association on 2/6
- Completed the KnowB4 course for Make It a Habit – PAB It!, How to Spot Phishing, and What Why and How on Domain Spoofing assigned by Duncan – 2/25

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.
- Cleaned the disc cleaning machine for Tech Services
- Touched up walls in the meeting room.
- Dusted the meeting room walls.
- Painted some of the lower-level lobby areas.
- Came in on a Sunday evening and spent over 4 hours rodding the pipe outside the public restrooms due to a backup. Could not get it cleared and called Hogan Plumbing to come in on Monday. Hogan got the "thing" cleared out of there and we have since ordered Ly new heads for his equipment.
- Cintas completed the yearly sprinkler inspection and fire extinguishers.

- Stephanie noticed a boiler pump leaking on February 25 – Jason called Ly and he came in that night and shut it down. Ly contacted Johnston Supply for the parts and has learned it will be at least 10-12 weeks to obtain them. Oakbrook Mechanical came out on February 28. Ly is coming in every night after hours to shut the boiler down so no leaking occurs and turns the system back on in the morning.

12. PUBLIC SERVICES REPORT

February 2025

Submitted by Paul Dobersztyn

Highlights

- The library hosted **55** total events in February with **713** participants. We hosted several passive programs that included the Blind Date with a Book and Crafts to Go: Valentines Day which had **76** participants.
- We hosted our sixth Sunday Music Matinee on 2/9 featuring Elaine Dame. We hosted **41** guests for the concert.
- The Fermi Lab presentation by Sara Phalen of the Historical Society was held with high regard and drew a lot of positive feedback. The program hosted **42** guests.
- Kyrie Kenny-Sumrak hosted the Sweethearts Ball on 2/14 hosting **47** people and was a huge success.
- The Winter Reading Challenge (Bundle up with Books) ended on February 28, 2025.
 - **253** total readers (243 in 2024)
 - **205** total completions (178 in 2024)
 - **381,845** total minutes read. (349,912 in 2024)
 - Grand prize drawings were completed by Julie Kurtis and Paul Dobersztyn in early March. All winners were notified.
- The Strategic Planning committee executed several focus groups in February.
 - Taylor Haring and Gail Smith hosted a community focus group on 2/1 with **16** in attendance.
 - Diana Abraham and Miriam Montano hosted a focus group in Spanish, hosting **3** stakeholders on 2/2.
 - Paul Dobersztyn and Julie Kurtis hosted the Business, Government & other Organizations focus group on 2/5 with **5** in attendance.
 - Julie Kurtis and Mandy Wilson hosted a community focus group on 2/7 with **15** in attendance.
- 1000 Books Before Kindergarten
 - Total participation:
 - 163 registrants
 - 18 completions
 - 39,534 total books read so far.
- The 100 Books Before High School
 - Total participation since the launch:
 - 57 registrants
 - 1,697 total books read
 - 8 completions so far

Professional Development

- **13** sessions of CE were completed by the Public Services Department in February.
- **7 total** hours of CE were completed.
- Topics covered include: Distracted Driving, How to use WikiTree, Social Engineering Red Flags, Spanish Books for Kids and more.
 - A full list can be provided by the Public Services Manager.
- Every member of the Public Services department was given the evacuation checklist and received refresher training. All staff was also responsible for reading the newly issued safety manual in preparation for staff in-service day.

Personnel

- No changes.

