



Regular Meeting of the Board of Trustees

Wednesday, April 16, 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
 - a. Approve R229 - Resolution to Recognize the Service of Trustee Jill Richardson **(ACTION)**
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the March 19, 2025 Committee of the Whole Meeting
 - b. Approve Minutes of the March 19, 2025 Regular Board Meeting
 - c. Receive and file Financial Report for March 2025
 - d. Approve revised Library's Wage Scale & Pay Grade Assignments effective July 1, 2025
8. Regular Agenda

- a. Approve payments for the period of March 20 – April 16, 2025 **(ACTION)**
- b. Approve transfer of funds **(ACTION)**
- 9. Unfinished Business
 - a. Approve Policy #430 Immigration Authority Visits **(ACTION)**
 - b. Approve Ordinance 2025-01 Declaring a Trustee Vacancy **(ACTION)**
 - c. Trustee Appointment Process (information)
 - d. Radon mitigation update
- 10. New Business
- 11. Director's Report
- 12. Department Head Reports
- 13. President's Report
 - a. Next meetings or events
- 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Closed Session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body..." (Director's Evaluation) **(ACTION)**
- 20. Discussion/action resulting from the above closed session - Recommendations for the Director's Compensation **(ACTION)**
- 21. Adjournment **(ACTION)**



R-229
RESOLUTION TO RECOGNIZE THE SERVICE OF
TRUSTEE JILL RICHARDSON

WHEREAS, the Warrenville Public Library District Board of Trustees is deeply grateful for the dedicated service and unwavering commitment of Trustee Jill Richardson to our library and community; and

WHEREAS, Trustee Jill Richardson has served as a valued member of this Board for 16 years (May 2009-April 2025), providing invaluable guidance and leadership; and

WHEREAS, Trustee Jill Richardson contributed to the Board's work on building renovations, staff benefit improvements, director hiring, strategic planning, etc.; and

WHEREAS, Trustee Jill Richardson's passion for libraries and commitment to lifelong learning have served as an inspiration to us all; and

WHEREAS, Trustee Jill Richardson is now retiring from the Board, and we wish her well in her future endeavors:

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the Warrenville Public Library District hereby expresses its sincere gratitude and appreciation to Trustee Jill Richardson for her outstanding service; and

BE IT FURTHER RESOLVED that we wish Trustee Jill Richardson a happy and fulfilling retirement, and we hope that she will continue to support our library and community.

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Trustee Jill Richardson as a token of our respect and admiration.

ADOPTED this 16th day of April 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)



**Minutes of the
Committee of the Whole Meeting
March 19, 2025**

1. Call to Order – Trustee DuRocher called the meeting to order at 5:36 pm.
2. Roll Call – Trustee DuRocher called roll call.

ATTENDING: Trustees DuRocher, Lezon (arrived at 6:02 pm), Richardson, Schmidt, Stull, Warren

ABSENT: Trustee Picha

ALSO ATTENDING: Library Director Jason Stuhlmann and Public Services Manager Paul Dobersztyn

3. Public Comments – none
4. Strategic Planning Brainstorming Session - Director Stuhlmann led the trustees through a brainstorming session.

The Board reviewed the Strategic Plan Learning Report. Trustees loved the overwhelming positive response from the community, and discussed various points and responses.

Director Stuhlmann then asked the Board to brainstorm ideas for overarching strategic directions/initiatives, including goals that could fit under those initiatives. They liked all the summary points and ideas from the Learning Report, but felt as though most items could fit under the very broad initiatives of Collections, Connecting with the Community, and Spaces.

Finally, the Board briefly discussed adding and updating Vision and Mission statements for the library. Director Stuhlmann then summed up what was discussed and said the committee will work on the plan and bring a draft for review at May's board meeting.

5. Items for Information/Discussion – none

6. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 6:52 pm. Trustee Schmidt seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

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



Regular Meeting of the Board of Trustees
Wednesday, March 19, 2025

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

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

ABSENT: Trustee Picha

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

PUBLIC ATTENDING: Alejandra Vivar

3. Approval of the Agenda

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Picha

Motion carried

4. Presentations - none
5. Public comments – Alejandra Vivar stated she has lived in Warrenville for 25 years and is interested in being on the Board of Trustees.
6. Correspondence – a thank you note was shared from the Warrenville Food Pantry

7. Consent Agenda - Trustee Stull read the consent agenda as follows:
 - a. Approve Minutes of the February 19, 2025 Regular Board Meeting
 - b. Receive and file Financial Report for February 2025

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

Roll call vote:

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

Nays – None

Absent – Trustee Picha

Motion carried.

8. Regular Agenda

- a. Approve payments for the period of February 20 – March 19, 2025

MOTION: Trustee Richardson moved to approve payments in the amount of \$58,321.44 for the period of February 20, 2025 through March 19, 2025 including electronic payments and checks #10400 through 10448. Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Picha

Motion carried

- b. Approve transfer of funds

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

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

Nays – None

Absent – Trustee Picha

Motion carried

9. Unfinished Business

- a. 5/3 Investing Update

Director Stuhlmann stated he opened a brokerage account with Fifth Third in order to purchase CDs with better government rates. He spoke with Trustees DuRocher and Lezon who agreed.

Director Stuhlmann opened only 3 CDs due to building issues that have arisen including radon testing/possible radon mitigation and HVAC water pumps malfunctioning. The CDs are earning 4.35% and will mature

in June 2025. These CDs will earn approximately \$12,000 in three months approximately \$4,600 more than if the money was left in the regular bank accounts.

- b. Approve Resolution 229 Authorizing Investment of Monies in the Illinois Funds

Director Stuhlmann stated other directors recommended investing funds in the Illinois Funds. The funds will be very liquid and can be moved in and out at whenever necessary.

MOTION: Trustee Stull moved to approve Resolution 229 authorizing investment of monies in the Illinois Funds, with Executive Director Jason Stuhlmann as the authorized signer. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Picha

Motion carried

- c. Approve transfer for opening investment in Illinois Funds account

MOTION: Trustee Stull moved to approve an opening investment wire transfer of \$250,000 from the library's commercial checking account to Illinois Funds. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Picha

Motion carried

- d. Radon Testing & Mitigation

Director Stuhlmann stated Shawn from Radon Testing visited the library on March 18. The results of the radon testers that were installed showed actionable levels of radon in the building. He stated the HVAC system might not be pulling in as much fresh air as possible and could be pulling radon in from the ground. He also suggested it could be the type of air filters we are using.

If the HVAC can pull in more fresh air, another reading will be done in the mechanical room. If the reading has decreased we won't have to do any mitigation.

- d. 2025-2030 Strategic Plan Update

Director Stuhlmann thanked the Board for their brainstorming at their Committee of the Whole meeting this evening. He plans to present a draft of the Strategic Plan in May. Trustee DuRocher thanked the staff who have contributed to the planning process.

10. New Business

- 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

Director Stuhlmann stated this is the way the non-resident fee is currently calculated and is the fairest as it is based on their real estate tax bill.

MOTION: Trustee Stull moved to approve the Library's non-resident library card participation for the FY26 utilizing the Tax Bill Method for calculation of the non-resident fee and 15% calculation for non-resident renters. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Picha

Motion carried

- b. Review Policy #000 Immigration Authority Visits

Director Stuhlmann stated he created information and procedures for staff in the event ICE agents visit the library. The library's attorney reviewed the initial procedures and will review the final policy.

The Board suggested staff video the situation if possible for documentation purposes.

The final policy will be brought to the Board for approval in April.

- c. Appointment of Vacant Trustee Position

Director Stuhlmann stated he discussed this with the library's attorney and once the vacancy has been declared it should be filled within 90 days. An ordinance will be used to declare the vacancy and to appoint the new trustee. The vacancy will be effective April 17, the day after the April 16 board meeting.

If applications are accepted for the position the Board is not required to interview all candidates who apply and there are no requirements for the interview process.

Trustee DuRocher stated she would like to announce the position by word of mouth. Trustee Stull suggested the position be mentioned on the library's website.

Marketing Specialist Kathy Gaydos stated it might be able to be inserted in the Warrenville Hometown Happenings, posted in the library, the Library's eNews and posted at the Service Desks.

The Board decided interviews will be conducted in May with the candidate appointed at the June board meeting. Director Stuhlmann distributed a sampling of possible candidate questions. Trustee Stull suggested obtaining a bio from each candidate.

Director Stuhlmann will compile the application and ordinance for declaring the vacancy for the April board meeting.

- d. LACONI Trustee Banquet – it was decided Trustees Schmidt and Warren will attend.

11. Director's Report

Director Stuhlmann reminded the Board the Statement of Economic Interest Statements are due to DuPage County by May 1.

Director Stuhlmann stated the Staff In-Service Day on March 7 was a success with two successful safety drills held.

12. Department Head Reports

Paul Dobersztyn stated the winter reading program had a higher participation than last year.

Kathy Gaydos stated on February 7 she and Member Services Associate Stephanie Cook visited the Preserve at Cantera and registered 14 library cards in 2 hours.

13. President's Report

Trustee DuRocher reviewed the upcoming meetings.

