



Regular Meeting of the Board of Trustees

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

Location: Library Meeting Room

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

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

AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, 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 September 17, 2025 B&A Public Hearing
 - p. 4 b. Approve Minutes of the September 17, 2025 Regular Board Meeting
 - P. 10..... c. Receive and file Financial Report for September 2025
8. Regular Agenda
- P. 16.....
 - a. Approve payments for the period of September 18 – October 15, 2025 **(ACTION)**
- p. 18
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
- p. 19
 - a. Approve updated Personnel Handbook Policy **(ACTION)**

10. New Business

p. 30..... 11. Director's Report

p. 33 12. Department Head Reports

p. 47 13. President's Report

a. Next meetings or events

p.48 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 Budget & Appropriation Public Hearing Wednesday, September 17, 2025

1. Call to order – Trustee Stull called the meeting to order at 7:01 pm.

2. Roll Call - Trustee Stull called roll call

ATTENDING: Trustees Picha, Pyszka, Schmidt, Stull and Warren

ABSENT: Trustees DuRocher and Lezon

ALSO ATTENDING: Library Director Jason Stuhlmann, Public Services Manager Paul Dobersztyn, Member Services Manager Laurie Rex, Marketing and Communications Manager Kathy Gaydos, Cataloging and Acquisitions Manager MaryKellie Marquez, Human Resources Manager Ian Stevens

3. Public comments on the Budget & Appropriation Ordinance – none

4. Trustee / Staff Comments on the Budget & Appropriation Ordinance – none

5. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 7:04 pm. Trustee Picha seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher and Lezon

Motion carried

Respectfully submitted,

Connie Schmidt, Secretary
Board of Trustees
Warrenville Public Library District



Minutes of the Regular Meeting of the Board of Trustees Wednesday, September 17, 2025

1. Call to order – Trustee Stull called the meeting to order at 7:04 pm.
2. Roll Call - Trustee Stull called roll call
ATTENDING: Trustees Picha, Pyszka, Schmidt, Stull and Warren
ABSENT: Trustees DuRocher and Lezon
ALSO ATTENDING: Library Director Jason Stuhlmann, Public Services Manager Paul Dobersztyn, Member Services Manager Laurie Rex, Marketing and Communications Manager Kathy Gaydos, Cataloging and Acquisitions Manager MaryKellie Marquez, Human Resources Manager Ian Stevens
3. Approval of the agenda
MOTION: Trustee Schmidt moved to approve the agenda as presented. Trustee Pyszka seconded.

Voice vote:
Ayes – all
Nays – none
Absent – Trustees DuRocher and Lezon

Motion carried.
4. Presentations – none
5. Public comments – none
6. Correspondence – none
7. Consent Agenda – Trustee Schmidt read the consent agenda as follows:
 - a. Approve Minutes of the August 20, 2025 Regular Board Meeting
 - b. Receive and file Financial Report for August 2025
 - c. Adopt Ordinance 2025-04 – Budget & Appropriation Ordinance for Fiscal Year 2025-2026 and the Certificate of Authenticity

- d. Adopt Resolution #231 - Resolution to Determine Estimate of Funds Needed for 2025-2026 Fiscal Year
- e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2025-2026 Fiscal Year

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

Discussion: Executive Director Stuhlmann mentioned that the minutes from last month's meeting in the board packet had an error. A corrected version of the minutes was given to trustees at tonight's meeting.

AMENDED MOTION: Trustee Picha moved to approve the consent agenda as amended. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees Picha, Pyszka, Schmidt, Stull and Warren

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried.

8. Regular Agenda

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

MOTION: Trustee Picha moved to pay invoices in the amount of \$60,429.23 for the period of August 21, 2025 through September 17, 2025, including electronic payments and checks #10718 – 10765, with checks #10751 and 10754 being voided. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees Picha, Pyszka, Schmidt, Stull and Warren

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried.

- b. Approve transfer of funds (**ACTION**)

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

Roll call vote:

Ayes – Trustees Picha, Pyszka, Schmidt, Stull and Warren

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried.

- c. Approve transfer to IL Funds (**ACTION**)

MOTION: Trustee Schmidt moved to transfer \$500,000 from the 5/3 commercial checking account to IL Funds. Trustee Pyszka seconded.

DISCUSSION: Executive Director Stuhlmann discussed capitalizing good interest rates with Illinois Funds. The library just received the funding from tax bills, so it's a good time to maximize earnings. Trustee Picha asked about how quickly funds can be accessed in an emergency. Two days was the answer given by Executive Director Stuhlmann.

Roll call vote:

Ayes – Trustees Picha, Pyszka, Schmidt, Stull and Warren

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried.

9. Unfinished Business

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

Executive Director Stuhlmann presented the updated handbook with additions from HR Source. Trustees had several questions.

Section 5.10 - Trustee Stull asked about the FMLA benefits of leave and if health care coverage may cease after 30 days, which continued the discussion about page 48 of the board packet regarding unpaid FMLA leave. It was by HR Source's recommendation that after 2 weeks of unpaid leave, employees would stop accruing benefits after all days were exhausted. Trustee Pyszka asked if the 2 weeks were consecutive days or accumulative.

Section 5.5 – Executive Director Stuhlmann asked if the board wanted to keep the FBLA section. Trustee Picha asked if the FBLA bereavement allowance would be a possible hardship on library staffing if someone needed the full 15 days off. Executive Director Stuhlmann did not think so. The board decided to keep this benefit.

Appendices - Trustee Picha asked if the appendices would be updated every year to reflect changes. Paper copies are given to staff each year with any changes. The board decided not to review the appendices every year, but agreed to review changes to the handbook in the future.

Section 5.18 - Trustee Stull asked if the board would be responsible for watching the driving safety video that is required by staff and trustees. Executive Director Stuhlmann said that if any trustees would be driving on library business, they should watch the video.

Section 5.19 - Trustee Stull asked who approved tuition reimbursement and textbook purchases for staff. The supervisor and Executive Director would be responsible for approving those purchases and initiating those reimbursements.

Section 5.6 - Trustee Stull asked if there should be a limit on jury duty dates. HR Source recommended to put a limit in the handbook, but the board agreed to not limit it as that penalizes someone for doing their civic duty.

Section 5.19 - Trustee Pyszka asked if certifications for library equipment would be included in the tuition reimbursement, citing 3D printers and other maker equipment since they don't directly apply to classes from colleges or equivalent schooling.

Section 5.13 - Executive Director Stuhlmann mentioned that 5.13 was officially added to the handbook since it hasn't been there previously. The board approved this.

Section 5.12 - Trustee Pyszka asked if racial violence would be added. She asked for clarification to see how bullying can affect employees.

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

There was discussion about book mobiles, book bikes, purchases for containers for employees cars and lockers for offsite pick ups. Executive Director Stuhlmann discussed the process of adding video games and other items in our strategic plan, and that there is a lot of planning that goes into adding new materials and services.

Trustee Stull asked if the Strategic Planning Committee can meet every six months instead of annually to discuss progress.

Trustee Picha praised the Executive Director and staff for bringing so many great ideas forward regarding the strategic plan and all the forward thinking that is being done.

10. New Business

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

ED Stuhlmann described how the levy works and explained the idea of asking for the maximum amount. The board agreed. He also discussed the PTELL and the Truth in Taxation requirements.

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

Executive Director Stuhlmann covered the new additions to the policy: adding authorized users to accounts; the new SWAN digital card process; making it so that nonresident taxpayers' cards can be renewed over the phone with staff discretion; tweaks to the Business/Nonprofit card; adding a new Teacher's card, which needs inter-governmental agreements from the schools; allowing quarterly/biannual payments for Nonresident cards; adding Courtesy cards for short-term visits to Warrenville; adding Limited Use cards for unhoused

individuals; small tweak to Juvenile Nonresident cards; adding Souvenir cards; and a small tweak to cards from non-SWAN public libraries cards.

