



Regular Meeting of the Board of Trustees

Wednesday, September 17, 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, Pyszka, Schmidt, Stull, Warren)
 - a. Approve Remote Attendance and Participation, if needed (**ACTION**)
3. Approval of the agenda (**ACTION**)
 - a. *Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda (**ACTION**)

- p. 3..... a. Approve Minutes of the August 20, 2025 Regular Board Meeting
- p. 7 b. Receive and file Financial Report for August 2025
- P. 13 c. Adopt Ordinance 2025-04 – Budget & Appropriation Ordinance for Fiscal Year 2025-2026 and the Certificate of Authenticity
- P. 18..... d. Adopt Resolution #231 - Resolution to Determine Estimate of Funds Needed for 2025-2026 Fiscal Year
- p. 21 e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2025-2026 Fiscal Year
8. Regular Agenda
- p. 23 a. Approve payments for the period of August 21 – September 17, 2025 (**ACTION**)

p. 25 b. Approve transfer of funds **(ACTION)**

p. 26..... c. Approve transfer to IL Funds **(ACTION)**

9. Unfinished Business

p. 27 a. Review updated Personnel Handbook part 3 **(discussion)**

p. 77 b. Review 2025-2030 Strategic Plan Year 1 Projects **(discussion)**

10. New Business

p.79 a. Review first draft of Levy Ordinance and Truth in Taxation Notice **(discussion)**

P. 84 b. Review updated Policy #210 Library Cards **(discussion)**

P. 95 c. Approve Library closing on Friday, March 6, 2026 for Staff Day **(ACTION)**

p. 96... 11. Director's Report

p. 9812. Department Head Reports

13. President's Report

P. 111..... a. Next meetings or events

P. 112 . 14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

19. Adjournment **(ACTION)**



**Minutes of the Regular Meeting
of the Board of Trustees**
Wednesday, August 20, 2025, 7:00 p.m.

1. Call to order – Trustee Stull called the meeting to order at 7:02 pm.
2. Roll Call – Trustee Stull called roll call

ATTENDING: Trustees DuRocher (arrived 7:04 pm), Lezon, Picha, Schmidt, Stull, Warren

ABSENT: Trustee Pyszka

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

3. Approval of the agenda

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Pyszka

Motion carried

4. Presentations - none
5. Public comments - none
6. Correspondence

- a. Legal Memo from Ritzman re: Opioids

Director Stuhlmann stated the library must have one person present during operating hours who has completed training in recognizing and responding to opioid overdose, including the administration of an opioid antagonist effective January 1, 2026.

- b. Legal Memo from Ritzman re: Payment of Nonresident Fees

Director Stuhlmann stated this amendment provides discretion to the Board of Trustees to allow payment of nonresident fees quarterly or biannually.

7. Consent Agenda – Trustee Schmidt read the consent agenda as follows:
 - a. Approve corrected Closed Session Minutes of the May 19, 2025 Special Board Meeting
 - b. Approve Minutes of the July 16, 2025 Regular Board Meeting
 - c. Receive and file Financial Report for July 2025
 - d. Approve Annual Statement of Income & Disbursements for FY2025

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

Roll call vote:

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

Nays – none

Absent – Trustee Pyszka

Motion carried

8. Regular Agenda

- a. Approve payments for the period of July 17 – August 20, 2025

MOTION: Trustee Picha moved to approve payment of invoices in the amount of \$86,205.24 for the period of July 17, 2025 through August 20, 2025 including electronic payments and checks #10661 – 10717. Check #10705 is voided. Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Pyszka

Motion carried

- b. Approve transfer of funds

MOTION: Trustee DuRocher moved to transfer \$210,000 from commercial checking account to operating checking account. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Pyszka

Motion carried

9. Unfinished Business

- a. Review updated Personnel Handbook – Part 2

Director Stuhlmann stated this is review of Section 4 of the handbook with updates, edits and rewrites from HR Source.

Section Part 4.21 – Working Remotely is an entirely new section. Trustee Picha asked if some of these sections should also be a library policy. Director Stuhlmann stated Working Remotely is just an employee policy.

Section 4.3 – Trustee Stull suggested consistency of disciplinary steps, plus adding a time frame.

Trustee Warren asked if there is any security concerns with working from home. Director Stuhlmann stated if the employee is accessing the library's network, there is security set up.

Trustee Schmidt stated that she liked that each section began with a positive statement.

10. New Business

- a. Review and Approve Illinois Public Library Annual Report for 2025

MOTION: Trustee Picha moved to approve the Illinois Public Library Annual Report for 2025. Trustee Lezon seconded.

Trustee Picha stated she is astounded by the amount of information in this report.

Director Stuhlmann stated there are several mistakes in the Board of Trustee section which he will fix before submittal.

Roll call vote:

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

Nays – none

Absent – Trustee Pyszka

Motion carried

- b. Authorize expenditure for trustees to attend Trustee Day at the 2025 Illinois Library Association Annual Conference

MOTION: Trustee Picha moved to authorize expenditure for up to five trustees to attend Trustee Day at the 2025 Illinois Library Association Annual Conference. Trustee Lezon seconded.

Director Stuhlmann stated there are funds in the budget for five trustees to attend Trustee Day on October 16, 2025.

After discussion, it was decided Trustees DuRocher, Lezon, Pyszka, Schmidt and Warren will attend.

Roll call vote:

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

Nays – none

Absent – Trustee Pyszka

Motion carried

- c. Approve release of closed session minutes

MOTION: Trustee Schmidt moved to keep all closed session minutes sealed. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Pyszka

Motion carried

11. Director's Report

Director Stuhlmann stated Sikich, the library's auditors, were here on August 8 for an in-person fieldwork day. They will be back for a two-day visit early November and the audit will be presented to the board at the November board meeting.

Trustee Schmidt asked if there was anything to report on the meeting with the energy consultant. Director Stuhlmann stated they wanted us to tweak the system at start up in the morning, however, we only have so much control over the software. Our maintenance staff cannot do that in house and we'd have to get the software company to do the work. The consultant is working with us to come up with other options such as later operating hours on Sunday when we open up later.

12. Department Head Reports – no questions

13. President's Report

a. Next meetings or events – Trustee Stull reported the September board meetings including the B&A Public Hearing on September 17 at 7 p.m.

14. Treasurer's Report

Trustee DuRocher reported the Illinois Funds interest earned in July.

A donation of \$5,000 was made to the library's designated fund with the DuPage Foundation.

15. Secretary's Report – Trustee Schmidt stated everything looks good

16. Committee Reports – none

17. Trustee Comments

Trustee Lezon thanked the library for purchasing the book *The Haunted Forest* that her grandson wanted.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Picha moved to adjourn the meeting at 7:35 pm. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Pyszka

Respectfully submitted,

Connie Schmidt, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

August 31, 2025

WARRENVILLE LIBRARY INCOME LEVY	AUGUST 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 6/30/2025	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	2,463,829	100.0000%	24995	1,359,411	55.17%	955,809	0	31,481	40,356	196,312	414,190	1,941,386
TOTAL TAX (LEVIED)	2,463,829	100.00%	24995	1,359,411	55.17%	955,809	0	31,481	40,356	196,312	414,190	1,941,386
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		356,715	0	-	-	7,585	7,585	349,130
ALBA LEMOS GIFT FUND	-		0	-		-	0	-	-	-	-	-
CAPITAL PROJECT	-		0	-		-	0	-	-	-	-	-
TOTAL	2,463,829	100.00%	24995	1,359,411	55.17%	1,538,371	0	31,481	40,356	203,897	421,775	2,516,363
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: August 2025

Corporate Fund

	Corporate Fund Month Ended Aug 31, 2025	Corporate Fund 12 Months Ended Jun 30, 2026	Corporate Fund Budget	Variance	% of Budget
Income					
Taxes Levied	\$ 24,994.85	\$ 1,359,411.35	\$ 2,463,829.00	\$ 1,104,417.65	55.17 %
Copier	531.95	1,528.70	6,000.00	4,471.30	25.48 %
Fees	0.00	29.00	50.00	21.00	58.00 %
TIF Funds	0.00	0.00	75,000.00	75,000.00	0.00 %
Interest	8,160.92	15,309.48	40,000.00	24,690.52	38.27 %
Book Sales	0.00	60.00	250.00	190.00	24.00 %
Lost Books	299.71	907.68	2,500.00	1,592.32	36.31 %
Creator Cart	40.79	63.76	250.00	186.24	25.50 %
Gifts / Memorials	20.00	30.00	1,900.00	1,870.00	1.58 %
Hotel/Motel Tax	0.00	0.00	17,217.00	17,217.00	0.00 %
Grants - Per Capita	22,412.63	22,412.63	22,564.58	151.95	99.33 %
	56,475.85	1,399,767.60	2,629,560.58	1,229,792.98	53.23 %
Expenses					
Sal. - Administration	20,443.14	41,306.08	268,000.00	226,693.92	15.41 %
Sal. - Member Services	20,633.18	41,718.24	281,000.00	239,281.76	14.85 %
Sal. - Maintenance	2,841.00	5,682.00	38,000.00	32,318.00	14.95 %
Sal. - Marketing	10,014.25	19,878.05	130,000.00	110,121.95	15.29 %
Sal. - Public Services	39,900.97	79,443.82	546,000.00	466,556.18	14.55 %
Sal. - IT	5,070.00	10,140.00	66,000.00	55,860.00	15.36 %
Sal. - Technical Services	7,756.51	15,513.04	101,000.00	85,486.96	15.36 %
I.M.R.F. - Expense	9,610.64	18,848.46	136,000.00	117,151.54	13.86 %
Fica - Expense	7,825.14	15,630.47	109,000.00	93,369.53	14.34 %
Unemp. Comp.	0.00	203.56	1,025.00	821.44	19.86 %
Op - Mat'l Processing/Tech	1,335.08	1,603.57	9,800.00	8,196.43	16.36 %
Op - Mat'l Processing/Circ	0.00	945.60	3,450.00	2,504.40	27.41 %
Op - Postage	45.11	909.02	5,310.00	4,400.98	17.12 %
Op - Office Supplies	79.32	189.32	3,415.00	3,225.68	5.54 %
Op - Bank Fee's	16.80	50.06	1,300.00	1,249.94	3.85 %
Op - Automation Supplies	0.00	44.01	4,000.00	3,955.99	1.10 %
Op - Publishing	52.00	52.00	1,250.00	1,198.00	4.16 %
Equip. - Purchases	284.65	1,435.26	10,420.00	8,984.74	13.77 %
Equip. - Maintenance	39.73	66.22	500.00	433.78	13.24 %
Auto. - Software	1,120.98	7,145.96	22,425.00	15,279.04	31.87 %
Auto. - Purchases	59.68	59.68	3,000.00	2,940.32	1.99 %
Auto. - Maintenance	8,156.31	16,786.31	51,125.00	34,338.69	32.83 %
L. Ins. - Workmen's Comp	0.00	0.00	2,800.00	2,800.00	0.00 %
Ins. - Multi Peril Package	0.00	0.00	25,000.00	25,000.00	0.00 %
L. Ins. - Officer / Dir	0.00	0.00	2,500.00	2,500.00	0.00 %
Ins. - Bonds	0.00	0.00	500.00	500.00	0.00 %
Ins. - Health / Life	12,769.22	25,257.41	177,000.00	151,742.59	14.27 %
Pd - Recruiting	0.00	0.00	500.00	500.00	0.00 %
Pd - Staff Appreciation	24.86	104.86	6,300.00	6,195.14	1.66 %
Pd - Staff / Tuition Reimburse	0.00	0.00	1,800.00	1,800.00	0.00 %
Pd - Staff / Dues	225.00	275.00	3,800.00	3,525.00	7.24 %
Pd - Staff / Meetings	649.00	649.00	21,640.00	20,991.00	3.00 %
Pd - Staff / Transportation	27.16	50.01	6,700.00	6,649.99	0.75 %
Pd - Trst / Dues	0.00	0.00	160.00	160.00	0.00 %
Pd - Trst / Mtgs	0.00	16.26	4,300.00	4,283.74	0.38 %
Pd - Trst / Transportation	0.00	0.00	1,575.00	1,575.00	0.00 %
Pd - Trustee Misc.	7.48	7.48	700.00	692.52	1.07 %
Cont. - Lawyer	0.00	0.00	3,500.00	3,500.00	0.00 %
Cont. - Accounting	1,400.64	2,501.28	13,885.00	11,383.72	18.01 %
Cont. - Collection	9.85	29.55	500.00	470.45	5.91 %

See Accountants Compilation Letter

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: August 2025

Corporate Fund

Cont. - Audit	0.00	0.00	9,000.00	9,000.00	0.00 %
Cont. - Consultants	0.00	0.00	15,000.00	15,000.00	0.00 %
Lib. Mat. - Adult Books	3,199.33	6,167.70	52,500.00	46,332.30	11.75 %
Lib. Mat. - Youth Books	3,723.21	5,627.40	40,000.00	34,372.60	14.07 %
Lib. Mat. - Adult AV	1,822.12	2,992.21	15,000.00	12,007.79	19.95 %
Lib. Mat. - Youth AV	0.00	162.43	9,800.00	9,637.57	1.66 %
Lib. Mat. - EBooks	11,960.55	16,016.59	71,700.00	55,683.41	22.34 %
Lib. Mat. - Library of Things	0.00	0.00	6,000.00	6,000.00	0.00 %
Lib. Mat. - Periodicals	0.00	10,571.83	10,628.00	56.17	99.47 %
Lib. Mat. - Internet Subscript	3,377.24	19,374.24	28,293.00	8,918.76	68.48 %
Ps - Programs Adult	382.00	1,555.45	12,400.00	10,844.55	12.54 %
Ps - Programs Youth	602.11	1,426.07	12,000.00	10,573.93	11.88 %
Ps - Hotel/Motel	671.00	8,421.00	17,217.00	8,796.00	48.91 %
Ps - Refunds / Fines / Fees	39.00	54.00	500.00	446.00	10.80 %
Ps - Printing	2,271.20	2,271.20	12,200.00	9,928.80	18.62 %
Ps - PR / Publicity	1,380.79	1,381.78	12,500.00	11,118.22	11.05 %
Ps - Misc.	0.00	44.99	1,750.00	1,705.01	2.57 %
Maintenance	6,609.00	9,770.00	59,020.00	49,250.00	16.55 %
Maintenance Supplies	35.95	106.98	2,200.00	2,093.02	4.86 %
Security	756.00	3,905.55	12,285.00	8,379.45	31.79 %
Gas	238.58	606.52	7,000.00	6,393.48	8.66 %
Snow Removal	0.00	0.00	21,000.00	21,000.00	0.00 %
Hvac	601.71	601.71	17,000.00	16,398.29	3.54 %
B & M - Water / Sewer	0.00	384.16	2,000.00	1,615.84	19.21 %
Electricity	5,374.79	11,085.74	46,000.00	34,914.26	24.10 %
Telephone	1,491.95	2,633.63	15,000.00	12,366.37	17.56 %
Janitorial Supplies	442.72	617.58	4,700.00	4,082.42	13.14 %
B & M - Landscape Maint	935.00	1,870.00	15,568.00	13,698.00	12.01 %
Debt Repayment	0.00	0.00	155,000.00	155,000.00	0.00 %
Debt Certificate Interest	0.00	0.00	14,876.00	14,876.00	0.00 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	196,311.95	414,190.34	2,764,317.00	2,350,126.66	14.98 %

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: August 2025

Special Reserve Fund

	Special Reserve Fund Month Ended Aug 31, 2025	Special Reserve Fund 12 Months Ended Jun 30, 2026	Special Reserve Fund Budget	Variance	% of Budget
Income	0.00	0.00	0.00	0.00	
Expenses					
Equip. - Purchases	\$ 0.00	\$ 0.00	\$ 40,000.00	\$ 40,000.00	0.00 %
Auto. - Purchases	7,584.60	7,584.60	57,700.00	50,115.40	13.14 %
Maintenance	0.00	0.00	70,000.00	70,000.00	0.00 %
Security	0.00	0.00	3,000.00	3,000.00	0.00 %
	<u>7,584.60</u>	<u>7,584.60</u>	<u>170,700.00</u>	<u>163,115.40</u>	<u>4.44 %</u>

See Accountants Compilation Letter

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

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	251,517.57
Fifth Third 8004	244,078.25
Illinois Funds 1260	<u>2,026,593.60</u>

2,522,674.42

General Fixed Assets \$ 5,235,092.00

TOTAL ASSETS **\$ 7,757,766.42**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F. 6,308.00

6,308.00

LONG - TERM LIABILITIES

Debt Certificate Payable 1,270,000.00

1,276,308.00

EQUITY

Fund Balance \$ 6,481,458.42

TOTAL LIABILITIES & FUND BALANCE **\$ 7,757,766.42**

7c. CONSENT AGENDA

Adopt Ordinance 2025-04 – Budget & Appropriation Ordinance for Fiscal Year 2025-2026 and the Certificate of Authenticity **(ACTION)**

While this is annually part of the Consent Agenda, if you wish to discuss further, someone can move to remove it from the Consent Agenda and add it to New Business.

In July we passed the Tentative Budget & Appropriation Ordinance to give the public a chance to inspect before having the opportunity to comment at our public hearing.

Now we are adopting the final Budget & Appropriation Ordinance and the Certificate of Authenticity (also required by the County), which we must then file with DuPage County and publish in a newspaper.

To recap, the B&A states the budget amounts we approved as part of the Working Budget in May and then the amount we are appropriating. What is the difference?

- The Working Budget is the financial plan of what the Library intends to spend;
- The appropriation sets the legal limit of the amount of money the Library can spend in its corporate and special reserve funds in the fiscal year.



**ORDINANCE #2025-04
BUDGET & APPROPRIATION ORDINANCE
For Fiscal Year 2025-2026**

WHEREAS, the Board of Library Trustees for the Warrenville Public Library District, DuPage County, Illinois, caused to be prepared in tentative form, subject to revisions at any time prior to Board passage in final form, an ordinance adopting a combined annual budget and appropriation of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Warrenville Public Library District for the fiscal year beginning July 1, 2025, and ending June 30, 2026, and specifying the objects and purposes for which such appropriations are made and the amount appropriated for each object and purpose; and

WHEREAS, the Secretary of this Board made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Budget on the 17th day of September, 2025, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements will be complied with.

THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Warrenville Public Library District, DuPage County, Illinois, as follows:

SECTION 1: The following are the annual Budget and Appropriation amounts for the Warrenville Public Library District proposed for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

CORPORATE FUND		
Purpose	FY26 Budget	FY26 Appropriations
Salaries	\$1,430,000	\$1,788,000
Benefits (IMRF, FICA, health & unemployment insurance)	\$423,025	\$538,500
Personnel Development (dues, meetings, travel)	\$47,475	\$61,700
Building Maintenance & Improvements	\$131,773	\$200,000
Utilities	\$70,000	\$110,000
Operating Expenses	\$24,525	\$31,000
Insurance (liability, worker compensation, etc.)	\$30,800	\$37,500
Contractual (legal, accounting, audit, etc.)	\$41,885	\$71,000
Equipment	\$10,920	\$18,000
Library Materials/Collections	\$233,921	\$293,000
Library Programs	\$43,367	\$54,000
Public Service (printing, refunds, PR/publicity)	\$25,200	\$33,000
Automation	\$80,550	\$102,000

Contingency	\$1,000	\$50,000
Gift Expenditures	\$0.00	\$100,000
Debt Repayment	\$169,876	\$170,000
TOTAL CORPORATE FUND	\$2,764,317	\$3,657,700

SPECIAL RESERVE FUND

Purpose	FY26 Budget	FY26 Appropriations
Building Maintenance/Construction	\$73,000	\$200,00
Automation Purchases	\$57,700	\$75,000
Furniture/Equipment Purchases	\$40,000	\$75,000
TOTAL SPECIAL RESERVE FUND	\$170,700	\$350,000

WORKING CASH FUND

Purpose	FY26 Budget	FY26 Appropriations
Working Cash Fund	\$0.00	\$225,847
TOTAL WORKING CASH FUND	\$0.00	\$225,847

TOTAL BUDGET & APPROPRIATION	\$2,935,017	\$4,233,547
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Note: The budget is the financial plan of what the Library intends to spend. The appropriation sets the legal limit on the amount of money the Library can spend in its corporate and special reserve funds in the fiscal year. Appropriation amounts exceed budgeted amounts so that if unexpected income is received by the Library or if the Library needs to spend more money than anticipated in any budget line, those funds can legally be expended. For this reason, appropriation numbers may seem high in order to account for any unexpected revenue or expense.

SECTION 2: As part of the Annual Budget, it is stated:

- a) The cash on hand at the beginning of the fiscal year is \$1,538,371.
- b) The estimated cash expected to be received during the fiscal year from all sources is \$2,629,561.
 - i. The estimated amount of taxes to be received by the WARRENVILLE PUBLIC LIBRARY DISTRICT during the fiscal year is \$2,463,829.
 - ii. The estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$471,188.
- c) The estimated expenditures for the fiscal year are \$2,935,017.
- d) The estimated cash expected to be on hand at the end of the fiscal year is \$1,232,915.

SECTION 3: That the above sums of money in the total amount of \$4,233,547 or so much thereof may be authorized by law, be and the same are hereby appropriated for the purposes of the WARRENVILLE PUBLIC LIBRARY DISTRICT as specified for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

SECTION 4: Transfers of appropriations not affecting the total amount appropriated may be made at any meeting of the Board by Ordinance enacted by a 2/3 vote of all the Trustees. By a like vote the Board may by Ordinance make appropriations in excess of those authorized in order to meet any emergency.

SECTION 5: All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund previously established in accordance with applicable statutes, said unexpended balances to be accumulated in the Special Reserve Fund for the purposes adopted by the Board.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage and approval and publication and filing as required by law.

ADOPTED this 17th day of September 2025, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

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

ATTEST:

Connie Schmidt, Secretary
Board of Library Trustees
Warrenville Public Library District

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

**CERTIFICATE OF AUTHENTICITY
BUDGET AND APPROPRIATION ORDINANCE**

I, CONNIE SCHMIDT, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Warrenville Public Library District of DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of the Budget and Appropriation Ordinance adopting an annual budget and appropriating such sums of money for said Library District for the fiscal year beginning July 1, 2025 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on September 17, 2025.

I further certify that the attached Budget and Appropriation Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 17th day of September 2025.

Connie Schmidt, Secretary
Board of Library Trustees
Warrenville Public Library District

(SEAL)

7d. CONSENT AGENDA

Adopt Resolution #231 - Resolution to Determine Estimate of Funds Needed for 2025-2026 Fiscal Year **(ACTION)**

This is an annual requirement by the County that ties to our annual Levy.

It is a resolution by the board to state the estimated amount we will need to levy. It also states that we will following the Truth in Taxation Act (TITA) and hold a Truth in Taxation public hearing if needed.

The draft of this year's levy and TITA hearing notice is under New Business.



R-231
RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR 2025-2026 FISCAL YEAR

WHEREAS, the Warrenville Public Library District must file on or before December 31, 2025 its Levy Ordinance for the 2025-2026 fiscal year; and

WHEREAS, pursuant to the "Truth in Taxation Law" the Warrenville Public Library District must determine not less than twenty (20) days prior to adoption of its Levy Ordinance the amounts of money, exclusive of any portion of the levy attributable to election costs and debt retirement costs, estimated to be necessary to be raised by taxation for the 2025-2026 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Warrenville Public Library District that the estimated amounts of money, exclusive of election costs and debt retirement costs, to be raised by taxation for the 2025-2026 fiscal year is \$2,660,935.00.

FURTHER RESOLVED that a public hearing pursuant to the "Truth in Taxation Law" shall be held on the 19th day of November 2025, at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

FURTHER RESOLVED that notice of said public hearing in compliance with the Truth in Taxation Act shall be given in *THE DAILY HERALD* not more than 14 days nor less than 7 days prior to the date of the public hearing.

ADOPTED this 17th day of September 2025 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

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

ATTEST:

Connie Schmidt, Secretary
Library Board of Trustees
Warrenville Public Library District

(SEAL)

7e. CONSENT AGENDA

Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2025-2026 Fiscal Year **(ACTION)**

This is yet another annual requirement by the County that ties to our annual Levy.

It is a statement by our Treasurer certifying our estimated revenue for this fiscal year, including what we plan to levy.

The draft of this year's levy is under New Business.



**CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED
REVENUE FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT
DUPAGE COUNTY, ILLINOIS**

(July 1, 2025 - June 30, 2026 Fiscal Year)

I, Barbara J. DuRocher, do hereby certify as follows:

1. I am the Chief Fiscal Officer of the Warrenville Public Library District, DuPage County, Illinois; and
2. I estimate the revenue, by source of said District for the fiscal year beginning July 1, 2025 and ending June 30, 2026 to be as follows:

SOURCE	AMOUNT
General Taxes Levied	\$2,660,935.00
Special Taxes Levied	\$0.00
Interest Income	\$40,000.00
Grants	\$41,642.00
Fees and Copier Income	\$9,050.00
All Other Sources	<u>\$1,481,920.00</u>
TOTAL	\$4,233,547.00

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

Dated: _____

(S E A L)

8a. REGULAR AGENDA

Approve payments for the period of August 21 – September 17, 2025
(ACTION)

A partial bill list (bills received as of September 11, 2025) is attached. An updated bill list which includes bills received through August 20 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
August 21 - September 17, 2025

Date	Num	Name	Amount
09/17/2025	10718	4imprint	-364.15
09/17/2025	10719	Atlas	-20.00
09/17/2025	10720	Baker & Taylor	-94.77
09/17/2025	10721	Baker & Taylor	-2,090.04
09/17/2025	10722	Baker & Taylor	-2,526.92
09/17/2025	10723	Baker & Taylor	-230.38
09/17/2025	10724	Barcodes, Inc. LLC	-105.72
09/17/2025	10725	Bloomscapes Landscaping, Inc.	-588.00
09/17/2025	10726	Cavendish Square	-186.03
09/17/2025	10727	D.E. Mathieu Plumbing	-660.00
09/17/2025	10728	Elite Chess	-75.00
09/17/2025	10729	Konica Minolta Business Solutions	-11.34
09/17/2025	10730	Kurtis, Julie	-28.12
09/17/2025	10731	LIMRICC Purchase of Health Insurance Prog	-17,720.09
09/17/2025	10732	Midwest Tape	-3,350.97
09/17/2025	10733	Midwest Tape	-1,266.88
09/17/2025	10734	Midwest Tape	-650.47
09/17/2025	10735	Naperville Area Humane Society	-25.00
09/17/2025	10736	NextEra Energy Services Midwest, LLC	-12.31
09/17/2025	10737	Pfeifer, Sarah	-250.00
09/17/2025	10738	ProQuest LLC	-3,342.41
09/17/2025	10739	Quill Corporation	-2,045.55
09/17/2025	10740	Service Master Commercial Cleaning	-2,849.00
09/17/2025	10741	Sikich CPA LLC	-3,000.00
09/17/2025	10742	Smith, Gail	-61.04
09/17/2025	10743	Tom Sharpe	-700.00
09/17/2025	10744	Unique	-19.70
09/17/2025	10745	Warrenville, City of	-70.00
09/17/2025	10746	Wheaton Park District	-80.00
09/17/2025	10747	Accounting Services, Inc.	-612.00
09/17/2025	10748	Ambius	-347.00
09/17/2025	10749	Atlas	-20.00
09/17/2025	10750	Granite Telecommunications	-3.60
9/4/2025	10751	Paylocity - VOID	0.00
09/17/2025	10752	Petty Cash Fund	-45.90
09/17/2025	10753	U.S. Postmaster	-850.00
9/4/2025	10754	City of Warrenville - VOID	0.00
08/21/2025	Electronic	Paylocity	-342.67
08/22/2025	Electronic	AFLAC	-94.30
09/04/2025	Electronic	Chase Ink	-2,205.89
09/04/2025	Electronic	Paylocity	-142.98
09/04/2025	Electronic	Warrenville, City of	-192.08
09/08/2025	Electronic	Konica Minolta Premier Finance	-405.32
Total			-47,685.63

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.

8c. REGULAR AGENDA

Approve transfer to IL Funds (ACTION)

Suggested motion: Transfer \$500,000 from the 5/3 commercial checking account to IL Funds.

Commercial Checking Status

Most of our fall tax money has come in (though a little bit more may trickle in), and we now currently have \$1,142,720 in our 5/3 commercial checking account, with roughly \$942,720 after paying September's bills. (We spend ~\$200K a month.)

Transfer to IL Funds

I would like to keep maximizing our interest rates at IL Funds. Our options:

- If we were to transfer \$500,000 this month to IL Funds, we would have enough money to pay October and November's bills before we would need to transfer money back to 5/3 for December and January expenses.
- On the more conservative side, if we were to transfer \$250,000 this month to IL Funds, we would have enough money to pay bills for October, November and December before we would need to transfer money back to 5/3 for January and future expenses.
- Or, on the more aggressive side, we could transfer \$750,000 this month, leaving enough to pay October's bills. Then we just need to make another transfer in October or November to pay for November's bills.

As previously stated, we can easily transfer money back from IL Funds to our commercial checking account when we need to. With that flexibility in mind, I would recommend maximizing our earnings and transferring \$500,000 to IL Funds. Then either every month OR every other month for the rest of the fiscal year we transfer money back from IL funds to pay our bills, keeping as much as possible at IL Funds to maximize our interest earnings.

9a. UNFINISHED BUSINESS

Review updated Personnel Handbook (**discussion**)

This is a continuation of Employee Handbook update review.

- Last month you reviewed Section 4.
- This month you are reviewing Section 5.
- Next month in October you will approve the complete updated Handbook.

Below is a summary of important changes for Section 5 and questions we have for the Board. We made several updates, with a few new sections. HR Source also had several edits or rewrites for this section.

General Updates:

- Combined, rearranged or reworded sections for better phrasing and flow
- Added lots of bullet points and headers for easier reading
- Updating and making sure language is consistent, such as:

Section 5

- 5.1 Annual Leave
 - Changed mention of FT and PT employees to all employees and removed statement about temporary employees not being eligible because the recent state law says even temporary employees qualify for time off
 - Moved a bullet point to the be above the accrual table for better flow
 - Updated the accrual table to be more explicit and understandable
 - Made the lists of information bulleted for easier reading
 - Updated the bullet point about FMLA leave and added a reference to the appropriate section
 - A bullet was added about a summary plan description
- 5.2 Sick Leave
 - Added reasons for taking sick leave: family members and mental health
 - HR Source expanded opening paragraph to discuss “personal care” to a covered family member
 - Created separate paragraph to describe “covered family member”
 - Moved a bullet point to the be above the accrual table for better flow
 - Updated the accrual table to be more explicit and understandable
 - Made the lists of information bulleted for easier reading
 - Expanded bullet point about doctor’s note to give us flexibility in requiring one if we suspect sick time abuse
 - A bullet was added about a summary plan description

- 5.3 Paid Holidays
 - Paid Holidays and Floating Holidays used to be the same section but we have separated them to be their own sections, thereby removing mention of floating holidays in this section
 - Made the list of holidays bulleted
 - Added headers to break up sections
 - Removed a statement about FMLA, as it is covered in the FMLA section
- 5.4 Floating Holidays
 - Paid Holidays and Floating Holidays used to be the same section, but we have separated them to be their own sections
 - This policy was updated in 2023
 - We combined/revised the first two paragraphs for better flow
 - We removed links to federal and state holidays as one of them no longer worked
- 5.5 Bereavement Leave
 - This policy was updated in 2024
 - Revised the section on Bereavement Leave and Unpaid Leave
 - QUESTION FOR THE BOARD
 - Family Bereavement Leave Act (highlighted in red on the policy) – This section legally only applies to organizations with 50 or more employees. Do you wish to continue allowing 10 unpaid days of bereavement for the reasons listed by the act? Or would you like to remove this section from the policy?
- 5.6 Jury Duty
 - Added in the last sentence, “Employee’s do not need to turn in their jury day pay,” as it didn’t seem necessary
 - QUESTION FOR THE BOARD
 - HR Source recommended adding in a limit on how long we would pay an employee out for jury duty, in case of an extended trial.
 - While I can see how it could become a problem for the Library if someone was sitting on an extended trial, it is so rare that it happens that I don’t think it’s an issue. Also, I would hate to penalize someone for doing their civic duty.
- 5.7 Elections
 - We renamed this section
 - Added in a section about being an Election Judge
- 5.8 Family Military Leave
 - This used to be just the first sentence, but HR Source added in all of the rest
- 5.9 IMRF Disability Leave
 - Added in IMRF to the section title to make it clear the leave is tied to IMRF
 - Added in a reference to the FLMA section
- 5.10 Family and Medical Leave of Absence Policy
 - This was updated in 2024, adding in 2 weeks paid leave

- Added in a clarifying statement about the rolling 12-month period being from the first day the employee takes leave
- QUESTION FOR THE BOARD
 - Benefits During Leave, 2nd paragraph – HR Source recommended adding in “that exceed xxx number of weeks.” (highlighted in red) I’ve added in 2 weeks, but this doesn’t really seem necessary? Thoughts?
- Moved the FLMA Poster to Appendix H
- 5.11 General Leave of Absence
 - New section added in by HR Source, with some tweaks by us
- 5.12 Victims’ Economic Security & Safety (VESSA) Leave
 - New section added in by HR Source
- 5.13 Annual Service Awards
 - New section – This is a nice perk that apparently, we’ve been doing for years, but for whatever reason was not documented in the Handbook
- 5.14 Health/Dental/Vision/Life Insurance
 - Because it changes every year, we moved the information on premiums to the appendix
 - Added bullet points for easier reading
- 5.15 Safety & Worker’s Compensation
 - Added in Safety to the section title
 - Added the last two paragraphs
 - Added new form to the appendix
- 5.16 Retirement
 - We combined the Deferred Compensation and Retirement sections into one section, as they both had to do with retirement
 - We added in a section about Social Security and Medicare
 - We expanded both sections on IMRF and Deferred Compensation with more details
- 5.17 Staff Development & Expense Reimbursement
 - Under Dues we added in that we are a member of HR Source
 - We reorganized the Reimbursement section for better flow
 - Moved the IL Travel Reimbursement Act and Expense Reimbursement Expense Form to the appendix
- 5.18 Driving for Library Business
 - New section, in part prompted by recommendations from LIRA, our liability insurance provider
- 5.19 Tuition & Textbook Reimbursement
 - Added bullets for easier reading
 - Added in allowances for textbook reimbursement
 - Moved the Pre-Approval Form and Reimbursement Request Form to the appendix
- 5.20 Other Library Employee Privileges / Expectations

- Added in a section about using the Library's makerspace equipment and supplies

Appendices

- Appendix H – FMLA Poster
 - No change, but moved from section to appendix
- Appendix I – Health Insurance Premiums
 - Updated with 2025 premium information
 - Moved from section to appendix
- Appendix J – Worker's Compensation
 - Added new Employee Accident/Injury Report Form
- Appendix K - Ordinance #16-17-07 Regulating Reimbursement Of Travel, Meal And Lodging Expenses
 - No change, but moved from section to appendix
- Appendix L – Expense Reimbursement Request Form
 - Updated with 2025 rates
 - Moved from section to appendix
- Appendix M - Tuition & Textbook Reimbursement Pre-approval Form
 - Updated with textbooks
 - Moved from section to appendix
- Appendix N
 - Updated with textbooks
 - Moved from section to appendix



Employee Handbook

28W751 Stafford Place
Warrenville, IL 60555
630/393-1171
warrenville.com

5.1 ANNUAL LEAVE

Annual leave is paid leave to be used for vacation and personal business days. It is earned by all employees from the first date of employment. Temporary employees are not eligible for annual leave.

Full-time and Part-time Employees

Full-time and part-time employees may accrue up to the maximum amount indicated below. Part-time maximums and hours earned are pro-rated based on the employee's authorized weekly hours.

Employees may not accrue annual leave in excess of their maximum. If an employee reaches their maximum, no additional leave will be awarded until they use annual leave and their accrued amount falls below their maximum.