14. Treasurer's Report – Trustee Lezon stated the library has been awarded funds from the Hotel Tax Grant provided by the Tourism & Arts Commission in the amount of \$12,746 for the Concerts on the Commons series, and \$4,471 for the Sunday Musical Matinees.

15. Secretary Report – Trustee Stull stated everything looks good.

16. Committee Reports – Personnel Committee

- a. Trustee Warren stated he received Director Stuhlmann’s self-evaluation and will be forwarding it to all trustees. The Trustee evaluation is due by April 1. Trustee Warren will compile the results and send to all trustees. The Personnel Committee will meet at the April board meeting.

17. Trustee Schmidt plans to bring her own utensils and plate to the April budget meeting dinner.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 8:05 p.m. Trustee Richardson seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Picha

Motion carried.

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

MARCH 31, 2025

WARRENVILLE LIBRARY INCOME	MARCH 2025	FUND BALANCES										PAGE 1
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2024	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES
LEVY												
CORPORATE	2,325,758	100.0000%	0	2,318,015	99.67%	868,157	0	5,929	154,648	172,532	1,793,623	1,547,197
TOTAL TAX (LEVIED)	2,325,758	100.00%	0	2,318,015	99.67%	868,157	0	5,929	154,648	172,532	1,793,623	1,547,197
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		360,281	0	-	-	1,334	3,566	356,715
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	5,929	154,648	173,866	1,797,189	2,129,759
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: March 2025
Corporate Fund

	Corporate Fund Month Ended Mar 31, 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	809.15	5,861.02	6,000.00	138.98	97.68 %
Extended Use Fees	33.45	79.45	0.00	(79.45)	
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	2,441.82	33,480.28	10,000.00	(23,480.28)	334.80 %
Book Sales	0.00	309.65	500.00	190.35	61.93 %
Lost Books	283.79	2,859.72	2,500.00	(359.72)	114.39 %
Creator Cart	105.81	472.92	0.00	(472.92)	
Gifts / Memorials	1,900.00	2,088.00	1,600.00	(488.00)	130.50 %
Miscellaneous	355.21	355.21	500.00	144.79	71.04 %
Hotel/Motel Tax	0.00	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 %
	5,929.23	2,472,664.14	2,442,341.00	(30,323.14)	101.24 %
Expenses					
Sal. - Administration	19,766.02	188,567.75	260,000.00	71,432.25	72.53 %
Sal. - Member Services	20,261.31	176,375.54	273,000.00	96,624.46	64.61 %
Sal. - Maintenance	3,189.61	26,677.98	36,000.00	9,322.02	74.11 %
Sal. - Marketing	10,957.52	91,331.20	125,000.00	33,668.80	73.06 %
Sal. - Public Services	37,030.42	351,246.43	506,000.00	154,753.57	69.42 %
Sal. - IT	4,931.88	46,458.78	64,000.00	17,541.22	72.59 %
Sal. - Technical Services	7,447.38	70,837.96	98,000.00	27,162.04	72.28 %
I.M.R.F. - Expense	8,958.32	76,417.07	114,000.00	37,582.93	67.03 %
Fica - Expense	7,593.88	70,195.41	104,000.00	33,804.59	67.50 %
Unemp. Comp.	0.00	258.90	1,025.00	766.10	25.26 %
Op - Mat'l Processing/Tech	646.34	5,691.02	9,600.00	3,908.98	59.28 %
Op - Mat'l Processing/Circ	84.60	1,150.59	3,450.00	2,299.41	33.35 %
Op - Postage	877.82	4,201.41	5,070.00	868.59	82.87 %
Op - Office Supplies	415.51	2,631.97	3,215.00	583.03	81.87 %
Op - Bank Fee's	23.08	673.32	1,600.00	926.68	42.08 %
Op - Automation Supplies	241.10	2,754.70	4,250.00	1,495.30	64.82 %
Op - Publishing	0.00	1,024.08	1,250.00	225.92	81.93 %
Equip. - Purchases	1,781.42	8,318.81	10,470.00	2,151.19	79.45 %
Equip. - Maintenance	33.65	230.80	500.00	269.20	46.16 %
Auto. - Software	23.98	9,927.90	16,175.00	6,247.10	61.38 %
Auto. - Purchases	0.00	923.17	5,500.00	4,576.83	16.78 %
Auto. - Maintenance	880.31	34,026.28	49,550.00	15,523.72	68.67 %
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	12,099.07	96,469.91	147,000.00	50,530.09	65.63 %
Pd - Recruiting	0.00	216.75	1,000.00	783.25	21.68 %
Pd - Staff Appreciation	79.95	328.30	4,450.00	4,121.70	7.38 %
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	318.50	2,618.22	14,260.00	11,641.78	18.36 %
Pd - Staff / Transportation	0.00	643.73	2,750.00	2,106.27	23.41 %
Pd - Trst / Mtgs	0.00	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.	20.34	370.18	700.00	329.82	52.88 %
Cont. - Lawyer	0.00	450.00	3,500.00	3,050.00	12.86 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: March 2025

Corporate Fund

Cont. - Accounting	1,114.96	12,006.51	15,244.00	3,237.49	78.76 %
Cont. - Collection	39.40	384.15	300.00	(84.15)	128.05 %
Cont. - Audit	0.00	8,600.00	8,600.00	0.00	100.00 %
Cont. - Consultants	3,250.00	3,250.00	15,250.00	12,000.00	21.31 %
Lib. Mat. - Adult Books	2,310.95	26,863.67	52,500.00	25,636.33	51.17 %
Lib. Mat. - Youth Books	1,883.04	25,621.16	39,000.00	13,378.84	65.70 %
Lib. Mat. - Adult AV	1,166.74	7,072.39	13,000.00	5,927.61	54.40 %
Lib. Mat. - Youth AV	455.67	3,227.70	5,500.00	2,272.30	58.69 %
Lib. Mat. - EBooks	2,942.07	44,280.63	66,700.00	22,419.37	66.39 %
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	1,678.98	6,464.35	12,500.00	6,035.65	51.71 %
Ps - Programs Youth	657.74	4,862.90	9,500.00	4,637.10	51.19 %
Ps - Hotel/Motel	0.00	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	2,217.61	6,603.77	11,600.00	4,996.23	56.93 %
Ps - PR / Publicity	62.54	4,396.32	11,360.00	6,963.68	38.70 %
Ps - Misc.	403.22	2,911.23	500.00	(2,411.23)	582.25 %
Maintenance	3,258.00	36,108.97	55,520.00	19,411.03	65.04 %
Maintenance Supplies	12.58	514.94	2,000.00	1,485.06	25.75 %
Security	0.00	5,487.76	12,360.00	6,872.24	44.40 %
Gas	1,581.02	5,164.86	7,500.00	2,335.14	68.86 %
Snow Removal	4,205.00	17,070.00	21,000.00	3,930.00	81.29 %
Hvac	2,155.24	4,918.24	12,600.00	7,681.76	39.03 %
B & M - Water / Sewer	317.04	1,457.57	1,800.00	342.43	80.98 %
Electricity	3,022.63	34,197.49	45,000.00	10,802.51	75.99 %
Telephone	1,531.73	13,973.44	18,500.00	4,526.56	75.53 %
Janitorial Supplies	439.52	1,976.43	3,300.00	1,323.57	59.89 %
B & M - Landscape Maint	347.00	8,874.72	14,255.00	5,380.28	62.26 %
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	(182.50)	(45.00)	0.00	45.00	
	172,532.19	1,793,622.89	2,578,421.00	784,798.11	69.56 %

See Accountants Compilation Letter

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: March 2025

Special Reserve

	Special Reserve Fund Month Ended Mar 31, 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	0.00	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	1,334.10	1,803.95	6,000.00	4,196.05	30.07 %
	1,334.10	3,566.17	57,000.00	53,433.83	6.26 %

See Accountants Compilation Letter

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

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	221,753.76
Fifth Third 8004	912,964.99
Fifth Third CD 2-28-25	750,681.75
Fifth Third CD 3-31-25	<u>250,030.38</u>

2,135,915.88

General Fixed Assets \$ 5,235,092.00

TOTAL ASSETS **\$ 7,371,007.88**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F. 6,153.17

6,153.17

LONG - TERM LIABILITIES

Debt Certificate Payable 1,270,000.00

1,276,153.17

EQUITY

Fund Balance \$ 6,094,854.71

TOTAL LIABILITIES & FUND BALANCE **\$ 7,371,007.88**

7d. CONSENT AGENDA

Approve revised Library's Wage Scale & Pay Grade Assignments effective July 1, 2025
(ACTION)

This year, rather than a simple market adjustment, I made a few more changes to the Wage Scale & Pay Grade Assignments:

Wage Scale

The past two years I was following the trend that was previously done for updating the Wage Scale, which was fine except for some inconsistent wonkiness with our bottom four pay grades, three of which are empty. This year on January 1 we finally hit Illinois' new minimum wage of \$15.00. With that finally in place, I was able to more consistently apply the 20% spread between the min/mid/max salaries of the lowest pay grades, which in turn increased the ranges for all other grades moving upwards. I am very happy with that result, as while it doesn't affect anyone's current salary, it increases everyone's maximum earning potential.