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

MOTION: Trustee Picha moved to approve closing the library on Friday, March 6, 2026 for the annual In-Service Staff Day. Trustee Warren seconded.

DISCUSSION: Executive Director Stuhlmann discussed briefly what we do for staff day and that the March dates have worked well the last few years.

Roll call vote:

Ayes – Trustees Picha, Pyszka, Schmidt, Stull and Warren

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried.

11. Director's Report

Executive Director Stuhlmann informed the board about the KnowBe4 training that staff does and that they will be able to view those trainings as well. Executive Director Stuhlmann will send out a reminder about how to access.

Executive Director Stuhlmann reminded the board that the annual anti-harassment trainings will be distributed soon.

There was discussion about the ILA Trustee Day, who's going and how the mileage, parking reimbursement works.

12. Department Head Reports

Trustee Picha stated that she appreciated the library reaching out to the military in form of our outreach at the American Legion Burger Night.

13. President's Report

- a. Next meetings or events

Trustee Stull listed the upcoming meetings. Trustee Picha said she would like to attend the November 19 meeting remotely. Trustee Pyszka said she will be absent for the November 19 meeting.

14. Treasurer's Report

It was stated that \$7,606.65 was earned in interest through our investments in the Illinois Funds account, and \$22,412.63 was received from our per capita grant.

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

16. Committee Reports – none

17. Trustee Comments

Trustee Schmidt mentioned that the Warrenville Historical Society and Museum has a small exhibit about the Warrenville Public Library.

18. Items for information and/or discussion - none

19. Adjournment (**ACTION**)

MOTION: Trustee Pyszka moved to adjourn the meeting at 9:00 pm. Trustee Picha seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher and Lezon

Motion carried.

Respectfully submitted,

Connie Schmidt, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

September 30, 2025

WARRENVILLE LIBRARY INCOME LEVY	SEPTEMBER 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%	1046789	2,406,200	97.66%	955,809	0	9,805	50,162	169,929	584,120	2,828,051
TOTAL TAX (LEVIED)	2,463,829	100.00%	1046789	2,406,200	97.66%	955,809	0	9,805	50,162	169,929	584,120	2,828,051
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		356,715	0	-	-	9,328	16,912	339,803
ALBA LEMOS GIFT FUND	-		0	-		-	0	-	-	-	-	-
CAPITAL PROJECT	-		0	-		-	0	-	-	-	-	-
TOTAL	2,463,829	100.00%	1046789	2,406,200	97.66%	1,538,371	0	9,805	50,162	179,257	601,032	3,393,701
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: September 2025

Corporate Fund

	Corporate Fund Month Ended Sep 30, 2025	Corporate Fund 12 Months Ended Jun 30, 2026	Corporate Fund Budget	Variance	% of Budget
Income					
Taxes Levied	\$ 1,046,788.89	\$ 2,406,200.24	\$ 2,463,829.00	\$ 57,628.76	97.66 %
Copier	681.85	2,210.55	6,000.00	3,789.45	36.84 %
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	9,053.72	24,363.20	40,000.00	15,636.80	60.91 %
Book Sales	0.00	60.00	250.00	190.00	24.00 %
Lost Books	44.99	952.67	2,500.00	1,547.33	38.11 %
Creator Cart	22.16	85.92	250.00	164.08	34.37 %
Gifts / Memorials	0.00	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	0.00	22,412.63	22,564.58	151.95	99.33 %
	1,056,594.21	2,456,361.81	2,629,560.58	173,198.77	93.41 %
Expenses					
Sal. - Administration	20,483.14	61,789.22	268,000.00	206,210.78	23.06 %
Sal. - Member Services	20,890.98	62,609.22	281,000.00	218,390.78	22.28 %
Sal. - Maintenance	2,940.44	8,622.44	38,000.00	29,377.56	22.69 %
Sal. - Marketing	9,939.02	29,817.07	130,000.00	100,182.93	22.94 %
Sal. - Public Services	40,340.56	119,784.38	546,000.00	426,215.62	21.94 %
Sal. - IT	5,070.00	15,210.00	66,000.00	50,790.00	23.05 %
Sal. - Technical Services	7,756.51	23,269.55	101,000.00	77,730.45	23.04 %
I.M.R.F. - Expense	9,577.98	28,426.44	136,000.00	107,573.56	20.90 %
Fica - Expense	7,883.40	23,513.87	109,000.00	85,486.13	21.57 %
Unemp. Comp.	0.00	203.56	1,025.00	821.44	19.86 %
Op - Mat'l Processing/Tech	153.35	1,756.92	9,800.00	8,043.08	17.93 %
Op - Mat'l Processing/Circ	211.44	1,157.04	3,450.00	2,292.96	33.54 %
Op - Postage	931.37	1,840.39	5,310.00	3,469.61	34.66 %
Op - Office Supplies	748.15	937.47	3,415.00	2,477.53	27.45 %
Op - Bank Fee's	315.45	365.51	1,300.00	934.49	28.12 %
Op - Automation Supplies	1,181.34	1,225.35	4,000.00	2,774.65	30.63 %
Op - Publishing	0.00	52.00	1,250.00	1,198.00	4.16 %
Equip. - Purchases	689.97	2,125.23	10,420.00	8,294.77	20.40 %
Equip. - Maintenance	11.34	77.56	500.00	422.44	15.51 %
Auto. - Software	24.98	7,170.94	22,425.00	15,254.06	31.98 %
Auto. - Purchases	78.68	138.36	3,000.00	2,861.64	4.61 %
Auto. - Maintenance	814.11	17,600.42	51,125.00	33,524.58	34.43 %
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	12,674.92	37,932.33	177,000.00	139,067.67	21.43 %
Pd - Recruiting	0.00	0.00	500.00	500.00	0.00 %
Pd - Staff Appreciation	0.00	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	0.00	275.00	3,800.00	3,525.00	7.24 %
Pd - Staff / Meetings	1,168.68	1,817.68	21,640.00	19,822.32	8.40 %
Pd - Staff / Transportation	158.06	208.07	6,700.00	6,491.93	3.11 %
Pd - Trst / Dues	0.00	0.00	160.00	160.00	0.00 %
Pd - Trst / Mtgs	16.58	32.84	4,300.00	4,267.16	0.76 %
Pd - Trst / Transportation	0.00	0.00	1,575.00	1,575.00	0.00 %
Pd - Trustee Misc.	0.00	7.48	700.00	692.52	1.07 %
Cont. - Lawyer	0.00	0.00	3,500.00	3,500.00	0.00 %
Cont. - Accounting	1,097.65	3,598.93	13,885.00	10,286.07	25.92 %
Cont. - Collection	19.70	49.25	500.00	450.75	9.85 %

