Regular Meeting of the Board of Trustees

Wednesday, November 19, 2025, 7:00 p.m.
Location: Library Meeting Room

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

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

AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, 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
    a. Employee Recognition: Gail Smith, 10 years
    b. Introduction of new employees: Michelle & Ruby
5. Public comments

p. 3….. 6. Correspondence

7. Consent Agenda **(ACTION)**

p. 7 …… a. Approve Minutes of the October 15, 2025 Regular Board Meeting
P. 10…….. b. Receive and file Financial Report for October 2025
P. 16…… c. Certify Compliance with Truth in Taxation Act
p. 17 …… d. Adopt Ordinance #2025-05 Levy Ordinance for Fiscal Year 2026-2027

p. 19 ……. e. Certify the Certificate of Authenticity for Ordinance #2025-05 Levy Ordinance for Fiscal Year 2026-2027

8. Regular Agenda

p. 20……. a. Approve payments for the period of October 16 – November 19, 2025 **(ACTION)**

p. 23 ……. b. Approve transfer of funds **(ACTION)**

p. 24 ……. c. Approve transfer from IL Funds to 5/3 Bank **(ACTION)**

9. Unfinished Business

p. 25 …… a. Approve updated Policy #210 Library Cards (**ACTION**)

10. New Business

p. 35 ……. a. Review Updated Policy #360 Art Exhibits (**discussion**)

b. Approve ILA Trustee Day travel reimbursements for Trustee Lezon (**ACTION**)

p. 45 …..(c. Approve ILA Trustee Day travel reimbursements for Trustee Schmidt (**ACTION**)

d. Approve ILA Trustee Day travel reimbursements for Trustee Stull (**ACTION**)

e. Approve ILA Trustee Day travel reimbursements for Trustee Warren (**ACTION**)

p. 46 …… f. Approve sending a Trustee to PLA Conference in April 2026 (**ACTION**)

p. 47 …… g. Approve closing Sunday, July 5, 2026 as an unpaid holiday (**ACTION**)

p. 48 ……. h. Discuss ILA Conference information about agenda format and procedure (**discussion**)

p. 49…11. Director's Report

p. 52…12. Department Head Reports

13. President's Report

p. 68 …… a. Next meetings or events

14. Treasurer's Report

p. 69 ……. a. TIF Monies

15. Secretary's Report

16. Committee Reports

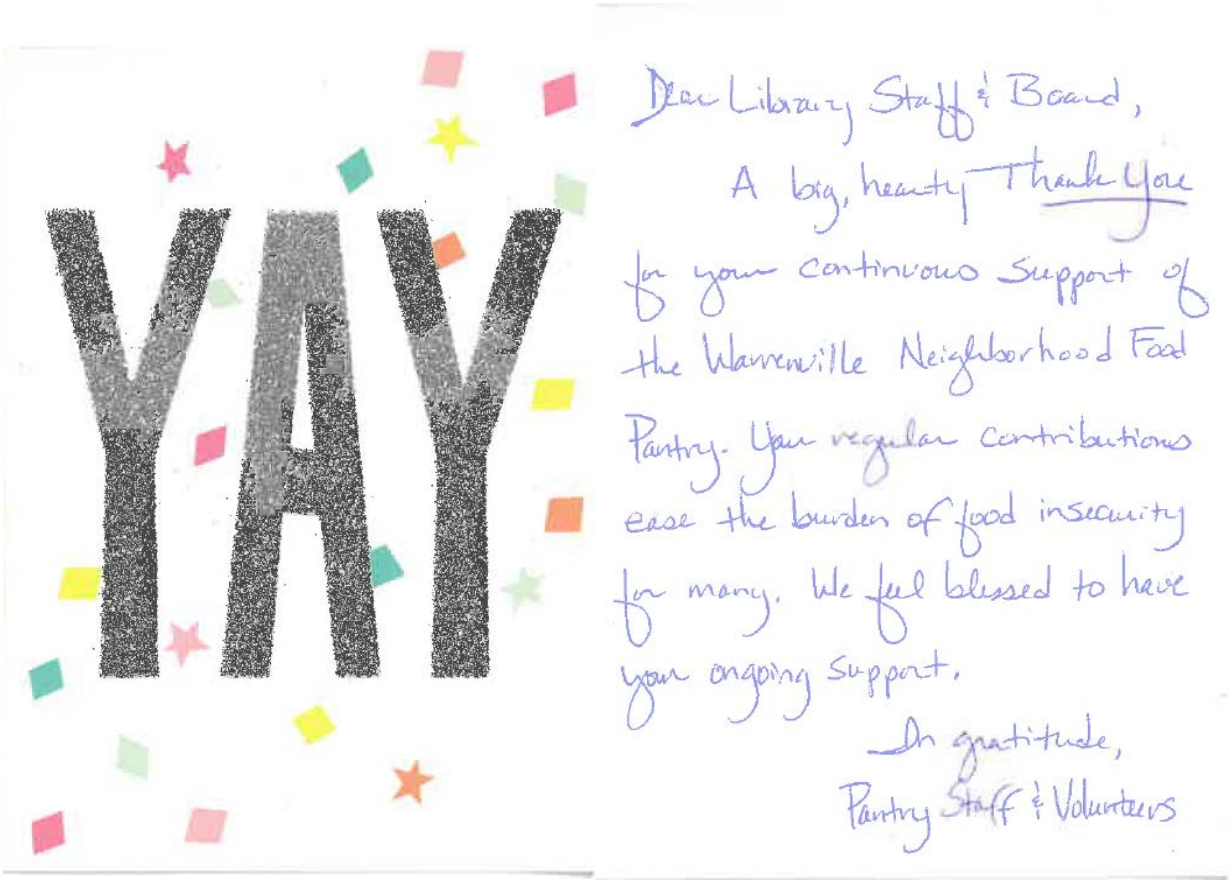
17. Trustee Comments

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

19. Adjournment **(ACTION)**

6. CORRESPONDENCE

We had another nice thank you note from the Community Food Pantry after a recent large donation pickup:



Outlook

Senate Resolution 104 Adopted October 15, 2025

From ISLServices <ISLServices@ILSOS.GOV>
Date Thu 10/23/2025 4:26 PM

1 attachment (656 KB)
Senate Resolution 104 104th General Assembly.pdf;

On behalf of the Secretary of State and State Librarian, Alexi Giannoulias, I would like to share with you a copy of Senate Resolution 104, adopted by the Illinois Senate on October 15, 2025. The resolution, sponsored by Senator Laura Murphy, recognizes the vital role of library trustees in operating our great public libraries across the state. It also recognizes the importance of library trustees getting the training and support needed to perform their trustee functions to the best of their abilities.

Please share this resolution with your board of trustees and also share this link to the iLEAD Trustee Training portal, iLEAD Trustee | iLEAD TRUSTEES, developed through the Illinois Heartland Library System with funding from this office.

Greg McCormick
Director, Illinois State Library
Secretary of State Alexi Giannoulias
Gwendolyn Brooks Building, 300 South Second St., Springfield, IL 62701
217.782.2994 (o)

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State of Illinois

Senate Resolution

ONE HUNDRED FOURTH GENERAL ASSEMBLY

Senate Resolution No. 104

Offered by Senator Laura M. Murphy

WHEREAS, Public libraries serve as essential community institutions that provide access to information, education, and cultural resources to all residents; and

WHEREAS, The governance and oversight of public libraries is entrusted to library trustees who play a critical role in ensuring that libraries operate efficiently, equitably, and in the best interests of the public; and

WHEREAS, Library trustees must navigate complex legal, financial, and policy matters, including issues of intellectual freedom, budgeting, and community engagement; and

WHEREAS, The Office of the Illinois Secretary of State provides training and educational resources for library trustees to enhance their knowledge of their responsibilities and the best practices in library governance; and

WHEREAS, Continuing education and training for library trustees is vital to maintaining strong and well-functioning libraries that serve the diverse needs of Illinois residents; therefore, be it

RESOLVED, BY THE SENATE OF THE ONE HUNDRED FOURTH GENERAL ASSEMBLY OF THE STATE OF ILLINOIS, that we urge all public library trustees to participate in ongoing training programs provided by the Illinois Secretary of State to strengthen their ability to effectively oversee library operations and services; and be it further

RESOLVED, That we encourage the Illinois Secretary of State to expand and enhance library trustee training opportunities, ensuring that all library board members have access to comprehensive education on governance, ethics, and policy matters; and be it further

RESOLVED, That suitable copies of this resolution be delivered to Illinois Secretary of State Alexi Giannoulias, the Illinois State Library, and all public library boards in the State of Illinois.

Adopted by the Senate, October 15, 2025.

President of the Senate

Secretary of the Senate

Warrenville Public Library District

Minutes of the Regular Meeting of the Board of Trustees
Wednesday, October 15, 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, Lezon, Picha, Schmidt, Stull, Warren

ABSENT: Trustee Pyszka

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

3. Approval of the agenda

MOTION: Trustee Warren moved to approve the agenda as presented. Trustee DuRocher seconded.
Voice vote:
Ayes – all
Nays – none
Absent – Trustee Pyszka
Motion carried

4. Presentations - none
5. Public comments - none
6. Correspondence – Director Stuhlmann stated all trustees should have received an invitation to attend the Local Government Breakfast at 7:30 am on October 24 at the Whittier Elementary School in Wheaton.
7. Consent Agenda – Trustee Schmidt read the consent agenda as follows:
    a. Approve Minutes of the September 17, 2025 B&A Public Hearing
    b. Approve Minutes of the September 17, 2025 Regular Board Meeting
    c. Receive and file Financial Report for September 2025

MOTION: Trustee DuRocher moved to approve the consent agenda as read. Trustee Warren 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 September 18,2 025 – October 15, 2025

MOTION: Trustee Picha moved to approve payment of invoices in the amount of $56,125.65 86,205.24 for the period of September 18, 2025 through October 15, 2025 including electronic payments and checks #10766 through 10804 with no voided checks. Trustee Lezon 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 Warren moved to transfer $150,000 from commercial checking account to operating checking account. Trustee Lezon seconded.
Roll call vote:
Ayes – Trustee DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays – none
Absent – Trustee Pyszka
Motion carried

9. Unfinished Business

    a. Approve updated Personnel Handbook Policy

        Director Stuhlmann asked the Board if they would like the policy published on the library's website. The consensus of the Board is this is an internal document only.

MOTION: Trustee DuRocher moved to approve the updated Personnel Handbook Policy. Trustee Schmidt seconded.
Roll call vote:
Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays – none
Absent – Trustee Pyszka
Motion carried

    b. Library Card Policy

        Director Stuhlmann asked the Board if they want to sign the IGA with the school district for teacher cards. Consensus of the Board is for Director Stuhlmann to execute the IGA.

10. New Business – none

11. Director's Report

    Director Stuhlmann stated Baker & Taylor, the library's main book supplier, will be closing their doors by the end of the year. The library is in the process of opening an account with Ingram, another book supplier, and hope to begin ordering from them in the near future.