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 2 / Puzzles: 2 / Teen Volunteers: 2 (5.25 total hours)

Homebound Deliveries: 3 Deliveries/Pickups, 6 items checked out, 6 total participants

- The Warrenville Tourism and Arts Commission awarded WPLD with two grant award letters for the Concerts on the Commons (\$12,746.00) and the Sunday Music Matinees (\$4,471.00). Band contracts and agreements are currently in progress.
- Taylor Haring and Mandy Wilson worked with Kathy Gaydos to coordinate the evacuation drill for Staff In-Service day.
- Diana Abraham attended a DuPage Children's Museum Library Advisory Board Meeting on 2/4.
- Diana Abraham represented the library at the Jefferson School showcasing Picture Book bundles for Preschool teachers on 2/5.
- Julie Kurtis, Diana Abraham, Mandy Wilson, Taylor Haring and Paul Dobersztyn attended a strategic planning committee meeting on 2/12 & 2/20.
- Diana Abraham attended the Johnson School Outreach Dinner on 2/20 interacting with about **175** people.
- "After months of drafts and editing, the final draft of the WPLD Safety Manual has been printed and released to staff. I'm very aware that the work is not fully done as the manual is a living document, but now that everything is complete adding and modifying will be much more streamlined." – Taylor Haring
- The February IDEC meeting was cancelled, but Diana Abraham worked on the Arbor Day project with the Park District and City.
- Adult Playaway audiobooks were added as a new format. We received a sizable donation from other libraries with back catalog titles. We started ordering new books on this format since CDs are starting to be phased out as an audiobook option.
- The Youth Services department will be adding two new Discovery packs:
 - Spanish
 - Self-regulation
- A librarian from the Batavia library is interested in our Picture Book category information and the way we organize that collection. They are hoping to update in their upcoming renovation.
- The District 200 Transition program is now using the teen lounge to put together their service learning projects.
- "Metropolitan Family Services (MFS) are consistently attending the Johnson Family Dinners—this has been a game changer because their reps are Spanish-speaking. This group has been a valuable resource to the Johnson family and our library has been given a lot of kudos for making the connection—yay, US!" – Diana Abraham
- Diana Abraham and MFS hosted a play and learn on 2/10 hosting **20** guests.

Non SWAN InterLibrary Loan

Item Requests Processed: 13; Materials Received: 16; Materials Lent: 25

12. MEMBER SERVICES REPORT

February 2025

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7070	54.00%
Aspen catalog/mobile app (Renewals)	175	1.34%
Autorenewals	4136	31.59%
Staff Assisted Checkout	1711	13.07%
TOTAL TRANSACTIONS	13092	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4252	60.14%
Selfcheck 2 (Near Vending Machine)	2818	39.86%
TOTAL TRANSACTIONS	7070	100.00%

Department Highlights

Curbside

We had 6 Curbside Pickups, 5 unique users, in February.

Continuing Education

Member Services staff participated in 5.25 hours of Continuing Education in February.

Meetings

I attended 2 Management Team meetings, and a Safety Committee meeting.

Personnel

The new MS Associate, Maddy, started on February 3. We are now fully staffed in Member Services.

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.
- Began working on the NCOA (National Change of Address) report, processing the out of state, out of district and different addresses within district accounts.

12. Marketing Department REPORT

February 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:

Spring 2025 *Reading Matters* (RM) newsletter

- Communicated the publicity timeline (mailing dates, calendar opens, etc.) to all staff.
- Reviewed and approved proof from the printer.
- Distributed copies in-house and to City Hall and Park District.
- Added newsletters to New Cardholder welcome bags.
- Changed website links to the new edition.

Event Publicity

- Completed spring event digital slide designs and scheduled their release dates.
- Completed and produced spring event flyers.
- Planned and notified staff of photo op dates for March programs.

WPLD FanCon

- Completed limited-edition library card designs (main card and key ring versions), submitted files to the printer and approved proofs.
- Finalized webpage design; information to be updated as it is made available.
- Created 5 custom button designs for production.
- Requested that organizers have a cosplay dress up day in April so we can take photos and videos for use on social media to promote FanCon attendance.

Content Development/Review

- Wrote a website article about the contents of spring *Reading Matters*, which included links to programs we're highlighting like WPLD FanCon.
- Edited an article new AS staff member Mark wrote about himself for use on the website, in eNews and on social media; took photos of Mark to accompany the article.
- Photographed Kyrie's Ramadan craft to go kit for use in social media to boost pickups.