Pay Grade Assignments

As mentioned above, we had three empty pay grades on our chart, which seemed unnecessary. I kept one as a future baseline to maintain the minimum wage. I eliminated the other two empty pay grades. This means that all other pay grades shifted down two numbers. As this is our internal scale, this doesn't actually affect anything as long as we keep those pay grades tied to their salary ranges and remain consistent with our spread between grades.

Additionally, it seemed remiss that the Executive Director was not listed on the scale, so I added in the position as the last pay grade. For the salary range I labeled it as "Determined by Library Board," though it may not hurt at some point to give this position a min/mid/max range like we have for all the other pay grades.

Approval

If this is acceptable, then this item should remain on the Consent Agenda.

OR, If anyone has any questions or concerns about what I've done this year for the Wage Scale, then when the Board is discussing Item #3 Approval of the Agenda, someone can make a change to the agenda and move Approval of the Revised Wage Scale to the Regular Agenda as Item #8c.



Adjustments made based on IL's new 1/1/25 \$15 minimum wage.
 Maintains 11.8478% midpoint-to-midpoint spread.
 Maintains 20% difference from midpoint to minimum/maximum.

WAGE SCALE & PAY GRADE ASSIGNMENTS
EFFECTIVE JULY1, 2025
 BASED ON A 37.5 HOUR WORKWEEK

WAGE SCALE	FLSA Exempt/ NonExempt	Position Title	Range Minimum	Range Midpoint	Range Maximum
Pay Grade 1		(Empty)	\$ 29,250	\$ 35,100	\$ 42,120
		<i>Note: Minimum wage effective 1/1/25 is \$15.00</i>	\$ 15.00	\$ 18.00	\$ 21.60
Pay Grade 2	NE	Member Services Assistant	\$ 29,250	\$ 35,100	\$ 42,120
		<i>Note: Minimum wage effective 1/1/25 is \$15.00</i>	\$ 15.00	\$ 18.00	\$ 21.60
Pay Grade 3	NE	Member Services Associate	\$ 32,715	\$ 39,259	\$ 47,110
	NE	Acquisitions & Cataloging Assistant	\$ 16.78	\$ 20.13	\$ 24.16
Pay Grade 4	NE	Acquisitions & Cataloging Associate	\$ 36,592	\$ 43,910	\$ 52,692
			\$ 18.76	\$ 22.52	\$ 27.02
Pay Grade 5	NE	Adult Services Associate	\$ 40,927	\$ 49,112	\$ 58,935
	NE	Youth Services Associate	\$ 20.99	\$ 25.19	\$ 30.22
Pay Grade 6	NE	Graphic Artist	\$ 45,776	\$ 54,931	\$ 65,917
	NE	Facilities & Grounds Maintenance Technician	\$ 23.47	\$ 28.17	\$ 33.80
Pay Grade 7	NE	Adult Services Librarian	\$ 51,199	\$ 61,439	\$ 73,727
	NE	Youth & Teen Services Librarian	\$ 26.26	\$ 31.51	\$ 37.81
	NE	Community Engagement & Outreach Librarian			
Pay Grade 8	E	Member Services Manager	\$ 57,265	\$ 68,718	\$ 82,462
	NE	Assistant to the Director	\$ 29.37	\$ 35.24	\$ 42.29
	NE	Acquisitions & Cataloging Manager			
	NE	Marketing & Communications Manager			
	NE	IT Manager			
Pay Grade 9	E	Public Services Manager	\$ 64,050	\$ 76,860	\$ 92,232
	E	HR Manager	\$ 32.85	\$ 39.42	\$ 47.30
Pay Grade 10	E	Executive Director	Determined by Library Board		

for approval on 4/16/25

8a. REGULAR AGENDA

Approve payments for the period of March 20 – April 11, 2025 **(ACTION)**

A partial bill list (bills received as of April 11, 2025) is attached. An updated bill list which includes bills received through April 16 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY**Transaction Detail by Account****March 20 - April 16, 2025**

Date	Num	Name	Amount
04/16/2025	10449	Accounting Services, Inc.	-612.00
04/16/2025	10450	Action Screen Print	-595.15
04/16/2025	10451	Amazon Capital Services, Inc.	-605.42
04/16/2025	10452	Ambius	-347.00
04/16/2025	10453	Bloomscapes Landscaping, Inc.	-968.00
04/16/2025	10454	BlueWire Communications	-441.75
04/16/2025	10455	Direct Energy Business	-3,618.65
04/16/2025	10456	Illinois Library Association	-480.00
04/16/2025	10457	Konica Minolta Business Solutions	-19.80
04/16/2025	10458	MaryBeth Zamer	-800.00
04/16/2025	10459	Midwest Tape	-3,345.90
04/16/2025	10460	Naperville Area Humane Society	-25.00
04/16/2025	10461	News Bank, Inc.	-4,760.00
04/16/2025	10462	NextEra Energy Services Midwest, LLC	-870.26
04/16/2025	10463	OverDrive	-3,659.94
04/16/2025	10464	Peregrine, Stime, Newman, Ritzman & Bruck	-1,462.50
04/16/2025	10465	Quill Corporation	-296.92
04/16/2025	10466	Service Master Commercial Cleaning	-2,663.00
04/16/2025	10467	Sinnott, Patricia	-16.00
04/16/2025	10468	Technology Management Revolving Fund	-475.00
04/16/2025	10469	Trujeque del Rivero, Violeta	-445.00
04/16/2025	10470	Youngren's Heating & Cooling	-7,794.00
04/16/2025	10471	Alarm Detection Systems, Inc.	-738.93
04/16/2025	10472	Unique	-19.70
04/16/2025	10473	Baker & Taylor	-229.46
04/16/2025	10474	Baker & Taylor	-1,679.87
04/16/2025	10475	Baker & Taylor	-3,780.62
04/16/2025	10476	Baker & Taylor	-57.16
04/16/2025	10477	Baker & Taylor	-52.58
04/16/2025	10478	Crestline Specialties, Inc.	-345.04
04/16/2025	10479	Granite Telecommunications	-220.87
04/16/2025	10480	Kurtis, Julie	-34.07
04/16/2025	10481	LIMRICC Purchase of Health Insurance Prog	-18,806.09
04/16/2025	10482	Midwest Tape	-525.35
04/16/2025	10483	Midwest Tape	-646.68
04/16/2025	10484	LIMRICC Unemployment Compensation	-654.06
04/16/2025	10485	Petty Cash Fund	-97.93
03/20/2025	Electronic	Paylocity	-365.47
03/20/2025	Electronic	AFLAC	-94.30
03/21/2025	Electronic	Quill Corporation	-557.93
03/24/2025	Electronic	Northern Illinois Gas	-501.34
03/27/2025	Electronic	AFLAC	-141.45
03/31/2025	Electronic	Warrenville, City of	-175.11
04/04/2025	Electronic	Chase Ink	-5,416.17

-69,441.47

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

Review Policy #430 Immigration Authority Visits (ACTION)

Suggested motion: Move to approve and adopt Policy #430 Immigration Authority Visits as presented.

Immigration Authority Visits Policy

This is the same policy that I presented to the Board in March for review. The only change was adding the suggested bit about video recording to the last line in the policy. I have sent the policy to our lawyer for review and Roger was very happy with the policy.

If the Board is satisfied with the policy and there are no changes, I recommend approving the policy.



IMMIGRATION AUTHORITY VISITS POLICY

Policy #430 – 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 detain 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, including any relevant video taken to document the event.

9b. UNFINISHED BUSINESS

Approve Ordinance 2025-01 Declaring a Trustee Vacancy **(ACTION)**

Suggested motion: Move to approve Ordinance 2025-01 Declaring a Trustee Vacancy.

Trustee Vacancy

As discussed in March, now that the April 1 election is over, we officially have a vacancy on the Board. Based on a sample that our lawyer gave me I have drafted an ordinance to officially declare the vacancy.

Once the ordinance is approved, we have 90 days to fill the position. We can now begin advertising the vacancy and begin the application process. As discussed in March, the Board will accept applications, interview candidates, and then appoint a new trustee at June's meeting.



**ORDINANCE 2025-01
DECLARING A TRUSTEE VACANCY**

An Ordinance declaring a vacancy on the Warrenville Public Library District Board of Trustees.

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

WHEREAS, Jill Richardson was elected Library Trustee to a term expiring in 2025; and

WHEREAS, Jill Richardson chose not to rerun for her position in the April 1, 2025 consolidated election; and

WHEREAS, there is solely one candidate on the ballot for two renewing trustee positions; and

WHEREAS, the result of the foregoing is that there will be a vacancy on the Board of Library Trustees (Library Board); and

WHEREAS, the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq (the "Act"), provides that vacancies in the office of Library Trustee shall be declared by the Library Board; and

WHEREAS, under the Act, vacancies shall be filled by appointment of the remaining Library Trustees until the next regular library election.

NOW, THEREFORE BE IT ORDAINED by the Library Board:

- A. A vacancy in the office of Library Trustee is declared effective as of the end of the Regular Board meeting on April 16, 2025;
- B. By separate Ordinance, the Library Board will appoint someone to serve as Library Trustee until the next regular election in April, 2027.