12. Department Head Reports

    Public Services Manager Paul Dobersztyn gave brief updates on the Community Resource Fair and Petting Zoo that was held on September 13 ; the COD Practicum student at the library; and the reading challenges going on at this time.

13. President's Report

    a. Next meetings or events – Trustee Stull reported the Truth in Taxation Public Hearing will be at 7 pm on November 19 with the regular meeting following.
    b. The December board meeting is the second Wednesday of the month on December 10.

14. Treasurer's Report

    Trustee DuRocher reported the Illinois Funds interest earned in September.

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

16. Committee Reports – none

17. Trustee Comments - none

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 7:33 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

October 31, 2025

WARRENVILLE LIBRARY

OCTOBER 2025

FUND BALANCES

INCOME LEVY	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%	35374	2,441,574	99.10%	955,809	0	11,926	62,087	231,531	815,651	2,643,819
TOTAL TAX (LEVIED)	2,463,829	100.00%	35374	2,441,574	99.10%	955,809	0	11,926	62,087	231,531	815,651	2,643,819
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		356,715	0	-	-	-	16,912	339,803
ALBA LEMOS GIFT FUND	-		0	-		-	0	-	-	-	-	-
CAPITAL PROJECT	-		0	-		-	0	-	-	-	-	-
TOTAL	2,463,829	100.00%	35374	2,441,574	99.10%	1,538,371	0	11,926	62,087	231,531	832,563	3,209,469
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: October 2025
Corporate Fund

	Corporate Fund Month Ended Oct 31, 2025	Corporate Fund 12 Months Ended Jun 30, 2026	Corporate Fund Budget	Variance	% of Budget
Income					
Taxes Levied	$ 35,373.70	$ 2,441,573.94	$ 2,463,829.00	$ 22,255.06	99.10 %
Copier	846.61	3,057.16	6,000.00	2,942.84	50.95 %
Extended Use Fees	0.00	15.00	0.00	(15.00)	
Fees	9.00	38.00	50.00	12.00	76.00 %
TIF Funds	0.00	0.00	75,000.00	75,000.00	0.00 %
Interest	9,887.22	34,250.42	40,000.00	5,749.58	85.63 %
Book Sales	8.00	68.00	250.00	182.00	27.20 %
Lost Books	302.24	1,254.91	2,500.00	1,245.09	50.20 %
Creator Cart	30.58	116.50	250.00	133.50	46.60 %
Gifts / Memorials	51.50	81.50	1,900.00	1,818.50	4.29 %
Miscellaneous	790.61	793.21	0.00	(793.21)	
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 %
	47,299.46	**2,503,661.27**	**2,629,560.58**	**125,899.31**	**95.21 %**
Expenses					
Sal. - Administration	30,664.71	92,453.93	268,000.00	175,546.07	34.50 %
Sal. - Member Services	28,108.28	90,717.50	281,000.00	190,282.50	32.28 %
Sal. - Maintenance	4,275.71	12,898.15	38,000.00	25,101.85	33.94 %
Sal. - Marketing	14,908.54	44,725.61	130,000.00	85,274.39	34.40 %
Sal. - Public Services	60,479.47	180,263.85	546,000.00	365,736.15	33.02 %
Sal. - IT	7,605.00	22,815.00	66,000.00	43,185.00	34.57 %
Sal. - Technical Services	11,806.10	35,075.65	101,000.00	65,924.35	34.73 %
I.M.R.F. - Expense	9,646.40	38,072.84	136,000.00	97,927.16	27.99 %
Fica - Expense	11,724.84	35,238.71	109,000.00	73,761.29	32.33 %
Unemp. Comp.	41.55	245.11	1,025.00	779.89	23.91 %
Op - Mat'l Processing/Tech	392.61	2,149.53	9,800.00	7,650.47	21.93 %
Op - Mat'l Processing/Circ	0.00	1,157.04	3,450.00	2,292.96	33.54 %
Op - Postage	17.71	1,858.10	5,310.00	3,451.90	34.99 %
Op - Office Supplies	149.95	1,087.42	3,415.00	2,327.58	31.84 %
Op - Bank Fee's	27.86	393.37	1,300.00	906.63	30.26 %
Op - Automation Supplies	338.77	1,564.12	4,000.00	2,435.88	39.10 %
Op - Publishing	0.00	52.00	1,250.00	1,198.00	4.16 %
Equip. - Purchases	916.86	3,042.09	10,420.00	7,377.91	29.19 %
Equip. - Maintenance	14.70	92.26	500.00	407.74	18.45 %
Auto. - Software	104.98	7,275.92	22,425.00	15,149.08	32.45 %
Auto. - Purchases	0.00	138.36	3,000.00	2,861.64	4.61 %
Auto. - Maintenance	8,432.49	26,032.91	51,125.00	25,092.09	50.92 %
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	12,882.72	50,815.05	177,000.00	126,184.95	28.71 %
Pd - Recruiting	0.00	0.00	500.00	500.00	0.00 %
Pd - Staff Appreciation	67.06	171.92	6,300.00	6,128.08	2.73 %
Pd - Staff / Tuition Reimburse	0.00	0.00	1,800.00	1,800.00	0.00 %
Pd - Staff / Dues	614.00	889.00	3,800.00	2,911.00	23.39 %
Pd - Staff / Meetings	1,549.05	3,366.73	21,640.00	18,273.27	15.56 %
Pd - Staff / Transportation	135.45	343.52	6,700.00	6,356.48	5.13 %
Pd - Trst / Dues	0.00	0.00	160.00	160.00	0.00 %
Pd - Trst / Mtgs	1,550.00	1,582.84	4,300.00	2,717.16	36.81 %
Pd - Trst / Transportation	0.00	0.00	1,575.00	1,575.00	0.00 %
Pd - Trustee Misc.	15.74	23.22	700.00	676.78	3.32 %
Cont. - Lawyer	0.00	0.00	3,500.00	3,500.00	0.00 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: October 2025
Corporate Fund

Cont. - Accounting	1,107.59	4,706.52	13,885.00	9,178.48	33.90 %
Cont. - Collection	29.55	78.80	500.00	421.20	15.76 %
Cont. - Audit	0.00	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	465.83	11,530.21	52,500.00	40,969.79	21.96 %
Lib. Mat. - Youth Books	583.03	6,396.46	40,000.00	33,603.54	15.99 %
Lib. Mat. - Adult AV	1,460.92	5,764.47	15,000.00	9,235.53	38.43 %
Lib. Mat. - Youth AV	627.52	1,440.42	9,800.00	8,359.58	14.70 %
Lib. Mat. - EBooks	4,113.41	23,480.97	71,700.00	48,219.03	32.75 %
Lib. Mat. - Library of Things	0.00	0.00	6,000.00	6,000.00	0.00 %
Lib. Mat. - Periodicals	780.00	10,207.83	10,628.00	420.17	96.05 %
Lib. Mat. - Internet Subscript	340.00	23,056.65	28,293.00	5,236.35	81.49 %
Ps - Programs Adult	743.53	2,762.97	12,400.00	9,637.03	22.28 %
Ps - Programs Youth	421.30	2,445.19	12,000.00	9,554.81	20.38 %
Ps - Hotel/Motel	0.00	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	0.00	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	5,859.00	18,584.21	59,020.00	40,435.79	31.49 %
Maintenance Supplies	87.17	194.15	2,200.00	2,005.85	8.83 %
Security	769.98	5,335.53	12,285.00	6,949.47	43.43 %
Gas	215.96	1,061.33	7,000.00	5,938.67	15.16 %
Snow Removal	0.00	0.00	21,000.00	21,000.00	0.00 %
Hvac	720.00	1,821.71	17,000.00	15,178.29	10.72 %
B & M - Water / Sewer	338.60	914.84	2,000.00	1,085.16	45.74 %
Electricity	4,588.04	15,673.78	46,000.00	30,326.22	34.07 %
Telephone	855.44	4,414.50	15,000.00	10,585.50	29.43 %
Janitorial Supplies	0.00	1,242.79	4,700.00	3,457.21	26.44 %
B & M - Landscape Maint	954.09	3,759.09	15,568.00	11,808.91	24.15 %
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 %
	231,531.51	**815,651.29**	**2,764,317.00**	**1,948,665.71**	**29.51 %**

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: October 2025
Special Reserve Fund

	Special Reserve Fund Month Ended Oct 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	0.00	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 %
	0.00	**16,912.27**	**170,700.00**	**153,787.73**	**9.91 %**

See Accountants Compilation Letter

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

Assets

CURRENT ASSETS		
Petty Cash	250.00	
Cash In Drawer	160.00	
Cash / Copier Change	75.00	
Fifth Third 7985	171,831.61	
Fifth Third 8004	503,043.11	
Illinois Funds 1260	2,543,711.07	
		3,219,070.79
General Fixed Assets		$ 5,235,092.00
TOTAL ASSETS		**$ 8,454,162.79**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES		
I.M.R.F.	9,599.32	
		9,599.32
LONG - TERM LIABILITIES		
Debt Certificate Payable	1,270,000.00	
		1,279,599.32
EQUITY		
Fund Balance		$ 7,174,563.47
TOTAL LIABILITIES & FUND BALANCE		**$ 8,454,162.79**

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATION OF COMPLIANCE
WITH THE TRUTH IN TAXATION LAW

I, HEATHER J. STULL, the duly qualified and presiding officer of the WARRENVILLE PUBLIC LIBRARY DISTRICT, DuPage County, Illinois, hereby certifies that the attached Levy Ordinance of THE WARRENVILLE PUBLIC LIBRARY DISTRICT for the fiscal year beginning July 1, 2025, was adopted in full compliance with the provisions of Section 4 through 7 of the Truth in Taxation Law.

IN WITNESS WHEREOF, I have placed my official signature this 19th day of November 2025.

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

(SEAL)

Warrenville Public Library District

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	APPROPRIATED	LEVIED
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.

		APPROPRIATED	LEVIED
2.	SPECIAL RESERVE FUND		
	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)

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATE OF AUTHENTICITY
(LEVY 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 Levy Ordinance levying and assessing taxes 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 November 19, 2025.

I further certify that the attached Levy 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 19th day of November 2025.