	Full-Time / 37.5 hours (1 day = 7 ½ hours)	Part-time / 30 hours (1 day = 6 hours)	Part-time / 25 hours (1 day = 5 hours)	Part-time / 20 hours (1 day = 4 hours)
Years 0-3 Earned annually = 3 weeks	Max = 112.5 hours Earned per pay period = 4.33 hours	Max = 90 hours Earned per pay period = 3.47 hours	Max = 75 hours Earned per pay period = 2.89 hours	Max = 60 hours Earned per pay period = 2.31 hours
Years 4-6 Earned annually = 4 weeks	Max = 150 hours Earned per pay period = 5.77 hours	Max = 120 hours Earned per pay period = 4.62 hours	Max = 100 hours Earned per pay period = 3.85 hours	Max = 80 hours Earned per pay period = 3.08 hours
Years 7-9 Earned annually = 5 weeks	Max = 187.5 hours Earned per pay period = 7.22 hours	Max = 150 hours Earned per pay period = 5.77 hours	Max = 125 hours Earned per pay period = 4.81 hours	Max = 100 hours Earned per pay period = 3.85 hours
Years 10+ Earned annually = 6 weeks	Max = 225 hours Earned per pay period = 8.66 hours	Max = 180 hours Earned per pay period = 6.93 hours	Max = 150 hours Earned per pay period = 5.77 hours	Max = 120 hours Earned per pay period = 4.62 hours

Note about calculations: The amount earned per pay period is calculated by dividing the maximum amount by 26, the number of bi-weekly pay periods in a year.

Full-time Management Team Employees

Full-time Management Team employees may accrue up to the maximum amount indicated in the table below.

	Full-Time / 37.5 hours (1 day = 7 ½ hours)
Years 0-3 Earned annually = 4 weeks	Max = 150 hours Earned per pay period = 5.77 hours
Years 4-6 Earned annually = 5 weeks	Max = 187.5 hours Earned per pay period = 7.22 hours
Years 7+ Earned annually = 6 weeks	Max = 225 hours Earned per pay period = 8.66 hours

Requesting Annual Leave

- Employees are required to submit their annual leave request to their manager for approval as far in advance as possible, but no more than 12 months prior to the start of the requested leave.
- Whenever possible, annual leave requests should be submitted by the first day of the month preceding the month in which the annual leave will begin. (For example, when requesting annual leave that begins in the month of September, the employee should submit the request no later than August 1.)
- All requests will be reviewed by the employee's manager who will take into consideration the operational needs of the Library in determining whether or not to approve the request.
- Requests will be approved on a first-come, first-served basis. If multiple requests for the same date are received on the same day, then they will be considered in order of the employees' length of service.
- Annual leave may be requested in increments of 15 minutes.

Additional Information Regarding Annual Leave

- Annual leave pay will be at the employee's regular hourly rate of pay in effect at the time the leave is taken.
- Annual leave may not be used to exceed an employee's authorized weekly hours.
- An employee's annual leave balance may not fall below zero.
- Employees are responsible for managing their annual leave balance. Employees should review their annual leave balance regularly so they are aware if they are approaching the maximum accrual or if a request will exceed their available annual leave.
- When the employment relationship ends, the employee's accrued, unused annual leave is paid out at the employee's current rate of pay.
- Annual leave will not accrue during any unpaid absences which exceed [insert number] weeks.
- Annual leave may be used to make up for time lost if holiday pay causes an employee's hours to fall below their authorized weekly hours. (The employee must request annual leave and get approval from their manager.)
- Annual leave must be used for Family Medical Leave after an employee has exhausted their available paid FLMA leave and sick leave. The use such paid leave does not extend the employees FMLA leave. (see section 5.10)
- An employee will be moved into the next earning tier in the pay period in which their employment anniversary occurs.
- All benefits for which an employee is eligible (for example: seniority, leave accrual, IMRF, insurance) continue while an employee is on paid leave.

- A summary plan description (SPD) of benefits, including annual leave, is available from Human Resources. The Library reserves the right change or eliminate any benefits at any time in accordance with applicable law.

(Updated & Approved _____, 2025)

5.2 SICK LEAVE

Sick leave is paid leave to be used for absences due to an employee’s or a covered family member’s illness, mental health, injury or medical appointment. Employees may also use their sick leave to provide “personal care” to a covered family member. For purposes of this policy, personal care includes activities to ensure that a covered family member’s basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member who is unable to meet those needs himself or herself. In addition, personal care also means being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care.

For the purpose of this policy, “covered family member” includes the employee’s child (biological, adopted, foster, stepchild or child of a person standing in loco parentis), spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent or pet.

Sick leave is earned by full-time and part-time employees from the first date of employment. Temporary employees are not eligible for sick leave.

Sick Leave Accruals

Full-time and part-time employees may accrue up to the maximum amount indicated in the table below. Part-time maximums, single day equivalents and hours earned are pro-rated based on the employee’s authorized weekly hours.

Employees may not accrue sick leave in excess of their maximum. If an employee reaches their maximum, no additional leave will be awarded until they use sick leave and their accrued amount falls below their maximum.

	Full-Time / 37.5 hours (1 day = 7 ½ hours)	Part-time / 30 hours (1 day = 6 hours)	Part-time / 25 hours (1 day = 5 hours)	Part-time / 20 hours (1 day = 4 hours)
Accrued From Starting Date	Max = 1,800 hours	Max = 1,440 hours	Max = 1,200 hours	Max = 960 hours
Max = 240 days	Earned annually = 90 hours	Earned annually = 72 hours	Earned annually = 60 hours	Earned annually = 48 hours
Earned annually = 12 days	Earned per pay period = 3.47 hours	Earned per pay period = 2.77 hours	Earned per pay period = 2.31 hours	Earned per pay period = 1.85 hours

Note about calculations: Single day equivalents are calculated by dividing the authorized weekly hours by 5. Single day equivalents are used to calculate the maximum and annual hours earned. (Single day equivalents should not typically be used when calculating payments for time off.) The amount earned per pay period is calculated by dividing the hours earned per year by 26, the number of bi-weekly pay periods in a year.

Requesting Sick Leave

- For medical appointments, employees should submit their sick leave request to their manager as far in advance as possible, preferably when the appointment is scheduled. If possible, employees should attempt to schedule medical appointments outside of their regularly scheduled hours.
- Other requests should be submitted as the need for sick leave occurs. Please refer to the “Attendance and Punctuality” guidelines in the Employee Handbook for notification procedures.
- Sick leave may be requested in increments of 15 minutes.

Additional Information Regarding Sick Leave

- Sick leave pay will be at the employee’s regular hourly rate of pay in effect at the time the leave is taken.
- Sick leave may not be used to exceed an employee’s authorized weekly hours.
- Employees may not accrue sick leave in excess of their maximum. If an employee reaches their maximum, no additional leave will be awarded until they use sick leave and their accrued amount falls below their maximum.
- An employee’s sick leave balance may not fall below zero. If an employee is sick and has exhausted all sick leave, they must use annual leave. If all annual leave is exhausted, the employee may be eligible for Family Medical Leave of Absence (see section 5.10).
- Employees are responsible for managing their sick leave balance. Employees should review their sick leave balance regularly so they are aware if they are approaching the maximum accrual or if a request will exceed their available sick leave.
- When the employment relationship ends, the employee’s accrued, unused sick leave is not paid out to the employee. Some IMRF employees may be able to receive service credit for unused sick leave when they retire from the library.
- Sick leave will not accrue during any unpaid absences which exceed [insert number] weeks.
- Employees are required to use sick leave for approved Family Medical Leaves of Absence, where applicable. The use of such leave does not extend the employee’s FMLA absence. (see section 5.10).
- The library may require a doctor’s statement when returning from sick leave of more than three consecutive days or for absences of a shorter length when leave abuse is suspected.
- The library may require a fitness for duty statement which indicates whether an employee may return to work with or without restrictions following an illness or injury in the case of a serious or lengthy absence.
- Employees who are absent because of a work-related injury are subject to the provisions of workers compensation (see section 5.13).

- Using sick leave under false pretenses is grounds for disciplinary action up to and including termination.
- All benefits for which an employee is eligible (for example: seniority, leave accrual, IMRF, insurance) continue while an employee is on paid leave.
- A summary plan description (SPD) of benefits, including sick leave, is available from Human Resources. The Library reserves the right change or eliminate any benefits at any time in accordance with applicable law.

(Updated & Approved _____, 2025)

5.3 PAID HOLIDAYS

Full-time and part-time employees will be paid for the following holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year’s Eve Day

Employees will receive holiday pay as follows:

Full-time (37.5 hours) 7.5 hours per holiday
Part-time (30 hours) 6 hours per holiday
Part-time (25 hours) 5 hours per holiday
Part-time (20 hours) 4 hours per holiday

Temporary employees are not eligible for paid holidays.

Full-Time

For full-time employees, if a holiday falls on a day when an employee is not regularly scheduled to work, the employee will be entitled to take the holiday on another day at the mutual convenience of the employee and the library. The time off for the holiday should be taken within two weeks of the holiday (before or after) and must be approved by the employee’s manager.

Part-Time

For part-time employees, if a holiday falls on a day when an employee is not regularly scheduled to work, then the employee earns holiday pay, but is not entitled to take the holiday off on another day. The library understands this may cause an employee to exceed their regularly scheduled hours. Because holiday hours are not working hours, the employee will not be entitled to overtime for holiday hours if they cause the employee to exceed 40 hours in a workweek.

For part-time employees, if a holiday causes an employee to fall below their authorized weekly hours, the employee may request to use annual leave to make up for the difference in hours. This typically occurs when the holiday falls on a day the employee is regularly scheduled to work, but the holiday hours are less than the employee’s regularly scheduled hours. (Example: A 30-hour employee typically works a 7.5-hour day, but receives 6 hours of holiday pay. The employee can request 1.5 hours of annual leave to make up the difference for the day.)

Additional Information

The Library Board has the discretion to declare additional holidays, either paid or unpaid. Typically, the library is also closed the Sunday before both Memorial Day and Labor Day, but these are not paid holidays. The Board may also opt to close for an additional day when a paid holiday falls on a Saturday or Sunday.

(Updated & Approved _____, 2025)

5.4 FLOATING HOLIDAYS

The library realizes it may not recognize all holidays and celebrations that are important to our employees. Therefore, full-time and part-time employees are eligible to take up to three paid floating holidays each calendar year to celebrate what is important to them.

Temporary employees are not eligible for floating holidays.

A floating holiday may be used on any day when the library is open and the employee would be regularly scheduled to work. While employees are not required to use their floating holiday on the exact date of their chosen holiday or celebration to allow for flexibility, floating holidays should be used for:

- Religious & spiritual holidays
- Federal holidays
- State holidays
- Important personal celebrations such as birthdays and anniversaries of the employee or their close family and friends

Requests for floating holidays will be accepted by your manager up to the 20th of the preceding month via email. Managers will consider the operational needs of the library when approving requests. If there are too many requests for the same day, approval will be based on the length of library service.

Floating holidays are paid as follows:

Full-time (37.5 hours) 7.5 hours per holiday
Part-time (30 hours) 6 hours per holiday
Part-time (25 hours) 5 hours per holiday
Part-time (20 hours) 4 hours per holiday

Floating holidays are based on the calendar year, and employees will receive three floating holidays at the start of the year. New employees are granted a prorated number of floating holidays based on their hire date:

- Three days awarded if hired between January – April
- Two days awarded if hired between May – August
- One day awarded if hired between September – December

Floating holidays may not be carried over and will not be paid out if unused at the end of the year. Unused floating holidays will not be paid out if an employee leaves the library.

(Updated & Approved _____, 2025)

5.5 BEREAVEMENT LEAVE

Paid bereavement leave will be provided to employees for the death of family or friends. Bereavement leave is separate from annual leave or sick leave, and is paid based on the employee's regularly scheduled hours.

Family

For each occurrence of the death of a family member, up to 5 calendar work days of bereavement leave will be provided. These 5 days may be used either consecutively or intermittently, and must be used within 3 months of the passing.

Intermittent bereavement leave will allow immediate grieving, time to plan and attend the final arrangements, and to take care of legal obligations.

For purposes of bereavement leave, family is defined as:

- Spouse or Domestic Partner
- Child (biological, adopted, foster, step, in-law, grand, partner, child of a person standing in loco parentis)
- Parent (biological, adoptive, in-law, step, partner, grand)
- Sibling (biological, adoptive, in-law, step, partner)
- Aunts, Uncles, Cousins, Nieces and Nephews

Friends

For the death of a friend, pet, or other close acquaintance, up to 1 calendar work day of bereavement leave will be allowed.

Family Bereavement Leave Act (FBLA) of 2023

The Family Bereavement Leave Act (FBLA) amended the existing Child Bereavement Leave Act by expanding both the reasons a qualified employee may use leave and the definition of "covered family member" under the Act. Under the new law, an employee is entitled to 2 weeks (10 workdays) of unpaid leave for the death of a covered family member, stillbirth, miscarriage, unsuccessful reproductive procedure, failed adoption, failed surrogacy agreement, or negative pregnancy/fertility diagnosis.

Bereavement Leave and Unpaid Leave of Absence

If the death of family or friend occurs while on an unpaid leave of absence (FMLA or other), paid bereavement leave **or unpaid FBLA leave** will run concurrently with the unpaid leave of absence and may not be used to exceed the unpaid leave time allowed under FMLA or other policy.

(Updated & Approved _____, 2025)

5.6 JURY DUTY

Full-time and part-time employees may take time off for jury duty. An employee will receive regular pay for their regularly scheduled hours. Proof of service is required and must be given to the employee's manager who will submit it to the HR Manager. Employee's do not need to turn in their jury day pay.

(Updated & Approved _____, 2025)

5.7 ELECTIONS

Voting Leave

An employee may be permitted two hours of paid leave for the purpose of voting in a state or national election if the employee's working hours begin less than two hours after the opening of the polls **AND** end less than two hours before the closing of the polls. If you need to take time off to vote, you should notify your manager of your plans no later than the day before the election, though earlier notice is appreciated. Your manager will notify you of the two-hour block of time assigned to you for voting purposes. Proof of attendance at the polls may be required.

Election Judge

Under Illinois law, employers with 25 or more employees must allow employees unpaid time off to serve as election judges. Employees should give notice to their manager of their intent to be absent from work on election day at least 20 days in advance. Leave permitted under the law is unpaid but if the employee wants to use paid annual leave, please inform your manager. Employees should submit proof of their service as an election judge upon their return to work.

(Updated & Approved _____, 2025)

5.8 FAMILY MILITARY LEAVE

Military leave will be honored according to the applicable laws and statutes in effect at the time of any request for such leave.

For employers with between 15-50 employees, eligible employees may use unpaid family military leave for up to 15 days during the time that a family member's federal or state deployment orders are in effect.

Definitions

- A. **"Eligible Employee"** - means an employee or independent contractor who has been employed for at least 12 months and who has worked at least 1250 hours during the 12 months preceding the commencement of the leave.

- B. **"Family Member"** - means the employee's child, grandchild, spouse, domestic partner or parent who has been called to military service lasting longer than 30 days with the state or the United States pursuant to the orders of the Governor or the President of the United States.

Use of Time Off

An employee must first exhaust any remaining accrued annual leave time prior to taking a leave under this policy. An employee's leave under this policy may be reduced by the number of days an employee takes as "exigency leave" under the Family and Medical Leave Act.

Notice Requirement and Verification

So as not to unduly disrupt Library operations, the employee should attempt to provide as much notice as possible and schedule the leave in advance. An employee is required to give at least 14 days' notice to the Library if the request for leave consists of five or more consecutive work days.

Benefits

During an approved family military leave, the employee may maintain health benefits at their employer's expense. The taking of leave under this policy will not result in the loss of any employment benefit accrued before the date on which leave commenced.

Job Protection

Upon returning from an approved family military leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment unless such restoration is inappropriate for reasons unrelated to the employee's family military leave.

(Updated & Approved _____, 2025)

5.9 IMRF DISABILITY LEAVE

Employees who participate in IMRF may be eligible to take a paid IMRF disability leave. IMRF, not the Library, determines eligibility. IMRF disability leave runs concurrently with FMLA (see section 5.10) but, following IMRF rules, would not start until all paid leave (FMLA, sick and annual) is exhausted and after the IMRF waiting period. Please see HR Manager or the IMRF website for details.

A written medical statement may be required by IMRF for a disability leave, signed by a medical professional including when returning to work. The employer and the employee are required to submit completed leave forms to IMRF to request the disability leave and subsequent return to work.

(Updated & Approved _____, 2025)

5.10 FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY

This policy contains information consistent with and in addition to the information contained in the “Employee Rights Under the Family and Medical Leave Act” notice (found in Appendix H and posted in the Staff Lounge) and is meant to provide additional information about the Library’s specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the “Employee Rights” notice and this policy, the “Employee Rights” notice will prevail.

Basic Leave Entitlement

Under the federal Family and Medical Leave Act (FMLA), employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return. The “12-month period” is a rolling 12-month period, measured forward from the first day the employee takes leave.

The Library waives the length of employment and hourly standards outlined in the federal Family and Medical Leave Act, meaning all employees are eligible, regardless of length of employment or hours worked.

While standard federal FMLA leave is unpaid leave, the Library will provide two weeks’ worth of paid FMLA leave based on employee’s regularly scheduled hours.

Application of Paid & Unpaid Leave

While standard federal FMLA leave is unpaid leave, employees must use their available accrued paid leave for their FMLA leave before their remaining FMLA leave becomes unpaid. This paid leave runs concurrently with FMLA leave and does not extend the FMLA leave period. To supplement regularly accrued sick and annual leave, the Library offers two weeks of paid FMLA to all employees.

If an employee requests FMLA leave for any of the covered reasons listed below, leave will be applied in the following order:

1. Two weeks of library provided paid FMLA leave based on normal hours scheduled
2. Employee's available accrued paid sick leave
3. Employee's available accrued paid annual leave
4. The remaining balance of the FMLA leave will be unpaid

If an employee is eligible for any additional paid leave, such as short-term/long-term disability or workers’ compensation, that leave will also be applied before the FMLA leave becomes unpaid. Additional paid leave will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period.