Survey Follow-Up

- On February 7, prepared checklist of tasks for closing the survey; shared with all staff.
- On February 8, removed all paper signs from the library and online messages.
- Downloaded main and Spanish language responses to create a file to pull the winners of Target gift card drawing.
- Pulled and notified all winners via email.
- Prepared directions for MSD staff for when winners collect their prize; updated the prize release form for the winners to sign.
- Took pictures of a few winners when they came to collect their prize; posted on social.

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

- Designed/produced Homebound Delivery flyers and produced more rack cards for use at outreach.
- Designed/produced labels for Baby Play Boxes.
- Produced more Library Services brochures for MSD.
- Created tags for Diana's Día event giveaway bags.

Community Outreach

- Preserve at Cantera library card registration event Saturday, February 7:

- Put together a Go Box and ordered donuts to bring to the event.
- Reminded Laurie about prepping the laptop and to copy library card applications.
- Attended event with Stephanie—registered 14 cards, including 5 youth cards.
- Put together a Go Box for Diana’s needs at the Johnson School Community dinner on February 20.
- Delivered spring Reading Matters to Rev. Dale at Emmanuel Baptist Church for their welcome packs and to Preserve at Cantera.

Safety Committee

- Added reminders to Staff Matters about the two topics to be reviewed in February: Role of PIC and Emergency Evacuations.
- With the completion of the first edition of the paper Safety Manual, I prepared the Safety Manual binders for use at the three service desks and on the Safety Supply Shelf.
- Copied and distributed Safety Manuals to all staff.
- Updated the agenda for the February 20 meeting; led the meeting.
- Reviewed the Active Shooter/Violent Intruder topic written by Paul; made several comments, questions and suggestions.
- Briefly reviewed the first aid/AED information provided by Jason and made comments at the meeting.
- Updated and refilled documents within the Safety Committee Teams channel.
- Established an agenda for the April 24 meeting, reserved the room and sent a meeting invitation to the committee.
- **Evacuation Drill for March In-Service**
 - Created a meeting agenda to plan the evacuation drill with Taylor and Mandy; met and collaborated on how the drill should be executed, specifically how to select staff who will be “actors.”
 - Wrote meeting notes and shared with Taylor and Mandy.
 - Created a spreadsheet to list the group each staff person will be assigned for the drill: actor role, regular staff job, random public visitor.
 - Sent email to all staff with a few details about the drill, including needing volunteer actors for a few roles.
 - Coordinated and conducted the Building All Clear Route to be done by the PIC if we need to evacuate the building because the fire alarm goes off; conducted several times for different Management Team members and David; included verbal quizzes before and after to confirm understanding of the reasons for the drill and the PIC role.
 - Added content to Staff Matters four times with info on the drill.
 - Sent the final Emergency Evacuation procedures and Building All Clear Route to the Fire Marshal for review in advance of the drill.
 - Followed up with Taylor and Mandy on their drill prep activities.

Administrative/ Miscellaneous

- Reviewed printer and post office spending on *Reading Matters* newsletters to determine FY26 budget request.
- Suggested and worked with Jason to develop of schedule of holiday-themed attire days that allows all staff to wear attire or accessories to help publicize events and collections.
- Suggested times to take a group staff photo at Staff In-Service day.
- Sent new MSD hires our Brand Style Guide for their review.
- Posted Staff In-Service Library Closing notices on entrance doors; emailed contacts at the City about the closure and to let them know we would be conducting safety drills using City Hall as assembly points for our staff.
- Responded to a few ILA Marketing forum emails regarding social media storage.
- Updated the Display Sign template for public services and sent a reminder email about how to use it.

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); posting/changing cover pages and profiles; 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 February, discussed the possibility with Kyrie, who handles some event social media posting, of reverting back to creating actual “Event” posts in Facebook vs. regular posts. We’ll be testing the next few months to determine if the Meta algorithms are acting any better about Event posts than they did in the past. Also, used Tom’s pictures of completed puzzles, a Sunday Music Matinee and the First Thursday Book Club in social.