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

(SEAL)

8a. REGULAR AGENDA

Approve payments for the period of October 16 – November 19, 2025 **(ACTION)**

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
October 16 - November 19, 2025

Date	Num	Name	Amount
11/19/2025	10805	4imprint	-328.20
11/19/2025	10806	Accounting Services, Inc.	-632.00
11/19/2025	10807	AT&T	-480.71
11/19/2025	10808	Baker & Taylor	-269.05
11/19/2025	10809	Baker & Taylor	-93.90
11/19/2025	10810	Baker & Taylor	-43.12
11/19/2025	10811	Bloomscapes Landscaping, Inc.	-588.00
11/19/2025	10812	Bochenek, Annette	-400.00
11/19/2025	10813	Deitemyer, Elizabeth	-800.00
11/19/2025	10814	Demco	-241.12
11/19/2025	10815	Direct Energy Business	-2,935.76
11/19/2025	10816	EastWest Books	-156.92
11/19/2025	10817	Elite Chess	-75.00
11/19/2025	10818	Fredrickson, Emily	-13.00
11/19/2025	10819	Gaydos, Kathy	-28.26
11/19/2025	10820	Haring, Taylor	-100.86
11/19/2025	10821	Konica Minolta Business Solutions	-32.44
11/19/2025	10822	Kurtis, Julie	-100.50
11/19/2025	10823	Lakeview Books	-371.96
11/19/2025	10824	Libraria	-2,527.27
11/19/2025	10825	LIMRICC Purchase of Health Insurance Prog	-17,729.69
11/19/2025	10826	Linkedin Corporation	-2,500.00
11/19/2025	10827	Lookout Books	-275.53
11/19/2025	10828	Marquez, MaryKellie	-186.95
11/19/2025	10829	Midwest Tape	-276.74
11/19/2025	10830	Midwest Tape	-3,273.60
11/19/2025	10831	Midwest Tape	-933.17
11/19/2025	10832	Naperville Area Humane Society	-25.00
11/19/2025	10833	NextEra Energy Services Midwest, LLC	-41.23
11/19/2025	10834	Ollis Book Corporation	-936.27
11/19/2025	10835	OverDrive	-1,500.00
11/19/2025	10836	Peregrine, Stime, Newman, Ritzman & Bruck	-675.00
11/19/2025	10837	Schmidt, Connie	-15.00
11/19/2025	10838	Service Master Commercial Cleaning	-2,849.00
11/19/2025	10839	Sikich CPA LLC	-3,400.00
11/19/2025	10840	Stull, Heather	-53.47
11/19/2025	10841	Violet Velvet Cooking Classes	-465.00
11/19/2025	10842	Warren, Richard	-38.47
11/19/2025	10843	Wheaton Park District	-68.00
11/19/2025	10844	Willow Lane Education	-229.88
11/19/2025	10845	Wilson, Amanda	-117.30

11/19/2025	10846	Lezon, Sandy	-53.47
11/19/2025	10847	Ambius	-366.09
11/19/2025	10848	Chase	-163,208.75
11/19/2025	10849	Demco	-153.25
11/19/2025	10850	Direct Energy Business	-4,576.04
11/19/2025	10851	Granite Telecommunications	-204.93
11/19/2025	10852	Record Information Services, Inc.	-350.00
11/19/2025	10853	Sam's Club/Synchrony Bank	-38.94
11/19/2025	10854	Unique	-59.10
11/19/2025	10855	Kenny-Sumrak, Kyrie - VOIDED	0.00
11/19/2025	10856	Kenny-Sumrak, Kyrie	-43.96
11/19/2025	10857	4imprint	-350.34
11/19/2025	10858	Today's Business Solutions, Inc.	-149.92
10/16/2025	Electronic	Comcast	-361.91
10/20/2025	Electronic	Northern Illinois Gas	-215.96
10/24/2025	Electronic	Paylocity	-475.59
10/29/2025	Electronic	AFLAC	-94.30
10/31/2025	Electronic	Warrenville, City of	-169.30
11/12/2025	Electronic	Chase Ink	-4,458.07
			-221,137.29

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 from IL Funds to 5/3 Bank **(ACTION)**

Suggested motion: Transfer $750,000 from IL Funds to the 5/3 commercial checking account.

Commercial Checking Status

After making our monthly payments for November, including our annual loan payment, we will be low on funds, so I recommend transferring $750,000 back to our commercial checking account from IL Funds. This should hopefully sustain us for the next two months before we need to transfer more.

9a. UNFINISHED BUSINESS

Approve Updated Policy #210 Library Cards **(ACTION)**

Library Card Policy Updates

We reviewed the updated policy in September. Last time we were waiting to hear back from SWAN and some other libraries. After feedback, we've made a couple of final changes to note.

In the policy, the newest additions are highlighted in yellow.

- **Teacher Cards (NEW section II.E)**
  - Given that we outlined the rules for the new Courtesy and Limited Use cards, we decided we should add in some of the rules for the Teacher cards, as well. Those details will still be outlined in the IGA with the schools.
- **Courtesy Cards (NEW section II.H)**
  - We added a short bit to say that renewing this card is at the discretion of library staff.
  - After talking with SWAN, there is a limit to how many enforceable restrictions we can add to library cards. Due to this we updated this section to state that the loan periods are the same as a regular card.
- **Limited Use Cards (NEW section II.I)**
  - We added verbiage to be a bit more flexible about where a person needing a Limited Use card might be staying.
  - We added a short statement to say that renewing this card is at the discretion of library staff.
  - After talking with SWAN, there is a limit to how many enforceable restrictions we can add to library cards. While we had originally intended to make this card a little more restricted, the fact that SWAN's limited use card limits to 5 items really does most of the protecting for us, limiting any potential loss. Due to this we updated this section to state that:
    - All collections are available for checkout;
    - The loan periods are the same as a regular card; and
    - Card holders can do in-SWAN interlibrary loan / reciprocal borrowing.

With the above final changes, I recommend this policy for Board approval.

LIBRARY CARDS

Policy #210 - Revised & Approved 11/19/25

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 Card

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.

C. Nonresident Taxpayer 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 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.

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.

Business/nonprofit library cards are not for personal use, and may only be used 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.

For classroom use only, Teacher cards:

- 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 the same loan periods as 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.

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. 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 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 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 juvenile applicant's parent or guardian 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.

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

Juvenile nonresident cards are valid for the school year of eligibility and the following summer. Cards will expire on 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 at the discretion of staff;
- 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 the same loan periods as 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 individuals that are unhoused or have temporary living situations.

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

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

Limited Use cards:

- Are valid for 3 months and are renewable at the discretion of staff;
- Are valid for all WPLD collections available to a regular resident library card;
- 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 the same loan periods as a regular resident library card;
- Have access to the Library's online databases and learning platforms;

- May participate in reciprocal borrowing from other SWAN libraries but are limited to 5 holds;
- 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 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. 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.

10a. NEW BUSINESS

Review updated Policy #360 Art Exhibits **(discussion)**

Art Exhibit Policy Updates

This policy was last updated in 2018. There aren't many substantial content changes to the policy, but I did overhaul the format and flow for better reading. Because of this, I am including both the old/current policy as well as the updated policy, as it would have been too messy to mark up the old policy.

Policy Changes

- I removed the Teen Lounge as a display space option. Due to the nature of the space being geared towards teens, it didn't seem to be the appropriate spot for general art displays and viewing.
- To that end, last year we removed the hanging rack from the Teen Lounge and moved it to the Quiet Room. As a result, I updated the info about space in the Quiet Room including a new photo.
- I increased the maximum display time from 2 months up to 6 months, as we haven't had many applications so far.
- I moved some of the items from the application to be in the policy.
- I rearranged or rewrote most of the policy to create sections and give the document better flow. Previously it felt like the details were scattered around, and I wanted to have it make more sense with more intent:
    - Start with some basic info and space available;
    - Then how to apply;
    - Then what the approval process looks like;
    - Then the planning process after approval; and
    - Finally, the liability info.

Application / Waiver Changes

- I revised the application, again to give it a bit better flow.
- I added a few new sections for people to complete.
- I removed the checklist and moved several points into the policy.
- I added a "For Staff Use Only" section as a checklist for staff to follow for the application process.

ART EXHIBITS POLICY

The Warrenville Public Library District provides access to the intellectual and cultural resources of the community, including works of art.

The Library welcomes groups, organizations or individuals to exhibit art in the Library.

Any artist interested in exhibiting at the Library must submit an Artist Application, signed Waiver of Liability/Policy Agreement, photos of 4-6 works to be displayed and an artist statement. Upon receipt of an Artist Application, the Library Director or designee will review the application and communicate with the artist regarding suitability of the exhibit, selection of works and scheduling.

Exhibits are approved and scheduled by the Library Director or designee. Preference is given to Library District residents and organizations.

Depending on availability of display space, an exhibit may be scheduled for a minimum of one month up to a maximum of two months. Artists are limited to one exhibit per calendar year. Schedules are approved on a first come, first served basis.

The Library assumes no responsibility for the preservation, protection or possible damage or theft of materials exhibited. All items placed in the Library are at the owner's risk. There is no insurance coverage on any exhibit arranged with the public. The owner must carry his own insurance if so desired.

Artists who exhibit their work at the Library agree to the following:

1. The Library has the final decision on the approval, schedule and arrangement of all exhibits and displays. The Library reserves the right to reject any or all parts of an exhibit or change the manner of display.
2. Each individual artist displaying work, whether solo or as a member of a group, must sign the Waiver of Liability/Policy Agreement.
3. Framed artwork is preferred. All artwork must have a properly secured mechanism on the back for hanging.
4. Artists must supply an artist statement for use by the Library.
5. All Artwork must have a title card appropriate for mounting next to each piece of art. The title card must include the artist name, title of work and medium.
6. Artwork does not need to be for sale. If the artwork is for sale, the artist must supply a price list that includes the artist's name, contact information, titles of works and prices. The Library will not display the price list but will share it with interested individuals upon request. Prices may not be on the face of the artwork or the title card. The Library will receive no fees or commissions in connection with any exhibit or display. Transactions for the purchase of exhibit items will be between the artist and the purchaser.
7. A Library staff member will photograph and sign in all artwork when installed. Library staff will sign out all artwork when removed. Artwork must be installed and removed on agreed upon dates.

8. All artwork must stay on display for the entire period agreed upon for the exhibition.
9. All publicity in connection with any artwork/exhibition must be approved by the Library.

Display Space Available

1. Quiet Room
   Area measures 228 inches wide by 60 high
   Display system has 6 hooks for display

2. Teen Lounge
   Area measures 192 inches wide by 48 inches high
   Display system has 6 hooks for display

Policy Revision Log
Approved 3/21/2018, effective 4/1/2018

WARRENVILLE PUBLIC LIBRARY DISTRICT
ARTIST APPLICATION

Thank you for your interest in exhibiting your artwork at the Warrenville Public Library District (Library). The following guidelines will help you understand the selection and exhibit process. For additional information, please contact the Library Director at 630/393-1171 x118. This Artist Application must be signed and submitted with the Waiver of Liability/Policy Agreement.

- ☐ Complete and submit signed (1) Artist Application and (2) Waiver of Liability/Policy Agreement.
- ☐ Submit photos of 4-6 works to be displayed. Photos may be submitted in digital format or posted on a website. Photos submitted will not be returned.
- ☐ Submit an artist statement (brief biographical statement suitable for publication).
- ☐ Applications are accepted at any time. Exhibit schedules are assigned on a first come, first served basis.
- ☐ Applicants must be available to meet with Library staff to determine if and how artwork can be installed.
- ☐ If approved, applicants will be notified via email or phone and an exhibit date will be scheduled.
- ☐ If the Applicant is a group or organization, a signed Waiver of Liability/Policy Agreement from each individual artist must be attached to this application.
- ☐ Artist and Library will agree on time for installation and removal of exhibit. Artist will be present to install and remove artwork on agreed upon dates.

Today's Date_____

Name _____ Signature _____

Organization Name _____

Phone _____ Email _____

Art Medium _____

How many pieces of art are available to exhibit? _____

What months are you available to exhibit?_____

Submit requested materials to Warrenville Public Library District, 28W751 Stafford Place, Warrenville, IL 60555 or director@warrenville.com.