See Accountants Compilation Letter

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: September 2025

Corporate Fund

Cont. - Audit	3,000.00	3,000.00	9,000.00	6,000.00	33.33 %
Cont. - Consultants	0.00	0.00	15,000.00	15,000.00	0.00 %
Lib. Mat. - Adult Books	4,896.68	11,064.38	52,500.00	41,435.62	21.08 %
Lib. Mat. - Youth Books	186.03	5,813.43	40,000.00	34,186.57	14.53 %
Lib. Mat. - Adult AV	1,311.34	4,303.55	15,000.00	10,696.45	28.69 %
Lib. Mat. - Youth AV	650.47	812.90	9,800.00	8,987.10	8.29 %
Lib. Mat. - EBooks	3,350.97	19,367.56	71,700.00	52,332.44	27.01 %
Lib. Mat. - Library of Things	0.00	0.00	6,000.00	6,000.00	0.00 %
Lib. Mat. - Periodicals	(1,144.00)	9,427.83	10,628.00	1,200.17	88.71 %
Lib. Mat. - Internet Subscript	3,342.41	22,716.65	28,293.00	5,576.35	80.29 %
Ps - Programs Adult	463.99	2,019.44	12,400.00	10,380.56	16.29 %
Ps - Programs Youth	597.82	2,023.89	12,000.00	9,976.11	16.87 %
Ps - Hotel/Motel	700.00	9,121.00	17,217.00	8,096.00	52.98 %
Ps - Refunds / Fines / Fees	0.00	54.00	500.00	446.00	10.80 %
Ps - Printing	0.00	2,271.20	12,200.00	9,928.80	18.62 %
Ps - PR / Publicity	364.15	1,745.93	12,500.00	10,754.07	13.97 %
Ps - Misc.	0.00	44.99	1,750.00	1,705.01	2.57 %
Maintenance	2,955.21	12,725.21	59,020.00	46,294.79	21.56 %
Maintenance Supplies	0.00	106.98	2,200.00	2,093.02	4.86 %
Security	660.00	4,565.55	12,285.00	7,719.45	37.16 %
Gas	238.85	845.37	7,000.00	6,154.63	12.08 %
Snow Removal	0.00	0.00	21,000.00	21,000.00	0.00 %
Hvac	500.00	1,101.71	17,000.00	15,898.29	6.48 %
B & M - Water / Sewer	192.08	576.24	2,000.00	1,423.76	28.81 %
Electricity	0.00	11,085.74	46,000.00	34,914.26	24.10 %
Telephone	925.43	3,559.06	15,000.00	11,440.94	23.73 %
Janitorial Supplies	625.21	1,242.79	4,700.00	3,457.21	26.44 %
B & M - Landscape Maint	935.00	2,805.00	15,568.00	12,763.00	18.02 %
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 %
	169,929.44	584,119.78	2,764,317.00	2,180,197.22	21.13 %

See Accountants Compilation Letter

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: September 2025

Special Reserve Fund

	Special Reserve Fund Month Ended Sep 30, 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	9,327.67	16,912.27	57,700.00	40,787.73	29.31 %
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 %
	9,327.67	16,912.27	170,700.00	153,787.73	9.91 %

See Accountants Compilation Letter

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
Sep 30, 2025

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	248,067.72
Fifth Third 8004	616,931.92
Illinois Funds 1260	<u>2,534,571.90</u>

3,400,056.54

General Fixed Assets	<u>\$ 5,235,092.00</u>
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TOTAL ASSETS	<u><u>\$ 8,635,148.54</u></u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>6,353.02</u>
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6,353.02

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,270,000.00</u>
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1,276,353.02

EQUITY

Fund Balance	<u>\$ 7,358,795.52</u>
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TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 8,635,148.54</u></u>
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8a. REGULAR AGENDA

Approve payments for the period of September 18 – October 15, 2025
(ACTION)

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
September 18 - October 15, 2025

Date	Num	Name	Amount
10/15/2025	10766	Action Screen Print	-387.17
10/15/2025	10767	Alarm Detection Systems, Inc.	-769.98
10/15/2025	10768	Ambius	-366.09
10/15/2025	10769	Baker & Taylor	-38.11
10/15/2025	10770	Baker & Taylor	-369.41
10/15/2025	10771	Baker & Taylor	-92.38
10/15/2025	10772	Baker & Taylor	-594.70
10/15/2025	10773	Bloomscapes Landscaping, Inc.	-588.00
10/15/2025	10774	Chaplin, Laura	-150.00
10/15/2025	10775	Davis, Jackie	-25.97
10/15/2025	10776	Direct Energy Business	-4,588.04
10/15/2025	10777	EBSCO	-780.00
10/15/2025	10778	Konica Minolta Business Solutions	-14.70
10/15/2025	10779	Kurtis, Julie	-27.56
10/15/2025	10780	LIMRICC Purchase of Health Insurance Prog	-17,739.29
10/15/2025	10781	Marquez, MaryKellie	-79.24
10/15/2025	10782	Midwest Tape	-1,425.92
10/15/2025	10783	Midwest Tape	-366.64
10/15/2025	10784	Midwest Tape	-3,078.60
10/15/2025	10785	Mister Sparky	-2,010.00
10/15/2025	10786	Naperville Area Humane Society	-25.00
10/15/2025	10787	OverDrive	-1,034.81
10/15/2025	10788	Petty Cash Fund	-64.96
10/15/2025	10789	Service Master Commercial Cleaning	-2,849.00
10/15/2025	10790	SWAN	-315.00
10/15/2025	10791	Wheaton Park District	-80.00
10/15/2025	10792	Youngren's Heating & Cooling	-580.00
09/18/2025	Electronic	Northern Illinois Gas	-212.87
09/18/2025	Electronic	Paylocity	-342.67
10/01/2025	Electronic	Warrenville, City of	-169.30
		Total	-39,165.41

8b. REGULAR AGENDA

Approve transfer of funds (ACTION)

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

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

9a. UNFINISHED BUSINESS

Approve updated Personnel Handbook Policy (**ACTION**)

Suggested motion: Approve the updated Personnel Handbook Policy as previously presented along with the final changes presented this month.

The last few months we've reviewed all the suggested updates to the Personnel Handbook Policy. Below are details about a few of the comments, questions and suggestions the Board raised:

- 4.3 Attendance & Punctuality
 - For the Accountability subsection, there was a question about the timeframe for infractions. We have added something in to clarify: "Repeated failure to adhere to scheduled start times **within a rolling six-month period** may be considered a performance issue and addressed accordingly."
 - There was also question about the consistency between this section and section 4.13 Disciplinary Steps. Being late a few times is a little different than the larger disciplinary process, but we added in a statement at the end of the Accountability subsection to give context: "**If attendance issues accompany other performance concerns, then different steps may be taken. See section 4.13 Disciplinary Steps for more information.**"
- 4.13 Disciplinary Steps
 - Tied to the question above about consistency, we've added a line so that following the list offenses and actions, it reads: "**Depending on the issue, the disciplinary action process may be modified accordingly to be shorter or longer.** The Library is not required to go through the entire disciplinary action process and discipline may begin at any step, including immediate termination, dependent upon the severity of the incident."
- 5.10 Family and Medical Leave of Absence Policy
 - While there was a statement about losing coverage if unpaid, we updated this section with the same wording from 5.12: "**Your group health care coverage may cease if your premium payment is more than 30 days late.**"
 - Under the Benefits During Leave subsection, the Board suggested adding the word "consecutive" to the sentence: "During the unpaid portions of FMLA leave that exceed two **consecutive** weeks, the employee will not accrue employment benefits, such as annual leave and sick." We have added that in.
- 5.12 Victims' Economic Security and Safety Act (VESSA)
 - The Board asked about including cultural or racial violence. This section was all directly from HR Source, so we reached out to them and they said: "I ran this by our legal team. If you take a look at the Criminal Code of 2012 referenced in the definition, you'll find that issues of racial

discrimination apart from a crime of violence as defined therein is not the type of harassment that VESSA envisions - we're talking about physical violence, bodily harm, sex offenses, etc." With that clarification, we have made no changes to our policy.