ADOPTED this 16th day of April 2025, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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

Heather J. Stull, Secretary
Warrenville Public Library District

(SEAL)

9c. UNFINISHED BUSINESS

Trustee Appointment Process (information)

Trustee Application & Interviews

To advertise the vacant position, we will promote on the website, post in the library, and send out an eNews on April 30.

I have mocked up a letter and application (see next 2 pages) for potential candidates, and would like the Board's feedback. A couple of questions:

- When would the Board like the deadline for application to be?
- Do you want applications to come to me or to the Board?
- It probably depends on how many candidates there are, but when do you want to conduct interviews? On the same night as May's meeting? A separate day/night?
- Who should coordinate with the candidates? Me or the Board?

Board of Library Trustees Application for Appointment to Vacant Seat

Dear Prospective Library Trustee,

Thank you for your interest in serving on the Board of Trustees at the Warrenville Public Library District. The Library Board is composed of seven Trustees who are elected in the general election or are appointed by those Trustees who are serving terms to which they were elected. The term of office for appointed Trustees depends on the date of appointment, but can be no more than two years, after which the appointed Trustee will have to run for election. **The current vacant seat, due to a trustee resignation, will run through April 2027.**

In order to provide quality library service to the City of Warrenville, the Warrenville Public Library District requires a working team of a Board of Library Trustees who are informed and make the necessary decisions. It is critical that each person appointed to the Board of Trustees be willing to perform the duties of a Trustee. By statute, trustees receive no payment or other compensation for their work.

What Trustees Do:

- Oversee and approve the budget, levy, and other financial responsibilities
- Set library policy
- Employ and evaluate the Executive Director
- Plan for the future
- Monitor the library's effectiveness
- Be an advocate for the library

Prospective trustees should be aware of the following criteria, which will be used by the other Board members of the Warrenville Public Library District in evaluating candidates for the vacant position. A Trustee must:

1. Commit the time that is necessary to carry out the duties of a Trustee. This includes time to become and stay knowledgeable about public library issues, to prepare for and attend Board meetings, and to carry out Board assignments.
2. Be genuinely interested in public libraries and understand the importance of public libraries in meeting the educational, recreational, and informational needs of the community.
3. Understand the local community and its social and cultural needs, and be willing to communicate those needs to the Board.
4. Be able to work with others to reach a common goal.
5. Be open-minded, intellectually curious, and respectful of the opinions of others.
6. Have the courage to plan creatively and direct the effective implementation of those plans.
7. Be able to withstand pressures & prejudice that would restrict or prevent equal library service to all.

If a candidate has questions or requires additional information, please contact the Executive Director (director@warrenville.com | 630-393-1171 x118) or a Trustee (trustees@warrenville.com), or attend a Board meeting. Board meetings are held the third Wednesday of every month at 7:00 p.m. Meeting information can be found on the Library's website at www.warrenville.com/library-board.

Warrenville Public Library District
Application for Appointment as Library Trustee

The deadline for applications is **4:30 p.m. Friday, May 16, 2025**. To be considered for appointment, please complete the application below and submit it to:

Jason Stuhlmann, Executive Director
Warrenville Public Library District
28W751 Stafford Place, Warrenville, IL 60555
director@warrenville.com

Please tell us about yourself:

Name: _____

Residence
Address: _____

Home/Cell Phone: _____

Email: _____

1. How long have you been a Warrenville resident? _____

2. How often do you use the Warrenville library? _____

3. Please tell us about yourself and why you are interested in becoming a library trustee:

4. Do you have any previous board experience? _____

5. What do you think are the challenges facing libraries today? _____

6. Briefly discuss your vision for the library's future and the goals you believe are important for the board to address.

9d. UNFINISHED BUSINESS

Radon Testing & Mitigation (information)

Unfortunately, Ly is unable to implement the suggestions from DuPage Radon Contractors to reduce our radon levels without cost. Therefore, they will need to plan some diagnostics before they can make an official plan for the mitigation. I am waiting to hear back from them once they are ready to do the diagnostics.

11. DIRECTOR'S REPORT

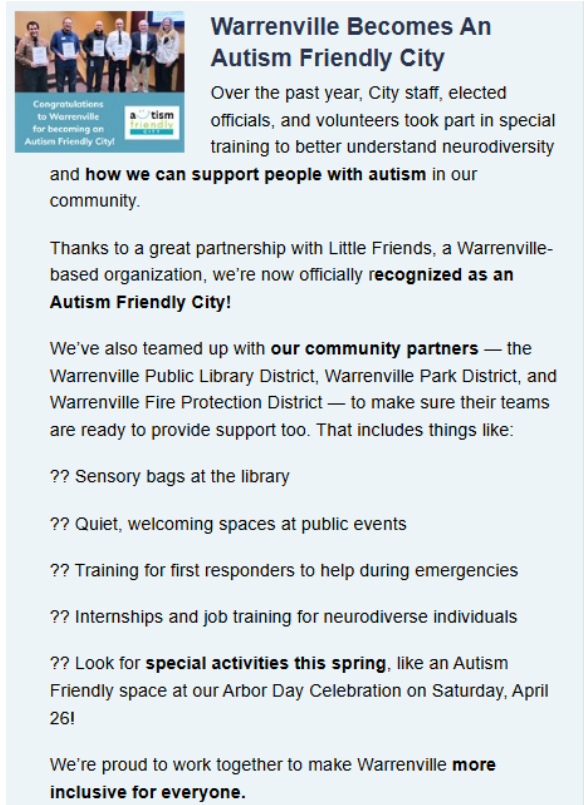
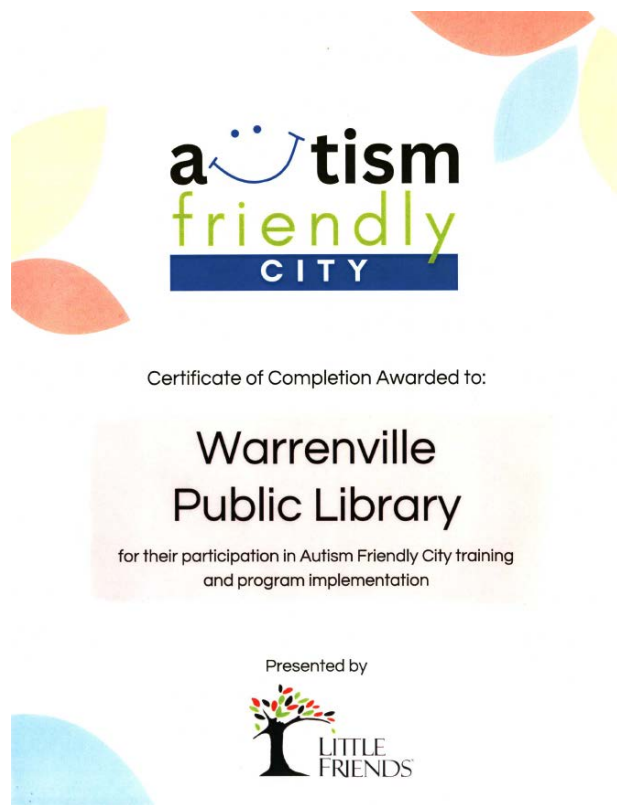
for April 2025 Board Meeting

submitted by Jason Stuhlmann

Autism Friendly City

On April 7, Diana and myself attended the City Council meeting, where Little Friends presented Mayor Brummel and the City with the designation of an Autism Friendly City. Representatives from the Library, Fire District, Park District, and Police were also presented with certificates for their work towards this goal.

Thanks to all staff and board who went through training. Thanks to Little Friends for the training and other collaboration. And a big thanks to Diana and MaryKellie for putting together our sensory kits and planning our upcoming sensory friendly event on April 27. I am proud to work in a City and belong to an organization that supports and works towards understanding, acceptance and inclusivity.

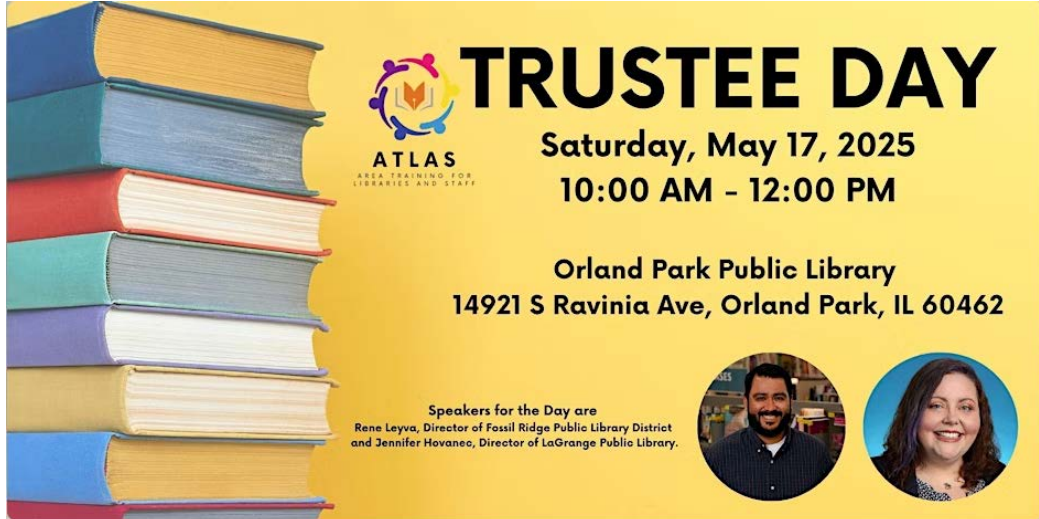


Statement of Economic Interests – Due May 1

Just a reminder that if you have not already done so, you have until May 1 to complete your Statement of Economic Interest. If you would like the FAQ sheet to help fill out the statement, please let me know and I will send it to you.