WARRENVILLE PUBLIC LIBRARY DISTRICT
ARTIST WAIVER OF LIABILITY / POLICY AGREEMENT

Waiver of Liability

I hereby voluntarily assume the risk of any loss, injury or damage to myself or property, which in anyway arises out of the use of Warrenville Public Library District facilities for exhibition of artwork. Further, I do hereby waive any claim against the Warrenville Public Library District and its agents, servants and employees, arising from said loss, injury or damage and do covenant not to sue the Warrenville Public Library District thereon, regardless of whether such loss, injury or damage is caused in whole or in part by negligence of said Library District or by the negligence of the agents, servants and employees of the Library District.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE DISCLAIMER STATEMENT AND WAIVE AND RELEASE ALL CLAIMS. I HAVE READ AND AGREE TO THE GUIDELINES SET FORTH IN THE LIBRARY'S ART EXHIBITS POLICY.

Today's Date_____

Artist Name _____ Signature _____

Warrenville Public Library District

ART EXHIBITS POLICY

Policy #360 – Revised & Approved 12/10/25

Art Exhibits at the Library

The Warrenville Public Library District provides access to the intellectual and cultural resources of the community, including works of art. The Library welcomes groups, organizations or individuals to exhibit art in the Library.

- Exhibits are approved and scheduled by the Executive Director or designee.
- Applications are accepted at any time. Exhibit schedules are approved on a first come, first served basis.
- Preference is given to Library District residents and organizations.
- Depending on availability of display space, an exhibit may be scheduled for a minimum of one month and up to a maximum of six months.
- Artists are limited to one exhibit per calendar year.

Display Space Available

Quiet Room

- Blue wall display area measures 135 inches wide by 48 high
- Brown wall display area measures 228 inches wide by 60 high
- Display system has multiple hanging rods and hooks for displaying up to 15 pieces, depending on their size

Artist Application

Any artist interested in exhibiting at the Library must submit:

1. Signed Artist Application, which includes:
    a. Photos of the works to be displayed
    b. Artist statement for use by the Library
    c. If applicable, a price list of pieces for sale
2. Signed Waiver of Liability/Policy Agreement

Each individual artist applying to display work, whether solo or as a member of a group, must complete the Artist Application and sign the Waiver of Liability/Policy Agreement.

Approval Process

The Library has the final decision on the approval, schedule and arrangement of all exhibits and displays. The Library reserves the right to reject any or all parts of an exhibit or change the manner of display.

Upon receipt of the above items, the Executive Director or designee will review the application for approval. If necessary, applicants must be available to meet with Library staff to discuss suitability of the exhibit, selection of works or determine if and how artwork can be installed.

The Library will then communicate its decision with the artist via phone or email. Upon approval, the Library and artist will agree on start/end dates for the exhibit, along with times for the installation and removal of the artwork. The Library typically performs the installation and removal, but may ask the artist to be present and to assist.

Planning & Exhibit Information

Artists who are approved to exhibit their work at the Library agree to the following:

1. All artwork must have a properly secured mechanism on the back for hanging. Framed artwork is preferred.
2. A Library staff member will photograph and sign in all artwork when installed. Library staff will sign out all artwork when removed. Artwork must be installed and removed on agreed upon dates.
3. The artist will provide an Artist Statement – a brief, typed biographical statement suitable for publication.
4. The artist will provide a list of titles and medium corresponding to the artwork so that the Library can create title cards appropriate for mounting next to each piece of art. The title card will include the artist name, title of work and medium.
5. Artwork does not need to be for sale. If the artwork is for sale, the artist must supply a price list that includes the artist's name, contact information, titles of works and prices. The Library will not display the price list but will share it with interested individuals upon request. Prices may not be on the face of the artwork or the title card. The Library will receive no fees or commissions in connection with any exhibit or display. Transactions for the purchase of exhibit items will be between the artist and the purchaser.
6. All artwork must stay on display for the entire period agreed upon for the exhibition.
7. All publicity in connection with any artwork/exhibition must be approved by the Library.
8. The Library will use images of the artwork for promotional purposes only.

Liability

The Library assumes no responsibility for the preservation, protection or possible damage or theft of materials exhibited. All items placed in the Library are at the owner's risk. There is no insurance coverage on any exhibit arranged with the public. The owner must carry their own insurance if so desired.

Artist Application
for Exhibiting Art at the Warrenville Public Library District

Thank you for your interest in exhibiting your artwork at the Warrenville Public Library District (Library). Make sure you have read the Library's Art Exhibits Policy, then complete, sign and submit the following application, photos of artwork and Waiver of Liability/Policy Agreement to the Executive Director at Warrenville Public Library District, 28W751 Stafford Place, Warrenville, IL 60555 or director@warrenville.com. For additional information, please contact the Executive Director at 630/393-1171 x118.

Artist Name: _____

Are you part of an organization or group? (circle one) YES / NO

If YES, each individual of the group applying to display art must complete an application and waiver/agreement.

Group / Organization Name (if applicable): _____

Upon approval you will be asked to provide an artist statement - a brief, typed biographical statement about the artist and/or organization suitable for publication.

Artist Phone: _____

Artist Email: _____

How many pieces of art would you like to exhibit? _____

Art Medium(s): _____

Please submit digital photos of the works you wish to display with this application, or provide below the URL of the website where photos of the art can be found:

_____

Upon approval you will be asked to provide a list additionally detailing the title and medium for each approved piece.

-APPLICATION CONTINUED ON REVERSE-

What months are you available to exhibit? _____

Exhibits will be scheduled for between 1-6 months.

Is any of the artwork for sale? (circle one) YES / NO

If YES, **upon approval** you will be asked to submit a document listing titles, prices and your contact details if you would like staff to be able to provide that information.

.

Signature: _____

Today's Date: _____

FOR STAFF USE ONLY

Check items as completed.

Application – has the applicant:

- ☐ Completed the application
  - ☐ If there are multiple artists, have they all completed an application?
- ☐ Submitted photos of artwork or accessible URL
- ☐ Signed Waiver of Liability / Policy Agreement
  - ☐ If there are multiple artists, have they all signed a copy of the Waiver of Liability / Policy Agreement?

The applicant is:

- ☐ Approved
  - o Start Date of Exhibit: _____
  - o End Date of Exhibit: _____
- ☐ Denied

For approved applicants:

- ☐ Artist statement submitted
- ☐ List provided of titles and mediums for title cards
- ☐ If applicable, price list submitted
- ☐ Art
  - ☐ Date art is dropped off: _____
  - ☐ Art inventoried by staff person: _____
  - ☐ Date art is picked up: _____

Artist Waiver of Liability / Policy Agreement
for Exhibiting Art at the Warrenville Public Library District

Waiver of Liability

I hereby voluntarily assume the risk of any loss, injury or damage to myself or property, which in anyway arises out of the use of Warrenville Public Library District facilities for exhibition of artwork. Further, I do hereby waive any claim against the Warrenville Public Library District and its agents, servants and employees, arising from said loss, injury or damage and do covenant not to sue the Warrenville Public Library District thereon, regardless of whether such loss, injury or damage is caused in whole or in part by negligence of said Library District or by the negligence of the agents, servants and employees of the Library District.

Acknowledgement

1. I HAVE READ AND FULLY UNDERSTAND THE ABOVE DISCLAIMER STATEMENT AND WAIVE AND RELEASE ALL CLAIMS.

   AND

2. I HAVE READ, UNDERSTAND AND AGREE TO THE GUIDELINES SET FORTH IN THE LIBRARY'S ART EXHIBITS POLICY.

Artist Name: _____

Signature: _____

Today's Date: _____

10b. NEW BUSINESS

Approve 2025 ILA Travel Reimbursements for Trustee Lezon **(ACTION)**

Suggested motion: Move to approve 2025 ILA travel reimbursements for Trustee Lezon in the amount of $53.47.

This is a travel reimbursement for mileage, tolls and parking in conjunction with attending the October 16, 2025 ILA Trustee Day.

10c. NEW BUSINESS

Approve 2025 ILA Travel Reimbursements for Trustee Schmidt **(ACTION)**

Suggested motion: Move to approve 2025 ILA travel reimbursements for Trustee Schmidt in the amount of $15.00.

This is a travel reimbursement for parking in conjunction with attending the October 16, 2025 ILA Trustee Day.

10d. NEW BUSINESS

Approve 2025 ILA Travel Reimbursements for Trustee Stull **(ACTION)**

Suggested motion: Move to approve 2025 ILA travel reimbursements for Trustee Stull in the amount of $53.47

This is a travel reimbursement for mileage, tolls and parking in conjunction with attending the October 16, 2025 ILA Trustee Day.

10e. NEW BUSINESS

Approve 2025 ILA Travel Reimbursements for Trustee Warren **(ACTION)**

Suggested motion: Move to approve 2025 ILA travel reimbursements for Trustee Warren in the amount of $38.47.

This is a travel reimbursement for mileage and tolls in conjunction with attending the October 16, 2025 ILA Trustee Day.

10f. NEW BUSINESS

Approve sending a Trustee to PLA Conference in April 2026 **(ACTION)**

Suggested motion: Move to approve sending Trustee _____ to the PLA Conference in April 2026.

The PLA Conference is a great conference for public libraries that occurs every other year. The next conference is taking place April 1-3, 2026 in Minneapolis, MN. Registration began in October. The early bird discount deadline is January 9, 2026, though I recommend registering and booking a hotel as soon as possible.

We usually budget for 1 trustee to attend, which we did this fiscal year. The Library covers the cost of registration, travel expenses, hotel stay and meals.

Past PLA Conference attendance:

- 2024 - Trustee Schmidt
- 2020 – Trustee Picha
- 2018 – Trustees Stull & Warren
- 2016 – Trustee DuRocher
- 2014 – Trustees Lezon, Stull & Warren

For 2024, you were all interested in sending the newest trustee, which was Trustee Schmidt at the time. Following that, it would be Trustee Pyszka's turn to attend this time, if she is available and interested.

10g. NEW BUSINESS

Approve closing Sunday, July 5, 2026 as an unpaid holiday **(ACTION)**

Suggested motion: Move to approve closing the Library on Sunday, July 5, 2026 as an unpaid holiday.

July 5, 2026

Next year, Independence Day is on a Saturday. Many places close on the Friday when a holiday falls on a Saturday. Since the staff scheduled on July 3 walk in the annual parade, this doesn't seem like a helpful option, as I'd hate to make some people come in on a closed day off to be in the parade.

Instead, I was thinking it might be nice to close on Sunday, July 5 instead. It seems a little odd to be closed on the long Saturday and open on the short Sunday. If we close, then staff will have the whole weekend to enjoy the holiday.

This is not imperative if the Board would rather the Library stay open. I was just thinking of the challenges of scheduling staff and competing requests for time off when holidays land around the weekend.

Christmas

Related, Christmas Day 2026 falls on a Friday, Christmas Day 2027 falls on a Saturday, Christmas Eve 2028 falls on a Sunday (leap year), and Christmas Eve 2029 falls on a Monday, so I'm similarly thinking about the best addition or not of closed days around the weekend. And of course, the following week New Year's Eve and Day mirror Christmas.