- 5.14 Health/Vision/Dental/Life Insurance
 - I am inquired with LIMRiCC, and they do not allow health insurance for part-time employees. LIMRiCC only offers dental, vision and life insurance for part-time employees, and only after 12 months of employment. So, our policy is following their restrictions.
- 5.17 Staff Development & Expense Reimbursement
 - The Board had a question about section 5.19 Tuition & Textbook Reimbursement and whether certifications and such would be included. We absolutely would pay for something like this, but the Tuition section is more for supporting more involved education that you might have pursued whether you worked here or not. So, to help clarify and emphasize this, we've added a subsection to 5.17 Staff Development:
 - **“Continuing Education**
When Library funds are available and with manager or director approval, staff members are encouraged to attend webinars, workshops, classes, certification courses, etc. on approved work time. The Library desires to foster professional growth and the acquisition of knowledge and skills that can benefit staff and the Library. For information on pursuing additional education opportunities, see section 5.19 Tuition & Textbook Reimbursement.”

If the Board is happy with these final edits, then I recommend approving the updated Personnel Handbook as it has been presented and discussed.

A final question for the Board: Should we post the Personnel Handbook Policy on the website along with all our other policies?

4.3 ATTENDANCE & PUNCTUALITY

Consistent attendance and punctuality contribute to the success of the Library's business operations. Attendance problems disrupt operations, lower productivity, and create a burden for other employees. All employees of the Library are expected to assume responsibility for their attendance and promptness. Poor attendance and/or punctuality will be reflected in an employee's performance review and is subject to disciplinary action.

Expectations

- Employees are expected to arrive and be ready to begin work at their scheduled time. Employees should clock in no more than 5 minutes before their scheduled time, while clocking in 5 minutes or more after the scheduled time may be considered tardy.
- If anticipating that they will arrive late, employees should notify their manager, person-in-charge or on-duty staff member with an estimate of when they will arrive to work.
- When an employee knows in advance they cannot avoid absence from work, the employee must request arrangements in advance with their manager.
- When advance notice is not possible the employee must contact the manager by phone or text on the first day of the absence at least one hour prior to the normal starting time, if feasible.
- If you cannot contact your manager, or don't receive a reply in a reasonable time, immediately call another Manager or an on-duty staff member. If the Library is closed leave a message in the general mailbox.
- The employee should be prepared to give an expected date of return to work and keep their manager informed. Employees must contact the manager daily during all absences, unless arranged in advance with the manager.
- The Executive Director or HR Manager may require that additional documentation be provided.
- In instances of absence due to employee's health, the Executive Director or HR Manager reserves the right to require the employee obtain a doctor's report explaining the doctor's restriction that the employee not work. Where deemed appropriate, the Executive Director may delay the decision as to the employee's physical fitness to return to work until a doctor's report is submitted.
- An employee may not be absent from duty without permission of the manager. An unexcused absence is defined as an absence of an employee together with a failure to notify their manager in advance in writing or on the day of such absence by telephone or otherwise.

Prolonged Unscheduled Absences

While attempts may be made to contact an employee during an unscheduled absence, three consecutive days of absence without notice or reply to the manager constitutes job abandonment and may result in the termination of that employee as a voluntary resignation.

Accountability

It is understandable that occasional tardiness may occur due to unforeseen circumstances. However, repeated lateness and/or lack of timely communication to your manager can disrupt team performance and operations.

Repeated failure to adhere to scheduled start times **within a rolling six-month period** may be considered a performance issue and addressed accordingly. The following progressive steps may be used:

- 1st-3rd occurrence - Informal verbal reminder
- 4th occurrence - Documented written warning
- 5th occurrence - Further disciplinary action, up to and including termination

If attendance issues accompany other performance concerns, than different steps may be taken. See section 4.13 Disciplinary Steps for more information.

4.13 DISCIPLINARY STEPS

Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the Library, or employee is in violation of any Library policies, rules or regulations, an employee may be subject to disciplinary actions as follows:

- First Offense..... Verbal Warning
- Second Offense Written Warning
- Third Offense Disciplinary Suspension (with or without pay)
- Fourth OffenseTermination

Depending on the issue, the disciplinary action process may be modified accordingly to be shorter or longer. The Library is not required to go through the entire disciplinary action process and discipline may begin at any step, including immediate termination, dependent upon the severity of the incident.

Sometimes the Library will find it necessary to investigate an infraction for which an employee may face termination. The Library may suspend the employee, with or without pay, pending the investigation. The objective of any suspension will be to determine if termination is the proper decision. Following the investigation, if the Library decides not to terminate the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

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; and
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. **Your group health care coverage may cease if your premium payment is more than 30 days late.** ~~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 **consecutive** 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.

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; and
- 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.

Continuing Education

When Library funds are available and with manager or director approval, staff members are encouraged to attend webinars, workshops, classes, certification courses, etc. on approved work time. The Library desires to foster professional growth and the acquisition of knowledge and skills that can benefit staff and the Library. For information on pursuing additional education opportunities, see section 5.19 Tuition & Textbook Reimbursement.

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.

Baker & Taylor / Ingram

Unfortunately, Baker & Taylor, our long-running book supplier, will be closing their door by the end of the year. They've been struggling since 2020, with the pandemic, cyber-attacks, and general supply issues. They had negotiated a deal to be purchased by someone so that they could remain in business, but that deal fell through. We have not received anything from them in a month and will most likely not receive anything else.

Paul and MaryKellie met with a representative from Ingram, another long-running book supplier in the industry, and we believe they will be a good replacement. We created an account with them and are now in the process of getting things set up so that we can begin placing orders.

In the meantime, Paul has ordered material from Amazon, Libraria and Lookout Books so that we don't fall too behind on the new and popular material.

Miscellaneous

- I was on vacation from September 19-28.
- I wrote a letter of support for Little Friends for their pursuit of a grant
- I registered trustees for 2025 ILA Trustee Day.
- While Jackie was on vacation:
 - I collected money from the autoloaders
 - Wrote checks for the board meeting

Meetings & Programs for September

- One-on-one meetings with Managers
- SWAN Quarterly (September 4)
- Safety Committee Meeting (September 4)
- Meeting with Ian to discuss Job Descriptions (September 5)
- Meeting with Ian & Laurie to discuss MS position (September 8)
- September 11 Ceremony at Fire District (September 11)
- Meeting with LIRA Insurance Site Assessor (September 11)
- YS Application Review with Paul (September 11)
- Community Resource Fair (September 13)
- Assisted with AS Collection shifting project (September 14)
- Content meeting with Laurie and Paul (September 18)
- Meeting with MaryKellie and Paul about Ingram (September 29)
- SWAN Fireside Chat (September 30)
- Meeting about signage with Kathy, Paul, Taylor and David (September 30)

Trainings & Webinars for August

- RAILS webinar – Narcan Training for Libraries
- RAILS @ Alsip Library - Library of Things

Public Comment

We had a gentleman from Naperville who wanted to speak to me to tell me that he loves coming to our library, that he can always find parking, and that the staff are always very helpful. He was very appreciative and gave us a \$50 donation. It was quite unexpected but a lovely interaction.