Annual Trustee Day

Rick and Connie are attending the LACONI Trustee Banquet on May 30. But there is also the ATLAS Trustee Day on Saturday, May 17. Would anyone like to go?



IMLS

In light of the recent actions against the Institute of Museum & Library Services, I reached out the IL State Library just to verify that our annual Per Capita Grant would not be affected by the cuts. They confirmed that this grant is funded through the state and does not involve any federal money, so is safe.

With that said, I am relieved that we will not be directly affected the cuts. But depending on how it all plays out, we will most definitely be indirectly affected through RAILS & SWAN as they receive IMLS funding for our catalog and statewide ILL delivery. This is a huge aspect of the service we provide.

I'm including for you a handout that RAILS created for trustees. You also should have received an eNews from the library about the IMLS cuts (thank you Kathy!). We wanted to make sure the community was informed, though there may be those that think we are being political by highlighting this issue.

Also, a big thank you to Trustee DuRocher for reaching out to Congressman Bill Foster to voice concern and support for IMLS and libraries in general.

Miscellaneous

- Opened our IL Funds account and made a transfer for our starting balance.
- Assisted Kathy in installing a new public art display in our Quiet Reading Room.
- Completed and submitted a SWAN Platform satisfaction survey on 3/11

Meetings & Programs for March

- One-on-one meetings with Managers
- Meeting with Duncan and Konica Minolta (March 4)
- Strategic Planning Committee (March 5)
- Mayor's Address (March 5)
- SWAN Director's Quarterly Meeting (March 6)
- Staff In Service Day (March 7)
- Management Team Meetings (March 11 & 25)
- DuPage Radon Contractors (March 18)
- SWAN Fireside Chat (March 25)

Trainings & Webinars for March

- Little Friends – Autism Training @ Staff In Service Day
- Fire Safety Drill @ Staff In Service Day

Community Feedback

Mary in Member Services let me know that a visitor was talking to her about having moved to Naperville from Warrenville and was regretting it, saying that it was the worst decision to give up her Warrenville library card. The person stated that they think WPLD is best library around, and are glad that they can still come and visit us.

THE POTENTIAL IMPACT OF FUNDING CUTS FOR ILLINOIS LIBRARIES



On March 14, 2025, President Trump signed an executive order eliminating the Institute of Museum and Library Services (IMLS) “to the maximum extent consistent with applicable law.”

What does this mean for libraries in Illinois?

TO HAVE THRIVING COMMUNITIES, WE NEED THRIVING LIBRARIES.

Libraries are critical institutions for their communities. Funding cuts at any level have the potential to disrupt programs and services, including the interlibrary loan delivery service that transports over **11 million items** statewide per year.

Libraries and the Federal Budget

In 2024, the total amount awarded by IMLS to museums, libraries, and archives was \$266.7 million—or just **0.0046% of the federal budget**, and 75 cents per capita.

More Than Just Books

Libraries provide services for the most vulnerable populations, including:



Seniors



Young Children



People with disabilities



Jobseekers



People experiencing homelessness



Rural residents



Individuals with a language barrier



Individuals in low-income households



Library Funding in Illinois

The most common way that libraries are funded in Illinois is through local property taxes. Most public libraries also receive grants from the Illinois State Library (such as the Per Capita and Equalization Grants) but those are typically a relatively small portion of their budget.

ALLOCATION OF IMLS FUNDING IN ILLINOIS



Advocating for Illinois Libraries

There are many options for making your voice heard about the impact of these cuts. The following organizations are helping mobilize library advocacy efforts:

American Library Association
Illinois Library Association
EveryLibrary



The **Illinois Heartland Library System (IHLS)** and **Reaching Across Illinois Library System (RAILS)**

are the two multitype library systems in Illinois.

They provide:

- interlibrary loan delivery
- continuing education and consulting services
- shared catalog and cataloging support
- e-content services
- museum and attractions pass program
- group purchases and vendor discounts
- networking opportunities
- targeted grant funding

OTHER TIPS

As a trustee, you are an important voice for your local public library in the community. Talking about your experience at the library helps make the public more aware of the impact that the library has. Here are some more ideas to help amplify the value of the library:



Talk to your elected representatives - federal, state, and local



Talk to your community about the benefits of a well-funded library



Share your story about why you serve as a public library trustee



Write your local newspaper about why your library is worth funding



Encourage friends and neighbors to get their library card

Funding for IHLS, RAILS, and Chicago Public Library System is provided through the Illinois State Library and the Secretary of State, with funds appropriated by the Illinois General Assembly.

STATISTICAL SNAPSHOT	Mar 2025	Feb 2025	Jan 2025	Dec 2024	Nov 2024	Oct 2024	Sept 2024	Aug 2024	July 2024	June 2024	May 2024	April 2024	Mar 2024
TOTAL CIRCULATION (physical items)	14,735	13,092	13,932	12,192	12,966	13,538	12,643	14,492	15,367	14,939	13,057	13,667	14,991
WPLD items checked out at WPLD	8,241	7,282	7,972	6,037	7,247	7,320	6,966	7,835	8,805	9,429	7,197	7,183	8,547
Auto-renewals of WPLD Items	4,676	4,136	4,039	4,723	4,167	4,550	4,100	4,834	4,812	3,952	4,260	4,784	4,698
Other Library Items Checked out at WPLD	1,818	1,674	1,921	1,432	1,552	1,758	1,677	1,823	1,750	1,738	1,600	1,700	1,751
DOWNLOADABLE CIRCULATION	4,047	3,559	4,029	3,613	3,631	3,597	3,564	3,581	3,549	3,561	3,442	3,291	3,544
OverDrive/Libby	2107	1877	2139	1,948	1,987	1948	1,887	1,903	1920	1,897	1,801	1,823	1,869
OverDrive (magazines) fka RB Digital	361	298	396	295	327	300	310	220	332	282	364	232	393
Hoopla	1579	1384	1494	1370	1317	1349	1,367	1458	1297	1,382	1,277	1,236	1,282
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,738	1,587	1,856	1,363	1,450	1,678	1,500	1,750	1,667	1,646	1,510	1,629	1,668
Received from Non-SWAN Libraries	17	16	21	14	15	19	35	12	16	15	25	22	23
Sent to SWAN Libraries	1,605	1,419	1,834	1,902	1,525	1,756	1,673	1,731	1,788	1,519	1,483	1,542	1,441
Sent to Non-SWAN Libraries	16	25	20	25	18	13	17	16	21	26	11	17	18
COLLECTION													
Physical Materials Added	482	425	527	394	371	623	408	533	457	650	455	514	498
Physical Materials Withdrawn	304	910	391	341	261	236	298	268	1,235	674	222	433	636
Total Collection Size	145,595	145,931	146,118	146,746	147,014	147,305	146,408	146,256	146,784	146,642	146,014	146,135	145,364
Physical materials	76,306	76,332	76,137	76,104	75,826	75,857	75,405	75,470	76,147	76,091	75,578	75,712	75,884
OverDrive books	48033	48355	48751	49415	49,881	50,202	49,995	49,912	49,901	49,915	49,914	49,994	49,246
OverDrive audiobooks	21256	21244	21230	21227	21,307	21,246	21,008	20,874	20,736	20,636	20,522	20,429	20,234
PROGRAMS													
Number of Adult Programs	19	17	21	14	19	23	16	22	18	17	20	21	21
Adult Program Attendance	274	207	220	150	241	449	255	1776	558	340	126	353	190
Number of Teen Programs	8	8	6	7	7	7	7	8	8	9	6	6	10
Teen Program Attendance	74	32	26	48	35	30	40	45	33	49	32	23	56
Number of Youth Programs	25	30	31	20	29	36	30	16	23	28	16	24	24
Youth Program Attendance	716	484	547	324	550	676	538	205	460	773	255	442	478
Book-A-Librarian Sessions	14	14	14	8	11	14	14	13	14	14	14	14	14
Book-A-Librarian Attendance	6	3	4	4	4	5	2	4	2	6	4	6	7
OUTREACH													
Adult Outreach Events	0	1	0	0	0	0	1	2	0	1	1	2	1
Adult Outreach Attendance	0	12	0	0	0	0	15	130	0	92	65	102	9
Teen Outreach Events	0	0	0	0	0	0	1	1	0	0	0	0	0
Teen Outreach Attendance	0	0	0	0	0	0	30	40	0	0	0	0	0
Youth Outreach Events	4	2	6	3	1	5	3	2	1	2	8	5	0
Youth Outreach Attendance	325	195	180	87	11	424	284	320	72	425	798	267	0
LIBRARY CARDS													
Total Resident Cards Active	9,456	9,550	9,613	9,590	9,546	9,510	9,473	9,424	9,360	9,316	9,222	9,180	9,141
Resident Cards Issued In Person	56	42	32	51	57	40	54	74	55	103	45	42	56
Online Cards Issued	7	9	9	10	10	10	18	15	9	12	13	14	13
VISITOR COUNT	9,556	8,363	7,392	7,549	9,238	9,507	8,635	10,383	10,778	10,832	8,846	8,606	9,042
STUDY ROOM USES	313	282	274	285	284	352	320	320	338	303	355	333	318
MEETING ROOM USES (public)	4	6	4	3	2	4	2	4	3	3	2	5	6
CURBSIDE PICKUPS	18	6	14	6	5	4	8	10	15	13	11	14	7
COMPUTERS & TECHNOLOGY													
Computer Sessions	716	557	527	509	552	617	505	563	605	478	452	561	564
Wifi Sessions	990	2151	2473	2707	2252	2657	2432	2544	3431	2303	2498	2450	2444
Website Visits	17,653	19,380	15,056	11,051	12,804	13,279	10,833	14,797	12,815	17,814	13,086	12,443	12,949
MARKETING													
eNews Subscribers	6,731	6,720	6,674	6,640	6,648	6,614	6,625	6,644	6,565	6,555	6,505	6,467	6,474
eNews Open Rate	52%	54%	46%	52%	52%	52%	47%	48%	41%	48%	50%	51%	46%
Facebook Followers	1,994	1,978	1,956	1,935	1,917	1,909	1,898	1,892	1,884	1,878	1,861	1,856	1,828
Instagram Followers	565	564	556	557	552	546	543	542	536	532	529	528	522