Reasons for Leave

An employee may take family/medical leave for any of the following reasons:

1. the birth of a child and in order to care for such child;

2. the placement of a child with the employee for adoption or foster care;
3. to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or
4. because of the employee’s own serious health condition which renders the employee unable to perform one or more of the essential functions of the employee’s position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Employer who request leave because of reasons one or two or to care for a parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include:

1. attending certain military events;
2. arranging for alternative childcare;
3. addressing certain financial and legal arrangements;
4. attending certain counseling sessions;
5. addressing issues related to short-notice deployment;
6. spending time with a covered family member who is resting and recuperating;
7. attending post-deployment briefings; and
8. for certain activities relating to the care of the military member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember. *This single 12-month period begins with the first day the employee takes the leave.* A covered servicemember includes:

1. a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and:
 - a. was a member of the Armed Forces (including a member of the National Guard or Reserves); and
 - b. was terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Improper Use of Leave

An employee may not be granted FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

Notice of Leave

If the FMLA leave is foreseeable, the employee must give the Library at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence: submit written notice to the HR Manager. Failure to provide such notice may be grounds for delay of the leave.

Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon as practicable and, absent unusual circumstances and in accordance with the Library's normal leave procedures, notify their manager of an absence not later than one hour prior to the employee's scheduled start time.

When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations.

The Library will use the Eligibility Notice (form WH-381) and Designation Notice (form WH-382) to inform the employee of eligibility and designation (approval) of leave.

Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification the employee initially provides. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave, and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active-duty orders or other documentation issued by the military indicating that the covered military member is on active duty or

call to active duty (including the dates of the active-duty service). The Library may also request additional information pertaining to the leave.

Certification for Servicemember Family Leave

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Library may also request additional information pertaining to the leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Library may request additional information pertaining to the leave.

Benefits During Leave

During an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed, but the employee must continue to pay their share of the premium. Failure of the employee to pay their share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Library for payment of health insurance premiums during the FMLA leave.

During the unpaid portions of FMLA leave **that exceed two weeks**, the employee will not accrue employment benefits, such as annual leave and sick. Also during the unpaid portions of FMLA leave, the employee will not receive pay for holidays. Employment benefits accrued by the employee up to the day on which the unpaid FMLA leave begins will not be lost.

Intermittent or Reduced Schedule Leave

In the case of leave taken for a serious health condition, to care for a servicemember with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations. Furthermore, if intermittent or reduced hours leave is required for planned medical treatment, the Library may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. For exempt, salaried employees using intermittent unpaid leave, the Library will reduce the employee's pay based on the amount of time actually worked. A fitness-for-duty certification may be required to return

from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform their job duties.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to their job or an equivalent position without loss of benefits or pay.

An employee who took leave because of their own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness-for-duty release by a doctor prior to being restored to employment. An employee who fails to provide the certification will not be permitted to resume work until it is provided.

For more information, see the Federal poster regarding your employee rights under the Family and Medical Leave Act, found in the Staff Lounge and in Appendix H.

(Updated & Approved _____, 2025)

5.11 GENERAL LEAVE OF ABSENCE

Occasionally, for personal or other reasons, an employee may need to apply for an unpaid personal leave of absence when they do not qualify for a leave under another of the Library's policies. Under these circumstances, they may qualify for a leave of absence. This leave of absence may be granted for a minimum of 14 calendar days and a maximum of up to 30 calendar days.

You must apply in writing for this leave of absence and submit your request to the Human Resources Manager or Executive Director. Your request should set forth the reason for the leave, the date on which you wish the leave to begin and the date on which you will return to active employment with the Library. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library. While the Library will make every effort to reinstate the employee to their previous position, there are no guarantees.

Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment.

Requests for an extension of a general leave of absence should be submitted in writing to the Human Resources Manager or Executive Director for re-evaluation.

All requests will be considered in accordance with all applicable laws; Federal, State and local, including the Americans with Disabilities Act (ADA.gov).

(Updated & Approved _____, 2025)

5.12 VICTIMS' ECONOMIC SECURITY & SAFETY ACT (VESSA) LEAVE

Eligible employees may use unpaid Victims' Economic Security and Safety Act (VESSA) leave for up to 8 weeks in a 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, or gender violence, or any other crime of violence, to the employee or the employee's family or household member;
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member;
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, or gender violence, any other crime of violence, or ensuring economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, or gender violence, or any other crime of violence.

Eligible employees may use up to two workweeks (10 days) of unpaid VESSA leave for any one or more of the following reasons:

- A. Attending the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence;
- B. Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- C. Grieving the death of a family or household member who is killed in a crime of violence.

Leave for these reasons must be completed within 60 days after the employee receives notice of the death of the victim.

Definitions

- A. "12-Month Period" – means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or Household Member" – means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household.

- C. "Domestic, Sexual, or Gender Violence" – means domestic violence, sexual assault, gender violence, or stalking.
- D. "Crime of Violence" – means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by the Articles of the Criminal Code of 2012. This can include sex offenses, assault, harassment and obscene communications, armed violence, and other crimes.

Coverage And Eligibility

Both full and part-time employees are eligible to apply for this leave.

Intermittent Or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution Of Time Off

An employee may elect to substitute accrued paid vacation, sick, or personal time, or any other applicable paid time off, for any part of VESSA leave. Such substitution will not extend the employee's total allotment of time off under this policy.

Notice Requirement

An employee is required to give 48 hours' notice to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification

For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.

The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, gender violence or crime of violence and/or its effects;
- A police or court record;
- A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium,

religious institution, or government agency documenting that a victim was killed in a crime of violence; or

- Other corroborating evidence.

All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Effect On Benefits

During an approved VESSA leave, the Library will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Library will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the Library for the cost of the premiums paid by the for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, or gender violence, any other crime of violence, or other circumstances beyond your control. When your need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

Job Protection

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. Employees failing to provide the appropriate documentation will not be permitted to resume work until it is provided.

Reasonable Accommodations

The Library supports VESSA and will provide reasonable accommodations to qualified individuals who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Library. Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, or gender violence, or any other crime of violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual, or gender violence, or any other crime of violence. A qualified individual is an individual who, but for being a victim of domestic, sexual, or gender violence, or any other crime of violence, or with a family or household member who is a victim of

domestic, sexual, or gender violence, or any other crime of violence, can perform the essential functions of the employment position that such individual holds or desires. Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Human Resources.

Confidentiality

All information provided to the Library pursuant to this policy, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained an accommodation pursuant to this Section shall be retained in the strictest confidence by the Library, except to the extent that disclosure is:

1. requested or consented to in writing by the employee; or
2. otherwise required by applicable federal or State law.

(Updated & Approved _____, 2025)

5.13 ANNUAL SERVICE AWARDS

The Library recognizes years of service at the Library by awarding a bonus every 5th anniversary year. The bonus awards are given on the 5th, 10th, 15th, 20th, 25th, 30th, etc. years in the amount of \$50 for each award time (\$10 per year). The awards will be given in the first paycheck after the anniversary date. The Library will also cover the tax liability as near as possible.

5 th Anniversary	\$50.00
10 th Anniversary	\$100.00
15 th Anniversary	\$150.00
20 th Anniversary	\$200.00
25 th Anniversary	\$250.00
30 th Anniversary	\$300.00
35 th Anniversary	\$350.00
40 th Anniversary	\$400.00

(Updated & Approved _____, 2025)

5.14 HEALTH/DENTAL/VISION/LIFE INSURANCE

The Library is a member of The Library Insurance Management and Risk Control Combination (LIMRiCC) and participates in LIMRiCC's Purchase of Health Insurance Program (PHIP). Each year, the Executive Director reviews the plans offered and makes a determination of which plans will be offered by the library.

Full-Time Employees

Regular, full-time employees who are not in a temporary position are eligible to enroll in health, dental, vision and life insurance plans.

Enrollment may occur at time of hire, during open enrollment (typically in October or November) or with a qualifying life event. Subsequent changes may only be made during open enrollment or with a qualifying life event.

When enrolled at time of hire, insurance coverage is effective on the first of the month following the employee's start date.

For full-time employees, premiums are shared by the Library and the employee as follows:

- Plans are based on a calendar year.
 - Premium sharing is based on the lowest cost plan available. See Appendix I for a listing of current premium costs.
 - Library currently pays 100% of the lowest cost plan's single premium for the employee, regardless of the plan selected by the employee. This includes medical, dental and vision.
 - Library pays 50% of the lowest cost plan's premium for spouse, children and family, regardless of the plan selected by the employee. This includes medical, dental and vision.
 - Employee is responsible for the remainder of any premium. Employee's portion of premium costs will be deducted from the employee's pay. This applies to medical, dental and vision plans.
 - Library pays 100% of the basic life insurance plan premium for the employee.
 - Employee is responsible for 100% of the premium for any voluntary life insurance plan.
 - Library pays 100% of the LIMRiCC Administrative Fee of active employees.
- Employee's portion of premium costs will be deducted from the employee's pay.

Part-Time Employees

After completing one year of employment, part-time employees working at least 20 hours per week may enroll in dental, vision and voluntary life insurance plans at their own cost. Premiums will be deducted from the employee's pay. Initial enrollment is made during the open enrollment period. Subsequent changes may be made during open enrollment or at the time of a qualifying life event.

Other Information

- Although the library may offer an HSA qualified High Deductible Health Plan, the library does not contribute to the employees' Health Savings Accounts.
- The Executive Director may make recommendations to the Library Board of Trustees regarding premium sharing, HSA contributions or other changes to insurance benefits.
- The Library reserves the right to change or eliminate any benefits at any time in accordance with applicable law, but will endeavor to make changes to plans offered or the premium sharing only at the start of a plan year.
- A summary plan description (SPD) of benefits is available online or from Human Resources. The plan documents are the final authority in all matters relating to these benefits and will govern in the event of any conflict.
- LIMRiCC decisions may dictate eligibility requirements, available plans, plan benefits and plan costs.

(Updated & Approved _____, 2025)

5.15 SAFETY & WORKER'S COMPENSATION

Worker's Compensation

Library employees and library volunteers are protected by Worker's Compensation insurance in the event of accidents or death occurring in the course of employment or volunteering. All accidents involving staff members and volunteers during working hours including while on Library premises, off-site events, programs or locations and when driving to events when on the clock are to be reported immediately to your manager. Failure to do so could result in discipline up to and including termination of employment.

The employee's manager is responsible for completing the forms for the Human Resources Manager including any written reports. The Employee Accident/Injury Report Form can be found in Appendix J.

Safe Work Environment

In conjunction with this policy, the Library strives to have a safe work environment so that employee accidents and illnesses are prevented. If you notice something that is unsafe, please inform your manager as soon as possible.

(Updated & Approved _____, 2025)

5.16 RETIREMENT

Social Security and Medicare

The Library withholds employee contributions to Social Security and Medicare from employees' paychecks and makes the required employer contributions.

IMRF

The Library participates in the Illinois Municipal Retirement Fund (IMRF). All employees who work more than 1,000 hours per year must contribute to the fund. The Library withholds these contributions from the employee's paycheck. The Library also makes mandatory contributions to the fund. Vested employees who meet IMRF guidelines are eligible for retirement benefits.

Through IMRF, employees can also enroll in their Voluntary Additional Contributions (VAC) program, which allows employees to contribute up to 10% of their IMRF reportable earnings, after-tax, to the VAC account. The Library does not make any contributions to the VAC account.

More information on IMRF is available from Human Resources or through the IMRF website.

457 Deferred Compensation

Library employees may take advantage of the Library's deferred compensation program. The 457-plan offered through Nationwide, allows employees to save a portion of their earnings for retirement security and to reduce their current tax liability through payroll deductions. Federal and state taxes on deferred earnings are deferred until they are withdrawn at retirement or termination of employment. The Library does not offer any matching contributions with the 457-plan. More information on the 457 plan is available from Human Resources.

(Updated & Approved _____, 2025)

5.17 STAFF DEVELOPMENT & EXPENSE REIMBURSEMENT

Staff members and the Executive Director are encouraged to attend professional workshops, meetings and conferences when funds are available. Work schedules shall be arranged at the discretion of the Executive Director and managers to permit rotation of such attendance by all interested staff members. Preference in attendance is given to those employees directly participating in an association's event or conference.

Dues

As permitted by the Library's budget:

- The Library will be an organizational member of the Illinois Library Association.
- The Library will be an organizational member of the Library Administrator's Conference of Northern Illinois (LACONI).
- The Library will be an organizational member of HR Source
- The Library will pay membership dues for the American Library Association and one division for the Executive Director and each department head.

Payment and membership of other institutional or professional dues may be authorized by the Board upon recommendation by the Executive Director.

Staff Meetings

Regular staff and/or department meetings and/or training sessions shall be held to keep lines of communication open regarding community needs, staff needs and Library policies and procedures. Employees are expected to attend all such meetings. Nonexempt employees will be paid for time spent attending staff meetings.

Conventions And Conferences

Staff members will be encouraged to attend library association conventions, conferences and other professional meetings either at their own expense or subsidized by the Library as time and budget permit. The Executive Director will determine which attendees will be subsidized.

Reimbursement Of Expenses

The Library will reimburse employees and board members for pre-approved expenses incurred when attending meetings, workshops, conferences, etc., as well as while performing regular library duties.

Transportation - The Library shall reimburse the employee and/or Board member for expenses such as transportation tolls, parking and mileage for personal car use and/or train fare when such costs are incurred for business purposes. (Travel to and from work is not a reimbursable expense and the employee's normal commute distance will be deducted from mileage reimbursements.).

Lodging and meals - The employee and/or Board member shall be reimbursed for preapproved out-of-pocket travel expenses incurred in connection with attendance at conferences, luncheons, and other such job-related functions. Alcohol expenses will not be reimbursed by the Library.

Reimbursements - All reimbursements will be made in compliance with the Illinois Travel Reimbursement Act (see Appendix K: Ordinance #16-17-07 Regulating Reimbursement of Travel, Meal and Lodging Expenses) and calculated using the suggested mileage and per diem rates established by the General Services Administration (GSA), available at www.gsa.gov.

All requests for reimbursement for expenses pertaining to attendance of above-mentioned library-related functions shall be made with the submission of the Expense Reimbursement Expense Form (see Appendix L) to be supported by invoices, receipts, mileage calculations and any other relevant documentation.

Unless otherwise approved by the Board of Trustees, expenses incurred by non-staff members and/or non-Board members at library-related functions will not be reimbursed.

(Updated & Approved _____, 2025)

5.18 DRIVING FOR LIBRARY BUSINESS

Whether to attend a library-related meeting or conference, visiting local community establishments for outreach, or for other library business requiring travel, it may be necessary for an employee or trustee to use their personal vehicle.

Requirements

Any employee or trustee using a personal vehicle for transportation while on Library business of any kind must show the Library proof of the following items, which should be carried with the employee or trustee at all times during transportation for Library business:

- A current, valid driver's license, AND
- A current, valid insurance card on the vehicle being used.

Additionally, employees and trustees are required to watch a driving safety training video annually.

Employees and trustees failing to comply with the above requirements will not be permitted to use their personal vehicles for Library business. Continuation to do so without permission may result in disciplinary actions up to and including termination.

While the Library does not run checks on driving records, should an employee or trustee lose their insurance or driving privileges during their employ, they should immediately cease driving for Library business and report their situation to Human Resources or Executive Director. Failure to do so may result in disciplinary actions up to and including termination.

Reimbursements

All reimbursements for library-related travel made in an employee's or trustee's personal vehicle will be made in compliance with the Illinois Travel Reimbursement Act (see Appendix K: Ordinance #16-17-07 Regulating Reimbursement of Travel, Meal and Lodging Expenses) and calculated using the mileage reimbursement rate established by the General Services Administration (GSA), available at www.gsa.gov. Mileage reimbursement is provided when an employee drives further than the normal distance from their home to the Library. Mileage reimbursement is not provided for the employee's normal commuting expenses.

Mileage reimbursement is mean to compensate the employee for gas, wear and tear, insurance, registration, and routine maintenance while driving on Library business. Employees may separately submit expenses for parking and tolls that exceed their normal commute.

All requests for reimbursement for travel expenses for library-related business shall be made with the submission of the Expense Reimbursement Expense Form (see Appendix L) to be supported by the relevant mileage calculations.

5.19 TUITION & TEXTBOOK REIMBURSEMENT

The Warrenville Public Library District recognizes that the skills and knowledge of employees are critical to the success of the Library. The tuition and textbook reimbursement program encourages personal development through formal education and certifications so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs at the Library.

Eligible employees:

- Full-time employees who have completed one year of continuous full-time employment before the start of class.
- Part-time employees who are scheduled to work 1,000 hours per year or more who have been employed at the 1,000 hour level for at least one continuous year before the start of class.
- Employee must be considered by their manager and the Executive Director to have a satisfactory performance rating.

Courses of study eligible for reimbursement:

- Credit courses offered as part of a degree or certification program from by an accredited college, university, trade school or distant learning school, or applicable non-credit classes relating to position are eligible for reimbursement.
- The content of the courses must be graduate level library science courses, library technical assistant courses, or courses in an academic courses or program directly relevant to the employee's current or potential future job at the Warrenville Public Library District.

Amount of reimbursement:

- Full-time employees will be eligible for reimbursement of up to \$3,000 per fiscal year for tuition and \$250 per fiscal year for textbooks.
- Part-time employees will be eligible for reimbursement of up to \$1,500 per fiscal year for tuition and \$125 per fiscal year for textbooks.
- Reimbursement shall not exceed 50% of the tuition or textbook cost for each course. This reimbursement from the Library combined with other sources (grants, scholarships, subsidies, etc.) may not exceed the total cost of tuition, fees or textbooks for each course.
- Reimbursements will be based on available funds. The amount of tuition reimbursement an employee may receive in any fiscal year may be limited by budgetary constraints and the number of reimbursement requests. Please discuss with your manager so that funds can be requested as part of the annual budget process.
- Reimbursement is for tuition and textbooks only. Costs of lab fees, late penalties, supplies, and other special fees are not reimbursable.

Pre-approval:

- An employee must get final approval for tuition and textbook reimbursement at least two weeks before class begins.
- The request must be made on the Tuition & Textbook Reimbursement Pre-Approval Form (Appendix M) and submitted to the employee's manager, then the Executive Director.

Payments:

- Prior to payment, an employee must submit a Tuition & Textbook Reimbursement Payment Request Form (Appendix N) and attach proof of payment of tuition and textbooks, and proof of completion of the course with a grade of at least a "B".