STATISTICAL SNAPSHOT	Sep 2025	Aug 2025	July 2025	June 2025	May 2025	Apr 2025	Mar 2025	Feb 2025	Jan 2025	Dec 2024	Nov 2024	Oct 2024	Sep 2024
TOTAL CIRCULATION (physical items)	13,719	15,140	16,705	15,534	13,862	14,018	14,735	13,092	13,932	12,192	12,966	13,538	12,643
WPLD items checked out at WPLD	7,501	7,760	9,835	9,666	9,443	9,223	8,241	7,282	7,972	6,037	7,247	7,320	6,966
Auto-renewals of WPLD Items	4,302	5,501	4,580	4,239	4,419	4,795	4,676	4,136	4,039	4,723	4,167	4,550	4,100
Other Library Items Checked out at WPLD	1,916	1,879	2,290	1,629	1,701	1,832	1,818	1,674	1,921	1,432	1,552	1,758	1,677
DOWNLOADABLE CIRCULATION	3,765	3,918	4,252	3,973	3,941	3,788	4,047	3,559	4,029	3,613	3,631	3,597	3,564
OverDrive/Libby	1971	2,007	2,300	2059	2065	2001	2107	1877	2139	1,948	1,987	1948	1,887
OverDrive (magazines) fka RB Digital	382	375	378	371	343	395	361	298	396	295	327	300	310
Hoopla	1412	1,536	1,574	1543	1533	1392	1579	1384	1494	1370	1317	1349	1,367
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,818	1,790	2,178	1,550	1,597	1,755	1,738	1,587	1,856	1,363	1,450	1,678	1,500
Received from Non-SWAN Libraries	20	5	18	18	12	17	17	16	21	14	15	19	35
Sent to SWAN Libraries	1,501	1,653	1,813	1,761	1,563	1,634	1,605	1,419	1,834	1,902	1,525	1,756	1,673
Sent to Non-SWAN Libraries	8	9	8	12	11	8	16	25	20	25	18	13	17
COLLECTION													
Physical Materials Added	292	462	489	589	439	802	482	425	527	394	371	623	408
Physical Materials Withdrawn	393	183	1,216	2,332	102	469	304	910	391	341	261	236	298
Total Collection Size	142,759	141,059	145,454	145,965	140,647	145,962	145,595	145,931	146,118	146,746	147,014	147,305	146,408
Physical materials	74,087	71,905	76,148	76,564	76,068	76,297	76,306	76,332	76,137	76,104	75,826	75,857	75,405
OverDrive books	47414	47,843	48,003	48,120	43,304	48430	48033	48355	48751	49415	49,881	50,202	49,995
OverDrive audiobooks	21258	21,311	21,303	21,281	21,275	21235	21256	21244	21230	21227	21,307	21,246	21,008
PROGRAMS													
Number of Adult Programs	27	23	20	20	18	18	19	17	21	14	19	23	16
Adult Program Attendance	327	1149	701	364	196	164	274	207	220	150	241	449	255
Number of Teen Programs	9	6	6	8	9	6	8	8	6	7	7	7	7
Teen Program Attendance	46	21	56	82	173	37	74	32	26	48	35	30	40
Number of Youth Programs	20	15	26	33	18	30	25	30	31	20	29	36	30
Youth Program Attendance	457	290	641	793	659	819	716	484	547	324	550	676	538
Book-A-Librarian Sessions	14	10	14	14	14	14	14	14	14	8	11	14	14
Book-A-Librarian Attendance	7	3	6	3	4	5	6	3	4	4	4	5	2
OUTREACH													
Adult Outreach Events	1	2	1	1	1	3	0	1	0	0	0	0	1
Adult Outreach Attendance	50	360	12	15	30	78	0	12	0	0	0	0	15
Teen Outreach Events	0	0	0	0	1	0	0	0	0	0	0	0	1
Teen Outreach Attendance	0	0	0	0	10	0	0	0	0	0	0	0	30
Youth Outreach Events	1	3	5	3	8	5	4	2	6	3	1	5	3
Youth Outreach Attendance	157	738	524	214	1621	495	325	195	180	87	11	424	284
LIBRARY CARDS													
Total Resident Cards Active	9,682	9,628	9,594	9,531	9,484	9,437	9,456	9,550	9,613	9,590	9,546	9,510	9,473
Resident Cards Issued in Person	60	62	79	59	60	44	56	42	32	51	57	40	54
Online Cards Issued		19	12	11	15	9	7	9	9	10	10	10	18
VISITOR COUNT	10,658	10,564	10,989	10,685	10,341	9,374	9,556	8,363	7,392	7,549	9,238	9,507	8,635
STUDY ROOM USES	331	282	389	339	311	326	313	282	274	285	284	352	320
MEETING ROOM USES (public)	7	2	0	3	8	6	4	6	4	3	2	4	2
CURBSIDE PICKUPS	12	11	15	7	12	11	18	6	14	6	5	4	8
COMPUTERS & TECHNOLOGY													
Computer Sessions	611	598	741	618	632	644	716	557	527	509	552	617	505
Wifi Sessions	2646	2448	2930	2548	2338	2410	990	2151	2473	2707	2252	2657	2432
Website Visits	16,456	22,077	19,430	19,356	20,960	15,443	17,653	19,380	15,056	11,051	12,804	13,279	10,833
MARKETING													
eNews Subscribers	7,109	6,780	6,771	6,760	6,771	6,720	6,731	6,720	6,674	6,640	6,648	6,614	6,625
eNews Open Rate	53%	52%	53%	53%	52%	50%	52%	54%	46%	52%	52%	52%	47%
Facebook Followers	2,140	2,131	2,109	2,088	2,064	2,034	1,994	1,978	1,956	1,935	1,917	1,909	1,898
Instagram Followers	613	604	602	598	590	580	565	564	556	557	552	546	543

12a. ASSISTANT TO THE DIRECTOR REPORT

September 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
Transferred funds from Propay to Fifth Third
- Transferred funds from Paypal to Fifth Third
- Went to the post office to mail ILL's
- Elevator was tested on September 30 by Otis.

Meetings and Continuing Education

- Management Team meeting on September 9

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

I was on vacation for two weeks so this report is pretty short.

15b. PUBLIC SERVICES REPORT

SEPTEMBER 2025

Submitted by Paul Dobersztyn

Highlights

- The library hosted **56** total events in September with **942** participants.
- Diana Abraham organized and implemented the first annual Community Resource Fair on September 13. The Petting Zoo was very popular. The free fruit and vegetable baskets were well-received. We had **105** people go through the event. The mayor was very impressed and applauded the library's efforts! We will host it again next year.
 - Organizations that were in attendance included:
 - Medicaid/Medicare (Aetna), ALMA Scouts, Carmel Montessori School, Help at Home, Little Friends Inc., Metropolitan Family Services, NICOR, Outreach Warrenville, People's Resource Center, Waldorf School of DuPage, Warrenville Historical Society, Warrenville Park District, Warrenville Police Department, City of Warrenville, BPAC (Bicyclist & Pedestrian Advisory Commission), EAC (Environmental Advisory Commission), IDEC (Inclusion, Diversity, Equity, and Awareness Commission), TAC and the Foundation for Wellness Professional.
- The Public Services Department happily hosted a COD Practicum student all through September and early October. The student was able to shadow several on-desk duties, assist with program set up, read a story during Family Storytime and learn first hand experience from members of the department.
- Diana Abraham hosted our first ever Caregivers of Neurodivergent Individuals meetup on 9/15, with **7** in attendance. This will feature different guests and discussions each month.
- Miriam Montano and Diana Abraham hosted our first cooking demonstration offsite at Markito's Bar and Grill on 9/24. **29** people had a unique look at how restaurants operate and were able to taste the food of a local restaurant. The restaurant owner and guests were very happy with the outcome.
- Taylor Haring and Julie Kurtis hosted our first Pumpkin Spice Book discussion at Cora Coffee and Tea House on 9/21 with **8** in attendance. We hope to work more with the local coffee shop.
- The first Sunday Music Matinee featured Sean Gaskell playing the African Kora on 9/14 with **9** in attendance. While it was small audience, the concert was super fascinating and appreciated by the concert goers.
- The Hotel Tax Grant Final Report was submitted by Paul Dobersztyn on September 18.
- The FY27 Hotel Tax Grant applications for 2026 Concerts on the Commons and 26/27 Sunday Music Matinees were submitted by Paul Dobersztyn on September 5.