12. ASSISTANT TO THE DIRECTOR REPORT

March 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 March board packet.
- Catered a pizza dinner for the board for their meetings.
- 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.
- Coordinated a pickup for the Warrenville food pantry.
- Ordered drinks and food for the Staff In-Service Day on March 7.
- Chemwise did their quarterly building check. No visitors were detected.
- Submitted the City of Warrenville Telecommunications Tax Rebate Form and received payment in the amount of \$355.21.

Meetings and Continuing Education

- Management Team meeting on March 11 and 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.
- Came in on Sunday, March 2 after closing to change the clocks.
- Ly set up the meeting room for our In-Staff Service day.
- A water pump had been leaking and was turned off. Ly ended up taking it apart and Youngren from Aurora was able to come out on Friday, March 7 to fix it. Ly already had it torn apart which saved time for the repair and he assisted in the repairs.
- Ly ordered and received a new overhead pump which will be replaced at a later date.
- Assembled three new "gaming chairs" for the public service desks.
- Replaced various light bulbs around the building.

12. PUBLIC SERVICES REPORT

March 2025

Submitted by Paul Dobersztyn

Highlights

- The library hosted **52** total events in March with **884** participants. We hosted several passive programs that included Crafts to Go: Ramadan which had **20** participants. The Fandom March Madness contest had **160** participants:
 - Brackets: 10 adult, 3 teen, 19 youth
 - Round 1 Voters: 11 adults, 7 teen, 13 kids
 - Round 2 Voters: 21 adults, 7 teen, 19 kids
 - Round 3 Voters: 21 adults, 6 teen, 23 kids
- We hosted our final Sunday Music Matinee of the season on 3/16 featuring Rick Pickren. We hosted **57** guests for the concert which was the best attended this season. The final report was prepared in April, awaiting approval.
- Miriam Montano hosted the Watercolor Crystals program on 3/12 that hosted **28** guests and was held in high regard.
- Mandy Wilson rescheduled the DuPage County Animal Services program to 3/1 and had **25** in attendance.
- Family Storytime and Toddler Time continue to have fantastic attendance this month with over **350** total guests.
- 1000 Books Before Kindergarten
 - Total participation:
 - 163 registrants
 - 19 completions
 - 40,905 total books read so far.
- The 100 Books Before High School
 - Total participation since the launch:
 - 58 registrants
 - 1,713 total books read
 - 9 completions so far

Professional Development

- **11** sessions of CE were completed by the Public Services Department in March.
- **9.75 total** hours of CE were completed.
- Topics covered include: Ancestry Search like a Pro, Ancestry DNA, Bystander Intervention to Support Immigrant Communities, and more.
 - A full list can be provided by the Public Services Manager.

Personnel

- Miriam Montano was promoted from Adult Services Associate to Adult Services Librarian.
- Mark Arellano received his 90 Day Review on 3/19.

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 6 / Puzzles: 3 / Teen Volunteers: 3 (5.75 total hours)

Homebound Deliveries: 7 Deliveries/Pickups, 7 items checked out, 6 total participants

- Kyrie Kenny-Sumrak and Julie Kurtis represented WPLD at the Bower STEAM Night on 3/13, interacting with **75** students.

- Diana Abraham represented WPLD at the Johnson Family Dinner on 3/20, interacting with **225** community members.
- Paul Dobersztyn co-chaired the SWAN Aspen Users group meeting at the Oak Brook Public Library on 3/11.
- Bright Horizons set up an informational table inside the library on 3/13 and interacted with families after storytime.
- Diana Abraham provided storytime for the Agape Preschool on 3/13 for two classrooms, interacting with **25** students.
- Paul Dobersztyn attended a meeting at the Emmanuel Presbyterian Church on 3/3 with Outreach: Warrenville. Several members of the community were present, along with Mayor Brummel.
- Julie Kurtis, Mandy Wilson, Taylor Haring and Paul Dobersztyn attended FanCon planning meetings on 3/3, 3/13 and 3/18.
- Paul Dobersztyn, Diana Abraham, Mandy Wilson, Taylor Haring and Julie Kurtis attended a Strategic Planning Committee meeting on 3/5.
- Reference statistics were collected at Youth Services, Adult Services and Member Services between 3/10-3/23.
- Paul Dobersztyn attended Management Team Meetings on 3/11 & 3/25.
- Paul Dobersztyn met with the Marketing Department on 3/12 to discuss Summer Reading Matters content.
- Paul Dobersztyn met with Nicole Tochalauski of the People's Resource Center on 3/25 to discuss upcoming collaboration.
- Paul Dobersztyn met with Eagle Scout, Rylan Olson about his proposed Seed Library.
- Paul Dobersztyn was approached by local artist William Scarlato about a possible art donation to the library.

Non SWAN InterLibrary Loan

Item Requests Processed: 18; Materials Received: 17; Materials Lent: 16

Member Feedback

- From Tom Hill:
 - *A Warrenville resident called asking about audio cassette to CD conversion. I explained the process, and she said first she was just interested in finding out if anything was on the tape, and if so, what it was. I told her we could check the tape and then if she was interested, I could show her how to convert. She came in to do this, and also signed up for a library card. We did end up converting her tape. This was not a prior booking, but it worked out well. She was very appreciative and said she would be coming to the library a lot in the future. One of the more positive experiences of the month.*
- From Jason:
 - *Last week someone brought us donuts to thank us for including Ramadan at the library. Youth Services had a book display and a take home craft which was very popular. (kudos!) But it is wonderful and gratifying to hear from members how they appreciate their culture being recognized and included at the library. This reinforces the importance of the library focusing on DEI initiatives (or to simply be inclusive) to make sure that the community feels represented and supported. I'm thrilled and proud to be part of a team that recognizes this.*
 - Kyrie Kenny-Sumrak was the staff member that created this craft for the Youth Services department.
- From Diana Abraham:

- Reciprocal borrowers are very thankful our programs are open to them. They speak very highly of our storytimes—"Miss Kyrie is so nice and handles the kids so beautifully." "Miss Diana is so prepared and includes everyone in the activities."



12. MEMBER SERVICES REPORT

March 2025

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8,088	54.89%
Aspen catalog/mobile app (Renewals)	143	0.97%
Autorenewals	4,676	31.73%
Staff Assisted Checkout	1,828	12.41%
TOTAL TRANSACTIONS	14,735	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,549	56.24%
Selfcheck 2 (Near Vending Machine)	3,539	43.76%
TOTAL TRANSACTIONS	8,088	100.00%

Department Highlights

Curbside

We had 18 Curbside Pickups, 13 unique users, in March.

Continuing Education

Member Services staff participated in 8.25 hours of Continuing Education in March, not including the In-Service Day

Meetings

I attended 2 Management Team meetings, and a 1-on-1 meeting with Jason

Personnel

We are now fully staffed in Member Services. Our 2 newest staff members have settled in well.

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.
- Continued 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

March 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:

Summer 2025 *Reading Matters* (RM) newsletter

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

Event Publicity

- Photographed multiple displays of Fandom March Madness rounds and posted on social to encourage voting.

Summer Reading Challenge

- Began designing various publicity pieces for the Summer Reading Challenge.