Conditions:

- All coursework must be done on the employee's own time and may not interfere with the performance of the employee's duties, although the work schedule may be adjusted with the approval of the employee's manager.
- The employee must be actively employed by the Library at the time of reimbursement. Should the employee resign or terminate for any reason prior to payment, there shall be no obligation on the part of the Library to reimburse any part of this expense.
- Tax consequences (if any) as a result of reimbursement under this plan are the sole responsibility of the employee.

Repayment:

- In the event that the employee resigns within twelve months after reimbursement is received, the employee must agree to repay the Library in full.
- Employees will be required to sign individual agreements in order to receive reimbursement under this policy.

(Updated & Approved _____, 2025)

5.20 OTHER LIBRARY EMPLOYEE PRIVILEGES/EXPECTATIONS

Privileges for library employees belong to the individual only and do not apply to family members. Abuse of these privileges may result in the suspension of the privilege and/or discipline, up to and including termination.

Fines

The Library is a No Fine library but all employees are strongly encouraged to return materials on time. Payments may still be charged for lost or damaged items. All employees must check out any library materials removed by them from the Library.

Telephones

The library telephones at the service desks are for incoming and outgoing library business calls only. Personal calls are not to be made from or received in any public service area. Personal phone calls while on duty shall be kept to a minimum.

Photocopies, Printing And Faxing

Library employees are not charged for reasonable amounts of personal photocopying and printing done on library-owned equipment. For any excess copies or printouts, employees shall reimburse the Library at half the rate charged to members.

Staff may receive personal faxes at no charge. They may send personal faxes anywhere in the Chicagoland area free of charge from the public fax station. The Library reserves the right to charge an employee for any personal long distance phone calls or faxes outside of the Chicagoland area.

Makerspace Equipment

Staff and trustees may take advantage of the Library's makerspace equipment, including the 3D printer, vinyl cutter and any other makerspace equipment and supplies, for personal use.

Staff and trustees may produce up to three projects a month costing no more than \$10 per project. Staff and trustees must pay for any excess costs or additional projects.

For more information, see Library Policy #255 Makerspace.

(Updated & Approved _____, 2025)

APPENDIX H – FMLA POSTER

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on an reduced schedule** by working less hours each day or week. Read Fact Sheet #29M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,



Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



WH1420 REV 04/23

APPENDIX I - HEALTH INSURANCE PREMIUMS

Monthly Insurance Premiums and Sharing Amounts - as of January 1, 2025 Renewal

Eligible Full-time employees:

- For medical, dental and vision plans, calculations are based on the lowest cost premium plan, regardless of the plan chosen by the employee, with the Library paying:
 - 100% of the lowest cost premium plan for employee-only coverage, and
 - 50% of the lowest cost premium plan for spouse/child/family coverage
- The Library pays 100% of Basic Life / AD&D insurance plan.
- The employee pays 100% of the total premium for voluntary life insurance plans.
- The Library pays 100% of the LIMRiCC Administrative Fee.

Eligible Part-time employees:

- Part-time employees are not eligible for medical or basic life insurance.
- For dental, vision and voluntary life insurance plans, the employee pays 100% of the total premium.
- The Library pays 100% of the LIMRiCC Administrative Fee.

The Library does not contribute to employee HSA.

Voluntary Life Insurance premiums are available upon request.

Medical HDHP with HSA (Lowest Premium Medical Plan)

	Employee Pays Monthly	Library Pays Monthly	Total Monthly Premium	Paycheck deduction per pay period
Employee Only	\$0.00	\$839.00	\$839.00	\$0.00
Employee & Spouse	\$464.00	\$1,303	\$1,767	\$232.00
Employee & Child(ren)	\$427.00	\$1,266	\$1,693	\$213.50
Family	\$891.00	\$1,730	\$2,621	\$445.50

Medical HMO

	Employee Pays Monthly	Library Pays Monthly	Total Monthly Premium	Paycheck deduction per pay period
Employee Only	\$193.00	\$839.00	\$1032.00	\$96.50
Employee & Spouse	\$909.00	\$1,303	\$2,212.00	\$454.50
Employee & Child(ren)	\$817.00	\$1,266	\$2,083.00	\$408.50
Family	\$1,491.00	\$1,730	\$3,221	\$745.50

Medical PPO 750

	Employee Pays Monthly	Library Pays Monthly	Total Monthly Premium	Paycheck deduction per pay period
Employee Only	\$353.00	\$839.00	\$1,192.00	\$176.50
Employee & Spouse	\$1,218.00	\$1,303	\$2,521.00	\$609.00
Employee & Child(ren)	\$1,153.00	\$1,266	\$2,419.00	\$576.50
Family	\$2,010.00	\$1,730	\$3,740.00	\$1,005.00

Medical PPO 1500

	Employee Pays Monthly	Library Pays Monthly	Total Monthly Premium	Paycheck deduction per pay period
Employee Only	\$142.00	\$839.00	\$981.00	\$71.00
Employee & Spouse	\$764.00	\$1,303	\$2,067.00	\$382.00
Employee & Child(ren)	\$720.00	\$1,266	\$1,986.00	\$360.00
Family	\$1,388.00	\$1,730	\$3,068.00	\$694.00

Dental DHMO (Lowest Premium Plan)

	Employee Pays Monthly	Library Pays Monthly	Total Monthly Premium	Paycheck deduction per pay period
Employee Only	\$0.00	\$29.92	\$29.92	\$0.00
Employee & Spouse	\$13.81	\$43.73	\$57.54	\$6.91
Employee & Child(ren)	\$16.25	\$46.17	\$62.42	\$8.13
Family	\$32.15	\$62.07	\$94.22	\$16.08

Dental PPO

	Employee Pays Monthly	Library Pays Monthly	Total Monthly Premium	Paycheck deduction per pay period
Employee Only	\$12.08	\$29.92	\$42.00	\$6.04
Employee & Spouse	\$33.27	\$43.73	\$77.00	\$16.64
Employee & Child(ren)	\$29.83	\$46.17	\$76.00	\$14.92
Family	\$54.93	\$62.07	\$117.00	\$27.47

Vision

	Employee Pays Monthly	Library Pays Monthly	Total Monthly Premium	Paycheck deduction per pay period
Employee Only	\$0.00	\$7.75	\$7.75	\$0.00
Employee & Spouse	\$2.33	\$10.08	\$12.41	\$1.17
Employee & Child(ren)	\$2.46	\$10.21	\$12.67	\$1.23
Family	\$6.34	\$14.09	\$20.43	\$3.17

Basic Life / AD&D

	Employee Pays Monthly	Library Pays Monthly	Total Monthly Premium	Paycheck deduction per pay period
Employee Only	\$0.00	\$3.60	\$3.60	\$0.00

LIMRiCC Admin Fee

	Employee Pays Monthly	Library Pays Monthly	Total Monthly Premium	Paycheck deduction per pay period
Employee Only	\$0.00	\$6.00	\$6.00	\$0.00

(Updated & Approved _____, 2025)

APPENDIX J – WORKER’S COMPENSATION – EMPLOYEE ACCIDENT/INJURY FORM

Employee Accident/Injury Form (to be completed by person taking initial report of injury)

Employee's Name:	
Date of accident/injury:	
Time of accident/injury:	
Where did the accident occur?	
What was the employee doing when the accident occurred?	
How did the accident occur?	
What was the injury or illness? List the part of the body affected and how it was affected.	
Were there any witnesses? If yes, please list their names.	
Did the employee receive treatment? If so, indicate where. (<u>i.e.</u> location, by who)	
When was the accident reported to you and by whom?	
Accident/Injury Report completed by:	
Accident/Injury Report completed on date/time:	

Return completed form to HR Manager, Executive Director or Employee's Manager.

APPENDIX K - ORDINANCE #16-17-07 REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

ORDINANCE NO. 16-17-07


ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

Recitals and Definitions

1. **Requirement.** This Ordinance is adopted by the Board of Library Trustees of the Warrenville Public Library District responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.
2. **Reimbursable Rates.** The Library District shall reimburse permitted expenses as set forth on the attached Exhibit A.
3. **Reimbursement Request Form.** The Library District shall only approve reimbursement of expenses if a Library Trustee or employee submits expenses on the Library District's Reimbursement Request Form (Exhibit B).
4. **Entertainment Expenses.** The Library District shall not reimburse any Library Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may be approved only by a roll call vote at an open meeting of the Board of Library Trustees:
 - a. Any reimbursable expenses of an employee that exceeds the maximum allowed;
 - b. Any reimbursable expense of a Library Trustee.
6. **Forms.** The Library Director is authorized to develop such additional forms as the Library Director deems helpful consistent with this Ordinance and the Act.
7. **Conflict.** All ordinances or part of ordinances conflicting with any provision of this Ordinance be and the same are repealed.
8. **Effective Date.** This Ordinance shall be in full force and effect from and after its adoption.

Adopted December 21, 2016, pursuant to a roll call vote as follows:

AYES: 7- Arlowe, DuRocher, Kezon, Richardson, Stull, Picha, Warren
NAYS: 0
ABSENT: 0


Heather Stull, President,
Board of Library Trustees
Warrenville Public Library District

(Library District Seal)

ATTEST:



Richard W. Warren Jr., Secretary
Board of Library Trustees
Warrenville Public Library District

EXHIBIT A

PERMITTED TRAVEL EXPENSES & REIMBURSABLE RATES

The Library shall reimburse expenses, including transportation, meals and lodging which are reasonably necessary for Library business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the Library's mission.

The maximum reimbursable amounts are as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement
Rental Car	Lowest reasonable rate (midsize vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

The **Maximum Reimbursable Rate for Meals (Breakfast, Lunch, Dinner) and Incidental Expenses** shall be the per diem rate established by the General Services Administration (GSA).

The **Maximum Reimbursable Rate for Lodging** shall be the per diem rate established by the General Services Administration (GSA).

General Services Administration rates are available at www.gsa.gov.

APPENDIX L – EXPENSE REIMBURSEMENT REQUEST FORM

EXPENSE REIMBURSEMENT REQUEST FORM (1/1/2025)

NAME _____

POSITION/TITLE _____

Please COMPLETE FORM and ATTACH:

1. Documentation describing the event or program if appropriate (for example, a copy of a handout or agenda).
2. Receipts (if the travel expenses have been incurred) OR an explanation of the basis of your estimated travel expenses (if expenses have not yet been incurred).
3. Other documentation as would assist the Library Board in their consideration of your request for reimbursement.
4. At the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

MILEAGE REIMBURSEMENT

DATE(s)	PURPOSE	DESTINATION	# of MILES
TOTAL MILES			
REIMBURSEMENT RATE PER MILE			.70
DOLLAR AMOUNT TO BE REIMBURSED FOR MILEAGE			

OFFICE USE ONLY Director's Approval Requires Board Approval Petty Cash Check

6151-01 (Staff Meetings) \$ _____ 6154-01 (Trustee Meetings) \$ _____

6152-01 (Staff Travel) \$ _____ 6155-01 (Trustee Travel) \$ _____

_____ \$ _____ _____ \$ _____

_____ \$ _____ _____ \$ _____

TOTAL REIMBURSEMENT AMOUNT \$ _____

EMPLOYEE ACKNOWLEDGEMENT OF PAYMENT _____

Signature _____ Date _____

EXHIBIT B – REIMBURSEMENT REQUEST FORM
 ORDINANCE NO. 16-17-07
 ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

OTHER TRAVEL REIMBURSEMENT (Tolls, Taxis, Train Fare, Parking, etc.)

DATE(s)	PURPOSE	LOCATION	DOLLAR AMOUNT
DOLLAR AMOUNT TO BE REIMBURSED FOR OTHER TRAVEL			

MEALS & LODGING REIMBURSEMENT

DATE(s)	PURPOSE	LOCATION	DOLLAR AMOUNT
DOLLAR AMOUNT TO BE REIMBURSED FOR MEALS & LODGING			

OTHER REIMBURSEMENT

DATE(s)	PURPOSE	DOLLAR AMOUNT	BUDGET LINE
DOLLAR AMOUNT TO BE REIMBURSED FOR OTHER ITEMS			

EXHIBIT B – REIMBURSEMENT REQUEST FORM
 ORDINANCE NO. 16-17-07
 ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

APPENDIX M - TUITION & TEXTBOOK REIMBURSEMENT PRE-APPROVAL FORM

Section A of this form is to be completed by the employee and submitted to the employee's supervisor, and then the Director at least two weeks prior to the start of the course.

Employee Name: _____

Date of request: _____

Section A. COURSE INFORMATION, EMPLOYEE SIGNATURE

College or University: _____

Course Title: _____

Credit Hours: _____

Days of Week and Times Class meets: _____

Date Class Starts: _____

Date Class Finishes: _____

Tuition for this course: _____

Textbooks for this course: _____

I understand I must receive a grade B or better to receive tuition reimbursement. I agree to abide by the conditions set forth in the Library's Tuition & Textbook Reimbursement Policy and to continue my employment at Warrenville Public Library District for twelve months after the date of reimbursement or refund the tuition amount to the Library District.

Employee Signature: _____

Section B. SUPERVISOR, DIRECTOR APPROVALS

Supervisor's Approval of Schedule: _____

Director's Pre-Approval of Reimbursement: _____

\$ _____ Amount to be reimbursed upon the receipt of proof of payment and proof of completion of the course with a grade "B" or better. (Attach these items to "Tuition & Textbook Reimbursement Payment Request Form")

APPENDIX N - TUITION & TEXTBOOK REIMBURSEMENT PAYMENT REQUEST FORM

Section A of this form is to be completed by the employee then submitted to the Director. Please attach proof of cost, payment and completion of the course with a grade "B" or better.

Employee Name: _____

Date of request: _____

Section A - COURSE INFORMATION, EMPLOYEE SIGNATURE

College or University: _____

Course Title: _____

Credit Hours: _____

Final Grade: _____

Tuition for this course: _____

Textbooks for this course: _____

I understand I must receive a grade B or better to receive tuition and textbook reimbursement. I agree to abide by the conditions set forth in the Library's Tuition & Textbook Reimbursement Policy and to continue my employment at Warrenville Public Library District for twelve months after the date of reimbursement or refund the tuition and textbook amount to the Library District.

Employee Signature: _____

Section B – DIRECTOR'S APPROVAL FOR PAYMENT

Reimbursement Amount: _____

Director's Approval: _____

Section C. RECEIPT OF PAYMENT

I, _____, agree to continue employment with the Warrenville Public Library District for twelve (12) months or repay the tuition and textbooks in the amount of \$_____ for _____, that I took at _____.

Employee Signature: _____

Date: _____

9b. UNFINISHED BUSINESS

Review 2025-2030 Strategic Plan Year 1 Projects (discussion)

In July the Strategic Planning Committee met and brainstormed ideas for the projects that we'd like to investigate, initiate and/or complete. The Committee (and therefore staff in general) seem very excited and full of ideas, which means we probably have way more listed for the first year than is feasible. But because it's such a long list, I'll be happy if we complete even half, as that will still be a lot of work and accomplishment.

I've marked which items we have already completed or are currently working on.

Initiative #1: Learn & Grow

1. Goal #1: Collections
 - a. Project – Add Video game collections for YS & AS
 - b. Project – Create a Library of Things umbrella and add some new collections to it
 - c. Project – Add VOX books collection to YS
 - d. Project – Shift some collections for better visibility and to accommodate new collections (**In progress**)
2. Goal #2: Offerings
 - a. Project – Explore Notary and DMV services
 - b. Project – Library card accessibility/expansion (**In progress**)
 - c. Project – Explore different ideas for new programs and offerings, including liquor-related programs, field trips, museum memberships, volunteer programs, Human Library, book sale, more instructional programs, etc.
3. Goal #3: Library Awareness
 - a. Project – Meet quarterly to discuss content calendar/schedule to give to Marketing – such as content for newsletters and social media OR monthly talking points/initiatives for staff to push at different parts of the year (**In progress**)

Initiative #2: Community Connections

1. Goal #1: Community Engagement
 - a. Project – Create an Outreach Coordinator position (**complete**)
 - b. Project – Do more Library card signup and library promotion events
 - c. Project – More outreach to schools
 - d. Project – Coordinate Little Free Libraries
2. Goal #2: Collaboration
 - a. Project – Create Little Friends job internship program (**In progress**)
 - b. Project – Host a Community resource fair (**complete**)
 - c. Project – Do more collaboration with the Fire District (**In progress**)
 - d. Project – Finds more businesses to host library events or to come to library to do programs on a topic
 - e. Project – Do a story ride with bike shop
 - f. Project – Work with Park District to do a story walk at Summerlakes Park

- g. Project – Partner with more businesses for reading challenges, such as the new Fall Back Reading Challenge (**In progress**)
- 3. Goal #3: Socialization & Connection
 - a. Project – Create big events like solar eclipse party, FanCon, etc. where community can connect
 - b. Project – Create group get together events either at library or outside locations, like Silent Reading Club or Book Meetups, Trivia, Bingo, Knitting Circles, etc.

Initiative #3: Reimagining Spaces

- 1. Goal #1: Optimize Spaces
 - a. Project - Evaluate lower-level lobby and storage space
 - b. Project – Start thinking about renovation of STEAM Space and hallway for future (maybe year 3-4)
 - c. Project – Add a snack vending machine (**complete**)
 - d. Project – Evaluate use of Computer Lab
 - e. Project – Evaluate Cafe space
- 2. Goal #2: Beyond the Building
 - a. Project – Explore 24/7 lockers for library or around town
 - b. Project – Explore book mobile (or tiny more manageable version of)
 - i. OR expanding Home Bound to Home Delivery or Off-Site Delivery
 - c. Project – Redesign website for accessibility
- 3. Goal #3: Sustainability
 - a. Project - Explore fundraising ideas, including selling library items/swag
 - b. Project – Explore EV Charging
 - c. Project – Explore solar panels for roof
 - d. Project – Explore reflective film for windows and any other eco-friendly building modifications
 - e. Project – Create a capital plan and inventory (**In progress**)

10a. NEW BUSINESS

Review first draft of Levy Ordinance and Truth in Taxation Notice (discussion)

The Levy Ordinance

The Library's Levy Ordinance drives the amount of taxes to be collected by the District and is the primary source (~95%) of the Library's income.