There was also recent director discussion about December 26 in general, and several (though still less than half, I'd say) libraries always close on December 26 as a paid holiday to give staff time for travel and whatnot. I struggle with wanting to give staff more holidays vs. not wanting to be closed to the public too many days in a row.

10h. NEW BUSINESS

Discuss ILA Conference information about agenda format and procedure **(discussion)**

Trustee Stull brought some information and ideas back from the ILA Trustee Day that she'd like to discuss regarding agendas and meeting procedures, including adjournment, abstaining, etc.

11. DIRECTOR'S REPORT

for November 2025 Board Meeting **submitted by Jason Stuhlmann**

New Lights

'Tis the season of lights!

You will see that this week our holiday lights on Stafford were installed. We are very happy to participate more and better match the city campus holiday lights.

You will also hopefully notice that our Stafford entrance is now better lit. We ordered new downward facing lights to replace the outside sconces that were not illuminating the entrance very well. I think it looks great and am happy that you can now see our doorway at night. Thanks to Ly for swapping out the lights!

Update - Dollywood Imagination Library

While the Imagination Library is still wanting larger groups than just 1 city, they have backed down from wanting sponsorship for the entirety of DuPage County. Connie, Mayor Johnson and I meet with Andi from the Imagination Library and she has been in talks with various people from Winfield Township, which is much more achievable.

Food Pantry

With the recent government shutdown and impact to SNAP benefits, many of our wonderful members/residents in Warrenville have been donating extra for our local food pantry. Below was donated by just 1 person in early November. The last few weeks the pantry has had to come every week rather than once a month.

Staff In Service Day – Friday, March 6

For next year's In Service Day, we will be scheduling CPR/AED and Stop the Bleed training with the Fire District. Then we currently plan to go out for a staff/trustee recognition afternoon meal, which we have done in the past.

Please let me or Jackie know as soon as possible if you are interested and able to attend either the training or the afternoon meal. For planning purposes we need to have head counts for both the Fire District and the restaurant.

Audit

In October Jackie and I prepared final items for the auditors prior to their last day of fieldwork on October 10. All went smoothly and we met with Martha the following week to discuss any last items.

In November I worked on and submitted a draft of the MD&A. Revisions will be made and the final report prepared, which Martha will present to the Board at December's meeting.

Meetings & Programs for October

- One-on-one meetings with Managers
- Meetings with Duncan & Granite to discuss POTS lines (October 1, 14)
- AS Associate interviews (Oct 2, 6, 7)
- Final meeting with Martha from Sikich (October 14)
- Meeting with Laurie & Ian to discuss MS Associate position (October 15)
- Covered the AS Desk (October 20)
- Participated in career panel for Outreach Warrenville (October 22)
- Safety Committee Meeting (October 23)
- Attended CUSD 200 Breakfast for Administrators (October 24)
- Management Team Meetings (October 28)
- SWAN Fireside Chat (October 28)
- Covered the MS Desk (October 29)
- Meeting with Kathy, David, Paul and Duncan to discuss Communico, our website and a new app (October 29)

STATISTICAL SNAPSHOT	Oct 2025	Sep 2025	Aug 2025	July 2025	June 2025	May 2025	Apr 2025	Mar 2025	Feb 2025	Jan 2025	Dec 2024	Nov 2024	Oct 2024
TOTAL CIRCULATION (physical items)	**14,496**	**13,719**	**15,140**	**16,705**	**15,534**	**13,862**	**14,018**	**14,735**	**13,092**	**13,932**	**12,192**	**12,966**	**13,538**
WPLD items checked out at WPLD	7,653	7,501	7, 760	9,835	9,666	9,443	9,223	8,241	7,282	7,972	6,037	7,247	7,320
Auto-renewals of WPLD Items	4,450	4,302	5,501	4,580	4,239	4,419	4,795	4,676	4,136	4,039	4,723	4,167	4,550
Other Library Items Checked out at WPLD	2,393	1,916	1,879	2,290	1,629	1,701	1,832	1,818	1,674	1,921	1,432	1,552	1,758
DOWNLOADABLE CIRCULATION	**3,931**	**3,765**	**3,918**	**4,252**	**3,973**	**3,941**	**3,788**	**4,047**	**3,559**	**4,029**	**3,613**	**3,631**	**3,597**
OverDrive/Libby	1983	1971	2,007	2,300	2059	2065	2001	2107	1877	2139	1,948	1,987	1948
OverDrive (magazines) fka RB Digital	431	382	375	378	371	343	395	361	298	396	295	327	300
Hoopla	1517	1412	1,536	1,574	1543	1533	1392	1579	1384	1494	1370	1317	1349
INTERLIBRARY LOANS													
Received from SWAN Libraries	2,311	1,818	1,790	2,178	1,550	1,597	1,755	1,738	1,587	1,856	1,363	1,450	1,678
Received from Non-SWAN Libraries	21	20	5	18	18	12	17	17	16	21	14	15	19
Sent to SWAN Libraries	1,595	1,501	1,653	1,813	1,761	1,563	1,634	1,605	1,419	1,834	1,902	1,525	1,756
Sent to Non-SWAN Libraries	10	8	9	8	12	11	8	16	25	20	25	18	13
COLLECTION													
Physical Materials Added	477	292	462	489	589	439	802	482	425	527	394	371	623
Physical Materials Withdrawn	564	393	183	1,216	2,332	102	469	304	910	391	341	261	236
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
Physical materials	74,081	74,087	71,905	76,148	76,564	76,068	76,297	76,306	76,332	76,137	76,104	75,826	75,857
OverDrive books	47250	47414	47,843	48,003	48,120	43,304	48430	48033	48355	48751	49415	49,881	50,202
OverDrive audiobooks	21275	21258	21,311	21,303	21,281	21,275	21235	21256	21244	21230	21227	21,307	21,246
PROGRAMS													
Number of Adult Programs	29	27	23	20	20	18	18	19	17	21	14	19	23
Adult Program Attendance	322	327	1149	701	364	196	164	274	207	220	150	241	449
Number of Teen Programs	8	9	6	6	8	9	6	8	8	6	7	7	7
Teen Program Attendance	30	46	21	56	82	173	37	74	32	26	48	35	30
Number of Youth Programs	29	20	15	26	33	18	30	25	30	31	20	29	36
Youth Program Attendance	785	457	290	641	793	659	819	716	484	547	324	550	676
Book-A-Librarian Sessions	14	14	10	14	14	14	14	14	14	14	8	11	14
Book-A-Librarian Attendance	1	7	3	6	3	4	5	6	3	4	4	4	5
OUTREACH													
Adult Outreach Events	2	1	2	1	1	1	3	0	1	0	0	0	0
Adult Outreach Attendance	125	50	360	12	15	30	78	0	12	0	0	0	0
Teen Outreach Events	1	0	0	0	0	1	0	0	0	0	0	0	0
Teen Outreach Attendance	20	0	0	0	0	10	0	0	0	0	0	0	0
Youth Outreach Events	6	1	3	5	3	8	5	4	2	6	3	1	5
Youth Outreach Attendance	718	157	738	524	214	1621	495	325	195	180	87	11	424
LIBRARY CARDS													
Total Resident Cards Active	9,736	9,682	9,628	9,594	9,531	9,484	9,437	9,456	9,550	9,613	9,590	9,546	9,510
Resident Cards Issued In Person	76	60	62	79	59	60	44	56	42	32	51	57	40
Online Cards Issued			19	12	11	15	9	7	9	9	10	10	10
VISITOR COUNT	**2,786**	**10,658**	10,564	10,989	10,685	10,341	9,374	9,556	8,363	7,392	7,549	9,238	9,507
STUDY ROOM USES	**315**	**331**	282	389	339	311	326	313	282	274	285	284	352
MEETING ROOM USES (public)	**10**	**7**	2	0	3	8	6	4	6	4	3	2	4
CURBSIDE PICKUPS	**8**	**12**	11	15	7	12	11	18	6	14	6	5	4
COMPUTERS & TECHNOLOGY													
Computer Sessions	440	611	598	741	618	632	644	716	557	527	509	552	617
Wifi Sessions	2767	2646	2448	2930	2548	2338	2410	990	2151	2473	2707	2252	2657
Website Visits	17,665	16,456	22,077	19,430	19,356	20,960	15,443	17,653	19,380	15,056	11,051	12,804	13,279
MARKETING													
eNews Subscribers	7,162	7,109	6,780	6,771	6,760	6,771	6,720	6,731	6,720	6,674	6,640	6,648	6,614
eNews Open Rate	53%	53%	52%	53%	53%	52%	50%	52%	54%	46%	52%	52%	52%
Facebook Followers	2,154	2,140	2,131	2,109	2,088	2,064	2,034	1,994	1,978	1,956	1,935	1,917	1,909
Instagram Followers	624	613	604	602	598	590	580	565	564	556	557	552	546

12a. ASSISTANT TO THE DIRECTOR REPORT

October 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
- Monitor the meeting room reservations
- Compiled the October board meeting minutes for review by the Secretary
- Auditors were in attendance on October 10
- Ordered flowers for a staff family member's bereavement
- Organized a pickup from the Warrenville Food Pantry – again had over 500 lbs.
- Made copies of the new Employee Handbook and related document for Ian

Meetings and Continuing Education

- Management Team meeting on October 28
- Attended the October board meeting
- KnowB4 training assigned by Duncan:
    - Make it a Habit – PAB it!
    - How to Spot Phishing Scams

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 and installed a new cartridge filter
- Changes elevator lights as needed
- Removed cobwebs from the exterior of the building that were within reach
- Had to rod the plumbing twice due to paper towels plugging the pipe.
- Installed the handicap sign base and sign – it had been knocked over
- Programmed lockers for new staff member

12b. PUBLIC SERVICES REPORT

OCTOBER 2025 **Submitted by Paul Dobersztyn**

Highlights

- The library hosted **66** total events in September with **897** participants.
- We hosted 7 passive programs that included the Day of the Dead Ofrendas, Crafts to Go: Diwali and Trick or Treating, hosting about **240** participants.
- Julie Kurtis, Taylor Haring and Mark Arellano hosted our very first Adult Lock In program on 10/17. This event was a tie-in for our Fall Back reading challenge and featured nostalgic video games, music and board games. Drinks were donated by Two Brothers of Warrenville. A total of **19** were in attendance.
- The Public Services Department celebrated Hispanic Heritage Month with several crafts and displays throughout the library. Miriam Montano coordinated the Day of the Dead Ofrenda displays from 10/27-11/3. The following organizations participated:
    - Warrenville Park District, City of Warrenville, Warrenville Historical Society, Warrenville Fire Protection District, DuPage Hispanic Alliance, Outreach Warrenville, Outreach Warrenville: Grow, Prepare, and Serve, Hubble Middle School Spanish Club, Alliance of Latinos Motivating Action in the Sububs (ALMAS), Warrenville Public Library Board of Trustees, Little Friends: Inklude Art Studio and the Warrenville Public Library District.
    - This year was the largest participation across the community and we've received so many great comments in person and online.
    - We want to thank all that participated including the Library Board of Trustees.
- The second Sunday Music Matinee featured Tom Sharpe performing his Sound Energy Experience on 10/5 with **52** in attendance.