Meetings/Webinars

Kathy

2/3/25: Lunch with Comms cohorts at City and Park District
2/3/25: Safety Evacuation subcommittee meeting
2/11 & 25/25: Management Team Meetings
2/14/25: Support an Inclusive Culture webinar
2/19/25: Board Meeting
2/20/25: Social Engineering and Red Flags
2/21/25: YouTube Videos: How to Use AI prompts in Marketing; Taking Videos with an iPhone

David

2/5/25: Social Engineering and Red Flags
2/13 & 26/25: FanCon Committee Meeting
2/14/25: Building Walkthrough with Safety Committee Chair

Publicity Statistics

eNews (Constant Contact)

Subscribers: 6,720
Average open rate: 54%
New Cardholders campaign—average open for 6 sends: 64%

Social Media

Facebook Followers: 1,978
Instagram Followers: 564

Popular post in February

24 reactions (likes, comments, shares); reach= 502.



12. ACQUISITIONS & CATALOGING REPORT

February 2025

Submitted by MaryKellie Marquez

Collection Maintenance

- 425 items created
- 910 items discarded
- 47 items repaired
- 37 discs cleaned

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

MaryKellie

- KnowBe4, "Social Engineering and Red Flags" 2/6/25.
- ILA & ACLU, "Libraries and Immigration Enforcement" 2/6/2025.
- Amanda Standerfer and Freedom Nguyen, "Siloed No More" 2/6/25.
- KnowBe4, "The Inside Man, S4, E7-10" 2/10/25.
- ALA Learning "Membership Monday: Map Your PLA Journey" (recorded 2/3/25) 2/10/25.
- Booklist, "In the Mood to Swoon" 2/14/25.
- RAILS, "Neurodiversity Affirming Practices for Library Workers" 2/20/25.
- CISA Active Shooter Preparedness: Options for Consideration & Functional Needs-What you should Know" 2/21/25.
- Booklist, "Inclusive Shelves" (recorded 2/12/25) 2/21/25.
- Alliance for Library Impact "Strategic Plan Trends for 2025" 2/27/25.
- Library Journal Presents, LLF Book Buzz: HarperCollins Summer/Fall 2025 Preview" 2/27/25.
- Booklist, "And the Award Goes To: The People & Process Behind ALA's Audiobook Awards" 2/28/25.

Gail

- Note taker for Strategic Plan Focus Group 2/1/25.
- KnowBe4 trainings.
- Reclassification of Beginning Reader Project with Diana Abraham.
- Worked on summarizing notes from Focus Groups.
- SWAN ACNG- spoke about WPLD's Autism-Friendly Initiative and Sensory Kits.
- Strategic Planning Committee meetings #9 & #10.

MaryKellie's Meetings:

- SWAN ACNG Co-chair meetings 2/5/25 & 2/11/25.
- Practiced evacuation procedure/swept the building with Kathy Gaydos 2/10/25.
- One-on-One with Jason Stuhlmann, 2/11/25.
- Management Meetings, 2/11/25 & 2/25/25.
- Board Meeting 1/19/25.
- Strategic Planning Committee Meeting, 2/20/25.
- Practiced evacuation procedure/swept the building with Gail Smith 2/21/25.
- SWAN Fireside Chat 2/25/25.
- iCAMP Mentorship One-on-One with Gwen Bumpers 2/28/25.

12. IT DEPARTMENT REPORT

February 2025

Submitted by Duncan Jones

User Support

- I helped staff with Teams, creating templates, phishing emails, emailing photos and iPad logins.
- I helped members with an inquiry about the website not loading and making copies.