Maximizing our levy increases each year allows us to continue to budget for competitive salaries and benefits and keep up with other increased costs, such as building maintenance and subscription fees. Any excess or unspent funds contribute to a healthy fund balance and can be transferred to the special reserve fund for projects such as a new roof, new parking lot, new HVAC, new computers, etc. without having to go to referendum to request voter approval to levy for additional funds.

Property Tax Extension Limitation Law (PTELL)

By law, PTELL means our final tax extension will reflect an increase by the lower of either 5% or whatever the CPI (Consumer Price Index) rate is, which is 2.9% this year.

Last year's 2024 PTELL cap = 3.4%. This year's 2025 PTELL cap = 2.9%. This means for the 2025 Levy the Library can capture an increase of 2.9% above last year's 2024 levy extension.

That being said, we are allowed to submit our levy at a rate higher than the PTELL cap to make sure we keep up with the growth of the community and capture any "new construction" in the EAV (Equalized Assessed Value), which Warrenton continues to have. Following this strategy, the library always submits a levy that exceeds the amount we expect to receive to ensure we receive all available funds. The County Clerk reviews and adjusts our request accordingly, so the funds collected from property owners are always within the limitations of the tax cap. Therefore, if we raise the levy by 20% to capture growth, this does not mean everyone's library tax goes up by 20%. It will only be raised at the allowable adjusted rate.

2025 Proposed Levy Ordinance

I've calculated 2025's proposed levy ordinance to be a total of \$2,660,935, an 8% increase over 2024. As stated above, this does not generally mean a property owner's library taxes will increase by 8%. This is just a method used to capture new construction, growth and increased home value.

2025 Estimated ACTUAL Tax Extension

An estimate for the **ACTUAL** 2025 extension to expect with a 2.9% PTELL increase is:

2024 Aggregate Property Tax Extension	\$2,463,829
+ CPI increase (2.9%)	\$71,451
+ Estimated Taxes from new growth	\$40,000
= Projected 2024 Property Tax Extension	\$2,575,280
Net Gain	\$111,451

Truth in Taxation (TITA) Public Hearing

A reminder that a Truth in Taxation Public Hearing is required when the proposed Levy Ordinance increase exceeds the PTELL limit, along with a black-bordered notice published in the newspaper.

Since our proposed levy increase is 8%, we will need a Truth in Taxation Public Hearing, which will be held at 7 pm on Wednesday, November 20. The Truth in Taxation Notice will be published in the Daily Herald on November 6.

Board Direction

The Board may choose to accept the proposed levy increase or direct executive staff to lower the levy amount. In the future, the Board also has the option to “abate” taxes if it determines the district has accumulated excess funds. This is currently not a problem we will encounter for some time, if at all.



DRAFT - ORDINANCE 2025-05

TAX LEVY ORDINANCE FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026 FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS

WHEREAS, the Illinois Public Library District Act, 75 ILCS 16/1-1, et seq., as amended, requires all Illinois public library districts, including the Warrenville Public Library District (“Library District”), to adopt a combined annual budget and appropriation ordinance pursuant to the Illinois Municipal Budget Law, 50 ILCS 330/1, et seq., as amended, and other statutes, providing procedures for the passage of a budget and appropriation ordinance and a tax levy ordinance; and

WHEREAS, pursuant to said statutes, a budget and appropriation ordinance for the Library District has been prepared in tentative form and has been made available to public inspection for at least thirty (30) days prior to the adoption thereof, and a public hearing on said ordinance has been held prior to final action thereon, and notice of said hearing was published at least thirty (30) days prior to said hearing in a newspaper published either within the Library District or in a newspaper published within a county in which the Library District is located, and a certified copy of said ordinance has been published not less than seven (7) days prior to the adoption of this Ordinance, and said appropriation ordinance is hereby incorporated herein by reference; and

WHEREAS, in compliance with the Illinois Truth-In-Taxation Law, 35 ILCS 200/18-55 through 18-100, as amended, a public hearing on this Ordinance has been held prior to action hereon, and notice of said hearing was published at least seven (7) days and no more than fourteen (14) days prior to said hearing.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Warrenville Public Library District in DuPage County, Illinois, as follows:

SECTION 1. Ordinance No. 2025-4 (Budget and Appropriation Ordinance) previously passed by the Board at a regular meeting of the Board of Library Trustees of the Library District held on September 17, 2025 is incorporated by reference.

SECTION 2. A tax in the sum of TWO MILLION, SIX HUNDRED SIXTY THOUSAND, NINE HUNDRED THIRTY-FIVE DOLLARS AND NO CENTS (\$2,660,935.00) shall be levied upon all taxable property within the corporate limits of the Library District according to the valuation of said property as is, or shall be assessed as equalized by State and County purposes for the current year 2025, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2022 ending June 30, 2023 for the specific objects and purposes indicated as follows:

1. CORPORATE FUND	<u>APPROPRIATED</u>	<u>LEVIED</u>
A. Salaries	\$1,788,000	\$1,375,000
B. Benefits (IMRF, FICA, health insurance, unemployment)	\$538,500	\$400,000
C. Personnel Development (staff & trustee dues, meetings, travel)	\$61,700	\$45,000
D. Building Maintenance & Improvements	\$200,000	\$130,000
E. Building Utilities	\$110,000	\$70,000
F. Operating Expenses (Postage, Office, Publishing, Materials Processing)	\$31,000	\$24,000
G. Insurance (liability, worker compensation, etc.)	\$37,500	\$30,000
H. Contractual (legal, accounting, audit, consultants, etc.)	\$71,000	\$35,000
I. Equipment Purchases & Maintenance	\$18,000	\$10,000
J. Library Materials/Collections	\$293,000	\$230,000
K. Library Programs	\$54,000	\$40,000
L. Public Service (printing, refunds, PR/publicity)	\$33,000	\$25,000
M. Automation (software, hardware, purchases, maintenance)	\$102,000	\$78,025

N. Contingency	\$50,000	\$1,000
O. Gift Expenditures	\$100,000	\$0
P. Debt Repayment	\$170,000	\$167,910

By Ordinance No. 16-17-04 adopted September 21, 2017, the Library District authorized issuance of Debt Certificates to fund capital improvements. Debt Certificates in the total amount of \$1,950,000 were issued November 1, 2017. The Debt Certificates will be paid in full on or before December 1, 2029. The source of funds to pay off the Debt Certificates is the Library's General Fund/Corporate Fund."

The foregoing appropriations are appropriated from the General Public Library Tax for the Corporate Fund. Said appropriations, less estimated amounts receivable from other sources, are hereby levied from the general property tax for the Library District's general corporate purposes.

2. SPECIAL RESERVE FUND	<u>APPROPRIATED</u>	<u>LEVIED</u>
Building Maintenance/Construction	\$200,000	\$0
Automation Purchases	\$75,000	\$0
Furniture/Equipment Purchases	\$75,000	\$0
3. WORKING CASH FUND	\$225,847	\$0
4. DEVELOPER DONATIONS	\$0	\$0

SUMMARY

Total Appropriations	\$4,233,547	
Appropriated from sources other than a current levy	\$1,572,612	
Levied as the General Public Library Tax		\$2,660,935
Levied from Special Taxes		\$0
TOTAL LEVY		\$2,660,935

SECTION 3: That a certified copy of this Ordinance is to be filed with the County Clerk of Dupage County within the time specified by law.

SECTION 4: That this Ordinance shall be in full force and effect from and after its passage and approval and publication required by law.

ADOPTED this 19th day of November 2025, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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

ATTEST:

 Connie Schmidt, Secretary
 Board of Library Trustees
 Warrenville Public Library District

(SEAL)

**LEGAL NOTICE
NOTICE OF PROPOSED PROPERTY TAX
INCREASE FOR THE WARRENVILLE PUBLIC
LIBRARY DISTRICT**

- I. A public hearing to approve a proposed property tax levy increase for the Warrenville Public Library District for 2025 (2025-2026 fiscal year) will be held on November 19, 2025 at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Jason Stuhlmann, Executive Director, 28W751 Stafford Place, Warrenville, Illinois, (630) 393-1171.

- II. The corporate and special purpose property taxes extended or abated for 2024 were \$2,463,829.

The proposed corporate and special purpose property taxes to be levied for 2025 are \$2,660,935. This represents an 8.00% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2024 were \$0.00.

The estimated property taxes to be levied for debt service and public building commission leases for 2025 are \$0.00. This represents no change over the previous year.

- IV. The total property taxes extended or abated for 2024 were \$2,463,829. The estimated total property taxes to be levied for 2025 are \$2,660,935. This represents an 8.00% increase over the previous year.

10b. NEW BUSINESS

Updated Policy #210 Library Cards (**discussion**)

Library Card Policy Updates

We have several updates to the Library Card Policy.

- **Additional Authorized Users (section II.A)**
 - We've had grandparents and nannies who brought the kids to the library but not their library cards, and asked about being able to use the kid's library card to checkout material. By adding additional authorized users, a parent can authorize this type of usage.
- **Digital Library Cards (section II.B)**
 - We currently offer online registration for temporary digital library cards.
 - SWAN recently contracted with a new service, PatronPoint, to enable online registration of full access library cards. Their service uses geolocation and identity verification tools to ensure that an applicant is eligible for a WPLD card.
 - This new verification process will replace the temporary digital cards with full access digital cards.
- **Nonresident Taxpayer (section II.C)**
 - To try to make this process a little more flexible, we added wording that you must initially apply in person, but renewing may happen remotely at the discretion of staff. This may help those that own a home in Warrenville but live elsewhere, making it difficult to annually return and renew. We wanted to make sure it was at the discretion of staff in case the situation seems suspicious in any way.
 - We have removed mention of the nonresident tenant, as we couldn't think of who this would apply to. It may be that we are forgetting some subtle nuance, but a tenant is either living here and can apply for a resident card, or is a business leasing the property and therefore can apply for the business card.
- **Warrenville Business/Nonprofit Card (section II.D)**
 - We wanted to make it clear that nonprofit organizations can get a card, so added in wording to point that out.
 - We also wanted to clarify that it is for helping run the business, and not for personal use.
- **Teacher Cards (NEW section II.E)**
 - To make more resources available to Warrenville teachers, we wanted to be able to offer library cards to teachers who may not want to use their own library cards for classroom materials.
 - Illinois law says we cannot issue library cards to non-resident teachers without an agreement with the school or district, so while the language added to the policy is simple, we'll have more details in our agreements with the schools.

- **Nonresident Cards (section II.F)**
 - As mentioned in Roger Ritzman’s memo last month, HB0042 amended the Library District Act to allow for quarterly or biannual payments for non-resident card fees, as long as the Board approves it.
- **Juvenile Nonresident Cards (section II.G)**
 - We updated the name from Student Nonresident Card to Juvenile Nonresident Card. When we last updated this section to expand and allow all minors to be able to get this card, we left the wording of “student.” But if all minors can get the card, then using “juvenile” is more accurate than “student.”
 - We adjusted the expiration date to be July 31, since the new school year keeps starting earlier and earlier in August.
- **Courtesy Cards (NEW section II.H)**
 - We’ve had a couple of individuals who were staying in Warrenville hotels on business ask about library cards, and so we wanted to add an option. This could apply to those visiting on business, cancer patients/family or exchange students.
 - We would ask for proof of ID, permanent and temporary addresses.
 - Cards would have the same access of a regular card, but would not be allowed to do non-SWAN borrowing.
- **Limited Use Cards (NEW section II.I)**
 - In the last year we’ve had an unhoused woman ask about getting a library card. We would like to create an option for unhoused individuals to have some library access.
 - As they have no permanent address, making it harder to bill them for lost or damaged items, we would make this a restricted card.
 - We are still discussing this option with SWAN and other libraries to see how restricted we can be. We would like to restrict and prohibit certain WPLD collections and reciprocal borrowing, but may need to allow a little more access than we were anticipating. Either way, the number of items permitted to be checked out should still protect us from too much loss/cost.
 - Any lost or damaged items would just be the cost of doing business in order to offer this service to struggling individuals.
- **Cards from Non-SWAN Libraries (Section III.B)**
 - To reinforce the point that we want parents or guardians to still be involved with non-SWAN users applying to WPLD, we added in language to better state and clarify this.
- **Souvenir Cards (NEW section VI)**
 - Souvenir cards were recently discussed in the Director ListServ. I asked Laurie about it, and she said she has occasionally given out a souvenir card. It may not be necessary, but it seems worth mentioning in our policy.



LIBRARY CARDS

Policy #210 - Revised & Approved 10/15/25

Revision Notes: **Additions** **Deletions** **Under consideration**

I. PURPOSE

The Warrenville Public Library District (WPLD) extends borrowing privileges and access to a variety of services and programs to library cardholders. This policy outlines the types of library cards issued and honored by the Library. It also explains eligibility and registration requirements, cardholder responsibilities and borrower restrictions.

II. WARRENVILLE PUBLIC LIBRARY DISTRICT CARDS

A. Resident Card

Residents of the WPLD are eligible to receive library cards. No fee is charged for a resident card. An individual with a resident card is considered a WPLD member.

A resident of the WPLD can apply for a library card in person at the Member Services Desk. To apply, the following is required:

1. Complete a library card application form
2. Provide valid proof of identity and residency:
 - A valid state-issued photo ID or driver's license with current in-district street address
 - OR –
 - A valid government-issued photo ID AND an acceptable document that includes full name and current in-district street address, such as:
 - Recent (within 90 days) utility bill, bank statement, or cancelled check;
 - Deed/title, mortgage, or rental/lease agreement;
 - Official mail from a state, county, city, village or federal unit of government.
3. Minor applicants must have a parent or legal guardian:
 - Sign the application form;

- Provide valid proof of identity and residency as stated above;
- Mark on the application whether or not they give permission for their minor to use the Library's public access computers.

Change of address forms and post office box mailing addresses are not acceptable as proof of residence.

Resident cards only expire when the member moves outside of the WPLD or the card has been inactive for five or more years.

Additional Authorized Users - Resident cardholders may add additional adult individuals to their account as authorized users. These individuals will be added to the primary account as an authorized user and will have the ability to use the primary cardholder's account to pick up holds and check out items. Authorized individuals must show their photo ID to Library staff in order to use the cardholder's account.

B. Digital Library Card ~~(valid for 90 days)~~

Rather than registering for a physical library card in person at the Library, residents of the WPLD may instead register online for a full-privilege digital library account. This digital library card does not come with a physical card but does provide full access to the library's physical and digital collections, as well as the Library's online resources and databases.

When registering online through the SWAN Catalog, registrants will be asked to enter their information to verify their identity and Warrenville address. If successful, registrants will receive an email confirmation with their digital library card number, prompts to create a PIN (required) and the suggestion to add their digital card to the SWAN Libraries app in order to facilitate in-person checkout of physical material.

Parents may also register their minor children for a digital library card following the steps above.

If unsuccessful, registrants should contact the Member Services Desk in person or by phone to resolve any issues.

If a member with a digital library card wishes to receive a physical card for their account, they must visit the Member Services Desk with their ID and digital library card number. The issuance of a physical card may invalidate the digital account.

~~Residents of the WPLD are also eligible to register online for a digital library account.~~

~~Online registrants must be at least 13 years old to register online for a digital access account.~~

~~The registrant will receive an email confirmation with a temporary library barcode number for immediate access, limited to the Library's online resources and databases.~~

~~To upgrade a digital library card to a full privilege resident card, the online user must visit the Member Services Desk and present proof of residency (as outlined above in section A). A physical WPLD library card will be issued after verification of residency.~~

~~Residents attempting to apply for a digital card more than four times without visiting the WPLD to verify residency and upgrade to a full privilege resident card will be denied.~~

C. Nonresident Taxpayer ~~or Tenant~~ Card (valid for up to 1 year)

A nonresident **taxpayer** may register for a WPLD library card if they, as an individual or as a partner, principal stockholder, or other joint owner, own or lease taxable property in the WPLD. No fee is charged for a nonresident taxpayer card.

Nonresident taxpayers ~~or tenants~~ seeking resident borrower privileges without payment of the standard nonresident fee **must apply in person when first registering for a card:**

- Nonresident taxpayer property owners must present a copy of their current real estate tax bill and government-issued photo ID, then complete a library card application form. A nonresident taxpayer property owner card will be valid for 1 year from registration date. **Renewals should be made in person, when possible. Out-of-state owners may be allowed to renew via phone & email at the discretion of Library staff.**
- ~~Nonresident taxpayer tenants must present a copy of their current lease and government-issued photo ID, then complete a library card application form. A nonresident taxpayer tenant card will be valid for one year from registration date or through the end of the lease, whichever comes first.~~

If the applicant's name is not on the tax bill or lease, the applicant must present official documentation that identifies the applicant as a partner, principal stockholder, joint owner or senior administration officer of the firm, business or other corporation owning or leasing the taxable property.

D. Warrenville Business/**Nonprofit** Card (valid for 1 year)

Business/~~nonprofit~~ library cards are issued to businesses and organizations with a business address in corporate Warrenville. No fee is charged for a business/~~nonprofit~~ card.

The business or organization owner, director, manager, administrator or chief executive officer must present a business card or a letter on organizational letterhead and sign the application for a business/~~nonprofit~~ library card. The business or organization owner, director, manager, administrator or chief executive officer is responsible for any fees, damages or loss of materials checked out on the card.

~~Use of a~~ Business/~~nonprofit~~ library cards are not for personal use, and may only be used ~~is required to be~~ for business-related purposes to assist with the running of a business or organization. Only one business/~~nonprofit~~ library card per business or organization will be issued. Business/~~nonprofit~~ cards are valid for one year.

E. Teacher Cards (valid for 1 year)

WPLD provides library materials to teachers and authorized school personnel in public, private or parochial schools located within the City of Warrenville or District 200 school boundaries for use in their Pre-K through 12th grade classrooms.

Teacher cards are valid from August 1 – July 31. Principals at participating schools will submit an updated list of authorized teachers and personnel to WPLD annually. To receive their card, those teachers or personnel must then apply at Member Services and provide a valid photo ID.

Schools are responsible for any fees, damages or loss of materials checked out on a teacher's card.

F. Nonresident Card (valid for 1 year)

A nonresident whose principal residence is not within a public library service area, but who owns property outside of the WPLD that is located within the boundaries of Community Unit School District 200's Wheaton Warrenville South High School attendance area, may obtain a library card for each person in a household by paying an annual fee. A library card application form must be completed. Nonresidents must apply in person.