Professional Development

- **20** sessions of CE were completed by the Public Services Department in October.
- **34 total** hours of CE were completed.
- Topics covered include: Virtual Narcan Training, Reaching Forward North Committee Meeting, Ingram iPage Academy, Ancestry DNA, Clean up Your Family Tree, and more.
    - A full list can be provided by the Public Services Manager.
- Julie Kurtis is enrolled in a New Manager Course presented by…. It's a several week course and they have covered a variety of relevant library topics.
    - Week 1: leadership styles, strengths/areas of growth, community connections, building team morale
    - Week 2: equity centered leadership, radical empathy and shifting from cultural competence to cultural humility
    - Week 3: my favorite speaker of the course!
        - Changing your mindset when entering a new role
        - Learning difference styles of staff- communication styles, how much information they want, how they like to receive and give information, thinking things internally or externally, values, feedback
        - Managing transitions with change
        - How to run a meeting
    - Week 4: how to have difficult conversations
    - Week 5: staff morale and burnout

- We had three staff members attend the ILA Annual Conference this year: Mandy Wilson, Taylor Haring and Julie Kurtis. Below are some of their experiences while attending.
    - Taylor Haring: ILA Conference Highlights and Takeaways
        - In Defending Our Values: The Impact of Culture Wars in Public Libraries, the key message was to stand our ground and back it up with strengthened policies and policy literacy, increased transparency, supported and trained staff, and by advocating with knowledge about the materials and services being challenged. “They can’t get their way by showing up and yelling at us.” In The Heart of Leadership: Managing through Accessible Communication, there was a great discussion that defined the difference between a “no surprises” approach to leadership and micromanaging, what information should be communicated to appropriate parts of a team and when, and a “golden nugget” strategy to help team members and leaders stay on the same page when it comes to feedback.
        - I attended three panels about accessibility and one consistent trend I noticed was providing a “Sensory Friendly Hour” on a monthly basis. This is similar to our sensory friendly open house with two key differences: 1 – The frequency of this event, and 2 – How it’s explained to the public: instead of an open house where there’s a “try-out” or staged presentation of library services, it’s specified that all library services are available now with a lower building sensory impact for those who need it. I think this would be a great way to approach our sensory open house moving forward, as it welcomes all who have sensory needs to come use the library for what they might need it for. Other stand-out takeaways were grant information for accessibility remodeling, suggestions on accommodation transparency, strategies for approaching the hiring process for neurodiverse applicants, DVD inserts, and producing online content with an accessible lens.
        - Finally, I had a lot of takeaways from the Belonging in Policy Writing panel, which explored library and staff policies with a lens of belonging and inclusion. Takeaways include, but are not limited to, shifting the language away from patron behavior management to library space management, focusing on how much bereavement leave time is allowed and not who we’re allowed to mourn, flexible working options (WFH), strengthening the relationship with HR or management through 60 and 90 new-hire check-ins and regular updates on goals challenges, and fostering stronger staff relationships and through recognition of cultural milestones, celebrations and even informal teams channels for common interests.
    - Mandy Wilson: ILA 2025 You Belong Here
        - **Defending Our Values: The Impact of Culture Wars in Public Libraries** Speakers: Stephanie Nissen, Rockford University; Emily Porter, OSF Healthcare
            - The most important thing I got out of this panel was that even though libraries are neutral entities we still have the right to defend our values, especially in the current sociopolitical climate that is targeting libraries.
        - **Your Next Chapter: Redefining Library Skills and Belonging** Speakers: Suzy Antell, Oak Park Public Library; Jennifer Hovanec, La Grange Public Library; Kara Kohn, Clarivate; Joy Matteson, Benedictine University Library; Laurie Papadourakis, Des Plaines Public Library; Sarah van der Heyden, Addison Public Library
            - The panelists discussed their paths to the positions they have today. I hoped to learn more about how to better apply non-library work skills to library work, but they mostly discussed how your current library skills

can transfer/apply to other library positions. It was interesting but I think I misunderstood the panel topic.

- **How to Banish Imposter Syndrome and Stop Kicking Your Own Ass** Speakers: Carolyn Ciesla, Elmhurst University; Monica Dombrowski, Winnetka-Northfield Public Library District; Sara Murray, Algonquin Area Public Library District
    - The point of this panel was to help attendees learn about impostor syndrome, how to identify it and how to overcome it when it occurs. I thought the information about impostor syndrome itself was useful. However, the speakers' advice on how to address and manage impostor syndrome was not as helpful as I hoped. Hearing three executive directors (one being the ILA president) tell attendees to remind themselves of their successes, awards, and high-up positions as a way to banish negative self-talk wasn't relatable to me. I did like their advice of reversing negative self-talk in general, the advice to practice graciously accepting compliments instead of deflecting them, and to allow yourself to take credit for the work you do.
- **Period Positive: Free Period Products in Library Bathrooms** Speaker: Morgan Rondinelli, Normal Public Library
    - This panel was about the importance of the library offering free period products and advice on how to implement the practice in your own library.
- **A Book for Every Reader: A Reader's Advisory Toolkit for Ages 10-18** Speakers: Andrea Johnson, Mount Prospect Public Library; Kylie Peters, Geneva Public Library District
    - This panel provided reader's advisory suggestions for ages 10-18. That's it, that's the panel! My biggest takeaway was that there is a notable lack of YA novels for the "typically male" (cis, straight, etc.) audience. Diversity is obviously a positive thing, but every teen deserves to see themselves in a book and on our shelves. The reading lists the speakers curated are great!
- **Membership Meeting & President's Program** Featuring Dilla Key Speaker: Shermann "Dilla" Thomas
    - I didn't know who Dilla was before this program so I'm glad I got to hear him speak! He spoke about how he started his TikTok, his love of Chicago, and the importance of sharing our knowledge with the world. He looked out into the audience and told us that we're all revolutionaries and was honored to be speaking with us. That really struck a chord with me. Libraries really are revolutionary in what we do and offer. Literacy and uninhibited access to information are very powerful things in the face of rising political hostility in our country.

o Julie Kurtis: Notes from ILA

- **In the Feels: Social Emotional Storytimes, Collections, and Programming with Empathy**
    - Empathy-Centered Workplace
        - Growth mindset means open to learning and seeking opportunities
        - Expose to differences (be intentional about going among people different from you, how are you supporting those around you?)
        - Identify common ground
        - Recognize bias to create questions instead of assumptions
        - Iceberg concept of culture

        - Creating a communal feeling of respect, encouraging work life harmony commitment and Eisenhower decision matrix
        - Using positive language in signage
    - Programs
        - Breathing ball used to show how to take a deep breath
        - Miss bunny at storytime greets kids to make them more comfortable
        - Sunshine squad (ages 0-6)
            - One Saturday and 1 weekday a quarter
            - Demonstrating ways to raise kind kids, embrace feelings, introduce cultures, etc.
            - Rules of the squad (be kind to self, to others and to animals and nature)
        - Wellness programs
            - Be a buddy not a bully
            - Cookies cocoa and self care
            - World kindness day
            - Spa day kit
        - Paint kindness rocks
    - Collections
        - Care kits for parent conversations
        - Youth exploration kits with stories from other cultures
        - Early learning kits-5 books, 1 manipulative
        - Self care tool boxes (middle school)
        - Bullying
        - Mindfulness
        - Puberty
        - Stress relief
- **Exploring Effective and Innovative Volunteer Program Models**
    - Interesting volunteer ideas
        - Middle school program, high school program, adult program, court ordered program and parent program
            - Parent program was different in that it was up to the discretion of the librarian to allow parents to volunteer at youth programs (otherwise the adult volunteers did not have that opportunity)
        - Discord channel for high schoolers and a specific chain with only volunteers to discuss future opportunities
        - Signed up for program volunteering via a google doc
        - Require a writing and cutting sample from volunteers to know what they would be best at helping with
    - Tasks
        - Cleaning computers, tables, study rooms
        - Wiping down elevator, handrails, etc.
        - Program prep and clean up
        - Special cleaning projects
        - Getting a library card
        - Book reviews (teens)
        - Attending programs (teens)
        - “parent volunteers”- program assistance, costumed characters

Personnel

- Interviews for the open Youth Services Associate position were held October 2-7.
- Michelle DeGrace was offered the Youth Services Associate position and accepted the offer. Her first day was 10/28. We're very excited to have her in the department!
- Anushka is on her 5th week at the library. She has completed several projects including sanitizing the Discovery Room, assisting with putting together craft kits and dusting our bookshelves. It has been a very easy process to supervise and coordinate.
- Paul Dobersztyn completed and submitted a report for our COD curriculum student to her professor on 10/21 to recap her time in the Public Services Department.

Reading Challenges

- 500 Books Before Fifth Grade – Started September 1, 2025
    - Total Participation
        - 25 registrants
        - 0 completions
        - 873 total books read so far.
- 1000 Books Before Kindergarten
    - Total participation:
        - 204 registrants
        - 29 completions
        - 55,548 total books read so far.
- The 100 Books Before High School
    - Total participation since the launch:
        - 87 registrants
        - 2,276total books read
        - 10 completions so far
- Fall Back Reading Challenge (Adult) – Started September 1, 2025
    - Total Participation
        - 67 registrants
        - 51 completions
        - 134,254 minutes read

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 1 Puzzles: 2 / Teen Volunteers: 8 (9 total hours)
Homebound Deliveries: 2 Deliveries/Pickups, 9 items checked out, 5 total participants

- Diana Abraham couldn't attend the Fire Department Open House on 10/1, but prepared Gail Smith to staff the table. Gail interacted with **50** participants.
- Diana Abraham met with the John Family Connection Committee on 10/7.
- Paul Dobersztyn met with Jason Stuhlmann for a monthly meeting on 10/8.
- Paul Dobersztyn met with Diana Abraham for a monthly meeting on 10/10.
- Diana Abraham attended the Johnson Family Dinner on 10/16. **246** in attendance.
- Diana Abraham attended the Bower School Fall Carnival on 10/17, she interacted with **131** participants.
- Julie Kurtis visited the Aces Academy on 11/19, interacting with **12** students.
- Tom Hill, Miriam Montano, Taylor Haring, Julie Kurtis, Diana Abraham, Kyrie Kenny-Sumrak, and Paul Dobersztyn attended a Public Services Department meeting on 10/20.