Concerts on the Commons

- Began designing various publicity pieces for the summer concert series: bookmarks, small poster, etc.

WPLD FanCon

- Started drafting content for the authors/vendors section of the webpage; documented several questions for clarification to the committee.
- Prepped all available author, vendor and cosplay content and added to the website; requested Julie and Paul review it.
- Added most sponsor images to the website.
- Wrote program descriptions for WPLD-led programs and submitted to Julie and Paul for review.
- Added WPLD-led special program list to the website.
- Reviewed the Volunteer application form and made suggestions.
- To announce a request for FanCon volunteers, created a digital slide and flyer for use in the library and on social media.
- Added Volunteer info and application to the website.
- Reviewed the voucher being used at lead-up programs for attendees to register for a limited-edition library card; requested several edits from PS to align with our Brand Style Standards.
- Coordinated with Paula at the City to put FanCon ads in their monthly print newsletter, *Hometown Happenings*, in both April and May; created slightly different ¼ page ads for each month.
- Supplied Paul with artwork for Benny aluminum cutout.
- Supplied committee with drawing entry design files for production.
- Created first drafts of many FanCon promotional materials such as slides, flyers, posters, rack cards, social posts, etc.
- Continued designing a map and event brochure.
- Created first drafts of event volunteer badges.
- Created promotional materials for limited-edition library card.

Content Development/Review

- Worked with Diana on developing eNews and social media content to promote Autism Acceptance Month and our new Sensory Kits.
- Reviewed the Social Narrative prepared by Little Friends about a visit to the library; edited the document to align with our style standards.
- Worked with Gail to understand her use of the 3D request options to produce a Mario Kart Bros.-themed gift for a friend; did a photo and video shoot of the items for use on social media.
- Created a list of March events to photograph and take videos; sent the list to PS to let them know which events and ask for a good time within the event to get the best images. Attended and took pictures and videos that were or will be used on social media.
- Asked for and received Winter Reading Challenge prize winners, participant statistics and also the top 10 titles read during the challenge. Used this information for eNews and social media; took pictures of several winners when they came to collect their prize.

Quiet Room Community Art

- Reviewed artist statement and descriptions about the pieces; edited and formatted it to put on display in the Quiet Room and on our website.
- Created placards for each piece to display the title and a descriptive statement; revised when we realized the titles weren't consistent with other information the artist provided.
- Worked with Jason to hang the pieces and adhere the placards; took photos for use on website, eNews and social media.

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.
- Designed and created files for 1,000 Books Before Kindergarten promotional item order.
- Produced more Library Services brochures for welcome bags and MSD.
- Looked into pricing and design space for several Crestline and 4imprint promotional items, ordered samples and prepared files for chosen items.
- Did preliminary discovery for an upcoming overhead shelf sign project.

Community Outreach

- Put together a Go Box for Bower Elementary STEAM night (Kyrie and Julie); suggested and created a NovelList K-8 PLUS flyer to promote database use.
- Put together a Go Box for Diana's needs at the Johnson School Community dinner on March 20.
- Suggested ideas to Kyrie about what to promote at her April outreach in kindergarten classrooms.
- Responded to and suggested content for other April outreach events.

Safety Committee

Evacuation Drill for March In-Service:

- Worked with Taylor to determine final roles for each staff member during the drill and prepped for a second drill if time allowed.
- Finalized tasks related to notifying staff of their assigned role during the drill, including the special public "actor" roles.
- Prepared brief presentation about the Safety Committee to share with all staff prior to the drill; this included statements and instructions for the staff about the flow of activities before, during and after the drill.
- Prepared checklists for the drill observers; gathered safety vests and clipboards for use by observers.

- Prepared a checklist to confirm with the Fire Marshal and Assistant Chief present for the drill, including that the library would not contact Alarm Detection Systems to say we were conducting a drill.
 - Prepared a list of questions to ask staff during the debriefing phase of the drill.
 - Led the safety drill, including instructing staff, checking in with fire personnel before and after the drill, observing the drill and conducting a debriefing.
 - Preplanned to do a second drill if time allowed, which it did...quickly instructed staff to switch up roles, got everyone in place, observed, talked with Marshal Voda and provided input for staff and answered their questions.
 - Created a Notes document for all observers to share their recollections of the drills; added my own notes, the input from the Fire personnel and input from the staff debriefing sessions.
 - Sent Thank You emails to Fire Marshal Voda and Assistant Fire Chief O'Hare for assisting up; sent Thank You email to Fire Chief Dina about the efforts of Voda and O'Hare.
 - Worked with Taylor to revise our current Emergency Evacuation procedures.
- Emailed the committee to remind them to review and comment on the Active Shooter/Violent Intruder topic before Paul made changes for all-staff review.
 - Worked with Paul to wrap up the draft for all staff and created a file for it in Teams.
 - Added a message in Staff Matters for all staff to review the Active Shooter/Violent Intruder topic, noting that it's a weighty topic and to make sure they allow themselves adequate time to review.
 - Updated the verbiage on the PIC list that is displayed on the Staff In/Out board and put it in the emergency folders, as it needed to more accurately convey the role of the PIC as determined in many safety topics.

Administrative

- Worked on FY26 Marketing budget; submitted to Jason.
- Shared the request I received from the City of Warrenville Plan for Accessible Streets and Sidewalks steering committee with the Management team. They would like two representatives from the library to serve on the committee. I replied to the Steering Committee head that I am not able to make the commitment, but had passed along the information to the library's director.

Miscellaneous

- Requested and approved a quote from Crestline to produce giveaways (sharpener/erasers) for use in welcome bags and at outreach.
- Ask MSD staff for their input on the "gift bag" method for welcoming new cardholders vs. providing a choice a giveaway item; they prefer gift bag.
- Requested and approved a quote from 4imprint to produce bags used for the new cardholder welcome packets.
- Emailed pictures of a sign under the big tree near the commons about a park program coordinated by the Environmental Advisory Committee to the City's Communication Coordinator; flagged that it very faded and has been there for years.
- Requested input from my cohorts through the RAILS Marketing list on how to display a library of things; responded and thanked those who submitted images and ideas.
- Troubleshooted a link re: Accommodations request form on our Events calendar with Duncan; asked for and received help from Sophia at MSD in correcting links on all events through May.
- Purchased new sandwich boards to help promote our events. Asked Youth and Adult Services staff to weigh in on their comfort/ability to handle the new sandwich boards, as they are larger than our other boards.

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 March, received and used several images of completed puzzles submitted by Tom.

Meetings/Webinars

Kathy

3/7/25: Staff In-Service Day

3/10/25: Lunch with Comms cohorts at City, Park District and Dist. 200

3/11&25/25: Management Team Meetings

3/12/25: Paul & David re: Reading Matters content

3/18/25: Board Meeting

David

3/3&3/13: FanCon Committee Meetings

3/7/25: Staff In-Service Day

3/12/25: Meeting with Kathy & Paul re: Reading Matters content

Publicity Statistics

eNews (Constant Contact)

Subscribers: 6,731

Average open rate: 52%

New Cardholders campaign—average open for 11 sends: 67%

Social Media

Facebook Followers: 1,994

Instagram Followers: 565

Popular post in March about the Little Friends presentation.
39 reactions (likes, comments, shares); reach= 2,959.

Warrenville Public Library District
Published by Kathy Quinn
March 12 at 7:37 PM

During last Friday's Staff In-Service Day, Cassidy Kaput, OTD, OTR/L, of **Little Friends** in Warrenville, presented information to library staff as part of the City of Warrenville's goal of becoming an autism-friendly city. Cassidy provided an in-depth look at the needs of our neurodiverse community members and gave examples of how we could more effectively interact with library visitors who might have difficulties with social cues, sharing and anxiety in unfamiliar situations...
[See more](#)

Strategies for Developing and Implementing Programs for Participants of All Abilities
LITTLE FRIENDS

Planning for Success

See insights and ads [Boost post](#)

City of Warrenville Government and 22 others 2 comments 13 shares

12. ACQUISITIONS & CATALOGING REPORT

March 2025

Submitted by MaryKellie Marquez

Collection Maintenance

- 482 items created
- 304 items discarded
- 61 items repaired
- 21 discs cleaned

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

MaryKellie

- LACONI SAAM “book club” style program of Kim Scott’s book, Radical Candor, 3/14/25.
- Achieve Engagement “Lead Like You Mean It: A Conversation with Lasha Ward on Living & Leading with Meaning,” 3/20/25.
- RAILS presents, “Reference Basics, with Kira Smith,” 3/20/25.
- Niche Academy & Every Library Institute presents, “Civic Literacy Starts at Home,” 3/21/25.
- Booklist presents, “Summer Scares Adult Panel,” 3/25/25
- Baker & Taylor presentation on Collection HQ, 3/26/25.

Gail

- Changed award books from 2025—2026 in Youth Services.
- Started course on ASL (American Sign Language) courses for librarians in Mango Languages.
- Worked with Jackie on Staff Recognition for National Library week: designed lunch menu and shopped for gifts.
- Continued to reclass BR collection.
- Processed two new Discovery Packs: Self-Regulation & Yoga #2.