Professional Development

- **4** sessions of CE were completed by the Public Services Department in September.
- **2.5 total** hours of CE were completed.
- Topics covered include: Security Culture Survey, Early Years Play and Culture in Libraries and AI in Family History.

Personnel

- Little Friends- Anushka started her internship on 9/22. She came with her job coach and was a fast learner. She worked with Diana and MaryKellie. She worked on a variety of projects including withdrawing books, cleaning and organizing the Discovery Room. She will be coming every Monday from 9am-1pm. We are very excited for this opportunity!
- Paul Dobersztyn scheduled interviews for the open Youth Services Associate Position.

Reading Challenges

- 500 Books Before Fifth Grade – Started September 1, 2025
 - Total Participation
 - 17 registrants
 - 0 completions
 - 344 total books read so far.
- 1000 Books Before Kindergarten
 - Total participation:
 - 204 registrants
 - 27 completions
 - 54,019 total books read so far.
- The 100 Books Before High School
 - Total participation since the launch:
 - 87 registrants
 - 2,263 total books read
 - 10 completions so far
- Fall Back Reading Challenge (Adult) – Started September 1, 2025
 - Total Participation
 - 49 registrants
 - 35 completions
 - 71,966 minutes read

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 7 Puzzles: 2 / Teen Volunteers: 2 (2.5 total hours)

Homebound Deliveries: 4 Deliveries/Pickups, 9 items checked out, 5 total participants

- As part of the Safety Committee, Paul Dobersztyn, performed the annual safety equipment inventory check on 9/8.
- Paul Dobersztyn co-chaired the SWAN Aspen Users Group meeting on 9/9.
- Diana Abraham met with Anthony of Little Friends on 9/10 to discuss intern job environment.
- Julie Kurtis, Taylor Haring, Mandy Wilson and Paul Dobersztyn attended a FanCon Committee meeting on 9/10.
- Tom Hill, Julie Kurtis, Mandy Wilson, Taylor Haring, Diana Abraham attended the DEI Committee meeting on 9/11. Miriam Montano presented on the Citizenship Corner and Paul Dobersztyn presented the Memory Care collection as part of our DEI initiatives.
- Diana Abraham and Mandy Wilson attended the CAC (Outreach Community Advisory Council) Meeting on 9/15.
- Julie Kurtis, Kyrie Kenny-Sumrak and Diana Abraham met with Jean Peterson of Ollis Books on 9/15.

- Diana Abraham met with SCARCE on 9/16 regarding the ongoing Literacy at the Laundromat project.
- Diana Abraham attended the City of Warrenville's IDEC meeting of the whole on 9/16.
- Kyrie Kenny-Sumrak and Diana Abraham represented the library at the Johnson School Family Dinner on 9/18, There were over **150** people in attendance.
- Mark Arellano and Diana Abraham represented the library at Burger Night at the American Legion on 9/24, interacting with around **50** individuals.
- Diana Abraham attended an ADA meeting with city consultants on 9/25.
- Paul Dobersztyn and MaryKellie Marquez met with Matt Stewart of Ingram to discuss using their book vending services going forward on 9/29.
- A representative of Goodwill's Clean Energy Initiative provided an informational table on 9/11 and 9/23.

Non SWAN InterLibrary Loan

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

Strategic Plan Updates

- Learn & Grow: Collections- shifted in Juv. Non-Fiction, Juv. Graphic Novel, and Juv. Fiction to create more space for evolving material interests
- Learn & Grow: Collections – shifted the entire Adult Collection backward and brought forward the Spanish, Citizenship Corner and Large Print collections to the front to get more visibility and ease of access. Also moved the Memory Care and Board Game collection to the front. While shifting, we eliminated the need for the top shelf for ease of access. – Paul Dobersztyn
- Learn & Grow: Offerings - Book meetup at Cora Coffee was really nice and we pulled in a couple of other people who didn't know about the program while we were there. – Julie Kurtis
- Learn & Grow: Offerings – Hosted the first of several Warrenville Fire District programs at WPLD, highlighting the department's Mobile Stroke Unit. – Tom Hill
- Community Connections: Community Engagement - Reached out ACES Academy for some sort of collaboration. – Julie Kurtis

Feedback from Members

- Great quotes from Caregivers of Neurodiverse Individuals—"I feel seen and supported." "Love the opportunity to share and get ideas from other families in similar situations."
- Toddler Time quotes—"Love how fun it is." "Glad to be back to our regular toddler routines."
- Preschool Storytime quotes—" This program is very different from the rest of the storytimes because the kids are dropped off and they begin some learning. I also love that you give us feedback immediately after class."
- Markito's Enchiladas program—"Love visiting local restaurants." "It was a novel idea and I would do this again." Very well attended and worth the effort. Definitely need 2 people to run this program.

12c. MEMBER SERVICES REPORT
September 2025

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7,527	54.87%
Aspen catalog/mobile app (Renewals)	132	0.96%
Autorenewals	4,302	31.36%
Staff Assisted Checkout	1,758	12.81%
TOTAL TRANSACTIONS	13,719	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,454	59.17%
Selfcheck 2 (Near Vending Machine)	3,073	40.83%
TOTAL TRANSACTIONS	7,527	100.00%

Department Highlights

Curbside

We had 12 Curbside Pickups, 7 unique users, in September.

Continuing Education

Member Services staff participated in 4.5 hours of Continuing Education in September.

Meetings

I attended 1 Management Team meeting, a 1-on-1 meeting with Jason, a Safety Committee meeting, a job ad meeting with Jason and Ian, and a Content Creation meeting with Jason and Paul.

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. Since we received only one applicant, we've extended the posting until 10/18/2025.

Projects

- Searched for items checked out to Cataloging, Missing, items that are long overdue, etc. Found quite a few and got them checked in properly.

12. ACQUISITIONS & CATALOGING REPORT

September 2025

Submitted by MaryKellie Marquez

Collection Maintenance

- 292 items created
- 393 items discarded
- 60 items repaired
- 87 discs cleaned

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

MaryKellie

- Niche Academy, "Use Who You Have: Building a Library Training Program with Your Existing Staff" (9/3/2025).
- Achieve Engagement, "Toxic Workplaces for Dummies (& the Smart Leaders Who Want to Fix Them)" (9/15/25).
- ALMA Book Buzz (9/15/2025).
- DuPage Narcan Program (DNP) training with Amy Franco, director of Hillside Public Library (9/16/2025).
- KnowBe4 Security Culture Survey (9/17/2025).
- RAILS, "Up or Out: Getting Employees Back on Track or End the Ride" (9/24/25).
- Bucketlist, "Shaping Behavior, Shaping Culture: Coaching to Recognize with Purpose" (9/24/2025).
- NHLA, "Sustainability Chat: Book Clubs" (9/26/2025).
- Booklist, "Library Love for Library Reads" (9/26/2025).
- Culture Conversations, "The Future of Performance Management: Moving Beyond Reviews to Real Growth," (9/30/2025).

Gail

- Assisted Diana Abraham with the Community Resource Fair (9/13/2025).
- Library of Things program with Duncan Jones, MaryKellie Marquez and Jason Stuhlmann at Alsip-Merrionette Park Public Library (9/17/2025).
- Participated in the panel for students from Little Friends (9/29/2025).
- Worked with our current Little Friends intern on denewing, sticker removal, spine label application and filing the order cards (9/29/2025).

MaryKellie's Meetings:

- 1-on-1 with Jason Stuhlmann (9/9/2025).
- Management Team meeting (9/9/2025).
- Last 45 minutes of the SWAN Aspen Networking Group (9/9/2025).
- Meeting with Outreach Coordinator, Diana Abraham with Anthony & Katherine from Little Friends to go over the things for our new interns (9/10/2025).