For property owners, the annual fee will be calculated as follows:

- Net Taxable Value x Current Library Tax Rate = Annual Fee

Using this "tax bill method," the property owner will pay the same amount as would be paid if the property was located in the Library District. This annual fee may be paid in one lump sum or with quarterly or biannual installments.

To apply for a library card, nonresidents who own property outside of the WPLD must present their government-issued ID with current address and a copy of the current tax bill. This bill will be used to determine the Net Taxable Value of the property. Owners of brand-new homes or owners who do not have a copy of the most recent tax bill should contact their township assessor's office for the assessed valuation of their home.

A nonresident who rents and resides in a property outside of the WPLD will pay an annual fee equal to 15% of their monthly rent. Nonresident renters must present a current lease or rent receipt at the time of application.

New and renewing nonresidents must contact the Library's Member Services Manager to set up an in-person appointment to register or renew a nonresident card.

G. Student Juvenile Nonresident Card – Cards for Kids Act (valid for up to 1 year)

Enacted in June 2020, the Cards for Kids Act (Public Act 101-632) enables libraries to waive nonresident card fees for K-12 students who are eligible to receive free or reduced-price lunches. In May 2022, Public Act 102-0843 expanded this by allowing public library boards to adopt policies waiving nonresident fees for *everyone* under the age of 18, regardless of their financial ability to pay for a nonresident card.

Therefore, the WLPD will issue **student juvenile** nonresident cards to all K-12 students and other minors who provide proof that they:

- a) Live in an area not served by a public library; and
- b) Live within the boundaries of Community Unit School District 200's Wheaton Warrenville South High School attendance area.

This provision extends only to qualified minors, not to other nonresidents in the same household.

Nonresidents who qualify for a **student juvenile** card under the Cards for Kids Act should contact the Member Services Manager for more information and must apply in person. At the time of application, the **student juvenile applicant** (~~or applicant's parent or guardian if applicant is a minor~~) must present the following documentation:

1. Required items as described above in Section II A; and
2. Current tax bill to verify the above requirements of living within SD200 and that no library taxes are paid.

Student Juvenile nonresident cards shall carry the same access and privileges as a resident card.

Student Juvenile nonresident cards are valid for the school year of eligibility and the following summer. Cards will expire on **August July** 31. Cards may be renewed each successive school year upon presentation of the eligibility documentation outlined above.

H. Courtesy Cards (valid for 3 months)

Courtesy library cards are available for certain individuals, including:

- Those using Warrenville hotels for an extended stay;
- Patients using the Northwestern Medicine Cancer Center Warrenville and their family or caregivers;
- Exchange students staying with a Warrenville family; or
- Other individuals temporarily residing in Warrenville.

Individuals requesting a Courtesy library card must provide:

- Valid proof of identity and regular permanent address; and
- Valid written proof of their temporary address and start/end dates for the temporary residency, such as a receipt, physician's note, agency letter, etc.

Courtesy cards:

- Are valid for 3 months and are renewable;
- Are valid for all WPLD collections available to a regular resident library card;
- Are allowed the same number of physical checkouts available to a regular resident library card;
- Are allowed the same number of digital checkouts available to a regular resident library card;
- Have access to the Library's online databases and learning platforms;
- May participate in reciprocal borrowing from other libraries within SWAN; and
- May not participate in reciprocal borrowing from non-SWAN libraries.

I. Limited Use Cards (valid for 3 months)

Limited Use library cards are available for unhoused individuals.

Individuals requesting a Limited Use library card are asked to provide, if possible:

- Valid proof of identity; and
- Address of the nearby shelter where they are staying.

Library Use cards:

- Are valid for 3 months and are renewable;
- **Are valid for:**

- all WPLD collections available to a regular resident library card;
- OR
- only for WPLD print and AV collections;
- Are limited to 5 physical items available for checkout;
- Are allowed the same number of digital checkouts available to a regular resident library card;
- Have access to the Library's online databases and learning platforms;
- SWAN Reciprocal borrowing
 - May participate in reciprocal borrowing from other SWAN libraries but are limited to 5 holds;
 - OR
 - May not participate in reciprocal borrowing from other SWAN libraries; and
- May not participate in reciprocal borrowing from non-SWAN libraries.

J. Library Staff Cards

Employees of the WPLD who do not live in the City of Warrenville will be issued a courtesy WPLD card upon employment. It cannot be used for reciprocal borrowing purposes.

III. CARDS FROM RECIPROCAL LIBRARIES

The WPLD participates in the statewide Reciprocal Borrowing Program. This program enables individuals with library cards from any full system member library within Illinois public libraries to borrow materials from other participating in-state libraries.

Reciprocal borrowers have the same borrowing privileges as WPLD members, but may not:

- Borrow any items from specialty collections designated for WPLD members only;
- Place requests for Interlibrary Loan materials from non-SWAN libraries;
- Place requests for new purchases; or
- Access most online and digital resources.

SWAN lending policies may further limit holds and checkouts for reciprocal borrowers.

The Library reserves the right to limit other resources, programs and services.

WPLD shall abide by the resource sharing policies approved by SWAN, RAILS and the Illinois State Library.

A. CARDS FROM SWAN LIBRARIES (expiration set by cardholder's home library)

The WPLD is a member of the SWAN (System-Wide Automated Network) consortium. Members of other SWAN libraries are automatically granted reciprocal borrower status at the WPLD.

SWAN borrower card policies are set by each participating SWAN library.

SWAN borrower cards are valid until the expiration date at the home library.

B. CARDS FROM NON-SWAN PUBLIC LIBRARIES (valid for up to 1 year)

Adult and minor non-SWAN borrowers may register at WPLD. To register, adults ~~A non-SWAN borrower~~ must present their valid government-issued photo ID and the library card issued by the borrower's home library, and then complete a WPLD library card application form ~~to register at WPLD~~. Minors may also register by having their parent or legal guardian present their valid government-issued photo ID and the minor's non-SWAN library card issued by the borrower's home library, and then complete a WPLD library card application form. WPLD staff will call the home library to confirm the card's expiration date and to confirm that the borrower is in good standing.

The non-SWAN borrower will use their home library card to access WPLD materials and services. A WPLD card will not be issued. Non-SWAN borrower cards are valid for one year from the registration date or until the expiration date at the home library, whichever comes first.

IV. CARD HOLDER RESPONSIBILITIES

A library card is issued to an individual or business/organization and is not transferable. A borrower is responsible for all materials checked out on the card, including those resulting from the use of a lost or stolen card. A borrower's responsibility remains in place until the material is returned complete and in good condition. Lost or stolen library cards must be reported to the Member Services Desk immediately. The reported card will be invalidated and a new library card will be issued at no charge.

A. The Library assumes no liability whatsoever for damages that could result from the use of library materials.

B. Library cards are the property of the WPLD and may be restricted or revoked at any time. Library cards are invalidated when a member moves from the WPLD or the card has been inactive for five or more years.

- C. Any material circulated by WPLD may be borrowed without regard to age. Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
- D. A card is considered valid and in good standing if it does not have any borrowing restrictions (see Section VI below) and is not lost or expired.

V. REPLACEMENT LIBRARY CARDS

In the event that a library card is damaged or reported lost, a replacement card will be issued upon presentation of the requirements as outlined in Section II. The previous library card will be invalidated. There is no charge for a replacement library card.

VI. SOUVENIR LIBRARY CARDS

Souvenir library cards may be given to non-resident visitors for free upon request. Souvenir library cards are not valid for library use and are solely a courtesy to library card collectors. Requests must be made in person. Cards will not be mailed.

VII. BORROWING RESTRICTIONS

Library staff may deny borrowing privileges to individuals without a valid library card or photo identification, or cardholders with:

- Items 21 days or more overdue;
- An account balance of \$50 or more;
- Any unpaid lost or damaged items; or
- An outstanding balance in debt collection.

Restrictions for reciprocal borrowers are outlined in Section III above.

10c. NEW BUSINESS

Approve Library closing on Friday, March 6, 2026 for Staff Day **(ACTION)**

Suggested motion: Move to approve closing the library on Friday, March 6, 2026 for the annual In-Service Staff Day.

The last two years we have had our Staff Day in March, which has worked well. In addition to other TBD staff development, this year we hope to have the Fire District come and give us CPR/AED and Stop the Bleed training.

Reminder: KnowBe4

Don't forget that last year we created KnowBe4 accounts for all trustees so that you can take advantage of cyber security training. They are mostly 5-10 minute videos about various topics such as phishing, MFA and more. Duncan assigns staff to complete different modules every other month, to make sure we're staying reminded and up-to-date on cyber security. He has been assigning the same trainings to you without requiring completion. If you'd like he can generate a reminder email so that you don't forget about them? I can resend a link to the KnowBe4 login page to everyone.

Harassment Training: Coming Soon

It is time to complete the annually harassment training, which is required by the state of Illinois. I will be sending out a link and instructions in early October, with the deadline being the end of December.

Miscellaneous

- I submitted the approved & corrected IPLAR Report to the IL State Library.
- I completed and submitted our LIRA Insurance Renewal questionnaires.
- I wrote letters of support for MaryKellie and Julie for their applications into the new RAILS Catalyst program.

Meetings & Events for August

- One-on-one meetings with Managers
- National Night Out (August 5)
- Intergovernmental Luncheon hosted by Mayor Johnson (August 18)
- Meeting with Communico representative (August 19)
- SWAN Expo (August 22)
- All Staff Morning Meeting (August 25)
- Practicum student Jessica (August 26)
- Warrenville ADA Transition Steering Committee (August 27)
- VFW Burger Night w/Diana (August 27)
- Management Team Meetings (August 28)
- Sarah Phalen: America 250 (August 28)

Trainings & Webinars for August

- SWAN – Patron Point Verify Orientation
- Dolly Parton's Imagination Library Information
- RAILS: Hiring Better: Building Smarter Recruitment Practices at your Library
- LIRA: First Amendment Audits

STATISTICAL SNAPSHOT	Aug 2025	July 2025	June 2025	May 2025	Apr 2025	Mar 2025	Feb 2025	Jan 2025	Dec 2024	Nov 2024	Oct 2024	Sept 2024	Aug 2024
TOTAL CIRCULATION (physical items)	15,140	16,705	15,534	13,862	14,018	14,735	13,092	13,932	12,192	12,966	13,538	12,643	14,492
WPLD items checked out at WPLD	7,760	9,835	9,666	9,443	9,223	8,241	7,282	7,972	6,037	7,247	7,320	6,966	7,835
Auto-renewals of WPLD Items	5,501	4,580	4,239	4,419	4,795	4,676	4,136	4,039	4,723	4,167	4,550	4,100	4,834
Other Library Items Checked out at WPLD	1,879	2,290	1,629	1,701	1,832	1,818	1,674	1,921	1,432	1,552	1,758	1,677	1,823
DOWNLOADABLE CIRCULATION	3,918	4,252	3,973	3,941	3,788	4,047	3,559	4,029	3,613	3,631	3,597	3,564	3,581
OverDrive/Libby	2,007	2,300	2059	2065	2001	2107	1877	2139	1,948	1,987	1948	1,887	1,903
OverDrive (magazines) fka RB Digital	375	378	371	343	395	361	298	396	295	327	300	310	220
Hoopla	1,536	1,574	1543	1533	1392	1579	1384	1494	1370	1317	1349	1,367	1458
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,790	2,178	1,550	1,597	1,755	1,738	1,587	1,856	1,363	1,450	1,678	1,500	1,750
Received from Non-SWAN Libraries	5	18	18	12	17	17	16	21	14	15	19	35	12
Sent to SWAN Libraries	1,653	1,813	1,761	1,563	1,634	1,605	1,419	1,834	1,902	1,525	1,756	1,673	1,731
Sent to Non-SWAN Libraries	9	8	12	11	8	16	25	20	25	18	13	17	16
COLLECTION													
Physical Materials Added	462	489	589	439	802	482	425	527	394	371	623	408	533
Physical Materials Withdrawn	183	1,216	2,332	102	469	304	910	391	341	261	236	298	268
Total Collection Size	141,059	145,454	145,965	140,647	145,962	145,595	145,931	146,118	146,746	147,014	147,305	146,408	146,256
Physical materials	71,905	76,148	76,564	76,068	76,297	76,306	76,332	76,137	76,104	75,826	75,857	75,405	75,470
OverDrive books	47,843	48,003	48,120	43,304	48430	48033	48355	48751	49415	49,881	50,202	49,995	49,912
OverDrive audiobooks	21,311	21,303	21,281	21,275	21235	21256	21244	21230	21227	21,307	21,246	21,008	20,874
PROGRAMS													
Number of Adult Programs	23	20	20	18	18	19	17	21	14	19	23	16	22
Adult Program Attendance	1149	701	364	196	164	274	207	220	150	241	449	255	1776
Number of Teen Programs	6	6	8	9	6	8	8	6	7	7	7	7	8
Teen Program Attendance	21	56	82	173	37	74	32	26	48	35	30	40	45
Number of Youth Programs	15	26	33	18	30	25	30	31	20	29	36	30	16
Youth Program Attendance	290	641	793	659	819	716	484	547	324	550	676	538	205
Book-A-Librarian Sessions	10	14	14	14	14	14	14	14	8	11	14	14	13
Book-A-Librarian Attendance	3	6	3	4	5	6	3	4	4	4	5	2	4
OUTREACH													
Adult Outreach Events	2	1	1	1	3	0	1	0	0	0	0	1	2
Adult Outreach Attendance	360	12	15	30	78	0	12	0	0	0	0	15	130
Teen Outreach Events	0	0	0	1	0	0	0	0	0	0	0	1	1
Teen Outreach Attendance	0	0	0	10	0	0	0	0	0	0	0	30	40
Youth Outreach Events	3	5	3	8	5	4	2	6	3	1	5	3	2
Youth Outreach Attendance	738	524	214	1621	495	325	195	180	87	11	424	284	320
LIBRARY CARDS													
Total Resident Cards Active	9,628	9,594	9,531	9,484	9,437	9,456	9,550	9,613	9,590	9,546	9,510	9,473	9,424
Resident Cards Issued In Person	62	79	59	60	44	56	42	32	51	57	40	54	74
Online Cards Issued	19	12	11	15	9	7	9	9	10	10	10	18	15
VISITOR COUNT	10,564	10,989	10,685	10,341	9,374	9,556	8,363	7,392	7,549	9,238	9,507	8,635	10,383
STUDY ROOM USES	282	389	339	311	326	313	282	274	285	284	352	320	320
MEETING ROOM USES (public)	2	0	3	8	6	4	6	4	3	2	4	2	4
CURBSIDE PICKUPS	11	15	7	12	11	18	6	14	6	5	4	8	10
COMPUTERS & TECHNOLOGY													
Computer Sessions	598	741	618	632	644	716	557	527	509	552	617	505	563
Wifi Sessions	2448	2930	2548	2338	2410	990	2151	2473	2707	2252	2657	2432	2544
Website Visits	22,077	19,430	19,356	20,960	15,443	17,653	19,380	15,056	11,051	12,804	13,279	10,833	14,797
MARKETING													
eNews Subscribers	6,780	6,771	6,760	6,771	6,720	6,731	6,720	6,674	6,640	6,648	6,614	6,625	6,644
eNews Open Rate	52%	53%	53%	52%	50%	52%	54%	46%	52%	52%	52%	47%	48%
Facebook Followers	2,131	2,109	2,088	2,064	2,034	1,994	1,978	1,956	1,935	1,917	1,909	1,898	1,892
Instagram Followers	604	602	598	590	580	565	564	556	557	552	546	543	542

12a. ASSISTANT TO THE DIRECTOR REPORT

August 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 August board packet
- Transferred funds in accordance with the transfer approved at the board meeting
- Transferred funds from Propay to Fifth Third
- Transferred funds from Paypal to Fifth Third
- Went to the post office to mail ILL's
- Ordered fire extinguisher signage for the Safety Committee
- Compiled the Regular Board Meeting minutes for Trustee Schmidt's review
- Lowered the flag to half-staff in respect for the Minnesota school shooting
- Ordered and installed a new staff lounge microwave
- Ly and I met with the representative from DuPage Radon on August 29 to conduct some air tests inside the building

Meetings and Continuing Education

- Management Team meeting on August 28
- Watched the video on using the AED machine
- Completed the Cloud Ransomware and Beating Ransomware training assigned by Duncan

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 batteries as needed monthly
- Changes the staff lounge water bottles as needed.
- Changes elevator lights as needed
- Ly installed the AED machine signage
- Fixed the piping for the sump pump pit in the Youth Services closet
- Closed off the lower-level parking lot on August 15 for sealcoating/stripping

- Replaced a water faucet in staff bathroom
- Placed cones out for band/food truck on concert evenings
- Ly power-washed the monument sign. Looks 100% better.

Before



After



15b. PUBLIC SERVICES REPORT

AUGUST 2025

Submitted by Paul Dobersztyn

Highlights

- The library hosted **44** total events in August with **1,460** participants.
- The fifth Concert on the Common featured the Wayouts with **264** people in attendance on 8/6. The concert featured Cookies & Cream Cruiser food truck.
- The sixth Concert on the Common featured Johnny Russler and the Beach Bum Band with **255** people in attendance on 7/9. The concert featured the Polish Shack and Cookies & Cream Cruiser food trucks.
- The seventh Concert on the Common featured Billy Elton with **293** people in attendance on 8/20. The concert featured Mama Coco's Mobile Cuisine. It was the most attended concert this summer. It was originally scheduled 7/16.
- The final Concert on the Common featured Hillbilly Rockstarz with **183** people in attendance on 8/27. The concert featured the Mama Coco's Mobile Cuisine. The concert was originally scheduled for 7/30.
- The Youth Services Department held a costume swap in August. People donated gently used costumes and were able to pick another one out. **72** people participated and it was very well received. Leftover costumes will be used for another pop-up costume swap closer to Halloween.
- Developmental Screening #3 (Metropolitan Family Services)—was on 8/8 we had 8 families come through the screening.
- Paul Dobersztyn hosted the America 250 program on 8/27, presented by Warrenville Historical Museum Director Sara Phalen. The program discussed Illinois' and Warrenville's ideas to celebrate the 250th anniversary of the signing of the Declaration of Independence. Future city-wide programming will be announced next year. The library will focus heavily on this theme in Summer 2026.
- 1000 Books Before Kindergarten
 - Total participation:
 - 201 registrants
 - 26 completions
 - 51,536 total books read so far.
- The 100 Books Before High School
 - Total participation since the launch:
 - 87 registrants
 - 2,240 total books read
 - 10 completions so far

Professional Development

- **12** sessions of CE were completed by the Public Services Department in August.
- **8.25 total** hours of CE were completed.
- Topics covered include: Is some Ageism Ableism?, Cloud and Ransomware Demo, Top Newspaper Sites You Must Research, and more.
- Most Public Services employees attended the All-Staff meeting on 8/25. Others watched via Zoom or the recording later in the day. AED training was given, along with department updates.