Troubleshooting

- I inspected a Tech To Go CD Player for an issue reported by member. The issue could not be replicated.
- I worked with TBS to troubleshoot issues with uploading wireless print files.
- I investigated an issue using workflows over VPN. I made a workaround, and this issue will be investigated further after our new ISP is configured.
- I investigated an issue with the Cafe TV being stuck in a boot loop. Updating the TV resolved the issue.
- I continued to work with Ly and Jackie on the nLight system. We determined that we received the wrong part and are awaiting a replacement to be sent.
- I updated Teams on various staff computers.
- I investigated a warning of expiration from Microsoft which turned out to be old, unused licenses.
- I investigated several flickering monitors and resolved the issue by reseating the cables.
- I investigated several staff printer issues after updating to Windows 11.
- I replaced hardware peripherals on several public PCs.

Project/Goal

- I reattached the stylus on the adult printer coin tower.
- I solicited a new vendor and scheduled maintenance for the AV system.
- I inventoried monitors and replaced them as requested.
- I onboarded our new employee, Maddy.
- I researched a free endpoint management system.
- I deployed then removed the Strategic Plan Survey from the public PCs and laptops.
- I updated the operating system, various programs and the BIOS of the public and staff laptops.
- I updated the camera controller and camera firmware.
- I set up additional Roku devices with streaming services (Hulu and Max) in anticipation of joining the Tech To Go collection.
- Strategic Plan Survey results evaluation
- I continued testing installing and using Windows 11 with 14 staff devices.

Planning

- I began preparing to change our internet service provider. I reached out to the support vendors of the systems that might be affected to determine the necessary steps. I then worked with the vendors to change the configuration to use our current secondary ISP to ensure a smoother transition and avoid as much downtime as possible.

Meetings

- I met with the Strategic Planning Committee.
- I met with the Safety Committee.
- I met with the Management Team.
- I met with Jason for weekly 1-on-1 meetings.
- I met with Kathy for emergency evacuation review.
- I met with various vendors to plan for the upcoming ISP changes.

Training

- What Your Library Needs to Know About Immigration Enforcement; ILA Webinar
- Dementia: How to work with people with dementia and Alzheimer's; Ryan Dowd webinar

Tickets

- 8 opened, 10 closed, 8 pending

12. HUMAN RESOURCES

February 2025

Submitted by Ian Stevens

Highlights

- After a thorough internal review by Jason and Ian, the Employee Handbook has been sent to HR Source legal team for a review. Their timeline is 7 to 10 weeks

Staff/Recruiting

- No open positions. The library is fully staffed with Maddy starting 2/3 in Member Services.

HR Procedures

- Ran payrolls in Paylocity on 2/3 and 2/17.
- IMRF payroll info to accountant 2/21. Submitted January IMRF Wage Report 2/5.
- The handbook has been turned over to HR Source legal for review on law compliance. An agreement was signed with them to do the work. The timing is expected to be 7 to 10 weeks. Jason and I will be meeting with HR Source at the completion of their review. Once back from HR Source the next step will be a review/approval by Trustees.
- Creating employee ADA accommodation request forms for staff to utilize along with manager input forms and status/monitoring forms.
- Filed ACA 1095 forms with the IRS via our filing vendor 2/24
- Completed BLS OSHA online audit 2/14 and posted copy in staff breakroom
- Onboarded new Member Service staff member Maddy 2/3
- New walkies were ordered for all staff to replace old defunct version 2/27

Meetings

- Management Team meeting 2/11 and 2/25
- Safety Committee Meeting 2/20. Wrote up the committee meeting notes.
- Attended the February Board meeting 2/20
- Strategic Planning meeting 2/12 and 2/20
- 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 – Pay & Equity Transparency 2/24
- LIMRiCC - Webinar covering wellness enchantments to BCBSIL insurance 2/26
- HR Source – Review of recent EO and their implications 2/6
- HRCI – Business Culture 2/25
- Gallagher – I9 and How to prepare for 2025 2/25
- KnowBe4 – Red Flags with phishing malware 2/5 Inside Man tech security series 2/6
- SHRM – Title VII 2/26 Immigration Law 2/19
- Illinois Law Association – Immigration Enforcement 2/6