- “Remembering September 11 Ceremony” with Jason Stuhlmann and Jackie Davis at the Warrenville Fire Department (9/11/2025).
- Co-chair SWAN Acquisitions and Cataloging Group (9/11/2025).
- LACONI Unconference at Gail Borden Public Library (9/12/2025).
- SWAN Inventory meeting with Vickie Totton, Ahren Sievers and Michael (9/16/2025) & (9/30/2025).
- Library of Things program with Duncan Jones, Gail Smith and Jason Stuhlmann at Alsip-Merrionette Park Public Library (9/17/2025).
- Board meeting (9/17/2025).
- ATLAS MMRT (9/19/2025).
- Our new intern from Little Friends started (9/22/2025).
- Update on B&T from Curt Leppert (9/24/2025).
- Meeting with Ingram rep Matt Stewart with Paul Dobersztyn (9/25/25).
- Facilitated the panel for Little Friends students (9/29/2025).
- Met with Jason Stuhlmann & Paul Dobersztyn to go over the change to Ingram (9/30/2025).
- SWAN Fireside Chat (9/30/2025).

Acquisitions & Cataloging Highlight from Gail Smith

Community Resource Fair (9/13/25)

Before the event, a large fruit and vegetable delivery was divided into 50 bags by the team, with better bags planned to be provided by a vendor the day of. Diana successfully organized about 20 community vendors, while I managed the WPLD information table and helped guide vendors to their assigned spots. Despite a last-minute no-show from one organization, Diana and I quickly adjusted by setting up an extra table. Highlights included a popular petting zoo, free giveaways, and racks of children’s Halloween costumes, with many vendors expressing appreciation for the event's layout and planning. After the event, we quickly cleared out the meeting room with help from Maddy and Jason to prepare for a scheduled story time, and while I left at 2 p.m., the event was overall seen as a success and valuable to the community.



12e. HUMAN RESOURCES

September 2025

Submitted by Ian Stevens

Highlights

- The successful start of the Little Friends Intern project with one person starting and learning about the library. Congrats Diana and MaryKellie for an amazing program.

Staff/Recruiting

- The library is currently recruiting a 20-hour Youth Services Associate. Of the 20 applicants Paul selected eight for interviews, and those began the first week of October.
- Diana worked with Little Friends to bring an intern on board. After interviews by Diana and MaryKellie I sent offers to two. One was accepted and started with Diana on 9/22. For the first steps, the program will have one intern.
- Due to a staff member leaving, the library has posted a job on various boards including RAILS and COD to recruit a 25-hour Spanish-speaking Member Services Associate.

HR Procedures

- Ran payrolls in Paylocity on 9/2, 9/15 and, 9/30 (October paid)
- IMRF: September payroll info to accountant 9/17. August Wage Report to IMRF 9/3.
- Paylocity has upgraded the payroll process. All went smoothly once the learning curve was over. Created in-house documentation as it pertains to library payroll processing. Can only be used by authorized staff.
- Completed HR Sources survey on National policies (benefits, leave, reviews, wellness). The results are published next year in an aggregated report for HR Source members.
- The handbook had been reviewed by an HR Source attorney. They made some additions, suggested legal wording updates, and other minor suggestions. Jason and I met to implement recommendations. The Board reviewed sections 5 in September.

Meetings

- Management Team meeting 9/9
- Handbook meet with Jason to go over the Trustees review for section five 9/5
- Monthly one-one with Jason to discuss HR matters 9/10
- Board meeting 9/17
- Safety committee meeting 9/4
- HR Sorcerers Ambassador meeting 9/4
- Meet with various staff to discuss a variety of HR issues/topics/policies including benefits, coverage, safety on 9/9, 9/16, 9/30, and my door is always open

Training/Continuing Education/Webinars

- HRCI – Bridging Communication 9/10
- DuPage Health – Narcan Training 9/16
- KnowBe4 – Security Culture and Inside Man 9/3 Internet security tools and awareness
- Absence Soft/HRCI - Wellness for Employees 9/9

12. IT DEPARTMENT REPORT

September 2025

Submitted by Duncan Jones

User Support

- I helped with an issue with images not uploading to the catalog due to being too large.
- I helped staff with pinning documents and uploading templates in Teams, OneDrive, 3D printing, password resets and AI generation of PowerPoint slides.

Troubleshooting

- I resolved an issue with Papercut support claiming to be expired.
- I resolved a conflict with a security software license key.
- I investigated an issue with the projector desyncing from the controller.
- I resolved an issue with anti-virus definitions not updating.
- I repaired, cleaned and calibrated the 3D printer.
- I resolved an issue with phones not dialing out.

Project/Goal

- I configured a replacement Hotspot for a damaged unit.
- I continued testing the new Windows 11 public PCs myself and deployed 2 units for public testing.
- I updated OS and software on various public PCs, catalogs, servers.
- I reached out to TBS for information and a quote on credit card readers.
- I set up and deployed a new Member Services PC.
- I edited the September board meeting video and uploaded it to Youtube.
- I renewed service on several hotspots.
- I configured a new Windows 11 HVAC PC.
- I deleted the accounts of a departing staff member.
- I worked with Marketing to adjust the signage on the public printers.
- I pulled Teen Lounge camera footage at staff request.
- I updated the firmware of the cameras and wireless access points and the controller.
- I investigated the impact of our firewall vendor suffering a data breach. We're not affected.
- I scheduled the computers to start-up early for our Sensory Friendly Open House.

Planning

- I monitored an AT&T planned outage to ensure we failed-over to our other network.
- I began planning for changes to phone lines, as AT&T announced discontinuation of support.

Meetings

- I met with Jason.
- I met with the Management Team.
- I met with MaryKellie to get a station setup for her inventory project.
- I met with Kathy and David to review printer signage.

Training

- I attended a Library of Things collection presentation at the Alsip-Merrionette Library.

12. Marketing Department REPORT

September 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:

Winter 2025–2026 *Reading Matters* (RM) newsletter

- Received, reviewed and provided input to Paul's first draft of winter programs.
- Discussed several activities pertaining to the creation of RM with Paul and new tasks we might want to try to make sure we're efficiently producing correct and enticing content.
- Reviewed and edited Paul's second draft of winter content; prepped it for David's use in designing RM and for PS to enter into the Communico calendar.
- Planned and scheduled all activities through November related to producing RM for use by PS.
- Created a schedule of *Reading Matters* key dates between Marketing and Public Services for Spring 2026 through Winter 2026-2027 for use by PS.
- Created a schedule of *Reading Matters* print production and mailing dates through fall Winter 2026-2027 for use by Hagg Press.
- Further adjusted/added content relating to the removal of a few teen programs.
- Clarified information about Test Prep classes added to the fall and winter calendars.

Event Publicity

- Edited and re-produced all publicity pertaining to the library's presence at Laundry City Express to remove a reference to an actual storytime and restating it as a library visit.
- Created an ad about the library at the laundromat using all Spanish text for use by the City in their *Hometown Happenings* publication.
- Created signs for the Community Resource Fair: Sandwich board for a Closed Parking Lot because of the petting zoo and other large signs directing people to the Main level to meet the organizations.
- Sent flyers of select fall programs to the Western DuPage Chamber for their use in sending emails and social media.
- Posted curated pictures of a stuffed animal dog reading library books to boost registration for September's Read to a Therapy Dog session.
- Updated the flyer for Sensory Friendly Open House, omitting the reference to District 200 families.

Sunday Music Matinees

- With help from Sophia at the MSD, all concert information and graphics were added into the Arts DuPage portal.
- Digital slides for each concert were sent to the Western DuPage Chamber.
- When an incorrect date regarding our March 2026 matinee was discovered, the following publicity materials were changed: In-house posters, website file, digital slide, Communico entry and Arts DuPage entry and graphic. A new file was sent to Western DuPage Chamber and the City. The new date was handwritten onto all the concert bookmarks.
- Sent the digital slide of the SMM with Tom Sharpe on October 5 to the City for use in FYI Warrenville.