Personnel

- Mandy Wilson was promoted from Part-Time Youth Services Associate (30 hours) to Full Time Youth Services Associate (37.5).
- The job posting for the open Youth Services Associate position was advertised on RAILS, College of DuPage among other job sites. There was a total of 20 applicants. The resumes will be reviewed by the Public Services Manager, interviews will be scheduled for late September, early October.
- Diana Abraham and MaryKellie Marquez held interviews for the two internship opportunities between 8/25-8/28.

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 3 / Puzzles: 2 / Teen Volunteers: 2 (3.5 total hours)

Homebound Deliveries: 0 Deliveries/Pickups, 0 items checked out, 6 total participants

- Diana Abraham performed storytime at the Gardener School on 8/1 for **88** students.
- Julie Kurtis, Mandy Wilson and Diana Abraham represented the Public Services Department at National Night Out on 8/5. Several hundred visitors stopped at the library's table.
- Kyrie Kenny-Sumrak, Mandy Wilson, Julie Kurtis, Diana Abraham and Paul Dobersztyn attended a Youth Services programming meeting on 8/6.
- Diana Abraham attended the Bower and Johnson School Supply drop off on 8/13. She interacted with several hundreds of community members at these events.
- Julie Kurtis, Taylor Haring, Mandy Wilson and Paul Dobersztyn attended a FanCon 2.0 meeting on 8/13.
- Diana Abraham met with Ian Stevens to discuss coordination of the interviews for our Little Friends internship positions on 8/18.
- Diana Abraham met with MaryKellie Marquez to review the applications and interview questions for Little Friends internship positions on 8/20.
- Mandy Wilson and Diana Abraham met with Amari Gordon of Outreach: Warrenville on 8/25.
- Diana Abraham and Jason Stuhlmann represented the library at the Warrenville Legion Post 589 Burger Night, interacting with **60** people.
- Miriam Montano and Diana Abraham met with Markito's owner to review presentation at the restaurant on 8/29.
- Diana Abraham and Jason Stuhlmann made a connection with Zoe from Support Over Stigma organization. Support Over Stigma (SoS) is dedicated to saving the lives of military service members, veterans, first responders, and their families by providing essential tools and resources to overcome mental health challenges. We will be hosting a donation box for items to make care packages, list will be sent to Jason.

Non SWAN InterLibrary Loan

Item Requests Processed: 33; Materials Received: 18; Materials Lent: 8

Strategic Plan Updates

- Learn and Grow: Offerings - Creation of Fall Back reading challenge and 500 books before fifth grade reading challenge, new adult programming plans targeting different audiences (meet up at Cora Coffee, adult lock-in) – Julie Kurtis

- Community Connections: Community Engagement - Reached out to school librarians to begin planning visits to the schools. – Julie Kurtis
- Collaboration: Collaborations with Main Event and Rosati's for Fall Back Reading Challenge, Cora Coffee and Two Brothers for pumpkin spice book meet up and adult lock-in. – Julie Kurtis
- Socialization and Connection: Adult lock-in, Halloween costume swap. – Julie Kurtis

Feedback from Members

- Quotes at Halloween costume swap:
 - “before I had kids I had no idea how awesome libraries were and this one is by far my favorite”
 - “this was such a great idea!”- said in various iterations by multiple people
- Compliment on Fall Back Reading Challenge
 - A parent told Kyrie how excited they are for the Reading Challenge and how they love that it reminds them of the Book It challenge from childhood.
- Many homeschool members on how the library is their favorite school supply.

12c. MEMBER SERVICES REPORT

August 2025

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7,793	51.47%
Aspen catalog/mobile app (Renewals)	143	0.95%
Autorenewals	5,501	36.33%
Staff Assisted Checkout	1,703	11.25%
TOTAL TRANSACTIONS	15,140	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,505	57.8%
Selfcheck 2 (Near Vending Machine)	3,288	42.2%
TOTAL TRANSACTIONS	7793	100.00%

Department Highlights

Curbside

We had 11 Curbside Pickups, 7 unique users, in August.

Continuing Education

Member Services staff participated in 8.75 hours of Continuing Education in August.

Meetings

I attended 1 Management Team meeting, a 1-on-1 meeting with Jason, and attended the All Staff am meeting.

Personnel

Maddy is leaving for full time work as of September 13. As of September 9, we have posted a job ad to recruit a 25-hour Spanish-speaking Member Services Associate.

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.

12d. ACQUISITIONS & CATALOGING REPORT

August 2025

Submitted by MaryKellie Marquez

Collection Maintenance

- 462 items created
- 183 items discarded
- 50 items repaired
- 28 discs cleaned

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

MaryKellie

- KnowBe4 and The Inside Man
- Began Mango Languages-Spanish (Latin America)
- SWAN Expo
- All staff training day

Gail

- SWAN Expo
- All staff training day

MaryKellie's Meetings:

- SWAN ACNG co-chair meeting
- Board meeting
- Held interviews with Diana Abraham for the two Little Friends intern positions

12e. HUMAN RESOURCES

August 2025

Submitted by Ian Stevens

Highlights

- The library received a lot of applications for both the intern position in partnership with Little Friends and for the opening in Youth Services. A great testament to being a great library to work at and visit. It is the place to be!

Staff/Recruiting

- The library is currently recruiting a 20-hour Youth Services Associate. Closing date for applications was September 7 and the point of writing we had 20 interested applicants.
- Diana is working with Little Friends to bring an intern on board. There were eight applications, six were interviewed by Diana and MaryKellie. We sent offers to two and Diana hopes to bring them in shortly to start their internships.
- Due to a staff member leaving, as of September 9 the library has posted a job ad to recruit a 25-hour Spanish-speaking Member Services Associate.

HR Procedures

- Ran payrolls in Paylocity on 8/4 and 8/18.
- IMRF: August payroll info to accountant 8/21. Submitted July Wage Report to IMRF 8/5.
- Paylocity has upgraded the payroll process. Creating in-house documentation as it pertains to the library processing to reflect the changes. Being format for authorized staff to be able to use if needed. Can be adjusted as Paylocity makes adjustments from feedback.
- The handbook was reviewed by an HR Source attorney, and they made some additions, suggested legal wording updates, and other minor suggestions. Jason and I met to implement recommendations. The Board reviewed sections 4 in August.
- ADA forms have been formatted for release to staff in the handbook appendix.
- Worked with the Auditors to create a few compliance documents based on payroll or benefits for the annual audit.
- Created new section for handbook on attendance.

Meetings

- Management Team meeting 8/12 and 8/28
- All Staff meeting including AED training/review 8/25
- Meetings as needed with Diana to go over Little Friends intern hiring
- Handbook meet with Jason to go over the Trustees review for section 4
- 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 – Wellness and staff 8/7
- Paylocity – ACA Reporting 8/6
- HR Executive – State of Union in HR 8/19
- Lighthouse HE – AI in HR 8/27

12f. IT DEPARTMENT REPORT

August 2025

Submitted by Duncan Jones

User Support

- I guided staff on reported suspected phishing emails.
- I resolved an issue with a printer claiming, "resolution not supported."
- I advised staff on opening a Pages file.
- I investigated and resolved a credentials breach of a single staff member's email.
- I updated the driver for the administrator printer on several PCs.

Troubleshooting

- I disabled the staff VPN due to a discovered exploit that could harvest credentials. After patching the exploit, I followed up to remove unneeded VPN accounts and reset credentials.
- I ordered a replacement hotspot as the old one would no longer charge.
- I investigated an issue with the catalog not providing correct account information to users.
- I adjusted the settings with the Print Spooler service on MSWORK1 after upgrading it to Windows 11 to keep the printers from crashing.
- I explored why Teams wouldn't let a file be pinned to a channel.
- I followed up about a potential issue from a vendor, which ultimately did not apply to us.

Project/Goal

- I began Windows 11 installation and testing in preparation for hardware replacement of the public PCs.
- I renewed and applied a new license key for security software.
- I replaced the Tech To Go Bluetooth speakers as the old ones did not hold a charge.
- I updated the OS and software on various laptops and servers.
- I updated the firmware on cameras, wireless access points and the controller.
- I upgraded several staff laptops to Windows 11.

Planning

- I ordered a new hotspot to replace a damaged unit.
- I worked with Kathy to review the printer signage.
- I worked with Jackie to order toner.

Meetings

- I met with the Laconi Technology group to startup technology presentations.
- I attended SWAN Expo.
- I met with Jason.
- I met with the Management Team.
- I attended the IT Roundtable with other library IT experts.

Tickets

- 7 opened, 6 closed, 5 pending

12g. Marketing Department REPORT

August 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:

Fall 2025 Reading Matters (RM) newsletter

- Received our copies of the printed newsletter; distributed to staff, trustees, all in-library displays, new cardholder bags and to the City and Park District.
- Provided dates and details of the fall publicity timeline to all staff, including when *Reading Matters* would start mailing and when copies would be available in the library.

Event Publicity

- Drafted all fall 2025 digital slides and flyers; gave to Kathy for review.
- Incorporated Kathy's edits to slides and flyers and routed to Paul for his review.
- Emailed all staff about a change in a long-standing publicity timeline: We are changing our calendar opening for registration from the same day *Reading Matters* mails to 5 days later (from August 18 to August 22) to allow more people the chance to view and plan for the upcoming cycle. Included a message about how staff can respond to any confusion or frustration our members might have about the registration process.
- Worked with David to learn how to schedule digital slides using the Channel method in Communico.
- Scheduled all digital slides for fall programs on all four screens in the library.
- Updated a slide/flyer for Cuentos at the Laundromat for internal use and use at the laundromat.
- Discussed creating an ad about Cuentos for the October edition of Hometown Happenings with Paula at the City; will create and send to Paula by mid-September.
- Created a flyer for the People's Resource Center program "English Conversation Class" starting in September, running through next May. The flyer is in the preferred format used by PRC—portrait. The flyer was sent to PRC for use in their publicity channels and well as posted in the library.

Reading Challenges

- Made final edits to collateral for all challenges and provided files to the P.S. team.
- Worked directly with Julie to make webpage edits to all the Reading Challenges.
- Edited and added Fall Back grand prizes to the website.
- Updated the website link on the digital slides and flyers for the 100 Books Before High School and the 1,000 Books Before Kindergarten programs; posted flyers and adjusted slide shows.
- Added URL aliases so old links will forward to new link.

Sunday Music Matinees

- Moved performer jpg and png files from the Library file into the Marketing folder; added performance date to the file name to make it more accessible to Marketing.
- Created collateral (bookmark, 11x17 poster, individual performer slides) for 2025-2026 matinees including a "new" background look.

Content Development/Review

- Received notice from the Winfield Township Supervisor that they are reinstating their community newsletter and would like to include news from local cities, parks and

libraries. I prepared two short articles about upcoming events and provided them with our logo.

- Wrote an article about fall programming; edited and added it to the website.
- Reminded all PS staff about the process for which programs the Marketing department provides slides and flyers.
- Worked with Julie and Kyrie to review the online form used for their Personalized Book Bag programs and update/consolidate to one online form; posted the form on the website and asked for their final review to make sure all questions are correct.

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

- Created a sign for the new vending machine instructing people where to consume their snacks (café, lower level and outside).
- Created a shelf sign at Diana's request along the theme of "Find the Right Fit" for parents to help their children select books.
- Worked with Jason and Ian to post a job opening on the website.
- Printed 200 additional Library Services brochures for Member Services.
- Began designing and creating prototypes to replace the existing signage above many shelves that has been in place since 2018.
- Worked with MessageBee to resolve an issue related to uploading media.

Community Outreach

- Attended National Night Out on August 5 to take photos of our interactions with the public and the event in general; created several social media posts, including a video.
- Prepped a Go Box for back-to-school events at Johnson and Bower elementary schools on August 13 (Diana). Included our flyer: "Library Card is the Most Important School Supply" and information about the Events calendar opening August 22.
- Prepped a Go Box for Burger Night at the American Legion on August 27. (Diana).
- Responded to a request from the associate pastor at Emmanuel Baptist Church for more copies of Reading Matters and other information we would like to pass along for them to use in their welcome packets for new Warrenville residents; let Pastor Englund know that he can also contact Diana in her new capacity as the Community Engagement & Outreach Coordinator. Had a quick pop-in meeting with the Pastor and Diana here at the library.

Administrative

- Discovered that my email had been hacked and worked with Duncan to help unravel the events leading up to it. Changed passwords where needed and learned a valuable lesson.
- While acting as PIC on separate occasions, my involvement was needed in the following situations: Dealing with the unscheduled elevator inspector and cleaning a restroom stall. The latter involved completing an incident log for all staff and follow up with Jackie and Ly.
- Reviewed the details and examples Jason shared from his call with our Communico rep about possible major updates to our website and the potential for developing a library app through Communico. I suggested we meet as a group to discuss and develop a timeline and tasks for determining if this is the route we want to take.
- Responded to a request by Paula (Communications Manager at the City) to help spread the news about the City's new app. I suggested a few options. We will assist by sharing their social media posts, offering them a table at the August 27 concert and a table Diana's Community Resource Fair September 13.
- Responded to Jason's request to review the schedule for the practicum student; started planning content for her time with the Marketing team.
- Prepared information about an overhead shelf sign project and shared it the Management Team, supplying background, impacted collections and factors involved in creating accessible signage. Showed a few different examples and variations for their review. A new design was chosen.

Miscellaneous

- Prepped a Parking Lot Closed sign/sandwich board for use on August 15 when our parking lot was being repaved.
- Checked with Paul on what signage, if any, P.S. needs as they plan to move some collection items to the front of the adult area; confirmed we will not as yet be advertising these collections as Library of Things at this time.
- Requested, received and approved quotes for two giveaway items: magnets and notepads.
- Started a project with IT to update/consolidate the signage at our printer and copier areas; did an audit of current signage and asked staff who service these devices for their input about what's working and what can be improved.
- Let City know about food vendor changes for the August Concerts on the Commons.

Website activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In August...David met with Communico rep via Teams to discuss Create 2.0, an updated version of the tool we use to create and maintain our website.

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 August...

- Posted pictures Paul took of the The Wayouts and the Johnny Russler bands at Concerts on the Commons.
- Posted pictures Diana took of two programs: Nature-Telling and Halloween Costume Exchange.
- Used an image Julie received from Cora Coffee to promote the Pumpkin Spice Book Meet-Up in September.
- Posted photos Miriam took at her adult Welcome Sign craft program.
- Discussed with Kyrie about how we could divide up the Facebook posts for fall programs—she'll do Youth and Teen and I'll handle Adult. We also discussed how to modify the existing digital slide to be more accessible for posting.
- Attended two concerts in August (Billy Elton and Hillbilly Rockstarz), took photos and videos for posting on social media.
- Took photos at the Storm Chasers program August 27 for use on social.

Meetings/Webinars

Kathy

8/5/25: KnowBe4 Cloud Ransomware Demo and Beating Ransomware

8/7/25: Watched YouTube tutorials on how to edit and trim videos using Canva

8/11/25: Met with David prior to taking several days of Annual Leave to talk about tasks needing coverage

8/23/25: SWAN Expo roundtables on AI and Library of Things

8/25/25: All staff meeting including AED demonstration

8/28/25: Management Team meeting

David

8/5/25: KnowBe4 Cloud Ransomware Demo and Beating Ransomware

8/11/25: Met with Kathy prior to her Annual Leave to talk about tasks needing coverage

8/19/25: Meeting with Communico to discuss Create 2.0 and other updated modules

8/25/25: All staff meeting including AED demonstration

Publicity Statistics

eNews (Constant Contact)

Subscribers: 6,780

Average open rate: 52%

New Cardholders campaign—average open for 8 sends: 66%

Social Media

Facebook Followers: 2,131

Instagram Followers: 604

Popular FB video post in August

1,798 views; 42 reactions (likes, comments, shares); reach=858

Warrenville Public Library District ...
Published by Kathy Quinn · August 11 at 7:00 PM ·

Pictured: items picked up from the library and loaded into the Neighborhood Food Pantries van for distribution through the Immanuel Presbyterian Church Food Pantry in W... See more

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Kathleen Johnson
Good to know, the library is an easy stop. It's not always convenient to get to the pantries while they are open to drop off goods.

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13. PRESIDENT'S REPORT

Next Library Meetings or Events as of September 11, 2025

- Wednesday, October 15 at 7 pm
Regular Board Meeting in Library Meeting Room
- Wednesday, November 19 at 7 pm
Truth in Taxation Public Hearing in Library Meeting Room
- Wednesday, November 19 at 7 pm
Regular Board Meeting in Library Meeting Room
- Wednesday, December 10 at 7 pm
Regular Board Meeting in Library Meeting Room

NOTE: This is the 2nd Wednesday instead of the usual 3rd Wednesday

Webinar – if interested, Jason can send a link for signup:

Trustee Training: *Robert's Rules of Order*

Saturday, September 27, 10–11 a.m. (Online)

Professional Registered Parliamentarian Steve Anderson will provide a practical review of *Robert's Rules of Order, Newly Revised* to help you lead and participate in board meetings with confidence and fairness. He'll cover the essentials of meeting management, including bylaws, agendas, and the order of business, how to handle motions and debate, conducting elections and voting, and addressing issues of member discipline. Bring your specific questions!

14. TREASURER'S REPORT

IL Funds Interest

- IL Funds – In August we made \$7,606.65 in interest.

Per Capita Grant

- Earlier in the year we received our Per Capita Grant award letter and in August we finally received our check in the amount of \$22,412.63.