MaryKellie’s Meetings:

- Strategic Planning Committee meeting 3/5/25.
- Staff In-Service Day 3/7/25.
- One-on-One with Jason Stuhlmann 3/11/25.
- Management Team meetings 3/11/25 & 3/25/25.
- DEI Committee meeting 3/13/25.
- SWAN Fireside Chat 3/25/25.

MaryKellie's March 2025 Highlight

In March, after several months' work, MaryKellie completed the JNF relabeling project of over 6,000 items in Youth Services.

The project was suggested by Helen Knych as a way to make the call numbers easier to read on the spines of the books. Most call numbers are printed and read horizontally. But with the long Dewey numbers for nonfiction books combined with the thin spines of juvenile books, it often made it difficult to read the call number of a juvenile nonfiction book without having to pull the book off the shelf and turn it to read the call number that wraps around the spine to the front of the book.

The project was then to relabel all of the J Nonfiction books to have vertical call numbers. With this new orientation, the entire call number is visible and much easier to read.



As part of the project, Julie Kurtis weeded the J Nonfiction collection, so that unnecessary time and supplies weren't used to relabel books that weren't going to stay in the collection. Then, as the collection was gradually weeded, MaryKellie went through afterwards and relabeled all of the books.

This project has already had a great impact. All of the Member Services Assistants who shelve the books have commented that the J Nonfiction section is now much easier to read and shelve. They have also received positive comments from members about the new, easy-to-read spine labels.

12. IT DEPARTMENT REPORT

March 2025

Submitted by Duncan Jones

User Support

- I reinstalled a printer on a staff PC, resolving the printing issues.
- I updated several Forms workbooks as required due to a Microsoft change.
- I helped Kathy with adjusting a link to a Form which was prompting to login. The old link was for editing the Form.
- I installed Open Broadcaster Software on a couple staff PCs, as requested.
- Teams needed to be reinstalled on several staff computers.
- I helped MaryKellie with the settings for defaulting members to “follow in inbox” for DEI Committee.
- I created barcodes for self-check shutdown for MS staff as the keycard has gone missing.
- I monitored levels and replaced printer toner as needed in staff and public printers.
- I resolved an issue with Other Mailbox not working in Chrome with Member Services staff computers.
- I resolved an issue with a blank coin tower screen.
- I resolved an issue with the Youth public printer not printing.

Troubleshooting

- I resolved an issue with the phone time not changing with daylight savings time.
- I resolved an issue with staff PCs not connecting to the network when rebooted.
- I replaced the waste toner box of the Youth public printer.
- I resolved an issue with the public VLAN being slow/ not connecting through the new ISP.
- I added permissions for GRAPH API in our 365 tenant, resolving an issue with submitting a suspicious email using the Phish Alert Button.
- I converted Azure admin roles from classic to Role Based Access Control as recommended by Microsoft.

Project/Goal

- I coordinated and performed changeovers to various services to use our Comcast connection in anticipation of ICN connection removal.
- I worked with Kent to resolve connection issues with the configuration of the new ISP.
- I upgraded an additional monitor at staff request.
- I updated the firmware on the network switches.
- I updated the OS and various software on the public computers.
- I completed my statement of economic interest.
- I edited and uploaded the March Board Meeting video.
- I put together two more streaming services on Rokus for Tech To Go, Hulu and Max.
- I started segregating Roku devices to their own accounts for each streaming service to prevent cross-platform logins.

- I updated the version of security software on staff and public laptops and PCs.
- I scheduled the installation of the new admin printer with Konica and tested the new machine.

Planning

- I investigated who provides our faxing service, it's Granite.
- I drafted the FY 2026 IT department Budget.

Meetings

- I met with Zachary from Konica Minolta to discuss the admin printer lease.

Training

- Handling problem interactions with law enforcement: A conversation with Sheriff Ron Hain; Ryan Dowd webinar
- SWAN Fireside; webinar

Tickets

- 6 opened, 7 closed, 3 pending

12. HUMAN RESOURCES

March 2025

Submitted by Ian Stevens

Highlights

- After extensive research new walkies were ordered for all staff. The former ones were old and failing as well as no longer being made by the vendor Motorola. Once they arrived HR set the walkies up to distribute to staff in time for the In-Service Day.

Staff/Recruiting

- No open positions. The library is fully staffed, and the most recent hires are settling into their positions very well.

HR Procedures

- Ran payrolls in Paylocity on 3/3 and 3/17.
- IMRF: March payroll info to accountant 3/24. Submitted February Wage Report 3/4.
- Complete HR Source Library annual information survey. The inputs are used to create aggregated data allowing users to compare library stats, local and Chicagoland. 3/17
- The handbook has been reviewed by HR Source legal and returned quicker than expected. We are currently going through their recommendations and updates. Jason and I will be meeting with HR Source at the completion of our review. Once complete the next step will be a review/approval by Trustees.
- Created employee ADA accommodation request forms for staff to utilize along with manager input forms and status/monitoring forms. With Jason for review.
- New walkies were distributed to all staff to replace old defunct version

Meetings

- Management Team meeting 3/11 and 3/25
- Meet with Jason for monthly meeting 3/12
- Attended In Service Day 3/7
- Attended the February Board meeting 3/19
- Strategic Planning meeting 3/15. Took SP brainstorming group notes from In Service Day and created report 3/7 and 3/11
- Meet via Zoom with HR Sourcerers Ambassador group 3/17
- Meet with various staff during the month to discuss various HR issues/topics/policies including benefits, coverage, training, and safety.

Training/Continuing Education/Webinars

- HR Source – Members Benefits 3/11 Straight from Source peer interview 3/18
- HRCI – People First 3/13
- KnowBe4 – Inside Man tech security series 3/6
- SHRM – Guide to Executive Orders 3/12 Workplace Rights FMLA/ADA 3/26
- Niche Academy – Advancing Tittle II/ADA 3/12 Civic Literacy 3/19
- Paycom Webs – Employee Financial Wellness 3/26

12. Committee Reports

March 13, 2025

DEI Committee meeting notes:

DEI Meeting Agenda Thursday 12/12/2024

In Attendance: MaryKellie Marquez, Diana Abraham, Julie Kurtis, Kathy Strickland, Taylor Haring, Tom Hill and Mandy Wilson.

1. Pick months for Staff Matters DEI Tidbits (2025) **Done.**
2. Diana- is there anything you need from the committee for Sensory Open House? Invitations to District 203 invite only open house; possible partnership with DuPage Children's Museum; other vendors; request for a pony. Sunday, April 27 10:30-12:30 pm. **Diana said she is all set.**
3. Review Immigration Authority Visit Policy: **No further comments to add.**
<https://wpld.sharepoint.com/:w:/s/ManagementTeam/ETpJR4sHe5tGhs22BD60P2cBkTRlrCPMZ8T9tqQOj1qZYg?e=fiizaQ>
4. New Ideas & open discussion:
Kathy S. did some investigating on people who are against libraries and found a few articles. One in particular said libraries were indoctrinators. See link: <https://www.mindingthecampus.org/2025/01/31/libraries-the-quiet-dei-indoctrinators>
5. Right to Be Free (<https://righttobe.org/who-we-are/>) **MaryKellie added this to the Staff Matters that is set to go out in the March 14th issue.**
 - i) Bystander trainings:
<https://righttobe.org/upcoming-free-trainings/>

Ask Jason, do we need a plan for having a DEI Committee under this administration?

Would this impact on the library's funding?

The group discussed how far things are going politically, where librarians would be arrested or be punished by law.

Ask for strategic plan (2025-2030) from Jason to review with DEI lens. **Jason hopes to get this to the committee to review before it heads to the Board for their approval.**

13. PRESIDENT'S REPORT

Next Library Meetings or Events as of April 11, 2025:

- 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 – Connie & Rick
- Wednesday, June 21 at 7 pm
Regular Board Meeting in Library Meeting Room
- Wednesday, July 16 at 7 pm
Regular Board Meeting in Library Meeting Room

14. TREASURER'S REPORT

Brokerage CDs

While the library does not receive any interest until the CDs mature, we accrued \$2,115 worth of interest in March.

19. CLOSED SESSION

Director’s Evaluation (ACTION)

Suggested motion: *Move to enter Closed Session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the “appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body...”*

This closed session is to discuss, without the Director present, the compiled evaluation results and changes to the Director’s compensation. Following the Board’s discussion, the Director is invited into the closed session and is given a copy of the compiled evaluation. The Personnel Committee shares highlights from the evaluation and informs the Director about any changes in compensation. The Director has the opportunity to ask questions and discuss any concerns with the Board.

The Director distributes a list of 2-3 potential performance goals for the next evaluation period. The Personnel Committee distributes a form for trustees to submit suggested performance goals.

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

20. DISCUSSION/ACTION RESULTING FROM CLOSED SESSION

Recommendations for Director’s Compensation (ACTION)

Suggested motion: *Move that the Executive Director receives _____ %/\$ increase in salary for FY25.*

In open session, the Board votes to approve any changes in the Director’s compensation. This vote must be specific, identifying any percentage or dollar increase in salary and/or any change in benefits.