Overhead Shelf Signage and Adult Stacks Shelf Sign Project

- Provided a summary of the Overhead project to all staff, including background, impacted collections and accessibility considerations. Expected completion date is December, 2025.
- Prepared a spreadsheet outlining all the overhead signs needed; provided the list to Paul for review/adjustments; clarified text on a few signs.
- As part of the shelf movement project in Adult Services, after working with Taylor on her input, several design drafts for the end cap directional signs were created, with an eye toward accessibility, readability and using current library style parameters. Youth Services signs were also drafted at the same time. Key personnel determined best design.
- Worked with Taylor and Paul to finalize the text to be applied to each of 28 end cap signs, which were then designed, created and handed off to PS for installation.

Copier/Printer Sign Project (with IT)

- Reminded Public Services and Member Services staff to provide input into the sign project (what's working, what's not, what signs could be combined).
- To learn how our public experiences the printing process when using a public computer and library print station (the dialog box on the computer, the dialog box attached the printer, the library card scanner mechanism), we worked at the Youth computers and created a few print jobs.
- Created a sign replacement plan with content styled the same across all signs; gave to David and Duncan for review.
- Created, sized, laminated and installed all new signs (see before and after shots at the end).
- Emailed all staff to share that the new signage had been installed and to let them know we would evaluate effectiveness after 90 days; asked them to keep tallies of any problems they observed.

Content Development/Review

- Worked at the Community Resource Fair taking photos of all organizations that participated and random shots of attendees to be shared on social media; also had several conversations with some the reps to learn about their organizations and their publicity materials. At their requests, I emailed photos I took of reps from two organizations manning their info tables.
- To boost registration for September's Cult Classic Movie night showing of *Twilight*, I downloaded images and curated content from various sources, including the audience participation guide created by Taylor, to use on social media; also posted a link to the guide in Communico.
- To boost registration at the Financial Protection adult program when it was discovered it had been erroneously listed in *Reading Matters* with an incorrect date, I gathered information and an image online to create a social media post.
- Took photos of actual dogs and young readers at two Read to a Dog sessions to use on social media to boost registration on future dates.
- To help boost participation in the Fall Back challenge and adult lock-in event, drafted a video using photos I took of the Fall Back Yearbook that PS created.

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

- Constructed a large library card as a prop for librarian staff to show off at school visits.
- Created a small, custom name tag to fit in a lanyard for the COD Practicum student Jessica.
- Printed additional business cards for Diana and MaryKellie.

- Began designing Winter Reading Challenge theme and materials.
- Worked with Jackie to find and order more Konica banner paper.

Community Outreach

- Received notice from Diana of several upcoming outreach events and scheduled them on the calendar as a reminder to create Go Boxes for each event.
- Created Go Boxes for Johnson Family Dinner on September 18 and VFW Burger Night on September 24.
- For the Fire House Open House on October 1, updated our flyer with the two remaining fire programs this fall and created a special cardboard cut-out of a fire helmet to attach to it. Explained to Gail who was filling in for Diana how to set up the table with the event publicity holders and the giveaway items.

Administrative

- Forwarded a work ticket to Jackie that came to me about a possible error or problem with how Communico takes Meeting Room reservations for Sunday meetings.
- Reviewed our internal documents on what to do during an ICE visit after Jason let all staff know that raids were taking place in West Chester.
- Reviewed Jason's email about Communico features we might want to activate; asked about how SMS messaging works.
- Shared my concerns with Jason about an encounter I had with a man outside our building one morning before the library was open. The next day, shared more information with Jason after hearing others talking about a person that matched the description of my encounter who actually entered the building through a staff entrance for a brief moment before we were open to the public.
- Updated the list of holiday dates/weeks staff can wear holiday attire to encourage staff to pose for photos for use on social media; sent to Jason for his review and push out to staff.
- Registered for an Exhibition Hall admittance at the ILA in Rosemont on October 16.
- Weighed in on a recent Incident Report involving a teen's use of the Teen Lounge and their parent's actions.

Miscellaneous

- Shared photos on Teams of staff members enjoying the petting zoo at the Community Resources Fair.
- To support our COD Practicum student, took photos of Jessica telling a story at a Storytime program; viewed the photos and prepped a file for her to use in her coursework. (Had previously read the course outline for how images would be shared. No images of children at our program were included in the file.)
- Weighed in on an issue regarding the printing of reading challenge paper logs; provided P.S. with instructions for printing.

Website activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In September...Kathy revised the Database page to change the names of two databases (NoveList and NoveList K-8) and also to edit the styling of two other databases.

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 September...

- Posted a picture Diana took about a 1BBK prize winner.
- Posted a picture Diana took from Morton Arboretum's storytime and posted on Facebook.
- To help boost attendance at the Community Resource Fair, posted photos Diana took of a few staff members receiving and sorting through fruit and vegetables to be given out at the Fair.
- Reported to Jason, Paul and Diana about Facebook comments relating to the mention and pictures of the petting zoo at the Fair (two comments) and the presence of the Girls Scouts organization. The same individual did not care for the presence of animals, citing exploitation, and said Girl Scout cookies have toxins (one comment).
- Used photos and video Paul took of the Sean Gaskell SMM to post on social.
- Used photos of completed puzzles Tom took to highlight our Community puzzle table.
- Responded to a post with a question about the acceptance of stuffed animals and other types of toys in our upcoming Toy Swap after checking with YS; also, edited the original post with the information.
- Created posts for social media use during the week of October 6, Banned Books Week.

Meetings/Webinars

Kathy

9/8/25: Lunch with Communications cohorts at City and Park District

9/9/25: Management Team meeting

9/10/25: Winter *Reading Matters* content meeting with David and Paul

9/17/25: Board Meeting

9/18/25: KnowBe4 Security Culture Survey

David

9/4/25: KnowBe4 Security Culture Survey

9/10/25: Winter *Reading Matters* content meeting with Kathy and Paul

Publicity Statistics

eNews (Constant Contact)

Subscribers: 7,109

Average open rate: 53%

New Cardholders campaign—average open for 11 sends: 66%

Social Media

Facebook Followers: 2,140

Instagram Followers: 613

Popular FB video post in September

2,275 views; 38 reactions (likes, comments, shares); reach=1,499

 **Warrenville Public Library District**
Published by Kathy Quinn · September 13 at 9:10 AM · 🌐

Come to the library today for our Community Resource Fair to connect with organizations that provide education, health care, home, spiritual, recreation and other resources to support individuals and families.

While supplies last, everyone will receive a free bag of fruits and vegetables courtesy of [Aetna Better Health of Illinois - Medicaid](#).

Event runs from 10 am to 1 pm. There will also be a petting zoo in our lower-level parking lot from 10 am to noon. Get more details, including a list of participating organizations, at: <https://www.warrenville.com/news>

#CommunityResourceFair #PettingZoo



 Literacy DuPage, City of Warrenville Government and 21 others 1 comment 3 shares

Adult Services printer station

Old signage



New signage



13. PRESIDENT'S REPORT

Next Library Meetings or Events as of October 10, 2025

- 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
- Wednesday, January 21 at 7 pm
Regular Board Meeting in Library Meeting Room

14. TREASURER'S REPORT

IL Funds Interest

- IL Funds – In September we made \$7,898.30 in interest.

Tax Money Income

- Near the end of September, we received another \$148,146 of tax money, which puts us at having collected 97.66% of our levied taxes for the year.