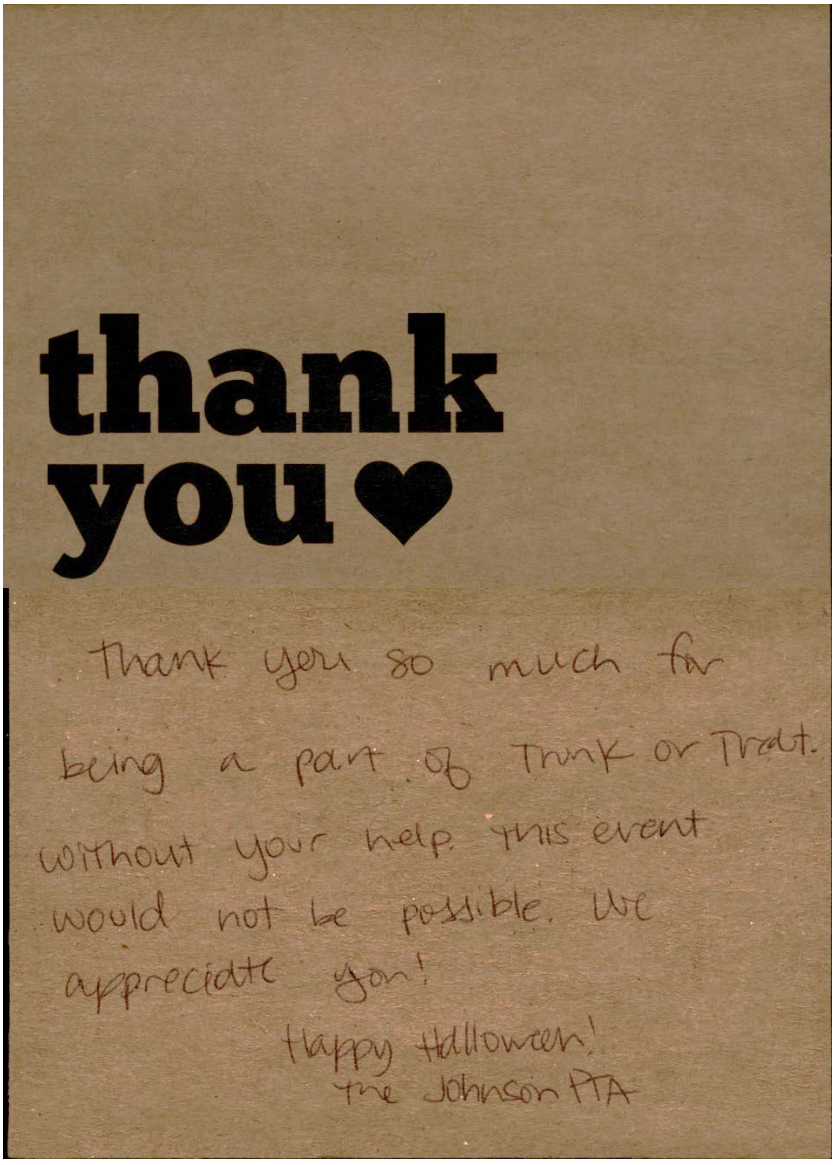
- Diana Abraham attended the American Legion's Burger Night on 10/22, interacting with **75** guests.
- Taylor Haring facilitated a Safety Committee meeting on 10/23.
- Diana Abraham attended the Johnson School Trunk or Treat on 10/25, over **300** in attendance.
- Julie Kurtis, Mandy Wilson, Taylor Haring and Paul Dobersztyn attended a FanCon committee meeting on 10/27.
- Diana Abraham visited the Agape Preschool on 10/27 and 10/28 to perform storytime for **29** students.
- Paul Dobersztyn attended a Management Team Meeting on 10/28.
- Paul Dobersztyn met with Kathy Gaydos, David Cassara, Duncan Jones and Jason Stuhlmann on 10/29 to discuss renewing Communico and our website moving forward.
- Paul Dobersztyn met with representatives of Warrenville in Bloom to discuss their annual calendar and adding library events for 2026.
- Diana Abraham is creating teacher bundles for the Aces Academy, supporting our local home schoolers.
- Taylor Haring provides a safety committee update:
    - *Safety Quizzes are coming back every other month starting January, 2026. The new focus of these quizzes will be less on locating the correct answers in the manual and more on applying the instructions to safety related scenarios. The Committee will review responses after each quiz has closed, assess the staff's understanding based on their answers, then provide general feedback through our staff newsletter and one-on-one training for those the committee feels did not meet expectations.*
- A representative of Goodwill's Clean Energy Initiative provided an informational table on 10/27.

Non SWAN InterLibrary Loan
Item Requests Processed: 21; Materials Received: 21; Materials Lent: 10

Strategic Plan Updates
- Learn & Grow: Collections- re-labelling series to make them more browsable for staff and library members – Julie Kurtis
- Learn & Grow: Offerings – toy swap program in Early November already has a lot of compliments from the community who appreciate upcycling events.
- 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: Library Awareness – Fall Back Reading program has extra elements that introduce various collections and services. – Julie Kurtis
- Learn & Grow: Collections – Finalizing the signage for Adult Services. Finished the mapping, re-labelling of overhead signage in the adult book collection. Worked with the marketing department to finish the end cap signage to assist staff and library members locating materials after the shift was completed. – Taylor Haring
- Learn & Grow: Library Awareness - Contacted the advisors for the Art Club/National Art Honor Society. They have accepted a collaboration with our Teen Associate, Mandy Wilson. They will be working with the high school students in creating an art project for display in our Teen Lounge. I will also request paintings or drawings to display in our quiet room from the Art Club. – Diana Abraham

Feedback from Members

- A patron told me that the library is great and that it is reason alone to move to Warrenville. This was when he was picking up his completion prize for the Fall Reading Program. – Tom Hill
- Love the Dia de los Muertos displays! – Diana Abraham
- Staff has great reader advisory skills. – Diana Abraham



12c. MEMBER SERVICES REPORT

October 2025 **Submitted by Laurie Rex**

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8,204	56.6%
Aspen catalog/mobile app (Renewals)	171	1.18%
Autorenewals	4,450	30.7%
Staff Assisted Checkout	1,671	11.52%
TOTAL TRANSACTIONS	14,496	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,775	58.2%
Selfcheck 2 (Near Vending Machine)	3,429	41.8 %
TOTAL TRANSACTIONS	8,204	100.00%

Department Highlights

Curbside
We had 8 Curbside Pickups, 6 unique users, in October.

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

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, conducted 3 interviews for the open Member Services Associate position.

Personnel
We conducted 3 interviews for the Member Services Associate position, and we offered one of them the position.

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

October 2025 **Submitted by MaryKellie Marquez**

Collection Maintenance

- 477 items created
- 564 items discarded
- 63 items repaired
- 10 discs cleaned

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

MaryKellie

- Achieve Engagement, “Find the Fractures Before Performance Breaks: Measure Change Resilience & Human Connection in the AI Era” 10/1/25
- LACONI POP “Sustainability in Action, Part 2” 10/2/25.
- LACONI SAAM, “Documentation in Action” 10/6/25.
- Niche Academy, “The ‘Why’ of Assessment” 10/7/25.
- Illinois Library Association Conference 10/14/25-10/16/25.
- Random House “Smartphone Nation” 10/20/25.
- Library Journal “Day of Dialog 2025” 10/23/25.
- LACONI TSS “Where Do We Order from Now?” 10/23/25.
- Began re-cataloging YA graphic novels to new category YA MANGA 10/30/25.
- Ryan Dowd, “Encampments: Community-Wide Responses with Ian De Jong, rec. 10/16/25.”

Gail

- Worked at the firehouse open house alone.
- Watched the September board meeting on YouTube.
- 2nd poll for inventory on BBs, BRs and ½ JNF.
- Created a sign for the park district program for Diana.
- Created three different recipe cards for Diana’s program at the park district.

MaryKellie’s Meetings:

- RAILS Technical Services Networking Group at Itasca Community Library 10/10/25.
- SWAN Fireside Chat 10/28/25.
- Attended Board meeting via Zoom 10/15/25.
- Management Team meeting 10/28/25.

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12e. HUMAN RESOURCES

October 2025 **Submitted by Ian Stevens**

Highlights

Staff/Recruiting

- The library was recruiting for a Member Services Associate. Laurie and I interviewed a few candidates at the end of October and selected Ruby who is due to start on November 18th.
- We currently have no open positions at the Library.

HR Procedures

- Ran payrolls in Paylocity on 10/13 and 1027.
- Onboarded new staff Michelle (10/28). Her first day was completing legal documents, having a tour of the library, meeting with IT and then department training.
- IMRF: October payroll info to accountant 10/30. September Wage Report to IMRF 10/2.
- Paylocity upgraded their payroll process. All went smoothly once the learning curve was over. The in-house documentation has now been created and can only be used by authorized staff. In the new year Jason will be trained.
- The handbook was reviewed by an HR Source attorney earlier this year. They made some additions, legal wording updates, and other minor suggestions. Jason and I met to implement recommendations. The Board reviewed section 5 at the September meeting approving the handbook in October. Staff received their copy recently.
- Open enrollment for 2026 benefits began November 10th for eligible staff. All staff received several informative emails from HR on some minimal changes and costs.

Meetings

- Management Team meeting 10/28
- Handbook meeting with Jason to go over the Trustees review for section five 9/5
- Monthly one-one with Jason to discuss HR matters 10/8
- Board meeting 10/16
- Safety committee meeting 10/23
- HR Sorcerers Ambassador meeting 9/4
- Meet with various staff to discuss a variety of HR issues/topics/policies including benefits, coverage, safety and my door is always open

Training/Continuing Education/Webinars

- SHRM – Politics at Work 10/17
- Paylocity – Anti Harassment Training 10/7
- Paylocity – Self Insurance rules 10/22
- HRE/Paycom - HR Trends for 2026 10/23
- HRE/Paycom - I-9 compliance 10/15
- HR Source – Straight from the Source: compliance 10/16

12f. IT DEPARTMENT REPORT

October 2025 **Submitted by Duncan Jones**

User Support

- I helped staff with printers, passwords, Excel, toner replacement, Teams, printer templates, and the projector.
- I set up a cart for the Acq/Cat inventory project.
- I helped members with copying and faxing.

Troubleshooting

- Investigated an issue with the elevator phone not working. I worked with the service provider to restore function.
- I resolved an issue withs phones not dialing in or out.
- I resolved a credentials issue with a new PC.
- I resolved a printing issue with YS desk by reinstalling the driver and adjusting settings.
- I cleared a jam in the adult side coin tower.

Project/Goal

- I continued deploying new public PCs.
- I deployed a new HVAC PC.
- I compiled a list of IT hardware acquisitions and disposal from last year for the auditors records.
- I reset staff VPN credentials at the request of the vendor due to potential leaked credentials.
- I updated the OS, software, and firmware of various servers and staff PCs.
- I added Room Fees to Square for MS checkout as requested.
- I created accounts for our new employee and led her through the IT orientation.
- I renewed the certificates for the Krayon Kisosk iPads.
- I researched staff laptop replacements. I contacted HP to set up pay-by-invoice and tax exemption.
- I deactivated/reactivated several hotspots as requested.
- I worked with our MSP to update the firmware of host servers. One needed a new license key applied.

Planning

- I researched new laptop models for replacing the staff units.

Meetings

- I met with Jason.
- I met with Management Team.
- I met with Communico stakeholders.
- I met with Frank from Granite about service for the existing phone lines.