12. Committee Reports

February 2025

Safety Committee - February 20 Meeting - notes taken by Ian

Opening remarks

- Safety handbook was given to all staff. It was suggested that staff put the safety handbook in their employee handbook binder or another binder that is easy to access.
- Thanks to Taylor for the editing and formatting the handbook.
- Discussed updating current sections when needed and then send in PDF format to all staff. All sections will be reviewed yearly for any updates that might be required.
- Committee meetings will be scheduled less frequently or only as required going forward.
- Staff will be assigned a current approved section each month to re-review with a quiz to follow. Kathy has a planned schedule but can be changed if a new topic needs staff review.

Topics covered:

- Paul: Active Shooter/Violent Intruder
 - Paul stated most of the information in this section was gathered from the FBI and other libraries' current information.
 - The suggestion was to make the title Active Threat, and the committee agreed. An active threat might not be by a gun/shooter.
 - Paul went over what to expect, who might cause the threat, why, how to notify staff and visitors, and the police response. The committee discussed some minor changes.
 - Discussed creating a paragraph or section on staff communication/check-in plan once away from the threat.
 - Brought up tools of escape that might be required if trapped, Paul will investigate.
 - The committee agreed all threats and reactions would be situational and different.
- Jason: AED Device & AED/CPR Training
 - Jason went over the three options currently being researched with the feasibility of having an AED device at the library.
 - Two vendors have replied with information and costs (Second Chance Cardiac Solutions and Cintas Safety).
 - The committee had further questions and ideas to ask each vendor including exact costs vs support coverage.
 - The third option is a possible grant that provides an AED device (Hopey's Heat Foundation) but does not include support or training. Applications begin in April.
 - Jason also reached out to the Fire District about the training they offer; he is waiting to hear back.

- Further discussions once Jason gets more information for each option as needed.

Closing Remarks:

- Reminder to managers to go over the evacuation drill with staff so they are ready for the March 7th All Staff In-Service meeting, and for managers to check that staff are reading the two topics as prep for the drill.
- Next Meeting: April 24, 2025

Safety Committee – December 5 Meeting - notes taken by Mandy

Attendees: Kathy, Duncan, Jason, Paul, Taylor, Mandy, Laurie, Ian

Opening Statements

Kathy extended a special thanks to Taylor for her work editing and formatting the manual drafts, and thanked all committee members for their work and contributions to this project over the past 2 years.

Reviewing Committee Goals

We reviewed our progress towards reaching each of our committee goals (listed on committee agenda) and concluded that we have reasonably achieved them.

Final Copy Progress

Final reviews are in-progress and near completion; pending staff reviewed sections to be turned in soon. The completed manual is projected to be live by the end of January 2025.

Everyone will receive a complete, hole punched copy of the manual to put in their employee handbook. Service desks will have copies in red binders.

Inclusion of a Table of Contents Discussion

Taylor's Plan

- Cover page
- Introduction
- Itemized topics and ABC order

Kathy asked members to bring their Employee Handbook to the meeting; upon review we discovered a table of contents is excluded from the manual given to recent hires.

Because the Safety Manual will be a living document that will change over time we concluded a typical table of contents is unnecessary. Staff can tab and divide sections at their discretion.

Reviewing Manual Introduction

Committee discussed the editing comments made to the manual introduction document. Taylor made live corrections to the document as members discussed edits and revisions.

Other Discussions

Incident Log

Jason informed the committee about an upcoming change to the incident log procedure. Come 2025 staff will complete incident reports via Teams Forms. The form will automatically add the report to a log viewable by staff.

Safety Equipment Checklist

Paul briefly explained his safety equipment checklist.

- Annual supply/equipment reviews
- Add items to checklist if/as needed

Active Shooter/Violent Intruder and First Aid/AED Training

Jason will give staff an update on his progress with First Aid/AED training come February.

Paul will do research and compile information about active shooter/violent intruder training.

Running Drills During Staff In-Service

Kathy, Taylor and Mandy will work on planning a fire drill to run during staff in-service. They will meet to begin planning sometime in January.

13. PRESIDENT'S REPORT

Next Library Meetings or Events as of March 14, 2025

- 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 6-8 pm
LACONI Trustee Banquet – invitation & registration coming in March
- Wednesday, June 21 at 7 pm
Regular Board Meeting in Library Meeting Room

14. TREASURER'S REPORT

Tourism & Arts Commission – Hotel Tax Grant

We have received confirmation that the library has been awarded funds from the Hotel Tax Grant, provided by the Tourism & Arts Commission (award letter is included in board packet). This is a reimbursable grant. For May 2025 – April 2026, the library is awarded \$12,746 for the Concerts on the Commons series, and \$4,471 for the Sunday Musical Matinees.

DuPage Foundation Distribution

In February we received our annual distribution payment from our Designated Fund in the amount of \$1,900.



City of Warrenville
35258 Manning Avenue
Warrenville, IL 60555

(630) 836-3050 tel
(630) 393-1531 fax
www.warrenville.il.us

February 25, 2025

Mr. Paul Dobersztyn, Public Services Manager
Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555

Dear Paul:

The Warrenville Tourism and Arts Commission (TAC) would like to thank the Library District for taking the time to submit two Hotel grant applications. On Monday, February 3rd, 2025, the City Council approved TAC's recommendation to fund your grant request for the Library Concert on the Commons and the Sunday Musical Matinees in the amounts of \$12,746.00 and \$4,471.00, respectively. TAC is looking forward to the Library's programs again this year.

The events are subject to approval of facility rental, temporary use permits, and any other zoning regulations, permits, and licenses that may be required. The Library District should use the DCVB as a resource to market the events.

As a reminder, grant funds cannot be used for Library District staffing and it is necessary to provide proper credit to the Hotel Tax Grant in all publications. This grant will be available from May 1, 2025, through April 30, 2026. The required final report and reimbursement form is attached. Please feel free to contact me at 630-836-3040 or via email at aaguilar@warrenville.il.us with any questions.

Congratulations on the grant award and good luck with your program.

Sincerely,

A. Aguilar

Anthony Aguilar
Accountant

Enclosure

cc: Tourism and Arts Commission Members

February 27, 2025

Mr. Jason Stuhlmann
Executive Director
Warrenville Public Library District
28W751 Stafford Pl.
Warrenville, IL 60555

Dear Jason:

I am pleased to enclose a grant of \$1,900 to Warrenville Public Library District from the Warrenville Public Library Designated Fund of The DuPage Community Foundation, d/b/a DuPage Foundation. The grant is unrestricted and must be used within 12 months of the issue date.

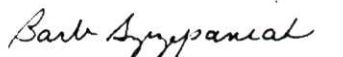
Please publicize this grant as a donation from the Warrenville Public Library Designated Fund of DuPage Foundation.

Please sign and return this letter to indicate 1) that there have been no changes in your organization's IRS status, 2) your agreement to the terms of the grant, and 3) that all funds will be spent for charitable purposes. This agreement may be returned by mail, fax or email at laura@dupagefoundation.org.

In addition, your organization confirms 1) that this distribution does not fulfill the payment of any pledge or other financial obligation, 2) that no goods or services of value will be provided to the donor or to the Foundation as stipulated by Internal Revenue Service regulations and our agreement with the donor, and 3) that, in compliance with Executive Order 13224 and the Patriot Act, no funds provided by DuPage Foundation will be used to support terrorist activity nor to promote or engage in violence, terrorism, or bigotry.

On behalf of the DuPage Foundation Board of Trustees, I am pleased to forward this grant and hope it will further your mission. If you have any questions regarding this grant, please feel free to call me.

Sincerely,


Barb Szczepaniak
Vice President for Programs

I hereby acknowledge receipt of your check for \$1,900 and agree to the terms of the grant.

 Executive Director 3/7/25
Signature Title Date

Enclosure

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