Tickets

- 5 opened, 5 closed, 3 pending

12g. Marketing Department REPORT

October 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

- Requested, received, reviewed and approved the estimate from Hagg Press for the winter mailing.
- Reviewed a round of edits made by PS in a Word doc with Paul and discussed next steps for staff to review a designed version of RM.
- Completed first draft design and gave to Kathy for input; made edits and gave to Jason and Paul for their review.
- Checked all event entries in Communico to make sure all were correct and accounted for in RM; made a few edits and flagged a few things for Paul.
- Finalized the draft and distributed to the proofreading team; made final edits and prepped it for the printer.

Event Publicity

- Gave input to Paul on releasing 2026 concert and other program dates for Warrenville in Bloom calendar.
- Posted a video Taylor made about *The Rocky Horror Picture Show* movie to social media to help boost registration. Also, included an article in eNews about the program.
- Created a first draft of winter programs for use as digital slides and flyers.
- Created all design work for the 2026 Winter Reading Challenge: digital slide, flyer, poster, paper reading logs and banners for Beanstack and our website.
- Created a FanCon 2026 digital card for the website with a Save the Date promo.
- Printed Sunday Music Matinee small posters for Paul to distribute at local hotels and establishments.
- Created a digital slide for use in promoting Kyrie's Wiggle Storytime.

Overhead Shelf Signage and Adult Stacks Shelf Sign Project

- Responded to Julie's inquiry about whether she should use a template we created to update Youth Department end cap shelving signs, telling her we would handle all production work but would need a schematic similar to what the Adult Department created; directed her to Paul and Taylor for more background.
- Designed and produced Youth Department end cap shelving signs; handed off to Julie to install.
- Printed approximately 160 new overhead banner signs.
- Researched potential new methods and tools to aid in overhead banner sign production process (cutting down to size).

Content Development/Review

- Requested and received information from Youth Services about the Toy Swap to help me write and post an article on the website about acceptable and unacceptable items.
- Took photos of all the Día de los Muertos displays set up by the community groups to use in Facebook posts; each post highlighted something different about the display. Also, used the photos to create a video to run in Instagram, titling each image and setting the video to music.

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

- Printed additional business cards for Kathy and Taylor.

Community Outreach

- Prepped Go Boxes for Diana's use at:
  - Johnson School Family Dinner on October 16
  - VFW Burger Night on October 22 (I confirmed Burger Night was on October 22 because of conflicting info on their website.)
  - Johnson School Trunk or Treat on October 25
  - Park District Healthy Heroes Kids Fair on November 1.
- Assisted with the graphics for the A to Z Food America display at the Park District event.

Administrative

- Read Jason's AI Overview documents he sent to all staff to illustrate the differences between his writing style vs. an AI-produced document on the same subject and then responded with a few observations. Also, I suggested he feed his document into AI for it to be rewritten/summarized. He did and further shared with staff.
- Asked MaryKellie about social media posts the library was tagged in regarding our volunteer from Little Friends. The images were taken by them in our staff area and the background revealed personal details about a library staff member. I asked for some details, explaining that we as an organization would not take these types of photos nor would we post them on our social media. I advised MK to ask them to remove the images and explain to them that we should mutually review any future images taken. Little Friends modified the images on social media to remove the personal details.
- Attended ILA Exhibition Hall, visiting booths that I thought would be interesting or have a benefit to WPLD. Shared information with our library staff about my discussions with vendors and how I think their products/services might benefit the library.
- Asked Paul about a Facebook post we were tagged in by a business conducting a food drive and suggested we ask them to remove the tag or change the language in the post.
- Shared information with the Management Team that I learned in a webinar about accessibility, including…we should develop an annual audit of resources and update our website about what to expect at the library in terms of accessible features.
- Suggested to Laurie that we change the name of Curbside Pickup Serviced to Courtesy Pickup Service as the name really doesn't fit.
- Completed Sikich's annual fraud inquiry form and returned it to their auditor.
- Worked with COD practicum student Jessica to show her our newsletter proofreading techniques and guidelines and then had her proofread our winter edition. Also worked with her and David to get details about the rack card project she needs to produce.

Miscellaneous

- Followed up with Mandy on scheduling David for a panel discussion with Outreach Warrenville; also requested that we photograph the event and check with O.W. on their photo release policy, if any.
- Followed up with Gail on an indirect inquiry from the Park District regarding using an image of the library for a puzzle event at the P.D.; will work directly with the P.D. to ensure we receive the correct image dimensions from the P.D.
- Requested and received info from Miriam about Day of the Dead Ofrenda participants. Designed and produced requested items such as table signs.
- Requested, received and approved a quote to produce more bags to hold giveaway items used to welcome new library cardholders.
- Handled a food pantry pickup in Jackie's absence and gave the new driver contact information, with Jackie as the primary contact and me as the backup; took photos of the items loaded into the van for use on social media.
- Updated the slat walls with flyers promoting November programs.

- Shared an excerpt with PS staff from an article about AI's impact on website traffic that included examples of naming programs to be clear, not clever, as the names will appear more readily on an internet search.
- Corrected the sign for the price of copies and printouts (erroneously showed $.25 not $.20 for cost of double-sided); laminated and adhered it at all three stations.

Website activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In October, took a close look at the website hits provided by Google to make sure there were no anomalies, as the numbers reported seemed to skew a little higher than the same time period in prior years. The numbers are also somewhat contrary to other reports that info seekers are using the summary generated by AI in a search engine and not scrolling down/selecting an actual website. Also, in October, all the 2026 closing dates were added to our website after confirming them with Jason.

eNews activities related to producing biweekly newsletters and new cardholder welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing, monitoring and segmenting contact lists; monitoring responses. In October, we updated our Constant Contact templates to accommodate newly implemented features and design tools.

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 October…

- Used photos from Diana and Miriam at the Markito's.
- Shared a post to our Facebook page that the library was tagged in showing pictures of a Read to a Therapy Dog session, first asking the original poster if it was okay to share because young children are in the photos.
- Created more posts about the Adult Lock-In and Fall Back Yearbook to boost registration for the Adult Lock-In event.
- Posted photos Diana took at September's VFW Burger Night to let people know we would be represented at the October event.
- Requested and received a catalog link from Taylor that included materials written by or about Native Americans for use in a social media post about Indigenous Peoples Day.
- Posted photos Diana took of the Johnson Trunk or Treat event.
- Posted photos Miriam took at her Mexican Clay Bowl decorating program.

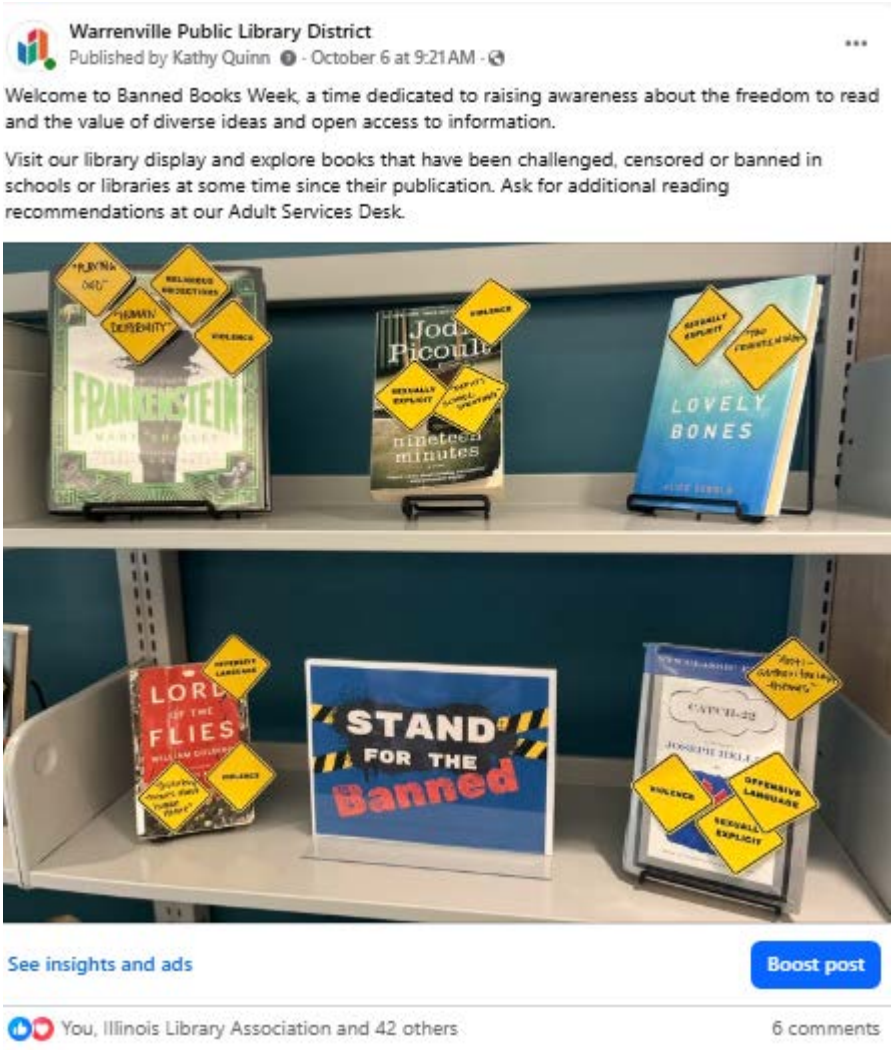
Meetings/Webinars
Kathy
10/7/25: NewsBank Webinar: Learn From Librarians: Strategies for Engagement & Promotion
10/15/25: Board Meeting
10/16/25: Attended ILA Exhibition Hall
10/20/25: Lunch with Communications cohorts at City and Park District
10/21/25: Webinar: Evaluating and Communicating Your Library's Accessibility
10/28/25: Management Team meeting
10/29/25: Communico/Website meeting (Jason, Paul, Duncan, David)

David
10/21/25: Webinar: Evaluating and Communicating Your Library's Accessibility (Webinar)
10/22/25: Library Career Exploration Panel (Panelist)
10/29/25: Communico/Website meeting (Jason, Paul, Duncan, Kathy)
10/30/25: Communico: Attend and Reserve (Webinar)

Publicity Statistics
eNews (Constant Contact)
Subscribers: 7,162
Average open rate: 53%
New Cardholders campaign—average open for 8 sends: 68%

Social Media
Facebook Followers: 2,154
Instagram Followers: 624

Popular FB post in October
1,817 views; 56 reactions (likes, comments, shares); reach=1,254



13. PRESIDENT'S REPORT

Next Library Meetings or Events as of November 14, 2025

- 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

- Wednesday, February 18 at 7 pm
  Truth in Taxation Public Hearing in Library Meeting Room

- Wednesday, March 18 at 7 pm
  Regular Board Meeting in Library Meeting Room

14. TREASURER'S REPORT

IL Funds Interest

- IL Funds – In October we made $9,139.17 in interest.

TIF District Income

In November, we received notification about our TIF District distributions for 2024:

- TIF#3 – We will receive $6,227 (for 2023 we received $5,911)
- TIF #4 – We will receive $64,028 (for 2023 we received $59,673)

While the increase is great, this unfortunately is roughly $5,000 less than we budgeted to receive.